

**YOUNGSTOWN STATE
UNIVERSITY
RECORDS RETENTION SCHEDULE**

ACCOUNTING & FINANCIAL RECORDS

Record Series			
Accounts Payable Documentation <i>Records related to payment of financial obligations. Includes vouchers, vendor invoices and statements; payroll and payroll deductions; contributions, and other income</i>	ACC1000	4 years; Destroy	N/A
Accounts Receivable Documentation <i>Records related to receipt of revenues. Includes vouchers, vendor invoices, and statements, contributions, and other income</i>	ACC1000	4 years; Destroy	N/A
Annuity Records <i>Statement of payroll deduction for employees' annuity plans</i>	ACC1000	4 years; Destroy	N/A
Audits, External	FIN7010	4 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Audits, Internal	ADM3010	4 years; Archival Review (Final Report)	Review for continuing administrative and historical value and potential transfer to Archives
Bad Debt Documentation <i>Overdue accounts (e.g., library fines, parking tickets, loans, payment for services rendered)</i>	FIN6000	4 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Balance Sheets <i>A report of institutional assets, liabilities, and equities; A periodic report, not the year-end report</i>	ACC3000	4 years; Destroy	N/A
Banking Documentation <i>Including records of deposits, periodic statements of balance, canceled checks, and reconciliation documentation</i>	FIN1000	4 years; Destroy	N/A
Bids, Accepted <i>For purchases</i>	FIN8010	Active + 5 years; Destroy	N/A
Bids, Rejected <i>For purchases</i>	FIN8000	3 years; Destroy	N/A
Budget – Institutional <i>Final, approved, yearly budget for institution, usually in printed form</i>	FIN2000	Active + 1 year; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Budget Planning Files	FIN2000	Active + 1 year; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Budget Printout- Periodic <i>Periodic reports of expenditures</i>	ACC3000	4 years; Destroy	N/A
Cancelled Registration Files <i>Record of cancelled registrations</i>	ACC1000	4 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Cash Books <i>A record of the institution's cash transactions showing a running balance</i>	ACC1000	4 years; Destroy	N/A
Cash Disbursement Journals <i>A special journal used exclusively to record disbursements of cash</i>	ACC1000	4 years; Destroy	N/A
Cash Journal <i>Journal of cash received</i>	ACC1000	4 years; Destroy	N/A
Cash Receipts <i>Receipts for cash sales or cash received</i>	ACC1000	4 years; Destroy	N/A
Cash Register Tapes	ACC1000	4 years; Destroy	N/A
Chart of Accounts <i>An institutional list of the accounts and their identification coding</i>	ACC3000	4 years; Destroy	N/A
Cost Accounting Documentation <i>Records analyzing the cost of producing certain items or performing certain tasks</i>	ACC3000	4 years; Destroy	N/A
Credit Card Receipts	ACC1005	2 years; Destroy	N/A
Delivery Slips <i>Documents sent with purchased good indicating item(s) shipped</i>	FIN8020	3 years; Destroy	N/A
Endowment Fund Reports, Annual	FIN3000	Active + 6 years; Archival Review	Review for continuing historical value by Archives
Endowment Fund Reports, Periodic	FIN3000	Active + 6 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Expenditure Report <i>Periodic reports of expenditures, usually by department or account</i>	ACC3000	4 years; Destroy	N/A
Financial Accounting Statements <i>Profiles record of expenses, income and balances for each account</i>	ACC3000	4 years; Destroy	N/A
Financial Disclosure Statements <i>Related party/Conflict of Interest Disclosures Statement" or form to show compliance with Ohio Ethics Law, etc.</i>	ACC3010	4 years; Destroy	N/A
Financial Reconciliation Documentation <i>Reconciliation of department records to general ledger reports</i>	ACC3000	4 years; Destroy	N/A
Financial Reports, Annual <i>Consolidated year-end report of financial documentation showing assets and liabilities, broken down by major funding areas, such as academic and student services area</i>	FIN7000	4 years; Destroy	Review for continuing historical value; Archives to be provided with official copy
Financial Reports, Interim <i>A report of institutional assets, liabilities, expenditures, income, and equities--a periodic report, not the year-end report</i>	ACC3000	4 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Fixed Assets Machinery & Equipment Documentation (Inventory Control Report) <i>Records related to the purchase, maintenance and disposition of machinery and equipment</i>	ACC2000	Active + 6 years	N/A
Invoices	ACC1000	4 years; Destroy	N/A
Journals, Cash <i>Documentation of institutional cash and/or petty cash transactions, including disbursements and receipts</i>	ACC1000	4 years; Destroy	N/A
Journal Entries <i>The means of entering details of a transaction into the accounting system; made in a journal and later posted to a ledger</i>	ACC3000	4 years; Destroy	N/A
Journals/Ledgers, Annual <i>Records used to transfer charges between accounts and for summarizing account information</i>	ACC1010	6 years; Archival Review	Review for continuing historical value and transfer to Archives
Payroll Certification <i>Form that affirms an employee is on the payroll and should receive payment</i>	ADM9900	1 year; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Payroll Change Report: Classified Staff <i>Bi-weekly listing of payroll adjustments through Human Resources concerning full- or part-time status, arranged by pay period</i>	ACC1000	4 years; Destroy	N/A
Payroll: Checks <i>Checks paid to employees for services performed</i>	FIN1000	4 years; Destroy	N/A
Payroll Processing Checklists	ADM3010	4 years; Destroy	N/A
Petty Cash Records	ACC1000	4 years; Destroy	N/A
Procurement Card (PCard) and Travel Card Documentation <i>Including statements from bank, transaction forms, and other supporting documentation</i>	ACC1000	4 years; Destroy	N/A
Procurement Documentation <i>Documents maintained in support of the procurement process</i>	ACC1000	4 years; Destroy	For retention of contracts, see "Contracts, External" and "Contracts, Internal"
Purchase Orders (POs)	FIN8010	Active + 5 years; Destroy	Review for continuing administrative value
Receipts	ACC1000	4 years; Destroy	N/A
Registers <i>Book or original entry for all cash disbursements paid by check</i>	FIN1000	4 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Registers, Bond <i>Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.</i>	FIN5000	Active + 6 years; Destroy	N/A
Reimbursements	ACC1000	4 years; Destroy	N/A
Requisitions	ACC1000	4 years; Destroy	N/A
Royalty Payments	ACC1000	4 years; Destroy	N/A
Sales Receipts	ACC1000	4 years; Destroy	N/A
Student Accounting Records	ACC1000	4 years; Destroy	N/A
Student Accounting Records: Cancelled Registration Files <i>Record of cancelled registrations, including amount owed, reason, etc.</i>	ACC1000	4 years; Destroy	N/A
Student Accounting Records: Dorm Contracts <i>Actual agreements between students and residence halls governing room and board and fee payment agreements, including meal plan authorizations</i>	ACC1000	4 years; Destroy	N/A
Student Accounting Records: Dorm contracts – Release Files <i>Includes application, correspondence, and record of decision reached concerning request to break contracts for room and board</i>	ACC1000	4 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Student Accounting Records: Financial Aid – Accounting Billing Letters <i>Concerns students who withdrew or reduced credit hours and were billed for the return of surplus and money</i>	ACC1000	4 years; Destroy	N/A
Student Accounting Records: Financial Aid – Canceled Check Records <i>Canceled checks, check stubs, and check journals showing payments for financial aid made to students</i>	ACC1000	4 years; Destroy	N/A
Student Accounting Records: Financial Aid Disbursement Records <i>Statement by individual of award amounts disbursed; contains name, type, and amounts of award</i>	ACC1000	4 years; Destroy	N/A
Student Accounting Records: Financial Aid – Insurance Records <i>Record of students enrolled in university health programs</i>	ACC1000	4 years; Destroy	N/A
Student Accounting Records: Financial Aid – Tuition Remission Applications <i>Record of tuition waivers for employees and dependents</i>	ACC1000	4 years; Destroy	N/A
Subsidiary Ledgers <i>A book of accounts of an institution</i>	ACC1000	4 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Telephone Expense Reports <i>Periodic reports of long distance and local phone charges</i>	ACC1000	4 years; Destroy	N/A
Time-keeping Documentation <i>Includes documentation of staff, work-study students, and non-work study students</i>	PER6000	5 years; Destroy	N/A
Travel Reimbursement Documentation <i>Documentation maintained in support of reimbursement to university employees for university-related travel</i>	ACC1000	4 years; Destroy	N/A
Travel Reimbursement Support Documentation <i>Local copies of documentation sent to Procurement (Travel) Office in support of reimbursement to university employees for university-related travel</i>	ADM9902	60 Days; Destroy	N/A
Unemployment Insurance Payments	ACC1000	4 years; Destroy	N/A
Uniform Allowance Records <i>Records pertaining to the acquisition or direct exchange of uniforms required by personnel in specific areas of work (building maintenance, grounds keeping, parking services, police, etc.)</i>	ACC1000	4 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Vending Commission Income Records <i>A record of money received as commission on vending contracts</i>	ACC1000	4 years; Destroy	N/A
Voucher Register <i>A journal in which accounts payable and their payments are recorded</i>	ACC1000	4 years; Destroy	N/A
Vouchers <i>A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction</i>	ACC1000	4 years; Destroy	N/A
Workers Compensation Payments	ACC1000	4 years; Destroy	

ADMINISTRATIVE RECORDS

Record Series	IUC Code	Retention & Disposition	Notes
Accreditation Files <i>University, college or department files documenting accreditation review by accrediting agency</i>	ADM3020	10 years; Archival Review	Review for continuing administrative or historical value by Archives
Advertising	MAR1000	5 years; Archival Review	Review for continuing historical value
Annual Reports <i>Report of the originating department</i>	ADM9910	3 years; Destroy	One copy must be transferred to Archives. All others may be destroyed.

Record Series	IUC Code	Retention & Disposition	Notes
Blank Forms	ADM9905	Maintain until obsolete; Destroy	N/A
Bookstore Management Documentation <i>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>	ADM3010	4 years; Destroy	N/A
Camp Registration Form	ADM9900	1 year; Destroy	If incident occurs, record is covered under retention for "Incident/Accident Reports"
Environmental Monitoring Records	ENV1000	5 years; Destroy	N/A
Flow Charts – Operations	ADM9920	Active + 3 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
General Files <i>Consists of correspondence, reports, email, and publications of other departments of YSU and external agencies</i>	ADM9900	1 year; Destroy	N/A
General Files, Upper Administration <i>Consists of files of the President's Office, deans, directors, chairs and upper-level administrators including email.</i>	ADM9910	3 years; Archival Review	Destroy all materials not documenting a signification action or interaction; transfer remainder to Archives

Record Series	IUC Code	Retention & Disposition	Notes
Input Documents <i>Copies of records or forms designed and used solely for data input and control</i>	ADM9905	Until superseded; Destroy	Destroy
Incident/Accident Reports	ADM9910	3 years; Destroy	If legal action is pending, retain per advice of the University Counsel
Mailing Lists	ADM9905	Until updated, superseded, or obsolete; Archival review	Review for continuing administrative and historical value and potential transfer to Archives
Maps	ADM9905	Until updated, superseded, or obsolete; Archival review	Review for continuing administrative and historical value and potential transfer to Archives
Minutes <i>Minutes of boards, committee, task forces, and other university units and organizations</i>	ADM9910	3 years; Archives	Transfer to Archives
Motor Vehicle Records <i>Including copies of title, maintenance, and usage</i>	ADM2020	Active + 6 years; Destroy	N/A
Newspaper Clippings <i>Concerning the activities of a YSU department, office, or other unit</i>	PUB3000	3 years; Archives	Transfer to Archives after three years
Organizational Charts	ADM3000	Active + 10 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives

Record Series	IUC Code	Retention & Disposition	Notes
Posters and Notices to Employees	ADM9905	Keep until no longer administratively necessary; Destroy	N/A
Pre-School Attendance Records <i>Pre-School Attendance and Emergency Records</i>	LEG4000	Active + 6 years; Destroy	Review for continuing administrative value
Pre-School Programs Children's Files <i>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</i>	LEG3010	Indefinite	N/A
Printing Orders	FIN8000	3 years; Destroy	N/A
Promotion and Tenure Policy <i>Departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty</i>	ADM9905	Until Superseded; Archives	Transfer to Archives when superseded. Review for continuing historical value.
Public Records Request Files	LEG9900	3 years; Destroy	N/A
Records Destruction Documentation <i>Records documenting the destruction of university General Records Retention Schedule or unit specific schedule; includes but is not limited to the Certificate of Records Destruction</i>	ADM9909	Indefinite; Archives	Original kept in Departments; copy maintained in Archives

Record Series	IUC Code	Retention & Disposition	Notes
Recruitment Materials, General <i>Videos, publications, posters, advertisements, etc., used to recruit students to attend YSU</i>	MAR1000	5 years; Archival Review	Review for Archives
Reports – Annual	ADM9915	5 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Reports – Consultant <i>Reports written by consultants hired by YSU to provide advice on a specific activity</i>	ADM9915	5 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Reports – Quarterly	ADM9905	Until incorporated into annual report; Destroy	N/A
Research Projects, Approved <i>Files containing budgets, accounting, information, correspondence, and reports for grant funded and non-grant funded research</i>	LEG2000	Active + 8 years; Destroy	N/A
Research Projects, Rejected <i>Files containing proposal and correspondence and non-grant funded research</i>	ADM9900	1 year; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Subject Files: General Administrative <i>Files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices (excluding the Office of President, Vice-President, Director, Dean, or Chair and other upper level administrative offices)</i>	ADM9900	1 year	Destroy
Strategic Plans	ADM1020	Active + 1 year; Archival Review	Review for Archives
Surplus Property Records	ACC2020	Active + 6 years; Destroy	N/A
Tables of Organization & Equipment	ADM9905	Until superseded; Destroy	N/A
Telephone Records	ACC1000	4 years; Destroy	N/A
Training Course Documentation <i>Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses</i>	ADM9905	Until superseded; Destroy	N/A
University Governance Files <i>Files of minutes of boards, committees, and other governance groups documenting official actions of governing bodies</i>	ADM9910	3 years; Archival Review	Review for continuing historical value and potential transfer to Archives
University Policy <i>University policies provide specific direction for operations, administration, or programs. Policies are applicable university-wide and are developed through a policy process and adopted by the Board of Trustees.</i>	ADM9905	Indefinite; Archives	Send to Archives

HUMAN RESOURCES (PERSONNEL) RECORDS

Record Series	IUC Code	Retention & Disposition	Notes
Affirmative Action: Complaint Files <i>Record of staff or student grievances based on equal opportunity and affirmative action regulations</i>	LEG4000	Active + 3 years; Destroy	N/A
Affirmative Action: Documentation	PER2000	3 years; Destroy	N/A
Affirmative Action: EE-06 Report (EEOC) <i>Annual report required by the federal government, including information on race, sex, salary, tenure, etc., for different groups of employees</i>	LEG5000	6 years; Destroy	N/A
Affirmative Action Plan Files <i>Procedures and regulations to be followed, work force analysis, goals, timetables, statistics, etc.</i>	LEG5000	6 years; Archival Review	Review for continuing historical value and potential transfer to Archives

Record Series	IUC Code	Retention & Disposition	Notes
<p>Affirmative Action: Position Applicant Files</p> <p><i>Record of affirmative action procedures followed for university or college position openings. Files include position request and authorization forms, job descriptions, appointment activity records, proof of citizenship chronological data on search and correspondence. Files divided into faculty, contract and classified staff headings. The classified staff position is comprised of statistical data sent to Affirmative Acton Office by HR. Under these headings, files are arranged alphabetically by department or office.</i></p>	LEG5000	3 years; Destroy	N/A
<p>Audio-Visual, Public Relations, and Training Materials</p>	PER5000	Until information is superseded, obsolete, or replaced; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
<p>Background Checks not required by law where decision to hire is NOT affected: Results and other materials</p> <p><i>All other documentation and materials (background check results, letters to/from candidate, fingerprint cards, etc.) used to assess a candidate's or employee's eligibility for employment. This the Background Check Disclosure, Authorization, and Release Form</i></p>	ADM9906	Transient; Destroy	Destroy through secure means to protect confidentiality

Record Series	IUC Code	Retention & Disposition	Notes
<p>Background Checks required by law: Results and other materials</p> <p><i>All documentation and materials (background check results, letters to/from candidates, fingerprint cards, etc.) used to assess an employee's eligibility for employment where required by law. This excludes the Background Check Disclosure, Authorization, and Release Form</i></p>	PER2000	3 years; Destroy	Code of Federal Regulations (29 CFR 1627.3) requires this class of record to be maintained for 1 year; however, the IUC has chosen to maintain this record for a minimum of three years. This record series may be required to be maintained longer than three years if a relevant law or regulation exists. Destroy through secure means to protect confidentiality.
<p>Background Checks: Disclosure, Authorization, and Release form</p> <p><i>Consent form used to obtain a candidate's or employee's background check information</i></p>	PER3000	Active + 6 years	Destroy through secure means to protect confidentiality.
Badges & Identification Cards	PER9910	Turn in to YSU upon termination of employment; Destroy	N/A
<p>Benefits Documentation</p> <p><i>Includes enrollment in insurance programs</i></p>	PER1020	6 years; Destroy	N/A
Check & Direct Deposit Distribution List and Forms	ADM9900	1 year; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Classified Staff Reports <i>Monthly and annual reports listing information on classified employees such a promotions, training, classifications, new hires, pay range/step, suspensions, terminations, etc.</i>	ADM9900	1 year; Destroy	N/A
Classified Staff Reports: Categorical Summary <i>Listing of civil service employees categorized by race and sex</i>	LEG5000	6 years; Archival Review	Review for continuing historical value and potential transfer to Archives
Classified Staff Reports: Surveys, Wage and Fringe Benefits <i>Surveys conducted in an effort to acquire comparative data regarding wage and fringe benefits program</i>	PER9900	3 years	Destroy
Classified Staff Reports: Suspension Files <i>Record of suspended YSU employees including name, classification, department, reason for and duration of suspension; pertinent supporting documentation</i>	PER3010	5 years; Destroy	N/A
Classified Staff Report: Union Dues Membership Lists	ACC1000	4 years; Destroy	N/A
Collective Bargaining Agreements	LEG2000	Active + 5 years; Archival Review	Review for continuing historical value and potential transfer to Archives

Record Series	IUC Code	Retention & Disposition	Notes
<p>Department Assistance File: Classified Staff</p> <p><i>Correspondence documenting HR services to university or college departments regarding classified staff positions</i></p>	ADM9900	1 year; Destroy	N/A
Disciplinary Documentation	LEG4000	Active + 6 years; Destroy	N/A
<p>Employment: Alien Certification Files</p> <p><i>Records of employee requests made to the Department of Labor and the Immigration and Naturalization Service for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation; files arranged alphabetically</i></p>	LEG5000	6 years; Destroy	N/A
<p>Employment: Classified Staff – Applicant Card File</p> <p><i>Reference card that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions</i></p>	PER2000	3 years; Destroy	N/A
<p>Employment: Classified Staff – Cancelled Position Files</p> <p><i>Applications forms, correspondence sent and received concerning positions that have been cancelled</i></p>	PER2000	3 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Employment: Classified Staff – Certification Files <i>Record of employees who have attained certification in their classifications</i>	PER5010	Active + 3 years; Destroy	N/A
Employment: Classified Staff – Personnel Requisitions <i>Departmental requests placed whenever a position becomes vacant</i>	PER2000	3 years; Destroy	N/A
Employment: Classified Staff – Selection Criteria Form <i>Form providing an explanation as to why a person was or was not hired for a position at YSU</i>	PER2000	3 years; Destroy	N/A
Employment: Faculty – Declination Files <i>Contracts, recommendations, letters of people who have declined positions</i>	PER2000	3 years; Destroy	N/A
Employment: Faculty – Search Committee <i>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</i>	PER2000	3 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Employment Forms: 1099 <i>Federal form used to report salaries, wages, and tips of temporary employees</i>	LEG5000	6 years; Destroy	N/A
Employment Forms: I-9 (Student) <i>Federal form used to report salaries, tips wages, and tips of temporary employees</i>	LEG5040	Active + 3 years; Destroy	N/A
Employment Forms: Payroll Deduction Authorizations <i>All forms used to authorize deductions for charitable organizations, credit unions, union dues, US Savings Bonds, etc.</i>	PER1030	Active + 6 years; Destroy	N/A
Employment Forms: W-2 <i>Federal forms reporting salaries, wages, and tips for employee to the IRS</i>	LEG5000	6 years; Destroy	N/A
Employment Forms: W-4 <i>Forms completed by employees showing federal tax withholding exemptions</i>	PER1030	Active + 6 years; Destroy	N/A
Employment: Residence Hall Advisors Selected <i>Files on candidates selected as residence hall advisors</i>	PER3000	Active + 6 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Employment: Staff – Applicant Files <i>Resumes on file</i>	PER2000	3 years; Destroy	N/A
Employment: Staff – Research/Search <i>May contain positions authorization forms, job descriptions, minutes, applicants' credentials, search chronologies, authorization to hire, forms, and correspondence</i>	PER2000	3 years; Destroy	N/A
Employment: Students – Summer Contracts <i>Flyers for on and off campus employment opportunities</i>	REF0000	Active; Destroy	N/A
Faculty Employment Reports: Activity & Service <i>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</i>	PER3000	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives.
Faculty Employment Reports: Index System <i>Cards or other reference list for all active and inactive faculty</i>	PER3000	Active + 6; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives.

Record Series	IUC Code	Retention & Disposition	Notes
Grievances – Employee Labor Issues <i>Cases involving employee union grievances</i>	LEG4000	Active + 6 years; Destroy	N/A
Hazardous Materials: Exposure Documentation – Radioactive Materials <i>Monthly reports of persons' exposure to radioactive materials</i>	PER4030	Indefinite	N/A
Hazardous Materials: Exposure Documentation – Radioactive Materials – Incident Reports <i>Reports of radioactive materials incidents</i>	PER4030	Indefinite	N/A
Hazardous Materials: Radiation Safety Workers <i>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>	PER 4030	Indefinite	N/A

Record Series	IUC Code	Retention & Disposition	Notes
<p>Hazardous Materials: Radioactive Materials Authorized Users</p> <p><i>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></p>	PER4030	Indefinite	N/A
<p>Layoff Documentation: Classified Staff</p> <p><i>File contains printouts, rosters, and correspondence documenting university layoff. Pertinent employee data, data of hire, classification, department, and retention points (performance) are included</i></p>	PER3010	5 years; Destroy	N/A
<p>Leaves of Absence</p> <p><i>Requests and related documentation</i></p>	PER3010	5 years; Destroy	N/A
<p>Leaves of Absence: Family and Medical Leave Act (FMLA)</p> <p><i>Records required to be kept as per the Family and Medical Leave Act</i></p>	PER1055	3 years; Destroy	Destroy in a secure fashion to protect confidentiality

Record Series	IUC Code	Retention & Disposition	Notes
Leave Record Faculty <i>Vacation and sick leave earned and used</i>	PER3000	Active + 6 years; Destroy	N/A
Leave Record: Staff <i>Forms used to document sick leave and vacation leave; Includes date, amount of sick leave, vacation leaved, and sick leave and vacation leave accrued</i>	PER3010	5 years; Destroy	N/A
Letters, Congratulatory	PER3010	5 years; Destroy	N/A
Name Changes	PER3010	5 years; Destroy	N/A
Notification of Essential Personnel Status	ADM9905	Until superseded; Destroy	N/A
Ohio Board of Regents Annual FTE Report <i>Annual printout required by the OBOR documenting full-time equivalent staffing levels; The summary of the inventory is sent to the OBOR</i>	ADM9900	1 year; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Ohio Ethics Acknowledgment Statement	PER3000	Active + 2 years; Destroy	N/A
Performance Evaluations: Classified Staff <i>File contains annual printouts and logbooks, with such information as name, SSN, date of hire, classification, supervisory, mid- and end-probationary dates, and department, and university employee performance evaluations</i>	PER3010	5 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Performance Evaluation: Classified Staff – Reclassification Files <i>Record of YSU employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation</i>	PER3010	5 years; Destroy	N/A
Performance Evaluation: Faculty – Promotion and Tenure Files <i>Recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file</i>	PER3010	5 years; Destroy	N/A
Performance Evaluation: Faculty – Promotion and Tenure Policy <i>Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty</i>	ADM3020	10 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives

Record Series	IUC Code	Retention & Disposition	Notes
Performance Evaluation: Faculty – Teaching Evaluations <i>evaluations of teacher’s performance; Used for reappointment, promotion, and tenure (1 year if summaries are made based upon Records Retention Rule MIS1010)</i>	PER3010	5 years; Destroy	N/A
Performance Evaluation: Staff <i>File contains annual printouts and logbooks, with such information as name, SSN, date of hire, classification, supervisory, mid- and end-probationary dates, and department, and YSU performance evaluations</i>	PER3010	5 years; Destroy	N/A
Performance Evaluation: Staff Reclassification Files <i>Record of employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.</i>	PER3010	5 years; Destroy	N/A
Personnel Actions <i>Records regarding specific employees; Includes hiring, promotion, performance appraisals, transfers, termination, etc.</i>	PER3010	Active + 5 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Personnel Files – Classified Staff <i>Employment record maintained for full- and part-time YSU classified/contract employees; May contain applications, copies of driver's license, SSN card, birth certificate payroll, leave of absence requests, etc.</i>	PER3000	Active + 6 years; Destroy	N/A
Personnel Files: Classified Staff - Card File <i>File card coordinated to classified personnel files; Includes name, SSN, status, classification, department, etc.</i>	PER3000	Active + 6 years; Destroy	N/A
Personnel Files : Classified Staff – Summer Employment <i>Record of employees with alternate summer job responsibilities, usually in residence hall, union offices, dining facilities, etc.</i>	PER3010	5 years; Destroy	N/A
Personnel Files: Faculty	PER3000	Active + 6 years; Archival Review	Deposited with Archives after non-permanent records are removed (e.g., leaves of absence, faculty activity reports, etc.)

Record Series	IUC Code	Retention & Disposition	Notes
Personnel Files: Staff <i>Records of and summary of each employee's service of employment</i>	PER3000	Active + 6 years; Destroy	Records are deposited with Archives after non-permanent records are removed (e.g., leaves of absence, faculty activity reports, etc.)
Personnel Files: Student Employees <i>Includes documentation of work-study and non-work study students</i>	PER3000	Active + 6 years; Destroy	Destroy if no longer of continuing administrative value.
Personnel Files: Student Employees: Summary Report <i>Active and inactive files, student authorization forms, state and federal withholdings, PERS, termination notices, etc.</i>	PER3000	1 year; Destroy	N/A
Personnel Requisition for Classified Staff <i>Departmental request placed whenever a position within the department becomes vacant</i>	PER2000	3 years; Destroy	N/A
Position Descriptions: Classified Staff <i>Master file of classified job descriptions; retained fro pay-range classification purposes</i>	REF0000	Active; Destroy	N/A
Position Descriptions: Faculty Description of current positions	REF000	Active; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Position Descriptions: General	PER2000	3 years; Destroy	N/A
Position Descriptions: Student Job Cards <i>Job descriptions for campus and off-campus positions which have been filled or are no longer offered</i>	REF000	Active; Destroy	N/A
Position Vacancy Announcement: Classified Staff <i>Job descriptions for each classified position at YSU</i>	PER2000	3 years; Destroy	N/A
Public Employees Retirement System (PERS) Files: Classified Staff <i>Includes copies of retirement applications documenting pertinent personnel, spouse, and beneficiary data; Working papers and correspondence are included</i>	PER1040	Active + 6 years; Destroy	Destroy

Record Series	IUC Code	Retention & Disposition	Notes
Public Employees Retirement System (PERS) Files: Staff (other than faculty or classified employees) <i>Includes copies of retirement applications documenting pertinent personnel, spouse, and beneficiary data; Working papers and correspondence are included</i>	PER1040	Active + 6 years; Destroy	N/A
Public Employees Retirement System (PERS) Log: Classified Staff <i>Record of university classified employees, date of retirement, and address</i>	PER1040	Active + 6 years; Destroy	N/A
Public Employees Retirement System (PERS) Log: Staff (other than faculty or classified employees) <i>Record of university classified employees, date of retirement, and address</i>	PER1040	Active + 6 years; Destroy	N/A
Self-Disclosure of Criminal Convictions Documentation <i>Documentation required of employees to self-disclose convictions if they occur while employed with YSU. Such may include: e-mail, word processed document, or hand-written note.</i>	PER3000	Active + 6 years; Destroy	Destroy through secure means to assure confidentiality.

Record Series	IUC Code	Retention & Disposition	Notes
State Classification File: Classified Staff <i>List of classification by the Classified Plan</i>	MIS1010	Until superseded; Destroy	N/A
Time Cards <i>Record of time worked by employees</i>	PER6000	5 years; Destroy	N/A
Time Cards: Student Employees <i>Record of hours worked by student employees</i>	PER6000	5 years; Destroy	N/A
Training Documentation: Classified Staff – Civil Service Examination File <i>Old examinations used for the purpose of devising new testing programs; also, can include information and materials for Civil Service Testing</i>	REF0000	Active; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
<p>Training Documentation: Classified Staff – Civil Service On-the-Job Training Records</p> <p><i>Complete training records for individuals seeking classified positions; includes VA approval, progress reports, record of trainee-trainer interaction, hours worked, etc.</i></p>	REF0000	Active + 3 years; Destroy	N/A
<p>Training Documentation: Training Courses</p> <p><i>Memoranda, flyers, catalogs, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit</i></p>	ADM9900	1 year; Destroy	N/A
<p>Unemployment Compensation Documentation</p> <p><i>Consolidated files listing all employees for whom unemployment claim has been filed, including copies of claims forms, correspondence, etc.</i></p>	LEG4000	Active + 6 years	N/A

ENVIRONMENTAL RECORDS

Record Series	IUC Code	Retention & Disposition	Notes
Environmental Testing & Monitoring Records	ENV1000	5 years; Destroy	N/A
General <i>Records related to environment not covered elsewhere.</i>	ENV9900	3 years; Destroy	N/A
Hazardous Materials Handling Documentation <i>Includes applications and authorizations, documents of authorized users labs, training records, transfer and transportation documents, disposals documentation, materials incident reports, monthly exposure records, and emergency notifications</i>	ENV2010	Indefinite; Permanent within department or unit	N/A
Hazardous Materials Transportation Records <i>DOT transfer record; Authorization for shipment of RAM; and Off-site transfers</i>	ENV2010	Indefinite	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Impact s <i>Records relating to the testing, monitoring and analysis of a construction project on the environment</i>	ENV1010	Life of the building + 6 years; Destroy	N/A
Radioactive Materials: Waste Records <i>RAM use cards, specific use, and disposal information</i>	LEG5020	Active + 3 years; Destroy	Review for continuing administrative and value prior to destroying

INFORMATION TECHNOLOGY AND COMMUNICATIONS RECORDS

Record Series	IUC Code	Retention & Disposition	Notes
Disaster Preparedness and Recovery Plans <i>Records related to reestablishment of data processing services in case of disaster</i>	ADM3000	Active + 10 years; Destroy	N/A
Help Desk Logs and Reports <i>Consists of 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, to compile statistics, for planning, analysis, and other administrative purposes</i>	ADM9900	1 year; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Information System Users Access Records <i>Records created to control individual access to a system for administrative and security purposes</i>	PER3000	Active + 6 years; Destroy	N/A
Information Systems: Audit Trail Files <i>Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle</i>	ADM9925	3 cycles; Destroy	N/A
Information Systems: Backup Files <i>Copies of master files or databases, applications software, logs, directories, and other documentation needed to restore a system in case of a disaster or inadvertent destruction</i>	ADM9925	3 cycles; Destroy	N/A
Information Systems: Computer Run Scheduling Records <i>Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run</i>	MIS1010	Until superseded; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Information Systems: Computer Usage – Chargeback Billing Records <i>Reports and other records from campus computer centers detailing charges for computer services; Includes monthly billing reports, copies of vouchers, and bills.</i>	ACC1000	4 years; Destroy	N/A
Information Systems: Computer Usage – Files <i>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</i>	ADM9925	3 cycles; Destroy	N/A
Information Systems: Computer Usage – Files – Summary <i>Summary reports created to document computer usage</i>	MIS1010	Until superseded; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
<p>Information Systems: Data Documentation & Data Dictionary Records</p> <p><i>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, systems or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications</i></p>	ADM9920	Active + 3 years; Archival Review	Review for continuing administrative and historical value with potential transfer to Archives
<p>Information Systems: Disaster Preparedness and Recovery Plans</p> <p><i>Records related to the protection and re-establishment of data processing services, equipment and data (back-up files) in case of a disaster</i></p>	ADM9920	Active + 3 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Information Systems: Equipment Support Files <i>Information on data processing equipment, software, and other products and their vendors; record of support services provided for specific data processing equipment</i>	ADM9920	Active + 3 years; Destroy	N/A
Information Systems: Hardware & Software Plans <i>Records relating to the replacement of equipment or computer operating systems</i>	ADM9920	Active + 3 years	Destroy
Information Systems: Hardware Documentation <i>Records documenting the use, operation, and maintenance of YSU's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems</i>	ADM9920	Active + 3 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
<p>Information Systems: Help Desk Logs and Reports</p> <p><i>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.</i></p>	MIS1000	1 year; Destroy	N/A
<p>Information Systems: Information Resources Management and Data Processing Services Plans</p> <p><i>University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development services provision, or related areas.</i></p>	ADM9920	Active + 3 years; Destroy	N/A
<p>Information Systems: Input Documents</p> <p><i>Forms used for data input and control</i></p>	ADM9905	Until superseded; Destroy	Destroy after input information is verified
Information Systems: Log Files	ADM9921	90 days; Destroy	N/A
<p>Information Systems: Maintenance Contract Files</p> <p><i>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.</i></p>	ADM2020	Active + 6 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
<p>Information Systems: Network Usage Reports</p> <p><i>Summary reports and other records created to document computer usage for reporting or other purposes.</i></p>			
<p>Information Systems: Policies</p> <p><i>Policies for data processing; records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspect of a data processing operations</i></p>	ADM3000	Active + 10 years; Destroy	Review for continuing historical value
<p>Information Systems: Operating Procedures</p>	ADM9920	Active + 3 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives.
<p>Information Systems: Policies</p> <p><i>Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.</i></p>	ADM3000	Active + 10 years	Review for continuing administrative and historical value and potential transfer to Archives.

Record Series	IUC Code	Retention & Disposition	Notes
<p>Information Systems: Procurement Records – Hardware & Software</p> <p><i>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 reference and literature on the firm or product line.</i></p>	ACC2000	Active + 6 years; Destroy	N/A
<p>Information Systems: Procurement Records – Services</p> <p><i>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.</i></p>	ACC1000	4 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
<p>Information Systems: Software Documentation</p> <p><i>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.</i></p>	ADM9920	Active + 3 years; Destroy	N/A
<p>Information Systems: Tape Library Control Records</p> <p><i>Records used to control disposition of magnetic media in a tape library</i></p>	MIS1010	Until superseded; Destroy	N/A
<p>Information Systems: Test Database and Files</p> <p><i>Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.</i></p>	ADM9920	Active + 3 years; Destroy	N/A
<p>Information Systems: Usage Files</p> <p><i>Records created to monitor computer systems and network usage</i></p>	ADM9921	90 days; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Information Systems: Users Access Records <i>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.</i>	ADM9920	Active + 3 years; Destroy	N/A

LEGAL RECORDS

Record Series	IUC Code	Retention & Disposition	Notes
Affirmative Action Policy <i>Records documenting procedures and regulations to be followed, work force analysis, goals, timetables, statistics</i>	LEG5000	6 years; Archival Review	Review for continuing historical value.
Compliance <i>Records relating to the preparation of documents required by law; includes reporting and filings with agencies such as IRS, DOT, OSHA, EPA, EEOC, etc.</i>	LEG5000	6 years; Destroy	N/A
Compliance – Tax Returns <i>Tax returns filed for tax-exempt confirmation for sales, income, and other taxes</i>	LEG5010	10 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
<i>Compliance – License/Permits</i> <i>Records including licenses required to conduct activities, collect taxes, etc.</i>	LEG5020	Active + 3 years; Destroy	N/A
<i>Compliance – Orders: Agency/Court</i> <i>Records related to unique orders issued to the institution</i>	LEG5030	Active + 3 years; Destroy	N/A
<i>Compliance – Immigration & Naturalization</i> <i>Forms and other documents maintained for immigration and naturalization purposes</i>	LEG5040	Active + 3 years; Destroy	N/A
<i>Contracts: General</i> <i>Contracts with parties external to YSU</i>	LEG2000	Active + 5 years; Destroy	N/A
<i>Copyright/Trademark Records</i> <i>Records related to preparation, filing, maintenance, and rights</i>	LEG7000	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
<i>Laboratory Inspection Reports</i> <i>Periodic inspections of laboratories</i>	LEG5030	Active + 3 years; Destroy	N/A
<i>Litigation Files</i>	LEG4000	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
<i>Meal Plan Contracts</i> <i>Records involving student meal plans</i>	LEG2000	Active + 5 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives

Record Series	IUC Code	Retention & Disposition	Notes
Patents <i>Records related to preparation, filing, maintenance, and rights</i>	LEG7000	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Public Records Request Files	LEG9900	3 years; Destroy	N/A
Real Estate Records	LEG2000	Active + 5 years; Archival Review	Archives receives <u>original</u> records for preservation
Trademark Registrations	LEG7000	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives

PLANT OPERATIONS & MAINTENANCE RECORDS

Record Series	IUC Code	Retention & Disposition	Notes
Plant Operations & Maintenance: Blueprints <i>The As-Built construction drawings</i>	ADM2035	Life of the building + 6 years	Review for continuing administrative and historical value and potential transfer to Archives
Plant Operations & Maintenance: Licensing Files <i>Records related to obtaining a food service license, a license to run a nursery/day care, and a building operations license.</i>	LEG2000	Active + 5 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
<p>Plant Operations & Maintenance: Construction Projects – Construction Designs and Specifications</p> <p><i>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, (General and Special); Geotechnical and material testing and reports to insure strength of materials, compaction and construction acceptability.</i></p>	LEG2030	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives.

Record Series	IUC Code	Retention & Disposition	Notes
Plant Operations & Maintenance: Construction Projects – Design Review Committee <i>Minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and Master Plan.</i>	ENV1010	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives.
Plant Operations and Maintenance: Construction Projects – Environmental Impact Assessment <i>Used to determine potential environmental concerns existing at the site prior to demolition and construction</i>	ENV1010	Life of the building + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives.
Plant Operations & Maintenance: Construction Projects – Project Request & Program Statement <i>A request from the University community to initiate a project</i>	ADM2030	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives.
Plant Operations & Maintenance: Elevator Certifications	LEG5020	Active + 3 years; Destroy	N/A
Plant Operations & Maintenance: Laboratory Inspection Reports <i>Periodic inspections of laboratories</i>	LEG5030	Active + 3 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Plant Operations & Maintenance: Residence Halls – HUD Reports <i>Annual reports filed with the federal government concerning operation of residence halls.</i>	LEG5000	6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives.

PUBLICITY AND MARKETING RECORDS

Record Series	IUC Code	Retention & Disposition	Notes
Publicity: Advertising	MAR1000	5 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Publicity: News Releases	PUB3000	Indefinite; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Publicity: Newsletters	PUB3000	Indefinite; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Publicity: Photographs	PUB3000	Indefinite; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Publicity: Recruitment Materials <i>Videos, publications, posters, advertisements, etc., used to recruit students to attend YSU</i>	MAR1000	5 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives

Record Series	IUC Code	Retention & Disposition	Notes
Publicity: Viewbooks (Picture Books)	MAR1000	5 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives

POLICE, SECURITY, AND PARKING RECORDS

Record Series	IUC Code	Retention & Disposition	Notes
Bicycle Registration Forms <i>Records decal number of registration issued to a bicycle owner</i>	ADM9900	1 year; Destroy	Review for continuing administrative value
Dispatch Logs <i>Records of request for service received by the dispatcher, including phone and radio transmissions and audio logs</i>	ADM9900	Active + 1 year; Destroy	N/A
Parking: Permit Applications	ADM9900	1 year; Destroy	N/A
Parking: Tickets – Paid	ACC1000	4 years; Destroy	N/A
Parking: Tickets – Unpaid	FIN6000	4 years; Destroy	N/A
Police: Assignment Schedules/Sheets	LEG4000	3 years; Destroy	N/A
Police: Evidence	LEG4000	Active	Review for continuing administrative and/or legal value
Police: Evidence and Recovered Property <i>Chronological file of detailed listings of evidence and recovered property</i>	LEG4000	Active	Review for continuing administrative and/or legal value
Police: Fingerprints	LEG4000	50 years; Destroy	N/A
Police: Firearm Records and Inventories	LEG4000	3 years; Destroy	Audit prior to destruction

Record Series	IUC Code	Retention & Disposition	Notes
Police: Radio & Telephone Logs	LEG4000	2 years; Destroy	N/A
Police: Radio & Telephone Recordings	LEG4000	2 years	Erase if no longer needed for litigation
Police: Reports <i>Reports of incidents or requests for service to include officer's actions, referrals, ,and subsequent investigations</i>	LEG4000	Active + 6 years; Destroy	N/A
Police: Reports - Accidents <i>Reports created by YSU Police for traffic accidents that occur on campus</i>	LEG4000	Active + 6 years; Destroy	N/A
Police: Reports - Arrests <i>Reports of arrest, criminal citation, or uniform traffic citation issued to offender</i>	LEG4000	Active + 6 years; Destroy	N/A
Police: Reports - Campus Security Act and Uniform Crime <i>Reports produced in compliance with federal programs</i>	LEG5000	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Police: Reports - Crime <i>Reports created by YSU Police on campus criminal activity</i>	LEG4000	Active + 6; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Police: Reports - Daily Activity	ADM9900	Active + 1; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Police: Transportation Logs - Injury/Illness <i>Reports created by YSU Police on ill or injured persons transported from campus to local hospitals</i>	LEG4000	Record Series	N/A
Police: Trespass Warnings	LEG4000	5 years; Destroy	N/A
Police: Wanted Posters		Active; Destroy after person is apprehended	N/A

STUDENT AND COURSE RECORDS

Record Series	IUC Code	Retention & Disposition	Notes
Academic Grievance Files <i>Files documenting grievances of students against faculty members</i>	LEG4000	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Admissions Files, Acceptance Letters for Students Who Do Not Matriculate <i>Student-specific correspondence relating to admission and enrollment at YSU</i>	EDU1010	Active + 1 year; Destroy	N/A
Admissions: Acceptance Letters for Students Who Do No Matriculate Letters notifying students of acceptance or non-acceptance to YSU	EDU1100	1 year; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Admissions: Accepted <i>Includes letters of reference, application, and biographical data and letters regarding admission and/or enrollment for applicants accepted to a program of study at YSU</i>	EDU1010	Active + 1 year; Destroy	Form letters regarding admission and/or enrollment at YSU
Admissions: Access to View Letters of Recommendation Waiver for Students Who Do Not Matriculate <i>Student waivers for rights of access to see letters of recommendation of admission</i>	EDU1030	Active + 3 years	N/A
Admissions: Advanced Placement Records for Applicants Who Do Matriculate <i>Forms and records supporting consideration for advanced placement in courses where credit is not given</i>	EDU1010	Active + 1 year	Destroy
Admissions: Advanced Placement Records for Applicants Who Do Not Matriculate <i>Forms and records supporting consideration for advanced placement in course(s) where no credit is given</i>	EDU1100	1 year	Destroy
Admissions: Applicant Flow Data File <i>Statistical information, percentages dealing with race, religion, gender, etc.</i>	LEG5000	6 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Admissions: Applications for Admission or Readmission for Applicants Who Do Matriculate <i>Forms requesting admission or readmission to YSU</i>	EDU1010	Active + 1 year; Destroy	N/A
Admissions: Applications for Admission or Readmission for Applicants Who Do Not Matriculate <i>Forms requesting admission or readmission to YSU</i>	EDU1100	1 year; Destroy	N/a
Admissions: Correspondence for Applicants Who Do Matriculate <i>Correspondence relating to requests for admission or readmission to YSU</i>	EDU1010	Active + 1 year; Destroy	N/A
Admissions: Correspondence for Applicants Who Do Not Matriculate <i>Correspondence relating to requests for admission or readmission to YSU</i>	EDU1100	1 year; Destroy	N/A
Admissions: Entrance Examination & Placement Test Reports for Students Who Do Matriculate <i>Standardized test scores related to admission to YSU and placement test scores</i>	EDU1010	Active + 1 year; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Admissions: Entrance Examination & Placement Test Reports for Students Who Do Not Matriculate <i>Standardized test scores related to admission to YSU and placement test scores</i>	EDU1100	1 year; Destroy	N/A
Admissions: Foreign Student Forms for Applicants Who Do No Matriculate <i>I-20 and other forms</i>	LEG5040	Active + 3 years; Destroy	Return to applicant if originals
Admissions: High School Transcripts of Students Who Do Matriculate	EDU1010	Active + 1 year; Destroy	N/A
Admissions: Letters of Recommendation for Students Who Matriculate <i>Letters of reference supporting application to YSU</i>	EDU1010	Active + 1 year; Destroy	N/A
Admissions: Letters of Recommendation for Students Who Do Not Matriculate <i>Letters of reference supporting application to YSU</i>	EDU1100	1 year; Destroy	N/A
Admissions: Medical Records of Students Who Do Matriculate <i>Medical records related to encouraging potential students to attend YSU</i>	EDU1010	Active + 1 year; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Admissions: Medical Records of Students Who Do Not Matriculate <i>Medical records related to encouraging potential students to attend YSU</i>	EDU1100	1 year; Destroy	N/A
Admissions: Personalized Recruitment Materials for Students Who Do Matriculate <i>Student-specific letters related to encouraging potential students to attend YSU</i>	EDU1020	Active + 3 years; Destroy	N/A
Admissions: Personalized Recruitment Materials for Students Who Do Not Matriculate <i>Student-specific letters related to encouraging potential students to attend YSU</i>	EDU1020	Active + 3 years; Destroy	N/A
Admissions: Rejected <i>Includes letters of reference, application, and biographical data, for rejected applicants and those who did not complete application paperwork</i>	EDU1100	1 year; Destroy	N/A
Admissions: Residency Status Documents for Applicants Who Do Not Matriculate <i>Documents supporting determination of legal domicile (residency)</i>	LEG5000	6 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Admissions: Transcripts From High Schools for Applicants Who Do Matriculate <i>Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training</i>	EDU1100	1 years; Destroy	Return to applicant if originals; Destroy all others
Admissions: Transcripts From Other Colleges/Universities Who Do Matriculate <i>Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training</i>	EDU1010	Active + 1; Destroy	Return to applicant if originals; otherwise, destroy
Admissions: Transfer Credit Evaluations for Applicants Who Do Matriculate	EDU1010	Active + 1; Destroy	N/A
Advising Files <i>Includes notes about student, possible courses the student would take, and correspondence with student</i>	EDU1010	Active + 1 year; Destroy	N/A
Annual Interim Federal Grant Fiscal Reports <i>Reporting to Federal Government on expenditures for Federal grant programs</i>	EDU2000	Active + 6 years; Destroy	N/A
Class Schedules (students) <i>List of classes a student took in a given term</i>	EDU1010	Active + 1; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Classes: Audit Authorizations <i>Approval forms to audit a class</i>	EDU1015	Active + 3 years; Destroy	N/A
Classes: Change of Course Schedule (Add/Drop)	EDU1015	Active + 1; Destroy	N/A
Classes: Credit by Examination Form	EDU1000	Indefinite	N/A
Classes: Credit/No Credit Approvals	EDU1015	Active + 3 years; Destroy	N/A
Classes: Official Class Roster <i>Lists of students enrolled for individual classes</i>	EDU1015	Active + 3 years; Destroy	N/A
Classes: Pass/Fail Request	EDU1010	Active + 1 years; Destroy	N/A
Classes: Registration/Enrollment Forms	EDU1015	Active + 3 years; Destroy	N/A
Classes: Withdrawal Authorizations	EDU1015	Active + 3 years; Destroy	N/A
Course Change Requests (Local Copy) <i>Applications to change, add, or delete a course</i>	ADM9911	Active + 1 year; Destroy	N/A
Course Schedule (Local Copy) <i>Listing of courses actually offered</i>	ADM9911	Active + 1 year; Destroy	N/A
Course Syllabi	ADM9901	10 years; Destroy	Archives retains course descriptions published in catalogs and bulletins permanently.
Curriculum: Catalogs <i>Official course bulletins of YSU</i>	EDU3000	Indefinite; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives

Record Series	IUC Code	Retention & Disposition	Notes
Curriculum: Development Documentation <i>Files documenting the approval of new programs and degrees</i>	EDU3000	Indefinite; Archival Review	Archives should be provided with official copies by the Office of the Provost
Curriculum: Schedule of Classes <i>Schedule of classes offered each term by YSU</i>	EDU3000	Indefinite; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
eLearning Course Records not used for grading	ADM9906	Transient; Destroy	N/A
eLearning Course Records used for grading	EDU1011	Active +2 terms; Destroy	N/A
Enrollment Reports – Institutional Research	EDU3010	Active; Destroy	N/A
Evaluations, Class/Course <i>Summary evaluations of course by students</i>	PER3010	5 years; Destroy	N/A
Financial Aid: General – Non-Recipient File <i>Copy of FAF for students who did not receive aid or enter YSU</i>	EDU1100	1 year; Destroy	N/A
Financial Aid: Non - U.S. Dept. of Education Funding – General Administrative Annual Interim Fiscal Operations Reports <i>Reports to federal government on expenditures for federal program</i>	EDU2000	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives

Record Series	IUC Code	Retention & Disposition	Notes
Financial Aid: Non - U.S. Dept. of Education Funding – National Guard Scholarship Rosters <i>Lists of students receiving scholarships from the Ohio National Guard</i>	EDU1010	Active + 1; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Financial Aid: Non – U.S. Dept. of Education Funding – Ohio Academic Scholarship Rosters <i>Lists of students receiving scholarships for current academic year</i>	EDU1010	Active +1 year; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Financial Aid: Non – U.S. Dept. of Education Funding – Ohio Bureau of Vocational Rehabilitation Grants Files <i>Record of awards by state agency for handicapped students</i>	EDU2000	Active + 6 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Financial Aid: Non – U.S. Dept. of Education Funding – Ohio Instructional Grants – Files <i>Record submitted by student for payment of fees. Eventually sent to OBOR for payment.</i>	EDU1010	Active + 1 year; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Financial Aid: Non – U.S. Dept. of Education Funding – Ohio Instructional Grants - Grants <i>Lists of students receiving grants for current academic year</i>	EDU2000	Active + 6 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Financial Aid: Non – U.S. Dept. of Education Funding – Student Files <i>Files on recipients, including: FAF's and FAF need analysis reports, parental tax files, award letters, statements 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</i>	EDU 2000	Active + 6 years; Destroy	N/A
Financial Aid: Non – U.S. Dept. of Education Funding – Work-Study Student Files <i>Contains applications, PERS exemption forms, and evaluations of students employed under the Work-Study Program</i>	EDU2000	Active + 6 years; Destroy	N/A
Financial Aid: U.S. Dept. of Education Funding: Federal Loan Check Registers <i>Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans</i>	EDU2100	Active + 3; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Financial Aid: U.S. Dept. of Education Funding: General Administrative – Annual Interim Fiscal Operations Reports <i>Reports to federal government on expenditures for federal programs</i>	EDU2100	Active + 3 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Financial Aid: U.S. Dept. of Education Funding : Student Files <i>Files on recipients, including FAF's and FAF need analysis reports, parental tax files, award letters, statement of educational progress, etc.</i>	EDU2100	Active + 3 years; Destroy	N/A
Financial Aid: U.S. Dept. of Education funding – Work Study Student Files <i>Contains applications, PERS exemption form, and evaluations of students employed under Work-Study Program</i>	EDU2100	Active + 3 years; Destroy	N/A
Grade Reports: Institutional Research	EDU3010	Active; Destroy	N/A
Grade Reports: Faculty Grade Reports <i>Copy of grade reports as submitted by faculty</i>	EDU1011	Indefinite	Permanent grade records held by Records Office
Grade Reports: Registrar's Copy <i>Copy of grade reports sent to students</i>	EDU1010	Active + 1 year; Destroy	N/A
Grade Statistics	EDU3000	Indefinite	N/A
Grades: Change of Grade Forms	EDU1000	Active + 3; Destroy	N/A
Graduation: Application for Graduation	EDU1010	Active + 1 year; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Graduation: Commencement Programs	EDU3000	Indefinite; Archival Review	Copy sent to Archives for permanent storage
Graduation: Graduation Authorizations <i>Documents certifying completion of degree requirements</i>	EDU1010	Active + 1 year; Destroy	N/A
Graduation: Graduation Lists	EDU3000	Indefinite; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Head Start <i>Documents of Head Start meetings and grantee level matters</i>	LEG2000	Active + 5	Destroy
IPEDS Reports <i>Integrated Post-Secondary Education Data System documents</i>	LEG2000	Indefinite	N/A
OBOR Reports <i>Reports issued by the Ohio Board of Regents</i>	EDU3000	Indefinite; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Placement Files <i>Files maintained on alumni for purposes of career placement (letters of recommendation, credentials, etc.)</i>	EDU1010	Active + 1 year; Destroy	N/A
Requests : Disclosures of Personally Identifiable Information	EDU1030	Active + 3 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Requests: Health Insurance Waivers <i>Signed waiver indicating student's acceptance or waiver of university student health insurance</i>	ADM9900	1 year; Destroy	N/A
Requests: Student Requests for Nondisclosures of Directory Information	EDU1030	Active + 3 years; Destroy	N/A
Requests: Student's Written Consent for Records Disclosure	EDU1030	Active + 3 years; Destroy	N/A
Research: Grant Files – Awarded	LEG2000	Active + 5 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Research: Grant Files – Not Awarded <i>Applications and proposals by faculty for grants that were not funded</i>	ADM9900	1 year; Destroy	N/A
Research: Research Protocol Committee Files <i>Includes lists and protocols to be considered, new reviews, approvals, requests, and revised protocol forms</i>	ADM3000	Active + 10 years; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Research: Research Protocol Files <i>Includes protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocols, and LAMS file</i>	LEG5020	Active + 3 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Roster, Class <i>Contains names of students for each course; issued by the Registrar</i>	ADM9900	1 year; Destroy	N/A
Scholarships Administered by Colleges/Departments <i>Administrative information regarding local scholarship programs including applications, awards, recipients, etc., but not fiscal data</i>	ADM9910	3 years; Destroy	N/A
Statistics: Degree	EDU3000	Indefinite	Review for continuing administrative and historical value
Statistics: Enrollment <i>Student-specific correspondence relating to admission and enrollment at YSU</i>	EDU3000	Indefinite	Review for continuing administrative and historical value
Statistics: Racial/Ethnic	EDU3000	Indefinite; Archival Review	Review for continuing administrative and historical value and potential transfer to Archives
Student Coursework <i>Student tests, examinations, quizzes, papers, projects, etc.</i>	EDU1011	Active + 2 terms; Destroy	N/A
Student Disciplinary Files <i>Files maintained by student affairs who have been accused of disciplinary violations</i>	LEG4000	Active + 6 years; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
<p>Student Disciplinary Files: Academic Action Notifications</p> <p><i>Communications notifying students of dismissal, academic probation, etc.</i></p>	EDU1010	Active + 1 year; Destroy	N/A
Student Disciplinary Files: Requests for Formal Hearings	EDU1030	Active + 3 years; Destroy	N/A
<p>Student Disciplinary files: Student Statements Regarding Hearing Panel Decisions</p> <p><i>Student statements on content of records regarding hearing panel decisions</i></p>	EDU1030	Active + 3 years; Destroy	N/A
Student Disciplinary Files: Written Decisions of Hearing Panels	EDU1030	Active + 3 years; Destroy	N/A
<p>Student Records: Accepted and Enrolled – College or Departmental Records</p> <p><i>Record of academic work pursued; Correspondence, recruitment, references, recommendations, entrance examinations, advanced placement documentation, visa (Form I-20) for foreign students.</i></p>	EDU1010	Active + 1 year; Destroy	Registrar information is the official record.
<p>Student Records: Accepted but not Enrolled</p> <p><i>Student-specific correspondence relating to admission and enrollment</i></p>	EDU1010	Active + 1 year; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
<p>Student Records: Accepted and Enrolled – Permanent University Record</p> <p><i>Permanent record of academic work pursued; Correspondence, recruitment, references, recommendations, entrance examinations, advanced placement documentation, visa (Form I-20) for foreign students.</i></p>	EDU1000	Indefinite	This is each student's official record. Do not discard or destroy.
<p>Student Records: Continuing Education</p> <p><i>Files include two types of records: students enrolled in special interest courses, and those enrolled in professional certification programs</i></p>	EDU1015	Active + 3 years; Destroy	N/A
<p>Student Records: Correspondence</p> <p><i>Student-specific correspondence (excluding admissions)</i></p>	EDU1010	Active + 1 year; Destroy	N/A
<p>Student Records: Program Requirement Modification</p> <p><i>Change of major forms; degree requirement waiver or substation authorization</i></p>	EDU1010	Active + 1 year; Destroy	N/A

Record Series	IUC Code	Retention & Disposition	Notes
Student Records: Rejected <i>Letters notifying students of non-acceptance to YSU, including correspondence, recruitment, references and recommendations, entrance exams, and Advanced Placement documentation</i>	EDU1100	1 year; Destroy	N/A
Student Records: Transcript Requests <i>Other than those requested by students</i>	EDU1030	Active + 3 years; Destroy	N/A
Student Records: Veterans Administration Records and Correspondence	EDU1020	Active + 3 years; Destroy	N/A
Student Request for Non-Disclosure of Directory Information	EDU1030	Active + 3 years; Destroy	N/A
Student's Written Consent for Record Disclosure	EDU 1030	Active + 3 years; Destroy	N/A
Tuition and Fee Schedule <i>Listing of fee charges for each term by YSU</i>	EDU3000	Indefinite	N/A

MISCELLANEOUS RECORDS

Record Series	IUC Code	Retention & Disposition	Notes
<p>Reports/Copies</p> <p><i>Miscellaneous reports and other records which need only be reviewed for a short period (day, week, quarter, semester, current year)</i></p>	MIS1000	1 year; Destroy	N/A
<p>Reports/Copies – Periodic Replacement Records</p> <p><i>Records replaced periodically by newer, updated ones</i></p>	MIS1010	Until Superseded; Destroy	N/A
<p>Special Projects</p> <p><i>Records related to special projects that do not fall into any other category</i></p>	MIS2000	Active + 1 year; Destroy	N/A
<p>Transient Materials</p> <p><i>Transient Records are records containing information of short term usefulness which allows a public office to dispose of these records once they are no longer of administrative value. This includes informal and/or temporary messages which may be voice mail, e-mail, telephone slips or post it-type notes. It may also include “draft” documents if the draft does not meet the definition of a “Record” and are no longer of administrative value.</i></p>	ADM9906	Active; Destroy	N/A