

RECORD RETENTION SCHEDULE

RetentionGroupCode	RecordSeriesTitle	RecordSeriesDescription	TotalRetention	Disposition
ACC1000	Accounts Payable	Amounts owned on open account for goods or services received	4	Destroy
ACC1000	Accounts Payable Invoices	Bills for goods or services received	4	Destroy
ACC1000	Accounts Payable Ledgers	Listing of detailed accounts	4	Destroy
ACC1000	Accounts Payable Vouchers	A document recording a liability or allowing for the payment of a liability	4	Destroy
ACC1000	Accounts Receivable	Amounts due from others on open accounts as a result of providing goods or services	4	Destroy
ACC1000	Annuity Records	Statement of payroll deduction for employees' annuity plans	4	Destroy
ACC3000	Balance Sheets	A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.	4	Destroy
ACC3000	Budget Printout-Periodic	Periodic reports of expenditures	4	Destroy
ACC1000	Canceled Registration Files	Record of canceled registrations	4	Destroy
ACC1000	Cash Books	A record of institution's cash transactions showing a running balance	4	Destroy
ACC1000	Cash Disbursement Journals	A special journal used exclusively to record disbursements of cash	4	Destroy
ACC1000	Cash Journal	Journal of cash received	4	Destroy
ACC1000	Cash Register Tapes		4	Destroy
ACC1000	Cash Receipts	Receipts for cash sales or cash received	4	Destroy
ACC3000	Chart of Accounts	A list of the accounts used by an organization with each account usually assigned a number or code	4	Destroy
ACC3000	Cost Accounting	Record analyzing cost for producing certain items or performing certain tasks	4	Destroy
ACC3000	Expenditure Report	Periodic reports of expenditures, usually by department or account	4	Destroy
ACC2000	Fixed Assets Records	Inventory and other information maintained on capitalized assets (structures, site improvements, machinery & equipment, information systems, furniture & fixtures, and vehicles.	Active + 6	Destroy
ACC1010	General Ledgers	A book containing a summary or detail of all transactions affecting the accounts of an institution	6	Archives: Review for continuing historical value and transfer to the archives
ACC1000	Invoices	Bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment.	4	Destroy

ACC3000	Journal Entries	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	Destroy
ACC3000	Journals	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.	4	Destroy
ACC1000	Payroll: 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.	4	Destroy
FIN1000	Payroll: Checks	Checks paid employees for services they perform	4	Destroy
ACC1000	Petty Cash Records		4	Destroy
ACC1000	Receipts		4	Destroy
ACC1000	Registers		4	Destroy
ACC1000	Requisitions	Forms used to order goods and services	4	Destroy
ACC1000	Royalty Payments		4	Destroy
ACC1000	Sales Receipts		4	Destroy
ACC1000	Student Accounting Records	Files on individual students' paid and unpaid accounts, including loan applications, correspondence, account activity record, etc.	4	Destroy
ACC1000	Student Accounting Records: Canceled Registration Files	Record of canceled registrations, including amount owed, reason, etc.	4	Destroy
ACC1000	Student Accounting Records: Dorm Contracts	Actual agreement between students and residence halls governing room and board and fee payment agreements. Includes meal plan authorizations.	4	Destroy
ACC1000	Student Accounting Records: Dorm Contracts - Release Files	Includes application, correspondence, and record of decision reached concerning request to break contracts for room and board.	4	Destroy
ACC1000	Student Accounting Records: Financial Aid - Accounting Billing Letters	Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money.	4	Destroy
ACC1000	Student Accounting Records: Financial Aid - Cancelled Check Records	Cancelled checks, check stubs, and check journals showing payments for financial aid made to students.	4	Destroy
ACC1000	Student Accounting Records: Financial Aid - Disbursement Records	Statement by individual of award amounts disbursed. Contains name, type, and amounts of award.	4	Destroy

ACC1000	Student Accounting Records: Financial Aid - Insurance Records	Record of students enrolled in university or college health program	4	Destroy
ACC1000	Student Accounting Records: Financial Aid - Tuition Remission Applications	Record of tuition waivers for employees and dependents	4	Destroy
ACC1000	Subsidiary Ledgers	A book of accounts of an institution	4	Destroy
ACC1000	Telephone Expense Records	Periodic reports of long distance and local phone charges	4	Destroy
ACC1000	Travel Expenses	Record of expenses incurred on official travel. Used to receive reimbursement.	4	Destroy
ACC1000	Unemployment Insurance Payments		4	Destroy
ACC1000	Vending Commission Income Records	Record of money received as commission on vending contracts	4	Destroy
ACC1000	Voucher Register	A journal in which accounts payable and their payments are recorded	4	Destroy
ACC1000	Vouchers	A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction	4	Destroy
ACC1000	Workers Compensation Payments		4	Destroy
LEG4000	Academic Grievance Files	Files documenting grievances of students against faculty members	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG5000	Admissions: Applicant Flow Data File	Statistical information, percentages dealing with race, religion, sex, etc.	6	Destroy
EDU1010	Admissions: Advanced Placement Records for Applicants Who Do Matriculate	Forms and records supporting consideration for advanced placement in course(s) where no credit is granted	Active + 1	Destroy
EDU1010	Admissions: Applications for Admission or Readmission for Applicants Who Do Matriculate	Forms requesting admission or readmission to the institution	Active + 1	Destroy
EDU1010	Admission Correspondence for Applicants Who Do Matriculate	Correspondence relating to requests for admission or readmission to the institution	Active + 1	Destroy
EDU1010	Admission: Entrance Examination & Placement Test Reports for Students who do Matriculate	Standardized test scores related to admission to the institution and placement test scores	Active + 1	Destroy

EDU1010	Admissions: Letters of Recommendation for Students who Matriculate	Letters of reference supporting application to the institution	Active + 1	Destroy
EDU1010	Admission: Medical Records of students who do Matriculate	Medical records related to application to the institution	Active + 1	Destroy
EDU1020	Admissions: Personalized Recruitment Materials for Students who do Matriculate	Student-specific letters related to encouraging potential student to attend the institution	Active + 3	Destroy
EDU1010	Admissions: High School Transcripts of Students who do Matriculate		Active + 1	Destroy: Return to applicant if originals
EDU1010	Admissions: Transcripts from other institutions of Higher Learning for Applicants who do Matriculate	Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.	Active + 1	Destroy: Return to applicant if originals
EDU1010	Admissions: Transfer Credit Evaluations for Applicants who do Matriculate		Active + 1	Destroy
EDU1010	Admissions: Acceptance Letters for Students who do not Matriculate	Student-specific correspondence relating to admission and enrollment at the institution	Active + 1	Destroy
EDU1100	Admissions: Acceptance Letters for Students who do not Matriculate	Letters notifying students of acceptance or non-acceptance to the institution	1	Destroy
EDU1030	Admissions: Access to see letters of recommendation waiver for students who do not Matriculate.	Students waivers for rights of access to see letters of Recommendation for Admission.	Active + 3	Destroy
EDU1100	Admissions: Advanced Placement Records for Applicants who do not Matriculate	Forms and records supporting consideration for advanced placement in course(s) where no credit is granted	1	Destroy
EDU1100	Admissions: Applications for Admission or Readmission for Applicants who do not Matriculate	Forms requesting admission or readmission to the institution	1	Destroy
EDU1100	Admission Correspondence For Applicants who do not Matriculate	Correspondence related to requests on admission or readmission to the institution	1	Destroy
EDU1100	Admissions: Entrance Examination & Placement Test Reports for Applicants who do not Matriculate.	Standardized test scores related to admission to the institution and placement test scores	1	Destroy

LEG5040	Admissions: Foreign Student Forms For Applicants who do not Matriculate	I-20 and other Forms	Active + 3	Destroy
EDU1100	Admissions: Letters of Recommendation for Students who do not Matriculate	Letters of reference supporting application to the institution	1	Destroy
EDU1100	Admissions: Medical Records For Applicants who do not Matriculate	Medical records related to application to the institution	1	Destroy
EDU1020	Admissions: Personalized Recruitment Materials For Students who do Matriculate	Student-specific letters related to encouraging potential student to attend the institution. Note: VA Regulations require that all recruitment materials be retained 3 years.	Active + 3	Destroy
LEG5000	Admissions: Residency Status Documents For Applicants who do not Matriculate	Documents supporting determination of legal domicile (residency)	6	Destroy
EDU1100	Admissions: Transcripts (High School) For Applicants who do not Matriculate		1	Destroy: Return to applicant if originals
EDU1100	Admissions: Transcripts from other institutions of Higher Learning For Applicants who do Matriculate	Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.	1	Destroy: Return to applicant if originals
EDU1015	Classes: Audit Authorizations	Approval forms to audit a class	Active + 3	Destroy
EDU1010	Classes: Change of Course Schedule (Add/Drop)		Active + 1	Destroy
EDU1010	Class Schedules (Students)	Lists of classes student took a given term	Active + 1	Destroy
EDU1000	Classes: Credit by Examination Form		Indefinite	Destroy
EDU1015	Classes: Credit/No Credit Approvals		Active + 3	Review for continuing administrative value
EDU1015	Classes: Official Class Roster	Lists of students enrolled for individual classes	Active + 3	Destroy
EDU1010	Classes: Pass/Fail Request		Active + 1	Destroy
EDU1015	Classes: Registration/Enrollment Forms		Active + 3	Destroy
EDU1015	Classes: Withdrawal Authorizations		Active + 3	Destroy

EDU3000	Curriculum: Catalogs	Official course bulletins of the institution	Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
EDU3000	Curriculum Development Files	Files documenting approval of new programs and degrees	Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
EDU3000	Curriculum: Schedule of Classes (Institutional)	Schedule of classes offered each term by the institution	Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
EDU1100	Financial Aid: General - Non-Recipient Files	Copy of FAF for students who did not receive aid or enter the university or college	1	Destroy
EDU2000	Financial Aid: Non U.S. Department of Education Funding - General Administrative - Annual Interim Fiscal Operations Reports	Reports to federal government on expenditures for federal programs	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
EDU1010	Financial Aid: Non U.S. Department of Education Funding - National Guard Scholarship Rosters	Lists of students receiving scholarships from the Ohio National Guard	Active + 1	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
EDU1010	Financial Aid: Non U.S. Department of Education Funding - Ohio Academic Scholarship Rosters	Lists of Students receiving scholarships for current academic year	Active + 1	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.

EDU2000	Financial Aid: Non U.S. Department of Education Funding - Ohio Bureau of Vocational Rehabilitation Grants Files	Record of awards by state agency for handicapped students	Active + 6	Destroy
EDU1010	Financial Aid: Non U.S. Department of Education Funding - Ohio Instructional Grants - Files	Record submitted by student for payment of fees. Eventually sent to OBOR for payment	Active + 1	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
EDU2000	Financial Aid: Non U.S. Department of Education Funding - Ohio Instructional Grants - Grants	Lists of Students receiving grants for current academic year	Active + 6	Destroy
EDU2000	Financial Aid: Non U.S. Department of Education Funding - Student Files	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	Active + 6	Destroy
EDU2000	Financial Aid: Non U.S. Department of Education Funding - Work-Study Student Files	Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.	Active + 6	Destroy
EDU2100	Financial Aid: U.S. Department of Education Funding - Federal Loan Check Registers	Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans	Active + 3	Destroy
EDU2100	Financial Aid: U.S. Department of Education Funding - General Administrative - Annual Interim Fiscal Operations Reports	Reports to federal government on expenditures for federal programs	Active + 3	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
EDU2100	Financial Aid: U.S. Department of Education Funding - Student Files	Files on recipients, including: FAF's and FAF need analysis reports, parental tax files, 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,	Active + 3	Destroy
EDU2100	Financial Aid: U.S. Department of Education Funding - Work-Study Student Files	Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.	Active + 3	Destroy
EDU1000	Grades: Change of Grade Forms (Update Documents)		Indefinite	

EDU1000	Grade Reports: Faculty Grade Report (Grade or Narrative)	Copy of grade reports as submitted to register by faculty	Indefinite	
EDU1010	Grade Reports (Registrar's Copies)	Copy of grade report as sent to student. Grade or Narrative.	Active + 1	Destroy
EDU3000	Grades: Grade Statistics		Indefinite	
EDU1010	Graduation: Applications for Graduation		Active + 1	Destroy
EDU3000	Graduation: Commencement Programs		Indefinite	
EDU1010	Graduation: Graduation Authorizations	Documents certifying completion of degree requirements	Active + 1	Destroy
EDU3000	Graduation: Graduation Lists		Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG2000	Head Start	Documents of Head Start meetings and grantee level matters	Active + 5	Destroy
EDU3000	IPEDS Reports (Integrated Postsecondary Education	Integrated Post-secondary Education Data System	Indefinite	
EDU3000	OBOR Reports (Ohio Board of Regents)		Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
EDU1010	Placement Files	Files maintained on alumni for purposes of career placement. Includes credentials, letters of recommendations, etc. Students pay to have credentials maintained.	Active + 1	Destroy
EDU1030	Requests: (Disclosures of Personally Identifiable information)		Active + 3	Destroy
ADM9900	Requests: Health Insurance Waivers	Signed waiver indicating student's acceptance or wiaver of university student health insurance.	1	Destroy
EDU1030	Requests: Student Requests for Nondisclosures of Directory Information		Active + 3	Destroy
EDU1030	Requests: Student's Written Consent for Records Disclosure		Active + 3	Destroy

LEG2000	Research: Grant Files - Awarded	Files containing proposal, budget, accounting information on grants received by faculty members from federal and state agencies and private foundations.	Active + 5	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADM9900	Research: Grant Files - Not Awarded	Applications and proposals by faculty for grants that were not funded.	1	Destroy
ADM3000	Research: Research Protocol Committee Files	Includes lists protocols to be considered, new reviews, approvals, requests, and revised protocol forms.	Active + 10	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG5020	Research: Research Protocol Files	Includes protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file.	Active + 3	Destroy
EDU3000	Statistics: Degree		Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
EDU3000	Statistics: Enrollment	Student-specific correspondence relating to admission and enrollment at the institution	Indefinite	Review for continuing administrative value
EDU3000	Statistics: Racial/Ethnic		Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG4000	Student Disciplinary Files	Files maintained by student affairs on students who have been accused of disciplinary violations	Active + 6	Destroy
EDU1010	Student Disciplinary Files: Academic Action Notifications	Communications notifying students of dismissal, academic probation, etc.	Active + 1	Destroy
EDU1030	Student Disciplinary Files: Requests for Formal Hearings		Active + 3	Destroy
EDU1030	Student Disciplinary Files: Student Statements Regarding Hearing Panel Decisions	Student statements on content of records regarding hearing panel decisions	Active + 3	Destroy
EDU1030	Student Disciplinary Files: Written Decisions of Hearing Panels		Active + 3	Destroy
EDU1000	Student Records: Academic Records	Record of academic work pursued, including: grades, course evaluations, competency assessments, etc.	Indefinite	

EDU1010	Student Records: College of 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 student, and students who are no longer actively enrolled.	Active + 1	Destroy
EDU1015	Student Records: Continuing Education	Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.	Active + 3	Destroy
EDU1010	Student Records: Correspondence	Student-specific correspondence (other than admissions).	Active + 1	Destroy
EDU1010	Student Records: Program Requirement Modification	Change of major forms; degree requirement waiver or substitution authorization	Active + 1	Destroy
EDU1030	Student Records: Transcript Requests (other than student requested)	Transcript Requests (other than student requested)	Active + 3	Destroy
EDU1020	Student Records: Veterans Administration Records and Correspondence		Active + 3	Destroy
EDU3000	Tuition and Fee Schedule	Listing of fee charges for each term by an institution	Indefinite	
ENV1000	Environmental Monitoring Records		5	Destroy
ENV2010	Radioactive Materials Transportation Records	DOT transfer record; Authorization for shipment of RAM; and Off-site transfers	Indefinite	
LEG5020	Radioactive Materials: Waste Records	RAM use cards, specific use, and disposal information.	Active + 3	Review: for continuing administrative value.
FIN7000	Annual Financial Report	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.	4	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
FIN7010	Audit Report: External	Final report of state or independent auditor	4	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADM3010	Internal	Final report internal auditor	4	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
FIN1000	Bank Deposits	Record of deposits in banking institutions	4	Destroy
FIN1000	Bank Reconciliations	Explanation of difference between bank statement balance and actual balance	4	Destroy

FIN1000	Bank Statements	Periodic statement of bank balances	4	Destroy
FIN8010	Bids Accepted	For purchases	Active + 5	Destroy
FIN8000	Bids Rejected	For purchases	3	Destroy
FIN5000	Bond Registers	Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
FIN2000	Budget - Institutional	Final, approved, yearly budget for institution, usually in printed form.	Active + 1	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
FIN2000	Budget Planning Documents	Budget requests, including program plans for coming year, usually by cost center.	Active + 1	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
FIN1000	Canceled Checks		4	Destroy
FIN1000	Check Register	Book or original entry for all cash disbursements paid by check.	4	Destroy
FIN8020	Delivery Slips	Documents sent with purchased goods indicating item(s) shipped	3	Destroy
FIN3000	Endowment Fund Reports - Annual	Annual report of funds received and expended by endowment accounts. May be in form of report to donors.	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
FIN3000	Endowment Fund Reports - Periodic	Periodic report of funds collected or expended by endowment accounts	Active + 6	Destroy
FIN8010	Purchase Orders	Purchasing Office's copy of order to a supplier authorizing purchase of goods	Active + 5	Review for continuing administrative value.

ADM3010	Accreditation Files	University, college or department files documenting accreditation review by accrediting agencies.	4	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADM3010	Bookstore Management Documentation	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.	4	Destroy
ADM9905	Input Documents	Copies of records or forms designed and used solely for data input and control	SUP	Destroy
ADM3000	Organizational Charts		Active + 10	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG4000	Pre-School Attendance Records	Pre-School Attendance and Emergency Sheets	Active + 6	Review for continuing administrative value
LEG3010	Pre-School Programs Children's Files	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.	Indefinite	
ADM3020	Records Destruction Documentation		10	Destroy
ADM9900	Subject Files: General Administrative	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].	1	Destroy
ADM9910	Subject Files: President, Vice-President, Provost, Director, Dean, or Chair	Files of correspondence, reports, memoranda, minutes etc., documenting activities of these upper level administrative offices.	3	Archives: Review for continuing historical value and potential transfer to institutional Archives.
ADM2020	Surplus Property Documentation		Active + 6	Destroy

ADM9910	University Governance Files	Files of minutes of boards, committees, and other governance groups documenting official actions of governing bodies.	3	Archives: Review for continuing historical value and potential transfer to institutional Archives.
LEG4000	Affirmative Action: Complaint Files	Record of staff or student grievances based on equal opportunity and affirmative action regulations	Active + 6	Destroy
LEG5000	Affirmative Action: EE-06 Report [EEOC]	Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees.	6	Destroy
LEG5000	Affirmative Action Plan Files	Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	6	Archives: Review for continuing historical value and potential transfer to institutional Archives.
LEG5000	Affirmative Action 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.	6	Destroy
ADM9900	Classified Staff Report	Monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range/step, suspensions, terminations, etc.	1	Destroy
LEG5000	Classified Staff Report: Categorical Summary	Listing of civil service employees categorized by race and sex.	6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
PER9900	Classified Staff Report: 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	3	Destroy
PER3010	Classified Staff Report: Suspension Files	Record of suspended university or college employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.	5	Destroy
ACC1000	Classified Staff Report: Union Dues Membership List	Copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department	4	Destroy

LEG2000	Collective Bargaining Agreements		Active + 5	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADM9900	Department Assistance File: Classified Staff	Correspondence documenting Personnel Office services to university or college departments regarding classified staff positions	1	Destroy
LEG5000	Employment: Alien Certification Files	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.	6	Destroy
PER2000	Employment: Classified Staff - Applicant Card Files	Reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions.	3	Destroy
PER2000	Employment: Classified Staff - Application Files	Includes application form, resume, test results, referral and interview data	3	Destroy
PER2000	Employment: Classified Staff - Cancelled Position File	Application forms, correspondence sent and received concerning positions that have been canceled.	3	Destroy
PER5010	Employment: Classified Staff - Certification Files	Record of employees who have attained certification in their classification	Active + 3	Destroy
PER2000	Employment: Classified Staff - Personnel Requisitions	Departmental request placed whenever a position within the departmental becomes vacant.	3	Destroy
PER2000	Employment: Classified Staff - Selection Criteria Form	Form providing an explanation as to why a person was or was not hired for a university or college position	3	Destroy
PER2000	Employment: Faculty - Application Files - Non-hires	Contains application, correspondence, resumes, etc. from applicants for positions.	3	Destroy
PER2000	Employment: Faculty - Delination Files	Contracts, recommendations, letters of people who have declined positions.	3	Destroy
PER2000	Employment: Faculty - Search Committee	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.	3	Destroy
PER2000	Employment: Residence Hall Advisers - Not Selected	Files on candidates not selected as residence hall advisers	3	Destroy

PER3000	Employment: Residence Hall Advisers - Selected	Files on candidates selected for employment as residence hall advisors	Active + 6	Destroy
PER2000	Employment: Staff - Applicant Files	Resumes on file	3	Destroy
PER2000	Employment: Staff - Research/Search	Staff search files. May contain position authorization forms, job descriptions, minutes, applicats' credentials, search chronologies, authorization to hire forms, correspondence.	3	Destroy
REF0000	Employment: Student - Summer Contracts	Flyers for on and off campus employment oportunties	Active	Destroy
LEG5000	Employment Forms: 1099	Federal form used to report salaries, wages, and tips of temporary employees	6	Destroy
LEG5040	Employment Forms: I-9 (Student)	Federal form used to report salaries, wages, and tips of temporary employees	Active + 3	Destroy
PER1030	Employment Forms: Payroll Deduction Authorizations	All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.	Active + 6	Destroy
LEG5000	Employment Forms: W-2	Federal form reporting salaries, wages, and tips for each employee to the IRS.	6	Destroy
PER1030	Employment Forms: W-4	Forms completed by employee showing federal tax withholding exemptions	Active + 6	Destroy
PER3000	Faculty Employment Reports: 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.	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
PER3000	Faculty Employment Reports: Index System	Cards or other reference list for all active and inactive faculty	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG5030	Garnishment Documentation: 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.	Active + 3	Destroy
LEG5030	Garnishment Documentation: Faculty	Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.	Active + 3	Destroy
LEG5030	Garnishment Documentation: Staff	Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.	Active + 3	Destroy

PER4030	Hazardous Materials: Exposure Documentation		Indefinite	
PER4030	Hazardous Materials: Exposure Documentation - Radioactive Materials	Files monthly reports of persons exposure to Radioactive Materials	Indefinite	
PER4030	Hazardous Materials: Exposure Documentation - Radioactive Materials - Incident Report	Report of Radioactive Materials Incident	Indefinite	
PER4030	Hazardous Materials: 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.	Indefinite	
PER4030	Hazardous Materials: 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 Investigatioal Human Use of RAM.	Indefinite	
PER3010	Layoff Documentation: Classified Staff	File contains printouts, rosters, and correspondence documenting university of college layoffs. Pertinent employee data, data of hire, classification, department, and retention points (performance) are included.	5	Destroy
PER3010	Leave Record: Classified Staff	Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.	5	Destroy
PER3000	Leave Record: Faculty	Vacation and sick leave earned and used	Active + 6	Destroy
PER3010	Leave Record: Staff	Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.	5	Destroy
ADM9900	Ohio Board of Regents Annual FTE Report	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	1	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
PER3010	Performance Evaluation: Classified Staff-	File contains annual printouts and logbooks, 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.	5	Destroy
PER3010	Performance Evaluation: Classified 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.	5	Destroy
PER3010	Performance Evaluation: Faculty - Promotion & Tenure Files	Recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file.	Active	Return to Faculty (per Article 12.13 of the Faculty OE agreement)

ADM3020	Performance Evaluation: Faculty - Promotion & Tenure Policy	Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.	10	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
PER3010	Performance Evaluation: 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).	5	Destroy
PER3010	Performance Evaluation: Staff	File contains annual printouts and logbooks, 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.	5	Destroy
PER3010	Performance Evaluation: 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.	5	Destroy
PER3000	Personnel Files: Classified Staff	Employment record maintained for full-time and part-time university or college contract employees. Files may contain applications, copies of driver's licence, Social Security card, birth certificate, payroll, leave of 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.	Active + 6	Destroy
PER3000	Personnel Files: 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.	Active + 6	Destroy
PER3010	Personnel Files: Classified Staff - Summer Employment	Record of employees with alternate summer job responsibilities usually in dining halls, union, health center, residence halls and custodial.	5	Destroy
PER3000	Personnel Files: 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.	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
PER3000	Personnel Files: Staff	Employment record maintained for full-time and part-time university or college contract employees. Files may contain applications, copies of driver's licence, Social Security card, birth certificate, payroll, leave of absence requests, 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.	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.

PER3000	Personnel Files: Student Employee	Active and inactive files. Student authorization forms, State and federal withholdings, PERS, step increases, termination notices, reclassification forms, exemptions.	Active + 6	Review for continuing administrative value
ADM9900	Personnel Files: 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.	1	Destroy
REF0000	Position Descriptions: Classified Staff	Master file of classified job descriptions. Retained for pay-range classification purpose.	Active	Destroy
REF0000	Position Descriptions: Faculty	Description of current positions	Active	Destroy
PER2000	Position Descriptions: General		3	Destroy
REF0000	Position Descriptions: Student Job Cards	Job descriptions for campus and off-campus positions which have been filled or are not longer offered.	Active	Destroy
PER2000	Position Vacancy Announcement: Classified Staff	Job descriptions for each university or college position posted.	3	Destroy
PER1040	Public Employees Retirement System (PERS) File: Classified Staff	Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.	Active + 6	Destroy
PER1040	Public Employees Retirement System (PERS) File: Staff	Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.	Active + 6	Destroy
PER1040	Public Employees Retirement System (PERS) Log: Classified Staff	Record of university or college classified employees and their date of retirement and address	Active + 6	Destroy
PER1040	Public Employees Retirement System (PERS) Log: Staff	Record of university or college classified employees and their date of retirement and address	Active + 6	Destroy
MIS1010	State Classification File: Classified Staff	Lists of classification by pay range as directed by the State Department of Administrative Services	SUP	Destroy
ACC1000	Super Bill Files	Record given to each person who visits university health services. Records diagnosis, treatment, and charges or lack of charges. Used for insurance claims.	4	Destroy
PER6000	Time Cards	Record of time worked by employees	5	Destroy
PER6000	Time Cards: Student Employees	Record fo hours worked by students employees.	5	Destroy
REF0000	Training Documentation: Classified Staff - Civil Service Examinations File	Old examinations used for the purpose of devising new testing programs. Also can include information and materials for Civil Service testing.	Active	Destroy

PER5000	Training Documentation: Classified Staff - On-the-Job Training Records	Complete training records for individuals seeking classified positions. Includes V.A. approval, progress report, record of trainee-trainer, date started, hours worked, etc.	Active + 3	Destroy
ADM9900	Training Documentation: Training Courses	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.	Active + 1	Destroy
MIS1010	Unemployment Compensation: Log	Record of unemployment compensation cases	SUP	Destroy
LEG4000	Unemployment Compensation Documentation	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.	Active + 6	Destroy
PER4010	University Medical Records	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	6	Review for continuing administration value
ADM9925	Information Systems: Audit Trail Files	Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.	3 CYCLES	Destroy
ADM9925	Information Systems: Backup Files	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.	3 CYCLES	Destroy
MIS1010	Information System: Computer Run Scheduling Records	Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run	SUP	Destroy
ACC1000	Information Systems: Computer Usage - Chargeback Billing Records	Reports and other records from campus computer centers detailing charges for computer services. Includes monthly billing reports, copies of vouchers and bills.	4	Destroy
ADM9925	Information Systems: Computer Usage - Files	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.	3 CYCLES	Destroy
MIS1010	Information Systems: Computer Usage - Files - Summary	Summary reports created to document computer usage.	SUP	Destroy
ADM9920	Information Systems: 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.	Active + 3	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADM9920	Information Systems: 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.	Active + 3	Destroy
ADM9920	Information Systems: Hardware & Software Conversion Plans	Records relating to the replacement of equipment or computer operating systems.	Active + 3	Destroy

ADM9920	Information Systems: Hardware Documentation	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.	Active + 3	Destroy
MIS1000	Information Systems: Help Desk Logs and Reports	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	Destroy
ADM9920	Information Systems: Information Resources Management and Data Processing Services Plans	University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development services provision, or related areas.	Active + 3	Destroy
ADM2020	Information Systems: Maintenance Contract Files	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.	Active + 6	Destroy
ADM9920	Information Systems: Network Usage Reports	Summary reports and other records created to document computer usage for reporting or other purposes.	Active + 3	Destroy
ADM9920	Information Systems: 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.	Active + 3	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADM3000	Information Systems: Policies	Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.	Active + 10	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ACC2000	Information Systems: 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 reference and literature on the firm or product line.	Active + 6	Destroy
ACC1000	Information Systems: 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, invoice requests, receipts, agency vouchers, service reports, and other supporting documents.	4	Destroy
ADM9920	Information Systems: 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.	Active + 3	Destroy
MIS1010	Information Systems: Tape Library Control Records	Records used to control disposition of magnetic media in a tape library	SUP	Destroy

ADM9920	Information Systems: Test Database and Files	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Active + 3	Destroy
ADM9920	Information Systems: 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.	Active + 3	Destroy
LEG2000	Contracts: General		Active + 5	Destroy
LEG4000	Litigation Files		Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG7000	Patents		Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG9900	Public Records Request Files		3	Destroy
LEG7000	Trademark Registrations		Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADM2035	Plant Operations & Maintenance: Blueprints	The As-Built construction drawings.	LOB + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG2000	Plant Operations & Mainstenance: Child Care Licensing Files	Records related to obtaining Food licence, licence to run a nursery/day care, and building operations license.	Active + 5	Destroy

LEG2030	Plant Operations & Maintenance: 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.	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADM2030	Plant Operations & Maintenance: Construction Projects - Design Review Committee	Minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and Master Plan.	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ENV1010	Plant Operations & Maintenance: Construction Projects - Environmental Impact Assessment	Used to determine potential environment concerns existing at site prior to demolition and construction.	LOB + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADM2030	Plant Operations & Maintenance: Construction Projects - Project Request & Program Statement	A request from the University community to initiate a project.	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG5020	Plant Operations & Maintenance: Elevator Certifications		Active + 3	Destroy
LEG5030	Plant Operations & Maintenance: Laboratory Inspection Reports	Periodic inspections of laboratories.	Active + 3	Destroy
LEG2000	Plant Operations & Maintenance: 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	Active + 5	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.

LEG2000	Plant Operations & Maintenance: Residence Halls - Change in Meal Plan	Records of changes on board contracts	Active + 5	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
LEG5000	Plant Operations & Maintenance: Residence Halls - HUD Reports	Annual reports filed with the federal government concerning operation of residence halls.	6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
MAR1000	Publicity: Advertising		5	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
PUB3000	Publicity: News Releases		Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
PUB3000	Publicity: Newsletters		Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
PUB3000	Publicity: Photographs		Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.

PUB3000	Publicity: New Releases - Recordings about or by the university.	Videos, publications, posters, advertisements, audio files etc. pertaining to the university, employees or issues related to the university.	Indefinite	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
MAR1000	Publicity: Recruitment Materials	Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution.	5	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
MAR1000	Publicity: Viewbooks	Document utilized for Recruitment.	5	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADM9900	Bicycle Registration Forms	Records decal number and issued to bicycle registered.	1	Review for continuing administrative value.
ADM9900	Dispatch Logs	Records of request for service received by the dispatcher, including phone and radio transmissions and audio logs.	Active + 1	Destroy
LEG4000	Police Reports	Reports of incidents or requests for service to include the officer's actions, referrals, and subsequent investigations.	Active + 6	Destroy
LEG4000	Police Reports: Accidents	Reports created by university or college police for traffic accidents that occur on campus.	Active + 6	Destroy
LEG4000	Police Reports: Arrests	Report of arrest, criminal citation, or uniform traffic citation issued to offender.	Active + 6	Destroy
LEG5000	Police Reports: Campus Security Act and Uniform Crime	Reports produced in compliance with federal programs.	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.

LEG4000	Police Reports: Crime	Reports created by university or college police on campus criminal activity.	Active + 6	Archives: Review for continuing administrative and historical value and potential transfer to institutional Archives.
ADN9900	Police Reports: Daily Activity		Active + 1	Destroy
LEG4000	Transportation Logs: Injury/Ill Person	Reports created by university or college police on ill or injured persons transported to local hospitals from campus.	Active + 6	Destroy
ADM9900	Transportation Logs: Student	Record of rides given by student transport service or campus police officers.	Active + 1	Destroy
ADM2020	Motor Vehicle Records	Includes title, insurance, and maintenance documentation.	Active + 6	Destroy
ADM9900	Parking: Permit Applications	Application for parking permit/decal-non-fee	1	Destroy
ACC1000	Parking: Tickets - Paid		4	Destroy
FIN6000	Parking: Tickets - UnPaid		4	Destroy
ADN9900	Transient Materials	All informal, temporary and/or duplicate messages, notes and documents	Active	Destroy
LEG4000	Police Evidence		Active	Review for continuing administrative and/or legal value
LEG4000	Police: Recovered Property File	Chronological file of detailed listings of evidence and recovered property.	Active	Review for continuing administrative and/or legal value

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