



Inter-University Council of Ohio

A voluntary educational association of Ohio's public universities since 1939

# RECORDS RETENTION FOR PUBLIC COLLEGES AND UNIVERSITIES IN OHIO

## A MANUAL

(MODEL SCHEDULE ONLY)

MAY 2009 REVISION

## INTRODUCTION

This edition of *Records Retention for Public Colleges and Universities in the State of Ohio: A Manual* supersedes the version completed in 1992 and subsequently updated in 1994 and 2000. Users will find several important changes:

- presentation in a searchable PDF
- elimination of redundant record series
- consolidation of similar record series
- development of a hierarchical arrangement framework
- the assignment of a unique IUC code to each record series
- utilization of controlled vocabulary

Probably the greatest change is that this work will stay current with state and federal laws governing records retention and will promptly reflect any legal modifications. The Inter-University Council of Ohio (IUC) has a contract with Information Requirements Clearinghouse (IRCH) to use its software and its on-going database of legal research. Three times each year, the IUC will receive updates from IRCH, and will revise the manual for its member institutions.

These changes aside, the purpose of this manual remains the same:

*...to determine the minimum retention and disposition of records as required by law and sensible practice.*<sup>1</sup>

This manual continues to provide a method for evaluating records by function and by

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<sup>1</sup> The Ohio Revised Code (149.011G) defines a record as “...any document, device, or item, regardless of physical form or characteristic<sup>1</sup>, created or received by, or coming under the jurisdiction of, any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.” As stated in The Ohio Revised Code 149.33(B) “The boards of trustees of state-supported institutions of higher education shall have full responsibility for establishing and administering a records program for their respective institutions. The boards shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of the records of their respective institutions.”

legal concern that would be true for all public colleges or universities, even though the titles of records or files might be different at each campus. To accomplish this, there are five distinct parts, which follow the model illustrated in Donald Skupsky's *Records Retention Procedures* (Denver, Colorado: Information Requirements Clearinghouse, 1990) and are derived utilizing IRCH's software:

- IUC Records Retention Matrix (records retention rules) [not included in this version]
- Legal Group Index [not included in this version]
- Legal Research Index [not included in this version]
- Legal Group Index with Legal Research [not included in this version]
- IUC Model Retention Schedule (standard records series)

Each part of this manual is inter-related. The IUC Records Retention Matrix is a list of functions or activities (retention rules) that records perform at all universities or colleges. This Matrix is linked to a Legal Group Index that describes and categorizes legal concerns related to the function performed by the record.

**Example:**

Matrix ID	Title	Description
ACC1000	Accounting - Accounts Payable/Receivable	Records related to payment of financial obligations and receipt of revenues. Includes vouchers, vendor invoices and statements; payroll and payroll deductions, contributions, and other income.)

This is linked to:

Legal Group ID	Title	Description	Legal Considerations	Legal Requirements
ACC000	Accounting/Tax - General	Includes tax assessment or specific tax requirements for accounts payable, accounts receivable, etc.	≤3 years (128 citations)	≤4 years (19 citations)

In this example, the Legal Requirement of a minimum 4 years retention trumps the Legal Consideration's minimum of 3 years; therefore, the minimum retention, before final disposition for ACC1000 is 4 years. This is graphically represented below.

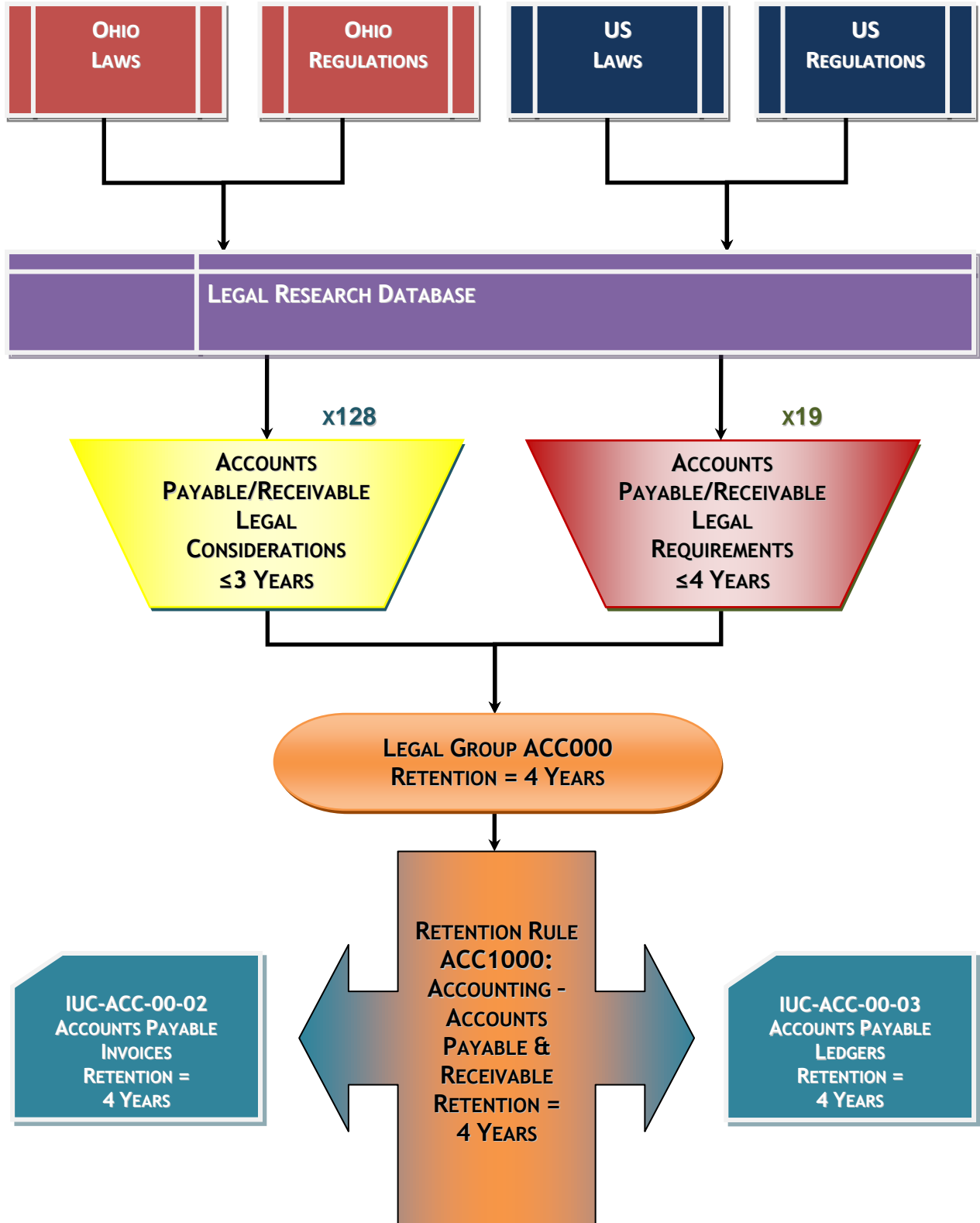


Figure1: Skupsky Model

Finally, there is the Records Retention Schedule itself, which assigns each records series a period of retention, as derived from a records retention rule from the Matrix.

The Records Retention Schedule is the document that most users will employ in deciding the retention and disposition of specific records at individual campuses. Included in this manual is the IUC Model Records Retention Schedule, which presents the "typical" record series that our institutions of higher learning have and manage. While any of the IUC institutions is free to utilize the Model Schedule as presented, each college or university will likely make adaptations to this prototype to reflect the record titles found within its local institutional departments, units, or offices.

It is important, even critical, to reiterate that each title of the prototype cites a retention rule ID from the Matrix. The use of this number serves two purposes:

- it provides a justification or explanation for the retention and disposition of the record
- it enables the college or university to alter the retention of existing titles in compliance with changes in law or regulation.

## RETENTION ABBREVIATIONS

<b>ACT</b>	While Active
<b>ACT+#</b>	While Active + # of years
<b>CY</b>	Current Year
<b>CY+#</b>	Current Year + # of years
<b>IND</b>	Indefinite Retention (aka Permanent)
<b>LOB</b>	Life of Building
<b>LOB+#</b>	Life of Building + # of years
<b>SUP</b>	Until Superseded

## RECORDS MANAGEMENT PROGRAM

Why do we care about our retaining and managing our records? Because they are our organization's institutional memory that:

- document our management decisions
- provide historical references of transactions and events
- enhance our organization's operational efficiencies
- demonstrate regulatory compliance
- provide litigation support

All records have a lifecycle, albeit some longer than others. Records are created or received, used, kept for valid legal, fiscal, or administrative reasons, and more likely than not destroyed at the end of their lives, although some with enduring historical value will be maintained in an archives.

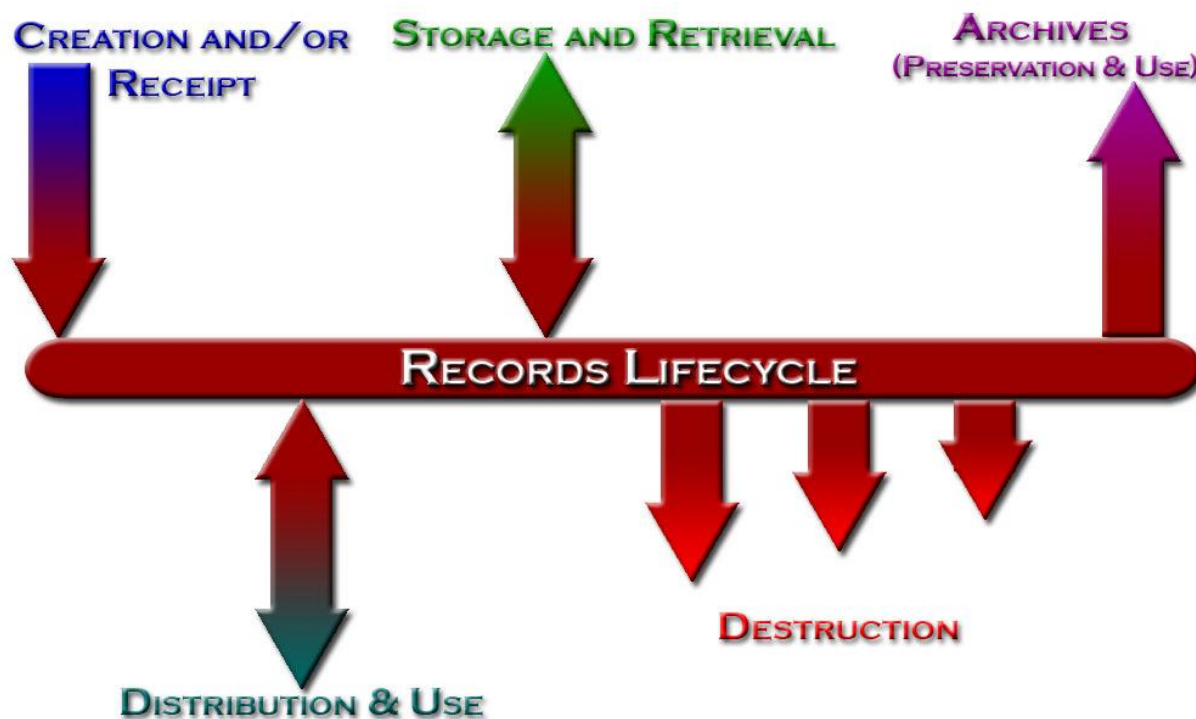


Figure 2: Records Lifecycle (Courtesy of The Ohio State University Archives)

The use of a records retention schedule is one component of a larger more comprehensive records management program that manages records throughout their lifecycles. A robust and comprehensive records management program should include:

- an inventory of an organization’s records—paper based and electronic
- a records retention schedule
- a mapping of the inventory to the records retention schedule
- policy and procedures for
  - ✓ the storage and retrieval of records
  - ✓ the conversion records (if necessary)
  - ✓ a vital records<sup>2</sup> program
  - ✓ disaster prevention and recovery
  - ✓ the appropriate disposal of records through destruction or transfer to an archives

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<sup>2</sup> Vital records are those essential organizational records needed to meet operational responsibilities under emergency or disaster conditions. An organization needs to ask themselves: “*What records are absolutely crucial to our business operation that will need to be recreated from backup copies if the originals are lost or inaccessible in a disaster?*” Typically these are shorter-term records that have legal and fiscal implications and amount to approximately 1% to 7% of an organization’s records.



## RECORDS RETENTION

There are five (5) general categories of retention:

- **INDEFINITE:** Records with an indefinite retention period are documents (including email and other electronic records) which have significant administrative, legal, and/or fiscal value; further, they have an enduring historical value and therefore may be accessioned by and maintained in an archive forever.
- **LONG-TERM:** Records with a long-term retention period are documents (including email and other electronic records) which have significant administrative, legal, and/or fiscal value and have a life that is typically longer than ten (10) years. Upon expiration of that retention period, the records should be disposed in an appropriate manner as soon as possible, providing there is no legal hold.
- **INTERMEDIATE:** Records with an intermediate or short-term retention period are documents (including email and other electronic records) of significant administrative, legal, and/or fiscal value having a definitive life, typically ten (10) years or less. Upon expiration of that retention period, the records should be disposed in an appropriate manner as soon as possible, providing there is no legal hold.
- **TRANSIENT:** Transient or transitory records have a very short-lived administrative, legal or fiscal value and should be disposed in an appropriate manner once that administrative, legal or fiscal use has expired, providing there is no legal hold. Typically the retention is not a fixed period of time and is event driven; it maybe a short as a few hours and could be as long as several days or weeks. Transient/transitory records may include, but are not limited to:
  - ✓ preliminary drafts (when superseded)
  - ✓ memoranda (paper-based or email) pertaining to scheduling an event

- ✓ documents designated as superseded or as-updated
  - ✓ user copies (not original document)
  - ✓ routing slips
- **NON-RECORD:** A non-record is any document, device, or item, regardless of physical form or characteristic, created or received that **DOES NOT** serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office. Non-records may include, but are not limited to:
- ✓ personal correspondence
  - ✓ non-university publications
  - ✓ Listserv<sup>®</sup> materials
  - ✓ junk mail/spam
  - ✓ catalogs
  - ✓ journals, books, other library materials
  - ✓ faculty papers (Faculty papers are the property of the faculty member, not the university and as such are not university records; however, in some cases a university's archives may be interested in collecting faculty papers.)

It is important to note that a significant amount of documents that we handle on a daily basis fall into the final two categories: transient retention or non-records. When we routinely and appropriately dispose of these records, we can more effectively expend our energies on managing those records of intermediate, long term, and indefinite retention that require our attention. If we do not perform these routine disposals of records with extremely short retention periods, we run the risk of generating such large volumes of these documents, that we will overwhelm our ability to effectively manage our records of consequence.

In handling of these documents, one needs to consider how they handle their "snail mail" at work and home:

- Review the documents content; this may mean thoroughly reading the document, but more often than not one is able to judge just by the look of the document or a subject line:
  - ✓ If it is a non-record, then toss it into the garbage or recycle bin (paper-based or electronic) immediately;
  - ✓ If it is a transient/transitory record, then place it in a file or sub-file (paper-based or electronic) that is designated for periodic review and dispose of as soon as allowable.

## CONCLUSION

For our IUC institutions to operate in an efficient and informed manner, we need to effectively manage our records and information assets. In effectively managing our institutional records, we are able to:

- document our management decisions
- provide historical references of transactions and events
- enhance our organization's operational efficiencies
- demonstrate regulatory compliance
- provide litigation support

This manual provides a key component of a university's records management program—the Model Records Retention Schedule and the means to adapt and expand that schedule based upon legal requirements, legal considerations and appropriate practices.

## ACKNOWLEDGEMENTS

This major revision of *Records Retention for Public Colleges and Universities in Ohio: A Manual* is due to many individuals' efforts. The Inter-University Council of Ohio charged a task force of attorneys, human resources professionals, chief information officers, archivists, and records managers to identify a process to regularly and efficiently update the Manual. The Records Task Force chose to continue the IUC's relationship with IRCH, Inc. negotiating a contract for the purchase and thrice yearly updating of *Retention Manager 3*. Raimund Goerler and Daniel Noonan of The Ohio State University travelled to Denver to receive *Retention Manager 3* training. Mr. Noonan utilizing *Retention Manager 3* developed this draft of the revised manual, which was reviewed initially by Tamar Chute and Raimund Goerler of OSU, and subsequently reviewed and approved by members of the Records Task Force.

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# Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Accounts Payable</i>  Amounts owed on open account for goods or services received.	4	ACC1000	IUC-ACC-00-01
<i>Accounts Payable</i>  Invoices  Bill for goods or services received.	4	ACC1000	IUC-ACC-00-02
<i>Accounts Payable</i>  Ledgers	4	ACC1000	IUC-ACC-00-03
<i>Accounts Payable</i>  Vouchers	4	ACC1000	IUC-ACC-00-04
<i>Accounts Receivable</i>  Amounts due from others on open accounts as a result of providing goods or services.	4	ACC1000	IUC-ACC-10-01



# Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Annuity Records</i>  Statement of payroll deduction for employees' annuity plans.	4	ACC1000	IUC-ACC-00-05
<i>Bad Debt Actions</i>  Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	4	FIN6000	IUC-ACC-10-08
<i>Balance Sheets</i>  A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.	4	ACC3000	IUC-ACC-30-02
<i>Cash Books</i>  A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.	4	ACC1000	IUC-ACC-10-02
<i>Cash Disbursement Journals</i>  A record of institution's cash transactions showing a running balance.	4	ACC1000	IUC-ACC-00-06



# Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Cash Journals</i> Journal of cash received.	4	ACC1000	IUC-ACC-10-03
<i>Cash Receipts</i> Receipts for cash sales or cash received.	4	ACC1000	IUC-ACC-10-04
<i>Cash Register Tapes</i>	4	ACC1000	IUC-ACC-10-05
<i>Chart of Accounts</i> A list of the accounts used by an organization with each account usually assigned a number or code.	4	ACC3000	IUC-ACC-30-01
<i>Cost Accounting</i> Record analyzing cost for producing certain items or performing certain tasks.	4	ACC3000	IUC-ACC-60-01



# Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Expenditure Report</i>  Periodic reports of expenditures, usually by department or account.	4	ACC3000	IUC-ACC-30-03
<i>Fixed Assets Records</i>  Inventory and other information maintained on capitalized assets (structures, site improvements, machinery & equipment, information systems, furniture & fixtures, and vehicles)	ACT+6	ACC2000	IUC-ACC-20-01
<i>General Ledgers</i>  A book containing a summary or detail of all transactions affecting the accounts of an institution. <i>Review for continuing historical value and transfer to Institutional Archives.</i>	6	ACC1010	IUC-ACC-30-04
<i>Invoices</i>  Bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment.	4	ACC1000	IUC-ACC-00-07
<i>Journal Entries</i>  The means of entering details of a transaction into the accounting system. Journal entries are made in a journal and later posted to a ledger. Entry also includes a brief explanation.	4	ACC3000	IUC-ACC-30-05





# Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
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<i>Journals</i>	4	ACC3000	IUC-ACC-30-06
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The record in which financial transactions are first recorded before being posted as a debt or credit to an account in a ledger. A chronological documentation of transactions.

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<i>Payroll</i>	4	ACC1000	IUC-ACC-40-02
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Change Report: Classified Staff

Bi-weekly listings of payroll adjustments processed through Personnel Services concerning full-time or part-time employee status, i.e., new employee, promotion, reclassification, leave of absence, lateral transfers, and removals. Report arranged by pay period.

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<i>Payroll</i>	4	FIN1000	IUC-ACC-40-01
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Checks

Checks paid employees for services they perform.

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<i>Petty Cash Records</i>	4	ACC1000	IUC-ACC-00-08
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<i>Receipts</i>	4	ACC1000	IUC-ACC-10-06
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# Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
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<i>Registers</i>	4	ACC1000	IUC-ACC-30-07
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<i>Requisitions</i>	4	ACC1000	IUC-ACC-00-09
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Forms used to order good and services.

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<i>Royalty Payments</i>	4	ACC1000	IUC-ACC-00-10
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<i>Sales Receipts</i>	4	ACC1000	IUC-ACC-10-07
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<i>Student Accounting Records</i>	4	ACC1000	IUC-ACC-50-01
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Files on individual students' paid and unpaid accounts, including loan applications, correspondence, account activity record, etc.

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# Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<p><i>Student Accounting Records</i></p> <p>Canceled Registration Files</p> <p>Record of canceled registrations, including amount owed, reason, etc.</p>	4	ACC1000	IUC-ACC-50-02
<p><i>Student Accounting Records</i></p> <p>Dorm Contracts</p> <p>Actual agreement between students and residence halls governing room and board and fee payment agreements. Includes meal plan authorizations.</p>	4	ACC1000	IUC-ACC-50-03
<p><i>Student Accounting Records</i></p> <p>Dorm Contracts</p> <p>Release Files</p> <p>Includes application, correspondence, and record of decision reached concerning request to break contracts for room and board.</p>	4	ACC1000	IUC-ACC-50-04
<p><i>Student Accounting Records</i></p> <p>Financial Aid</p> <p>Accounting Billing Letters</p> <p>Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money.</p>	4	ACC1000	IUC-ACC-50-05
<p><i>Student Accounting Records</i></p> <p>Financial Aid</p> <p>Cancelled Check Records</p> <p>Canceled checks, check stubs, and check journals showing payments for financial aid made to students.</p>	4	ACC1000	IUC-ACC-50-06



# Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Student Accounting Records</i> Financial Aid Disbursement Records Statement by individual of award amounts disbursed. Contains name, type, and amount of award.	4	ACC1000	IUC-ACC-50-07
<i>Student Accounting Records</i> Insurance Records Record of students enrolled in university or college health program.	4	ACC1000	IUC-ACC-50-08
<i>Student Accounting Records</i> Tuition Remission Applications Record of tuition waiver for employees and dependents.	4	ACC1000	IUC-ACC-50-09
<i>Subsidiary Ledgers</i> A book of accounts of an institution.	4	ACC1000	IUC-ACC-30-08
<i>Telephone Expense Records</i> Periodic reports of long distance and local phone charges.	4	ACC1000	IUC-ACC-99-01



# Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Travel Expenses</i>	4	ACC1000	IUC-ACC-00-11
Record of expenses incurred on official travel. Used to receive reimbursement.			
<i>Unemployment Insurance Payments</i>	4	ACC1000	IUC-ACC-00-12
<i>Vending Commission Income Records</i>	4	ACC1000	IUC-ACC-99-02
Record of money received as commission on vending contracts.			
<i>Voucher Register</i>	4	ACC1000	IUC-ACC-00-13
A journal in which accounts payable and their payments are recorded.			
<i>Vouchers</i>	4	ACC1000	IUC-ACC-00-14
A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction.			



# Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Workers Compensation Payments</i>	4	ACC1000	IUC-ACC-40-03

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# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Academic Grievance Files</i></p> <p>Files documenting grievances of students against faculty members.</p> <p><i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i></p>	ACT+6	LEG4000	IUC-EDU-40-10
<p><i>Admissions</i></p> <p>Applicant Flow Data File</p> <p>Statistical information, percentages dealing with race, religion, sex, etc.</p>	6	LEG5000	IUC-EDU-10-20
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Advanced Placement Records</p> <p>Forms and records supporting consideration for advanced placement in course(s) where no credit is granted.</p>	ACT+1	EDU1010	IUC-EDU-10-09
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Applications for Admission or Readmission</p> <p>Forms requesting admission or readmission to the institution.</p>	ACT+1	EDU1010	IUC-EDU-10-01
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Correspondence</p> <p>Forms requesting admission or readmission to the institution.</p>	ACT+1	EDU1010	IUC-EDU-10-02



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<b>Admissions</b> Applicants who do Matriculate Entrance Examination & Placement Test Reports Standardized test scores related to admission to the institution and placement test scores.	ACT+1	EDU1010	IUC-EDU-10-03
<b>Admissions</b> Applicants who do Matriculate Letters of Recommendation Letters of reference supporting application to the institution.	ACT+1	EDU1010	IUC-EDU-10-04
<b>Admissions</b> Applicants who do Matriculate Medical Records Medical records related to application to the institution.	ACT+1	EDU1010	IUC-EDU-10-05
<b>Admissions</b> Applicants who do Matriculate Personalized Recruitment Materials Student-specific letters related to encouraging potential student to attend the institution. <i>VA regulations require that all recruitment materials be retained 3 years.</i>	ACT+3	EDU1020	IUC-EDU-10-06
<b>Admissions</b> Applicants who do Matriculate Transcripts High School <i>Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.</i>	ACT+1	EDU1010	IUC-EDU-10-07





# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
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<i>Admissions</i>	ACT+1	EDU1010	IUC-EDU-10-08
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Applicants who do Matriculate

Transcripts

Other Institutions of Higher Learning

Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.

*Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.*

<i>Admissions</i>	ACT+1	EDU1010	IUC-EDU-10-14
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Applicants who do Matriculate

Transfer Credit Evaluations

<i>Admissions</i>	ACT+1	EDU1010	IUC-EDU-10-10
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Applicants who do not Matriculate

Acceptance Letters

Student-specific correspondence relating to admission and enrollment at the institution.

<i>Admissions</i>	1	EDU1100	IUC-EDU-15-10
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Applicants who do not Matriculate

Acceptance Letters

Letters notifying students of acceptance or non-acceptance to the institution.



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Access To See Letters of Recommendation Waiver</p> <p>Student waivers for rights of access to see Letters of Recommendation for Admission.</p>	ACT+3	EDU1030	IUC-EDU-10-13
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Advanced Placement Records</p> <p>Forms and records supporting consideration for advanced placement in course(s) where no credit is granted.</p>	1	EDU1100	IUC-EDU-15-09
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Applications for Admission or Readmission</p> <p>Forms requesting admission or readmission to the institution.</p>	1	EDU1100	IUC-EDU-15-01
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Correspondence</p> <p>Forms requesting admission or readmission to the institution.</p>	1	EDU1100	IUC-EDU-15-02
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Entrance Examination &amp; Placement Test Reports</p> <p>Standardized test scores related to admission to the institution and placement test scores.</p>	1	EDU1100	IUC-EDU-15-03



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<b>Admissions</b> Applicants who do not Matriculate Foreign Student Forms I-20 and other forms. <i>Since many items included in foreign students' records are to be retained for at least five years, it is recommended that Immigration and Naturalization Service documentation also be retained five years.</i>	ACT+3	LEG5040	IUC-EDU-10-11
<b>Admissions</b> Applicants who do not Matriculate Letters of Recommendation Letters of reference supporting application to the institution.	1	EDU1100	IUC-EDU-15-04
<b>Admissions</b> Applicants who do not Matriculate Medical Records Medical records related to application to the institution.	1	EDU1100	IUC-EDU-15-05
<b>Admissions</b> Applicants who do not Matriculate Personalized Recruitment Materials Student-specific letters related to encouraging potential student to attend the institution. <i>VA regulations require that all recruitment materials be retained 3 years.</i>	ACT+3	EDU1020	IUC-EDU-15-06
<b>Admissions</b> Applicants who do not Matriculate Residency Status Documents Documents supporting determination of legal domicile (residency).	6	LEG5000	IUC-EDU-10-12



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<b>Admissions</b> Applicants who do not Matriculate Transcripts High School  <i>Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.</i>	1	EDU1100	IUC-EDU-15-07
<b>Admissions</b> Applicants who do not Matriculate Transcripts Other Institutions of Higher Learning Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.  <i>Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.</i>	1	EDU1100	IUC-EDU-15-08
<b>Classes</b> Audit Authorizations Approval forms to audit a class.	ACT+3	EDU1015	IUC-EDU-35-03
<b>Classes</b> Change of Course Schedule (Add/Drop)	ACT+1	EDU1010	IUC-EDU-35-06



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
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<i>Classes</i> Class Schedules (Students) Lists of classes student took a given term.	ACT+1	EDU1010	IUC-EDU-35-09
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<i>Classes</i> Credit by Examination Form	IND	EDU1000	IUC-EDU-35-02
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<i>Classes</i> Credit/No Credit Approvals <i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i>	ACT+3	EDU1015	IUC-EDU-35-05
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<i>Classes</i> Official Class Roster Lists of students enrolled for individual classes.	ACT+3	EDU1015	IUC-EDU-35-08
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<i>Classes</i> Pass/Fail Request	ACT+1	EDU1010	IUC-EDU-35-04
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# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Classes</i></p> <p>Registration/Enrollment Forms</p>	ACT+3	EDU1015	IUC-EDU-35-01
<p><i>Classes</i></p> <p>Withdrawal Authorizations</p>	ACT+3	EDU1015	IUC-EDU-35-07
<p><i>Curriculum</i></p> <p>Catalogs</p> <p>Official course bulletins of the institution.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	IND	EDU3000	IUC-EDU-30-02
<p><i>Curriculum</i></p> <p>Development Files</p> <p>Files documenting approval of new programs and degrees.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	IND	EDU3000	IUC-EDU-30-01
<p><i>Curriculum</i></p> <p>Schedule of Classes (Institutional)</p> <p>Schedule of classes offered each term by the institution.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	IND	EDU3000	IUC-EDU-30-03



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<b><i>Financial Aid</i></b> General Non-Recipient Files Copy of FAF for students who did not receive aid or enter the university or college.	1	EDU1100	IUC-EDU-20-20
<b><i>Financial Aid</i></b> Non U.S. Department of Education Funding General Administrative Annual Interim Fiscal Operations Reports Reports to federal government on expenditures for federal programs. <i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i>	ACT+6	EDU2000	IUC-EDU-20-03
<b><i>Financial Aid</i></b> Non U.S. Department of Education Funding National Guard Scholarship Rosters Lists of students receiving scholarships from the Ohio National Guard. <i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i>	ACT+1	EDU1010	IUC-EDU-20-08
<b><i>Financial Aid</i></b> Non U.S. Department of Education Funding Ohio Academic Scholarship Rosters Lists of students receiving scholarships for current academic year. <i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i>	ACT+1	EDU1010	IUC-EDU-20-07
<b><i>Financial Aid</i></b> Non U.S. Department of Education Funding Ohio Bureau of Vocational Rehabilitation Grants Files Record of awards by state agency for handicapped students.	ACT+6	EDU2000	IUC-EDU-20-06



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Financial Aid</i></p> <p>Non U.S. Department of Education Funding</p> <p>Ohio Instructional Grants</p> <p>Files</p> <p>Record submitted by student for payment of fees. Eventually sent to OBOR for payment.</p> <p><i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i></p>	ACT+1	EDU1010	IUC-EDU-20-05
<p><i>Financial Aid</i></p> <p>Non U.S. Department of Education Funding</p> <p>Ohio Instructional Grants</p> <p>Rosters</p> <p>List of students receiving grants for current academic year.</p>	ACT+6	EDU2000	IUC-EDU-20-04
<p><i>Financial Aid</i></p> <p>Non U.S. Department of Education Funding</p> <p>Student Files</p> <p>Files on recipients, including: FAF's, and FAF need analysis reports, parental tax files, award letters, Statement of Educational Progress, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, National Merit Scholarships, graduate assistantships, sponsored student accounts</p>	ACT+6	EDU2000	IUC-EDU-20-01
<p><i>Financial Aid</i></p> <p>Non U.S. Department of Education Funding</p> <p>Work-Study Student Files</p> <p>Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.</p>	ACT+6	EDU2000	IUC-EDU-20-02





# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Financial Aid</i></p> <p>U.S. Department of Education Funding</p> <p>Federal Loan Check Registers</p> <p>Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans.</p>	ACT+3	EDU2100	IUC-EDU-20-13
<p><i>Financial Aid</i></p> <p>U.S. Department of Education Funding</p> <p>General Administrative</p> <p>Annual Interim Fiscal Operations Reports</p> <p>Reports to federal government on expenditures for federal programs.</p> <p><i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i></p>	ACT+3	EDU2100	IUC-EDU-20-12
<p><i>Financial Aid</i></p> <p>U.S. Department of Education Funding</p> <p>Student Files</p> <p>Files on recipients, including: FAF's, and FAF need analysis reports, parental tax files, draft registration compliance record, award letters, Statement of Educational Progress, Basic Education Opportunity Grant (Pell) Files, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, graduate assistantships, sponsored student accounts.</p>	ACT+3	EDU2100	IUC-EDU-20-10
<p><i>Financial Aid</i></p> <p>U.S. Department of Education Funding</p> <p>Work-Study Student Files</p> <p>Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.</p>	ACT+3	EDU2100	IUC-EDU-20-11



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Grades</i></p> <p>Change of Grade Forms (Update Documents)</p>	IND	EDU1000	IUC-EDU-35-13
<p><i>Grades</i></p> <p>Faculty Grade Report (Grade or narrative)</p> <p>Copy of grade reports as submitted to registrar by faculty.</p>	IND	EDU1000	IUC-EDU-35-10
<p><i>Grades</i></p> <p>Grade Reports (Registrar's Copies)</p> <p>Copy of grade report as sent to student. Grade or narrative.</p>	ACT+1	EDU1010	IUC-EDU-35-11
<p><i>Grades</i></p> <p>Grade Statistics</p> <p><i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i></p>	IND	EDU3000	IUC-EDU-35-12
<p><i>Graduation</i></p> <p>Applications for Graduation</p>	ACT+1	EDU1010	IUC-EDU-35-20



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<i>Graduation</i> Commencement Programs	IND	EDU3000	IUC-EDU-35-23
<i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i>			
<i>Graduation</i> Graduation Authorizations	ACT+1	EDU1010	IUC-EDU-35-21
Documents certifying completion of degree requirements.			
<i>Graduation</i> Graduation Lists	IND	EDU3000	IUC-EDU-35-22
<i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i>			
<i>Head Start</i>	ACT+5	LEG2000	IUC-EDU-00-30
Documents of Head Start meetings and grantee level matters.			
<i>IPEDS Report</i>	IND	EDU3000	IUC-EDU-00-04
Integrated Post-secondary Education Data System			



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>OBOR Report</i></p> <p>Ohio Board of Regents</p>	IND	EDU3000	IUC-EDU-00-05
<p><i>Placement Files</i></p> <p>Files maintained on alumni for purposes of career placement. Includes credentials, letters of recommendations, etc. Students pay to have credentials maintained.</p>	ACT+1	EDU1010	IUC-EDU-00-20
<p><i>Requests</i></p> <p>Disclosures of Personally Identifiable Information</p>	ACT+3	EDU1030	IUC-EDU-00-10
<p><i>Requests</i></p> <p>Health Insurance Waivers</p> <p>Signed waiver indicating student's acceptance or waiver of university student health insurance.</p>	1	ADM9900	IUC-EDU-00-13
<p><i>Requests</i></p> <p>Student Requests for Nondisclosure of Directory Information</p>	ACT+3	EDU1030	IUC-EDU-00-12



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
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<i>Requests</i> Student's Written Consent for Records Disclosure	ACT+3	EDU1030	IUC-EDU-00-11
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<i>Research</i> Grants Files Awarded Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations.	ACT+5	LEG2000	IUC-EDU-50-10
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*Review for continuing administrative and historical value and potential transfer to institutional Archives.*

<i>Research</i> Grants Files Not Awarded Applications and proposals by faculty for grants that were not funded.	1	ADM9900	IUC-EDU-50-11
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<i>Research</i> Research Protocol Committee Files Includes lists of protocols to be considered, new reviews, approvals, requests, and revised protocol forms.	ACT+10	ADM3000	IUC-EDU-50-01
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*Review for continuing administrative and historical value and potential transfer to institutional Archives.*

<i>Research</i> Research Protocol Records Includes protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file.	ACT+3	LEG5020	IUC-EDU-50-02
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# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<i>Statistics</i> Degree	IND	EDU3000	IUC-EDU-00-01
<i>Statistics</i> Enrollment	IND	EDU3000	IUC-EDU-00-02
<i>Statistics</i> Racial/Ethnic	IND	EDU3000	IUC-EDU-00-03
<i>Student Disciplinary Files</i>  Files maintained by student affairs on students who have been accused of disciplinary violations.	ACT+6	LEG4000	IUC-EDU-40-01
<i>Student Disciplinary Files</i> Academic Action Notifications  Communications notifying students of dismissal, academic probation, etc.	ACT+1	EDU1010	IUC-EDU-40-04



# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
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<i>Student Disciplinary Files</i> Requests for Formal Hearings	ACT+3	EDU1030	IUC-EDU-40-02
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<i>Student Disciplinary Files</i> Student Statements Regarding Hearing Panel Decisions  Student statements on content of records regarding hearing panel decisions.	ACT+3	EDU1030	IUC-EDU-40-05
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<i>Student Disciplinary Files</i> Written Decisions of Hearing Panels	ACT+3	EDU1030	IUC-EDU-40-03
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<i>Student Records</i> Academic Records  Record of academic work pursued, including: grades, course evaluations, competency assessments, etc.	IND	EDU1000	IUC-EDU-35-30
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<i>Student Records</i> College or Departmental Office Files  Files maintained in individual college and department offices on students enrolled in that college or department. Includes transcripts, letters of recommendation, etc. Includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled.	ACT+1	EDU1010	IUC-EDU-35-34
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# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
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<i>Student Records</i> Continuing Education	ACT+3	EDU1015	IUC-EDU-35-35
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Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.

<i>Student Records</i> Correspondence	ACT+1	EDU1010	IUC-EDU-35-31
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Student-specific correspondence (other than admissions).

<i>Student Records</i> Program Requirement Modification	ACT+1	EDU1010	IUC-EDU-35-33
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Change of major forms; degree requirement waiver or substitution authorization.

<i>Student Records</i> Transcript Requests (other than student requested)	ACT+3	EDU1030	IUC-EDU-35-36
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<i>Student Records</i> Veterans Administration Records and Correspondence	ACT+3	EDU1020	IUC-EDU-35-32
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# Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<i>Tuition and Fee Schedule</i>	IND	EDU3000	IUC-EDU-00-06

Listing of fee charges for each term by an institution.

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# Model Retention Schedule

Environmental

Record Series	Retention	Retention Rule	IUC Code
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<i>Environmental Monitoring Records</i>	5	ENV1000	IUC-ENV-00-01
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<i>Radioactive Materials</i>	IND	ENV2010	IUC-ENV-00-02
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Transportation Records

DOT transfer record; Authorization for shipment of RAM;  
and Off-site transfers.

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<i>Radioactive Materials</i>	ACT+3	LEG5020	IUC-ENV-00-03
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Waste Records

RAM use cards, specific use, and disposal information.

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# Model Retention Schedule

Finance

Record Series	Retention	Retention Rule	IUC Code
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<b><i>Annual Financial Report</i></b>	4	FIN7000	IUC-FIN-00-01
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Consolidated year-end report of financial situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and student services areas. May include audit report.

*Review for continuing historical value and potential transfer to Institutional Archives.*

<b><i>Audit Report</i></b>	4	FIN7010	IUC-FIN-00-02
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**External**

Final report of state or independent auditor.

*Review for continuing historical value and potential transfer to Institutional Archives.*

<b><i>Audit Report</i></b>	4	ADM3010	IUC-FIN-00-03
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**Internal**

Final report internal auditor.

<b><i>Bank Deposits</i></b>	4	FIN1000	IUC-FIN-10-01
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Record of deposits in banking institutions.

<b><i>Bank Reconciliations</i></b>	4	FIN1000	IUC-FIN-10-02
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Explanation of differences between bank statement balance and actual balance.



# Model Retention Schedule

Finance

Record Series	Retention	Retention Rule	IUC Code
<b><i>Bank Statements</i></b>  Periodic statement of bank balances.	4	FIN1000	IUC-FIN-10-03
<b><i>Bids</i></b> Accepted  For purchases.	ACT+5	FIN8010	IUC-FIN-20-01
<b><i>Bids</i></b> Rejected  For purchases.	3	FIN8000	IUC-FIN-20-02
<b><i>Bond Registers</i></b>  Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	ACT+6	FIN5000	IUC-FIN-30-01
<b><i>Budget</i></b> Institutional  Final, approved, yearly budget for institution, usually in printed form.  <i>Review for continuing historical value and potential transfer to institutional Archives</i>	ACT+1	FIN2000	IUC-FIN-00-04



# Model Retention Schedule

Finance

Record Series	Retention	Retention Rule	IUC Code
<p><i>Budget</i></p> <p><b>Planning Documents</b></p> <p>Budget requests, including program plans for coming year, usually by cost center.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives</i></p>	ACT+1	FIN2000	IUC-FIN-00-05
<p><i>Canceled Checks</i></p>	4	FIN1000	IUC-FIN-10-04
<p><i>Check Register</i></p> <p>Book or original entry for all cash disbursements paid by check.</p>	4	FIN1000	IUC-FIN-10-05
<p><i>Delivery Slips</i></p> <p>Documents sent with purchased goods indicating item(s) shipped.</p>	3	FIN8020	IUC-FIN-20-04
<p><i>Endowment Fund Reports</i></p> <p><b>Annual</b></p> <p>Annual report of funds received and expended by endowment accounts. May be in form of report to donors.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	ACT+6	FIN3000	IUC-FIN-30-02



# Model Retention Schedule

Finance

Record Series	Retention	Retention Rule	IUC Code
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<i>Endowment Fund Reports</i>	ACT+6	FIN3000	IUC-FIN-30-03
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Periodic

Periodic report of funds collected or expended by endowment accounts.

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<i>Purchase Orders</i>	ACT+5	FIN8010	IUC-FIN-20-03
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Purchasing Office's copy of order to a supplier authorizing purchase of goods.

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# Model Retention Schedule

General  
Administrative

Record Series	Retention	Retention Rule	IUC Code
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<i>Accreditation Files</i>	4	ADM3010	IUC-ADM-10-01
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University, college or department files documenting accreditation review by accrediting agencies.

*Review for continuing historical value and potential transfer to institutional Archives.*

<i>Bookstore Management Documentation</i>	4	ADM3010	IUC-ADM-40-01
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Including buy-back records, cash drawer sign-out sheets, cashier balancing forms, charge forms, mark-up/mark-down sheets, merchandise return records, and special orders.

<i>Input Documents</i>	SUP	ADM9905	IUC-ADM-00-03
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Copies of records or forms designed and used solely for data input and control.

<i>Organizational Charts</i>	ACT+10	ADM3000	IUC-ADM-00-04
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*Review for continuing historical value and potential transfer to institutional Archives.*

<i>Pre-School Program</i>	ACT+6	LEG4000	IUC-ADM-50-01
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**Attendance Records**

Pre-School Attendance and Emergency Sheets.



# Model Retention Schedule

General  
Administrative

Record Series	Retention	Retention Rule	IUC Code
<p><i>Pre-School Program</i></p> <p>Children's Files</p> <p>Includes screening evaluation forms, contracts, parental and developmental information, reports from outside agencies, examples of student work, health records from physicians, and information from Social Services coordinator.</p>	IND	LEG3010	IUC-ADM-50-02
<p><i>Records Destruction Documentation</i></p>	10	ADM3020	IUC-ADM-20-01
<p><i>Subject Files</i></p> <p>General Administrative</p> <p>Files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices [Note: excludes President, Vice President, Director, Dean, or Chair and other upper level administrative offices].</p>	1	ADM9900	IUC-ADM-00-02
<p><i>Subject Files</i></p> <p>President, Vice President, Director, Dean, or Chair</p> <p>Files of correspondence, reports, memoranda, etc., documenting activities of these upper level administrative offices.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	3	ADM9910	IUC-ADM-00-01
<p><i>Surplus Property Documentation</i></p>	ACT+6	ADM2020	IUC-ADM-30-01





# Model Retention Schedule

General  
Administrative

Record Series	Retention	Retention Rule	IUC Code
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<i>University Governance Files</i>	3	ADM9910	IUC-ADM-00-05
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Files of minutes of boards, committees, and other governance groups documenting official actions of governing bodies.

*Review for continuing historical value and potential transfer to Institutional Archives.*

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# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Affirmative Action</i>	ACT+6	LEG4000	IUC-HR-10-04
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### Complaint Files

Record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically.

<i>Affirmative Action</i>	6	LEG5000	IUC-HR-10-03
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### EE-06 Report [EEOC]

Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees.

<i>Affirmative Action</i>	6	LEG5000	IUC-HR-10-01
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### Plan Files

Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.

*Review for continuing historical value and potential transfer to institutional Archives.*

<i>Affirmative Action</i>	6	LEG5000	IUC-HR-10-02
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### Position Applicant Files

Record of affirmative action procedures followed for university or college position openings. Files include position request and authorization forms, job descriptions, appointment activity record, proof of citizenship, chronological data on search and correspondence. Files divided into faculty, contract and classified staff headings. The classified staff portion is comprised of statistical data sent to Affirmative Action Office by Personnel Office. Under these headings, files are arranged alphabetically by department or office.



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Classified Staff Report</i>	1	ADM9900	IUC-HR-20-21
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Monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range / step, suspensions, terminations, etc.

<i>Classified Staff Report</i>	6	LEG5000	IUC-HR-20-22
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### Categorical Summary

Listing of civil service employees categorized by race and sex.

*Review for continuing administrative or historical value and potential transfer to institutional Archives.*

<i>Classified Staff Report</i>	3	PER9900	IUC-HR-20-25
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### Surveys, Wage and Fringe Benefit

Surveys conducted by the university or college with area organizations in an effort to acquire comparative data regarding wage and fringe benefit programs.

<i>Classified Staff Report</i>	5	PER3010	IUC-HR-20-23
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### Suspension Files

Record of suspended university or college employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.

<i>Classified Staff Report</i>	4	ACC1000	IUC-HR-20-24
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### Union Dues Membership List

Copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department.



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Collective Bargaining Agreements</i></p> <p><i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i></p>	ACT+5	LEG2000	IUC-HR-20-01
<p><i>Department Assistance File</i></p> <p>Classified Staff</p> <p>Correspondence documenting Personnel Office services to university or college departments regarding classified staff positions.</p>	1	ADM9900	IUC-HR-20-16
<p><i>Employment</i></p> <p>Alien Certification Files</p> <p>Records of employee requests made to the Department of Labor and Immigration and Naturalization for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation. Files arranged alphabetically.</p>	6	LEG5000	IUC-HR-40-15
<p><i>Employment</i></p> <p>Classified Staff</p> <p>Applicant Card Files</p> <p>Reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions.</p>	3	PER2000	IUC-HR-40-08
<p><i>Employment</i></p> <p>Classified Staff</p> <p>Application Files</p> <p>Includes application form, resume, test results, referral and interview data.</p>	3	PER2000	IUC-HR-40-07



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<p><i>Employment</i></p> <p>Classified Staff</p> <p>Canceled Position File</p> <p>Application forms, correspondence sent and received concerning positions that have been canceled.</p>	3	PER2000	IUC-HR-40-11
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<p><i>Employment</i></p> <p>Classified Staff</p> <p>Certification Files</p> <p>Record of employees who have attained certification in their classification. May include log book and printouts.</p>	ACT+3	PER5010	IUC-HR-40-09
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<p><i>Employment</i></p> <p>Classified Staff</p> <p>Personnel Requisitions</p> <p>Departmental request placed whenever a position within the department becomes vacant.</p>	3	PER2000	IUC-HR-40-06
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<p><i>Employment</i></p> <p>Classified Staff</p> <p>Selection Criteria Form</p> <p>Form providing an explanation as to why a person was or was not hired for a university or college position.</p>	3	PER2000	IUC-HR-40-10
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<p><i>Employment</i></p> <p>Faculty</p> <p>Application Files - Non-hires</p> <p>Contains application, correspondence, resumes, etc. from applicants for positions.</p>	3	PER2000	IUC-HR-40-03
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# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Employment</i></p> <p>Faculty</p> <p>Declinations Files</p> <p>Contracts, recommendations, letters of people who have declined positions.</p>	3	PER2000	IUC-HR-40-02
<p><i>Employment</i></p> <p>Faculty</p> <p>Search Committee</p> <p>Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, authorization to hire forms.</p>	3	PER2000	IUC-HR-40-01
<p><i>Employment</i></p> <p>Residence Hall Advisers</p> <p>Not Selected</p> <p>Files on candidates not selected as residence hall advisers.</p>	3	PER2000	IUC-HR-40-13
<p><i>Employment</i></p> <p>Residence Hall Advisers</p> <p>Selected</p> <p>Files on candidates selected for employment as residence hall advisers.</p>	ACT+6	PER3000	IUC-HR-40-12
<p><i>Employment</i></p> <p>Staff</p> <p>Applicant Files</p> <p>Resumes on file.</p>	3	PER2000	IUC-HR-40-05



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Employment</i></p> <p>Staff</p> <p>Recruitment/Search</p> <p>Staff search files. May contain position authorization forms, job descriptions, minutes, applicants' credentials, search chronologies, authorization to hire forms, correspondence.</p>	3	PER2000	IUC-HR-40-04
<p><i>Employment</i></p> <p>Student</p> <p>Summer Contracts</p> <p>Flyers for on- and off-campus employment opportunities.</p>	ACT	REF0000	IUC-HR-40-14
<p><i>Employment Forms</i></p> <p>1099</p> <p>Federal form used to report salaries, wages, and tips of temporary employees.</p>	6	LEG5000	IUC-HR-50-01
<p><i>Employment Forms</i></p> <p>I-9 (Student)</p> <p>Federal employment eligibility verification for on-campus student employees.</p>	ACT+3	LEG5040	IUC-HR-50-02
<p><i>Employment Forms</i></p> <p>Payroll Deduction Authorizations</p> <p>All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.</p>	ACT+6	PER1030	IUC-HR-50-05



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Employment Forms</i>	6	LEG5000	IUC-HR-50-03
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W-2

Federal form reporting salaries, wages, and tips for each employee to the IRS.

<i>Employment Forms</i>	ACT+6	PER1030	IUC-HR-50-04
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W-4

Forms completed by employee showing federal tax withholding exemptions.

<i>Faculty Employment Reports</i>	ACT+6	PER3000	IUC-HR-20-27
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Activity & Service

Records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service. Data is included for full-time and part-time faculty and graduate assistants. Reports printed either alphabetically by name of faculty member or by department.

*Review for continuing administrative or historical value and potential transfer to institutional Archives.*

<i>Faculty Employment Reports</i>	ACT+6	PER3000	IUC-HR-20-26
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Index System

Cards or other reference list for all active and inactive faculty.

*Review for continuing administrative or historical value and potential transfer to institutional Archives.*

<i>Garnishment Documentation</i>	ACT+3	LEG5030	IUC-HR-40-42
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Classified Staff

Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.





# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Garnishment Documentation</i></p> <p>Faculty</p> <p>Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.</p>	ACT+3	LEG5030	IUC-HR-40-40
<p><i>Garnishment Documentation</i></p> <p>Staff</p> <p>Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.</p>	ACT+3	LEG5030	IUC-HR-40-41
<p><i>Hazardous Materials</i></p> <p>Exposure Documentation</p>	IND	PER4030	IUC-HR-30-10
<p><i>Hazardous Materials</i></p> <p>Exposure Documentation</p> <p>Radioactive Materials</p> <p>Files of monthly reports of persons exposure to Radioactive Materials.</p>	IND	PER4030	IUC-HR-30-11
<p><i>Hazardous Materials</i></p> <p>Exposure Documentation</p> <p>Radioactive Materials</p> <p>Incident Report</p> <p>Report of Radioactive Materials Incident.</p>	IND	PER4030	IUC-HR-30-12



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Hazardous Materials</i>	IND	PER4030	IUC-HR-30-13
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### Radiation Safety Workers

Includes training records, exposure records, applications and authorizations, documents of Authorized Users Lab; Specific RW Training/Interview; Emergency Notification, and Declaration of Pregnancy forms.

<i>Hazardous Materials</i>	IND	PER4030	IUC-HR-30-14
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### Radioactive Materials Authorized Users

Includes applications for non-human use of RM; Statement of prior Training and Experience; Authorization for Internal Transfer of Material between AUs; Room Surveys; Application for Clinical Use of RAM; Emergency Notification; Application for Investigational Human Use of RAM.

<i>Layoff Documentation</i>	5	PER3010	IUC-HR-40-50
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### Classified Staff

File contains printouts, rosters, and correspondence documenting university or college layoffs. Pertinent employee data, date of hire, classification, department, and retention points (performance) are included.

<i>Leave Record</i>	5	PER3010	IUC-HR-00-03
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### Classified Staff

Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.

<i>Leave Record</i>	ACT+6	PER3000	IUC-HR-00-01
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### Faculty

Vacation and sick leave earned and used.



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Leave Record</i></p> <p><b>Staff</b></p> <p>Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.</p>	5	PER3010	IUC-HR-00-02
<p><i>Ohio Board of Regents Annual FTE Report</i></p> <p>Annual printout required by the Ohio Board of Regents documenting full-time equivalent staffing levels. The summary of the inventory is sent to the Ohio Board of Regents.</p> <p><i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i></p>	1	ADM9900	IUC-HR-20-20
<p><i>Performance Evaluation</i></p> <p><b>Classified Staff</b></p> <p>File contains annual printouts and log books, with such information as name, Social Security Number, date of hire, classification, supervisory, mid- and end-probationary dates, and department, and university or college employee performance evaluations.</p>	5	PER3010	IUC-HR-40-35
<p><i>Performance Evaluation</i></p> <p><b>Classified Staff</b></p> <p><b>Reclassification Files</b></p> <p>Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.</p>	5	PER3010	IUC-HR-40-36
<p><i>Performance Evaluation</i></p> <p><b>Faculty</b></p> <p><b>Promotion &amp; Tenure Files</b></p> <p>Recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file.</p> <p><i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i></p>	5	PER3010	IUC-HR-40-31



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Performance Evaluation</i>	10	ADM3020	IUC-HR-40-30
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Faculty

Promotion & Tenure Policy

Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.

*Review for continuing administrative or historical value and potential transfer to institutional Archives.*

<i>Performance Evaluation</i>	5	PER3010	IUC-HR-40-32
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Faculty

Teaching Evaluations

Student evaluations of teacher's performance. Used for Reappointment, Promotion, and Tenure.

*1 Year if summaries are made based upon Records Retention Rule MIS1010 (Miscellaneous Reports/Copies: Records replaced periodically by newer, updated ones.; Retention=Superseded).*

<i>Performance Evaluation</i>	5	PER3010	IUC-HR-40-33
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Staff

File contains annual printouts and log books, with such information as name, Social Security Number, date of hire, classification, supervisory, mid- and end-probationary dates, and department, and university or college employee performance evaluations.

<i>Performance Evaluation</i>	5	PER3010	IUC-HR-40-34
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Staff

Reclassification Files

Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Personnel Files</i>	ACT+6	PER3000	IUC-HR-40-22
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### Classified Staff

Employment record maintained for full-time and part-time classified employees. Files may contain applications, copies of driver's license, Social Security card, birth certificate, payroll, leave or absence requests, letters of commendation and reprimand, transfer requests, leave forms, evaluations, reclassifications, certifications, promotions, step increases, longevity, PERS forms, employee's inspection of personnel file form, personnel card, etc.

*Review for continuing administrative value.*

<i>Personnel Files</i>	ACT+6	PER3000	IUC-HR-40-23
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### Classified Staff

#### Card File

File card coordinated to classified personnel files. Includes name, Social Security Number, status, classification, department, anniversary date, pay, resignation, date, sick leave, performance, etc.

*Review for continuing administrative value.*

<i>Personnel Files</i>	5	PER3010	IUC-HR-40-24
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### Classified Staff

#### Summer Employment

Record of employees with alternate summer job responsibilities usually in dining halls, union, health center, residence halls and custodial.

<i>Personnel Files</i>	ACT+6	PER3000	IUC-HR-40-20
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### Faculty

Original faculty contracts and addenda, promotion and tenure documentation, original transcripts, hiring documentation, resumes, letters of recommendation, correspondence, teaching schedules, tax forms, sabbatical information, evaluation forms, STRS forms, promotion and tenure decisions. Includes part-time and adjunct faculty files.

*Review for continuing administrative value.*



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Personnel Files</i>	ACT+6	PER3000	IUC-HR-40-21
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## Staff

Employment record maintained for full-time and part-time university or college contract employees. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contracts, performance evaluations, PERS forms, previous state service forms, Social Security card, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices.

*Review for continuing administrative value.*

<i>Personnel Files</i>	ACT+6	PER3000	IUC-HR-40-25
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## Student Employee

Active and inactive files. Student authorization forms, State and federal withholdings, PERS, step increases, termination notices, reclassification forms, exemptions.

*Review for continuing administrative value.*

<i>Personnel Files</i>	1	ADM9900	IUC-HR-40-26
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## Student Employee

### Summary Report

Stipend list, updated social security number reports, 1040 hours report, termination reports, summer rehires, college work-study awards, changes chart of accounts, step increases, department summaries, CWS earnings report, time cards by sequence number.

<i>Position Descriptions</i>	ACT	REF0000	IUC-HR-20-12
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## Classified Staff

Master file of classified job descriptions. Retained for pay-range classification purposes.



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Position Descriptions</i></p> <p>Faculty</p> <p>Description of current positions.</p>	ACT	REF0000	IUC-HR-20-11
<p><i>Position Descriptions</i></p> <p>General</p>	3	PER2000	IUC-HR-20-10
<p><i>Position Descriptions</i></p> <p>Student Job Cards</p> <p>Job descriptions for campus and off-campus positions which have been filled or are no longer offered.</p>	ACT	REF0000	IUC-HR-20-13
<p><i>Position Vacancy Announcement</i></p> <p>Classified Staff</p> <p>Job descriptions for each university or college position posted.</p>	3	PER2000	IUC-HR-20-15
<p><i>Public Employees Retirement System (PERS) File</i></p> <p>Classified Staff</p> <p>Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.</p>	ACT+6	PER1040	IUC-HR-00-05



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Public Employees Retirement System (PERS) File</i>	ACT+6	PER1040	IUC-HR-00-04
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**Staff**

Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.

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<i>Public Employees Retirement System (PERS) Log</i>	ACT+6	PER1040	IUC-HR-00-07
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**Classified Staff**

Record of university or college classified employees and their date of retirement and address.

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<i>Public Employees Retirement System (PERS) Log</i>	ACT+6	PER1040	IUC-HR-00-06
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**Staff**

Record of university or college classified employees and their date of retirement and address.

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<i>State Classification File</i>	SUP	MIS1010	IUC-HR-20-14
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**Classified Staff**

Lists of classification by pay range as directed by the State Department of Administrative Services.

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<i>Super Bill Files</i>	4	ACC1000	IUC-HR-30-02
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Record given to each person who visits university health services. Records diagnosis, treatment, and charges or lack of charges. Used for insurance claims.

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# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Time Cards</i></p> <p>Record of time worked by employees.</p>	5	PER6000	IUC-HR-50-10
<p><i>Time Cards</i></p> <p>Student Employees</p> <p>Record of hours worked by student employees.</p>	5	PER6000	IUC-HR-50-11
<p><i>Training Documentation</i></p> <p>Classified Staff</p> <p>Civil Service Examinations File</p> <p>Old examinations used for the purpose of devising new testing programs. Also can include information and materials for Civil Service testing.</p>	ACT	REF0000	IUC-HR-40-61
<p><i>Training Documentation</i></p> <p>Classified Staff</p> <p>On-the-Job Training Records</p> <p>Complete training records for individuals seeking classified positions. Includes V.A. approval, progress report, record of trainee-trainer, date started, hours worked, etc.</p>	ACT+3	PER5000	IUC-HR-40-62
<p><i>Training Documentation</i></p> <p>Training Courses</p> <p>Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.</p>	1	ADM9900	IUC-HR-40-60



# Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Unemployment Compensation</i>	SUP	MIS1010	IUC-HR-50-21
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Log

Record of unemployment compensation cases.

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<i>Unemployment Compensation Documentation</i>	ACT+6	LEG4000	IUC-HR-50-20
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Consolidated file listing all employees (classified, contract and faculty) for whom an unemployment claim has been filed. This includes copies of claim forms, correspondence, costs for the institution and amount of unemployment compensation paid.

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<i>University Medical Records</i>	6	PER4010	IUC-HR-30-01
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Files of medical charts for students, university employees and their spouses. Includes medical histories, medical exams, progress sheets, x-rays, lab work, and related correspondence.

*Review for continuing administrative or historical value and potential transfer to institutional Archives.*

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# Model Retention Schedule

Information  
Technology

Record Series	Retention	Retention Rule	IUC Code
<p><i>Information Systems</i></p> <p><b>Audit Trail Files</b></p> <p>Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.</p>	3 CYCLES	ADM9925	IUC-IT-15-01
<p><i>Information Systems</i></p> <p><b>Backup Files</b></p> <p>Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction.</p>	3 CYCLES	ADM9925	IUC-IT-15-02
<p><i>Information Systems</i></p> <p><b>Computer Run Scheduling Records</b></p> <p>Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.</p>	SUP	MIS1010	IUC-IT-30-01
<p><i>Information Systems</i></p> <p><b>Computer Usage</b></p> <p><b>Chargeback Billing Records</b></p> <p>Reports and other records from campus computer centers detailing charges for computer services. Includes monthly billing reports, copies of vouchers and bills</p>	4	ACC1000	IUC-IT-30-02
<p><i>Information Systems</i></p> <p><b>Computer Usage</b></p> <p><b>Files</b></p> <p>Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.</p>	3 CYCLES	ADM9925	IUC-IT-30-03



# Model Retention Schedule

Information  
Technology

Record Series	Retention	Retention Rule	IUC Code
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<b>Information Systems</b> Computer Usage Files Summary Summary reports created to document computer usage.	SUP	MIS1010	IUC-IT-30-04
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<b>Information Systems</b> Data Documentation & Data Dictionary Records  Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements, user guides, system or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.  <i>Review for continuing historical value if not all data migrated or destroyed.</i>	ACT+3	ADM9920	IUC-IT-10-02
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<b>Information Systems</b> Disaster Preparedness and Recovery Plans  Records related to the protection and re-establishment of data processing services, equipment and data (back-up files) in case of a disaster.	ACT+3	ADM9920	IUC-IT-00-02
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<b>Information Systems</b> Hardware & Software Conversion Plans  Records relating to the replacement of equipment or computer operating systems.	ACT+3	ADM9920	IUC-IT-10-03
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# Model Retention Schedule

Information  
Technology

Record Series	Retention	Retention Rule	IUC Code
<b>Information Systems</b> <b>Hardware Documentation</b>  Records documenting the use, operation, and maintenance of the university's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	ACT+3	ADM9920	IUC-IT-10-01
<b>Information Systems</b> <b>Help Desk Logs and Reports</b>  Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	1	MIS1000	IUC-IT-30-05
<b>Information Systems</b> <b>Information Resources Management and Data Processing Services Plans</b>  University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas.  <i>Review for continuing historical value and potential transfer to Institutional Archives.</i>	ACT+3	ADM9920	IUC-IT-00-01
<b>Information Systems</b> <b>Maintenance Contract Files</b>  Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.	ACT+6	ADM2020	IUC-IT-10-04
<b>Information Systems</b> <b>Network Usage Reports</b>  Summary reports and other records created to document computer usage for reporting or other purposes.	ACT+3	ADM9920	IUC-IT-15-04



# Model Retention Schedule

Information  
Technology

Record Series	Retention	Retention Rule	IUC Code
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<i>Information Systems</i>	ACT+3	ADM9920	IUC-IT-10-05
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### Operating Procedures

Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.

*Review for continuing historical value and potential transfer to Institutional Archives.*

<i>Information Systems</i>	ACT+10	ADM3000	IUC-IT-10-06
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### Policies

Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.

*Review for continuing historical value and potential transfer to Institutional Archives.*

<i>Information Systems</i>	ACT+6	ACC2000	IUC-IT-20-01
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### Procurement Records

#### Hardware & Software

Records used in the procurement of system hardware and software including request for proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.

<i>Information Systems</i>	4	ACC1000	IUC-IT-20-02
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### Procurement Records

#### Services

Records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for private service providers including copies of purchase orders, involve requests, receipts, agency vouchers, service reports, and other supporting documents.



# Model Retention Schedule

Information  
Technology

Record Series	Retention	Retention Rule	IUC Code
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<i>Information Systems</i>	ACT+3	ADM9920	IUC-IT-10-07
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### Software Documentation

Copy of program code, program flowcharts, program maintenance log, system change notices, original design documents, specifications requirements, acceptance tests, and other records that document computer programs and the modifications made to computer programs.

*Review for continuing historical value if not all data migrated or destroyed.*

<i>Information Systems</i>	SUP	MIS1010	IUC-IT-15-05
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### Tape Library Control Records

Records used to control disposition of magnetic media in a tape library.

<i>Information Systems</i>	ACT+3	ADM9920	IUC-IT-10-08
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### Test Database and Files

Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.

<i>Information Systems</i>	ACT+3	ADM9920	IUC-IT-15-03
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### Users Access Records

Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.



# Model Retention Schedule

Legal

Record Series	Retention	Retention Rule	IUC Code
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<i>Contracts</i> General	ACT+5	LEG2000	IUC-LEG-00-01
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<i>Litigation Files</i>	ACT+6	LEG4000	IUC-LEG-20-01
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<i>Patents</i>	ACT+6	LEG7000	IUC-LEG-10-01
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*Review for continuing administrative and historical value and potential transfer to institutional Archives.*

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<i>Public Records Request Files</i>	3	LEG9900	IUC-LEG-30-01
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<i>Trademark Registrations</i>	ACT+6	LEG7000	IUC-LEG-10-02
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*Review for continuing administrative and historical value and potential transfer to institutional Archives.*

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# Model Retention Schedule

Plant Operations & Maintenance

Record Series	Retention	Retention Rule	IUC Code
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<i>Plant Operations &amp; Maintenance</i>	LOB+6	ADM2035	IUC-POM-00-01
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## Blueprints

The As-Built construction drawings.

*Review for continuing historical value and potential transfer to Institutional Archives.*

<i>Plant Operations &amp; Maintenance</i>	ACT+5	LEG2000	IUC-POM-40-01
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## Child Care Licensing Files

Records related to obtaining Food License, License to Run a Nursery/Day Care, and Building Operations License.

<i>Plant Operations &amp; Maintenance</i>	ACT+6	ADM2030	IUC-POM-00-04
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## Construction Projects

### Construction Designs and Specifications

Written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto, including: Analysis of site impact and volumetric formation, circulation patterns and infrastructural servicing to illustrate client and architect's design vision in a definitive way; Drawings, Specifications, Addenda, Notice to Bidders, Instructions to Bidders, Definitions, Bid Form, Contract and Attachments, Bond, Bulletins, Shop Drawings, Change Orders, Change Order Procedure and Pricing Guidelines and Standard Conditions of the Contract Assignments, if any (General and Special); Geotechnical and material testing and reports to insure strength of materials, compaction and construction acceptability.

*Review for continuing historical value and potential transfer to Institutional Archives.*



# Model Retention Schedule

Plant Operations & Maintenance

Record Series	Retention	Retention Rule	IUC Code
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<p><i>Plant Operations &amp; Maintenance</i></p> <p>Construction Projects</p> <p>Design Review Committee</p> <p>Minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and Master Plan.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	ACT+6	ADM2030	IUC-POM-00-03
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<p><i>Plant Operations &amp; Maintenance</i></p> <p>Construction Projects</p> <p>Environmental Impact Assessment</p> <p>Used to determine potential environmental concerns existing at site prior to demolition and construction.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	LOB+6	ENV1010	IUC-POM-00-05
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<p><i>Plant Operations &amp; Maintenance</i></p> <p>Construction Projects</p> <p>Project Request &amp; Program Statement</p> <p>A request from the University community to initiate a project.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	ACT+6	ADM2030	IUC-POM-00-02
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<p><i>Plant Operations &amp; Maintenance</i></p> <p>Elevator Certifications</p>	ACT+3	LEG5020	IUC-POM-20-01
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<p><i>Plant Operations &amp; Maintenance</i></p> <p>Laboratory Inspection Reports</p> <p>Periodic inspections of laboratories.</p>	ACT+3	LEG5030	IUC-POM-20-02
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# Model Retention Schedule

Plant Operations & Maintenance

Record Series	Retention	Retention Rule	IUC Code
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<i>Plant Operations &amp; Maintenance</i>	ACT+5	LEG2000	IUC-POM-10-01
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## Real Estate Records

Copies of deeds, leases, purchase agreements, appraisals, etc. documenting real property purchased or leased by the institution. Original deed maintained by Auditor of State.

*Review for continuing historical value and potential transfer to institutional Archives.*

<i>Plant Operations &amp; Maintenance</i>	ACT+5	LEG2000	IUC-POM-30-02
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## Residence Halls

### Change in Meal Plan

Records of changes on board contracts.

<i>Plant Operations &amp; Maintenance</i>	6	LEG5000	IUC-POM-30-01
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## Residence Halls

### HUD Reports

Annual reports filed with the federal government concerning operation of residence halls.

*Review for continuing historical value and potential transfer to institutional Archives.*



# Model Retention Schedule

Publicity & Marketing

Record Series	Retention	Retention Rule	IUC Code
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<i>Publicity</i>	5	MAR1000	IUC-PUB-00-01
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Advertising

*Review for continuing historical value and potential transfer to institutional Archives.*

<i>Publicity</i>	IND	PUB3000	IUC-PUB-00-04
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News Releases

*Review for continuing historical value and potential transfer to institutional Archives.*

<i>Publicity</i>	IND	PUB3000	IUC-PUB-00-05
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Newsletters

*Review for continuing historical value and potential transfer to institutional Archives.*

<i>Publicity</i>	IND	PUB3000	IUC-PUB-00-06
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Photographs

*Review for continuing historical value and potential transfer to institutional Archives.*

<i>Publicity</i>	5	MAR1000	IUC-PUB-00-02
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Recruitment Materials

Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution.

*Review for continuing historical value and potential transfer to institutional Archives.*



# Model Retention Schedule

Publicity & Marketing

Record Series	Retention	Retention Rule	IUC Code
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*Publicity*

5

MAR1000

IUC-PUB-00-03

Viewbooks

Document utilized for Recruitment.

*Review for continuing historical value and potential transfer to institutional Archives.*



# Model Retention Schedule

Security & Police

Record Series	Retention	Retention Rule	IUC Code
<i>Bicycle Registration Forms</i>  Records decal number and issued to bicycle registered.	1	ADM9900	IUC-SEC-10-01
<i>Dispatch Logs</i>  Records of request for service received by the dispatcher, including phone and radio transmissions and audio logs.	1	ADM9900	IUC-SEC-00-07
<i>Police Reports</i>  Reports of incidents or requests for service to include the officer's actions, referrals, and subsequent investigation.	ACT+6	LEG4000	IUC-SEC-00-01
<i>Police Reports</i> <b>Accidents</b>  Reports created by university or college police for traffic accidents that occur on campus.	ACT+6	LEG4000	IUC-SEC-00-03
<i>Police Reports</i> <b>Arrests</b>  Report of arrest, criminal citation, or uniform traffic citation issued to offender.	ACT+6	LEG4000	IUC-SEC-00-04



# Model Retention Schedule

Security & Police

Record Series	Retention	Retention Rule	IUC Code
<p><i>Police Reports</i></p> <p>Campus Security Act and Uniform Crime</p> <p>Reports produced in compliance with federal programs.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	6	LEG5000	IUC-SEC-00-05
<p><i>Police Reports</i></p> <p>Crime</p> <p>Reports created by university or college police on campus criminal activity.</p> <p><i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i></p>	ACT+6	LEG4000	IUC-SEC-00-06
<p><i>Police Reports</i></p> <p>Daily Activity</p>	1	ADM9900	IUC-SEC-00-02
<p><i>Transportation Logs</i></p> <p>Injury/Ill Person</p> <p>Reports created by university or college police on ill or injured persons transported to local hospitals from campus.</p>	ACT+6	LEG4000	IUC-SEC-20-02
<p><i>Transportation Logs</i></p> <p>Student</p> <p>Record of rides given by student transport service or campus police officers.</p>	1	ADM9900	IUC-SEC-20-01



# Model Retention Schedule

Transportation & Parking

Record Series	Retention	Retention Rule	IUC Code
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<i>Motor Vehicle Records</i>	ACT+6	ADM2020	IUC-TRA-00-01
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Includes title, insurance, and maintenance documentation.

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<i>Parking</i>	1	ADM9900	IUC-TRA-00-02
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Permit Applications

Application for parking permit/decal-non-fee.

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<i>Parking</i>	4	ACC1000	IUC-TRA-00-03
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Tickets

Paid

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<i>Parking</i>	4	FIN6000	IUC-TRA-00-04
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Tickets

Unpaid

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