



## General Records Retention Schedule

## Introduction

A record series is a group of related records filed and/or used together as a unit and therefore evaluated as a unit for retention and disposition purposes. A records retention schedule is a comprehensive list of record series, indicating for each the length of time the series is to be maintained and its disposition.

North Central State College *General Records Retention Schedule (General Schedule)* accounts for the management and disposition of College record series that are common to many units across campus. In addition, there are units on campus that have record series that are unique to their operations and therefore have a unique records retention schedule in addition to the *General Schedule*.

All North Central State College units must familiarize themselves with the *General Schedule*, and have an understanding of what records—paper-based and electronic—they create and/or receive and are required to manage. Units must conduct an inventory of their records and map them to the *General Schedule*.

If a unit identifies record types that do not map to the *General Schedule*, the unit should contact the College Archives to discuss the creation of a unique schedule. All unit unique schedules must be signed by the College Archivist and an appropriate unit representative.

## DISPOSITION:

Part of any effective records management program is the timely disposition of obsolete records and the documentation thereof. The North Central State College General Schedule currently identifies five (5) general disposition options:

- **Destroy – Secured:** If the record series contains restricted information, as defined in North Central State College’s NC State College Protection of Sensitive Data, (the records must be destroyed in a secure manner such as incineration, maceration, shredding, pulping, or secure electronic destruction—the most common method being that of shredding.
- **Destroy:** If the record series does not contains restricted information, the records may be destroyed by placing in trash or recycling, or via electronic destruction, as well as in the manner described for secured destruction.
- **Permanent within Department or Unit:** Records series that have a demonstrated legal or administrative need to a particular unit on campus to be maintained permanently.
- **Archival Review:** Record series that have selective content that may be of value to the College Archives in documenting North Central State College’s history, and should be submitted to the College Archives for review prior to destruction.
- **College Archives:** Records series that have significant value in documenting North Central State College’s history must be transferred to the College Archives.

Before actually disposing of the records, the North Central State College unit should complete and forward a Certificate of Records Destruction (CRD) to the College Archives for review and permanent retention. Units are strongly encouraged to conduct a records purge at a minimum of an annual basis.

## RETENTION TERMINOLOGY:

Record retention periods can either be a set period of time or it can be an event-driven period. Below is an explanation of retention period terminology:

- **Active+:** This retention period indicates that the final disposition clock does not start until the active period is over. *Example: Strategic Plans must be retained Active + 1 year; after a new strategic plan is adopted the final 1 year of retention begins.*
- **Life of Building+:** This retention period is similar to “Active+” but pertains specifically to buildings. The final retention period begins when a building is destroyed or sold.
- **Until Superseded:** This retention period pertains to documents that are routinely updated and therefore superseded by the current version.
- **Indefinite:** This retention period pertains to records that are required to be maintained for a significant period of time and possibly permanently. However, it is not yet known whether they truly need to be maintained forever, and at some point, in the future their status must be reappraised.
- **Transient:** Documents including telephone messages, some emails, drafts and other documents, which serve to convey information of a temporary value, have a very short lived administrative, legal and/or fiscal value and should be disposed in an appropriate manner once that administrative, legal or fiscal use has expired. Typically the retention is not a fixed period of time and is event driven; it maybe as short as a few hours and could be as long as several days or weeks.

## IS EMAIL A RECORD?

Well that depends, what we have to understand is that email is not a record type or series, but is a means of conveying information similar to the United States Postal Service. As such, its retention is based upon the content of the email message, not the fact that it is an email message.

**WHAT IS EMAIL?** An email (electronic mail) message is comprised of the following components:

- textual message
- metadata (To, From, Subject, Time, Date, System, etc.)
- attachments

As such, each component is part of the [record](#) or [non-record](#), as the case may be. In many instances, email has taken over the role of "general correspondence" and memorandums, as well as the telephone message. If an email message meets the criteria of a [record](#), it must be managed as such, with as much effort, and vigilance as one would a "traditional" record, *however, keep in mind there are only a small percentage that we have to manage for any significant period of time.*

**EMAIL MANAGEMENT:** The key to effectively managing email is to get rid of the non-records and any transient/transitory records that have outlived their administrative/legal/fiscal value as quickly as possible so that one is left with a small percentage, of what they have sent and/or received, that truly needs to be managed on an on-going basis. One should approach the management of email in a manner similar to how they handle processing their "snail mail" at work and home:

- Open the email and review the document's content; this may mean thoroughly reading the document, but more often than not, one is able to judge just by a cursory look at the document, the subject line, and/or the sender:
  - *If it is a non-record*, one should delete the message outright, just as one would dump the "snail mail" non-record into the trash can or recycle bin;
  - *If it is a transient/transitory record*, then place it in a folder or sub-folder (analog or digital) that is designated for periodic review and dispose of as soon as allowable. One might create a "Transient/Transitory" folder or create sub-folders of record type/series or projects for the transient/transitory messages.
  - *If it is a record*, place it in an appropriate folder by record type/series, project, retention time, or other filing schema that works for one's office/organization and allows that unit to effectively manage the life cycle of the record.

# NORTH CENTRAL STATE COLLEGE GENERAL RECORDS RETENTION SCHEDULE

## ACCOUNTING & FINANCIAL RECORDS

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Accounting & Financial Records: 100W	ACC1000	4 years; Destroy	IUC-ACC-00-01	100Ws have been replaced by the e-Request System as of 2011 and are no longer created. Dispose existing completed 100Ws as appropriate per this schedule on an annual basis through 2015 when this record series will be obsolete.
Accounts Payable Documentation Records related to payment of financial obligations. Includes vouchers, vendor invoices and statements; payroll and payroll deductions, contributions, and other income.	ACC1000	4 years; Destroy	IUC-ACC-00-02 IUC-ACC-00-03 IUC-ACC-00-04	Invoices: Bill for goods or services received Ledgers Vouchers
Accounts Receivable Documentation Records related to receipt of revenues. Includes vouchers, vendor invoices and statements; payroll and payroll deductions, contributions, and other income.	ACC1000	4 years; Destroy	IUC-ACC-10-01	n/a
Audits, External	FIN7010	4 years; Archival Review	IUC-FIN-00-02	Review for continuing historical value

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Bad Debt Documentation Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	FIN6000	4 Years; Destroy	IUC-ACC-10-08	n/a
Banking Documentation Including records of deposits, periodic statements of balance, canceled checks (including access to checks imaged under the authority granted in Check21) and reconciliation documentation.	FIN1000	4 Years; Destroy	IUC-ACC-40-01 IUC-FIN-10-01 IUC-FIN-10-02 IUC-FIN-10-03 IUC-FIN-10-04 IUC-FIN-10-05	n/a
Bids, Accepted For purchases	FIN8010	Active + 8 years Destroy	IUC-FIN-20-01	n/a
Bids, Rejected For purchases	FIN8000	3 Years; Destroy	IUC-FIN-20-02	n/a
Budget Planning File	FIN2000	Active + 1 year; Destroy	IUC-FIN-00-05	Original maintained by College Budget Office
Cash Register Tapes	ACC1000	4 Years; Destroy	IUC-ACC-10-05	n/a
Chart of Account An institutional list of the accounts and their identification coding.	ACC3000	4 Years; Destroy	IUC-ACC-30-01	n/a

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Cost Accounting Documentation Records analyzing the cost of producing certain items or performing certain tasks.	FIN7010	4 Years; Destroy	IUC-ACC-60-01	n/a
Credit Card Receipts	ACC1005	2 Years; Destroy – Secured	IUC-ACC-10-06 IUC-ACC-10-07	n/a
Delivery Slips Documents sent with purchased goods indicating item(s) shipped	FIN8020	3 Years; Destroy	IUC-ACC-00-07 IUC-FIN-20-04	n/a
Endowment Fund Reports, Annual report of funds received and expended by endowment account. May be in form of report to donors.	FIN3000	Active + 6 years; Archival Review	IUC-FIN-30-02	Review for continuing historical value
Endowment Fund Reports, Periodic Periodic report of funds	FIN3000	Active + 6 years: Destroy	IUC-FIN-30-03	n/a
Financial Accounting Statement Issued monthly by NCSC Controller who has official record; profiles record of expenses, income, and balances for each account.	ACC3000	4 Years; Destroy	IUC-ACC-30-02 IUC-ACC-30-03 IUC-ACC-30-05	n/a



Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Financial Disclosure Statement "Related party/Conflict of Interest Disclosure Statement" or form to show compliance with Ohio Ethics Law, generally accepted accounting principles, and NCSC Human Resources Policy	ADM3010	4 Years; Destroy	NONE	n/a
Financial Reconciliation Documentation Reconciliation of department records to general ledger reports.	ACC3000	4 Years; Destroy	IUC-FIN-10-02 IUC-ACC-30-05 IUC-ACC-30-06	n/a
Financial Report, Annual Consolidated year-end report of financial documentation showing assets and liabilities, broken down by major funding areas, such as academic and student services areas.	FIN7000	4 Years; Destroy	IUC-FIN-00-01	Review for continuing historical value; Vice President and Chief Financial Officer provides Archives with official copy.
Financial Reports, Interim A report of institutional assets, liabilities, expenditures, income and equities. A periodic report, not the year-end report.	ACC3000	4 Year; Destroy	IUC-ACC-30-02 IUC-ACC-30-03	n/a
Fixed Assets Machinery & Equipment Documentation Records related to the purchase, maintenance and disposition of machinery and equipment.	ACC2000	Active + 6 years; Destroy	IUC-ACC-20-01	This record series was previously known as "Inventory Control Record"
Invoices	ACC1000	4 Years; Destroy	IUC-ACC-00-02 IUC-ACC-00-07	n/a

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Journals, Cash Documentations of institutional cash transactions and petty cash transaction, including disbursements and receipts.	ACC1000	4 years; Destroy	IUC-ACC-00-06 IUC-ACC-10-03	n/a
Journals/Ledgers, Annual Records used to transfer charges between accounts and for summarizing account information.	ACC1010	6 years; Destroy	IUC-ACC-30-04	n/a
Payroll Certification Form that affirms an employee is on the payroll and should receive payment.	ADM9900	1 year; Destroy	IUC-HR-20-21 IUC-HR-40-21 IUC-HR-40-26	n/a
Payroll Processing Checklist, Bi-weekly and Monthly	ADM3010	4 years; Destroy	IUC-ACC-40-02	Departments are required to the complete monthly and/or biweekly checklists when processing each payroll and retain them with the reports used to reconcile to the general ledger each month. The employee timesheets and leave forms need not be attached to the checklist when you file this information.
Procurement Card (PCard) & Travel Card Documentation Including; statements from bank regarding PCard and Travel Card use, transaction forms, and other supporting documentation.	ACC1000	4 years; Destroy	IUC-ACC-00-11	Procurement Card (PCard) and Travel Card contracts are maintained by the "Travel, PCard, & Expediting Program"
Procurement Documentation – eRequest Documentation maintained in the eRequest System in support of the procurement process.	ACC1000	4 years; Destroy	IUC-ACC-00-11	For retention of contracts see "Contracts, External" and "Contracts, Internal"

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Procurement Documentation - Non-eRequest (by any other method) Documentation maintained by units not utilizing the eRequest system in support of the procurement process	ACC1000	4 Years; Destroy	IUC-ACC-00-11	For retention of contracts see "Contracts, External" and "Contracts, Internal"
Procurement Support Documentation - eRequest – Local Copy Local copies of documentation scanned into the eRequest system and maintained for quality control purposes.	ADM9905	60 Days; Destroy	IUC-ADM-00-03	For retention of contracts see "Contracts, External" and "Contracts, Internal"
Purchase Orders (Pos)	FIN8010	Active + 8 Years; Destroy	IUC-FIN-20-03	n/a
Register, Check Book or original entry for all cash disbursements paid by check.	FIN1000	4 Years; Destroy	IUC-FIN-10-05	n/a
Registers, Bond Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	FIN5000	Active + 6 Years; Destroy	IUC-FIN-30-01	n/a
Time-keeping Documentation Includes documentation of staff, work-study students, and non-work-study students	PER6000	5 Years; Destroy	IUC-HR-50-10 IUC-HR-50-11	n/a

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Travel Reimbursement Documentation - eTravel Documentation maintained in the eTravel system in support of reimbursement to College employees for College related travel.	ACC1000	4 Years; Destroy	IUC-ACC-00-11	n/a
Travel Reimbursement Documentation - Non-eTravel (by any other method) Documentation maintained by units not utilizing the eTravel reimbursement system for reimbursing College employees for College related travel.	ACC1000	4 Years; Destroy	IUC-ACC-00-11	n/a
Travel Reimbursement Support Documentation - eTravel - Local Copy Local copies of documentation scanned into eTravel or forwarded to a Service Center to be entered in support of reimbursement to College employees for College related travel.	ADM9902	60 Days; Destroy	IUC-ACC-00-11	n/a

**ADMINISTRATIVE RECORDS**

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Accreditation Files College, college or department files documenting accreditation review by accrediting agencies.	ADM3010	10 years; Archival Review	IUC-ADM-10-01	Review for continuing administrative or historical value
Advertising	MAR1000	5 Years; Archival Review	IUC-PUB-00-01	Review for continuing historical value
Annual Reports Annual report of the originating department	FIN7000 FIN3000 LEG5000 ADM9900	1 Year; College Archives	IUC-FIN-00-01 IUC-FIN-30-02 IUC-HR-10-03 IUC-HR-20-21 IUC-HR-20-20	One (1) copy must be transferred to the College Archives. All others may be destroyed.
Audits, Internal	ADM3010	4 Years; Destroy	IUC-FIN-00-03	n/a
Camp Registration Form	LEG4000	Active + 6 Years; Destroy	IUC-EDU-35-01	If incident occurs, record is covered under retention for "Incident/Accident Reports"
Environmental Monitoring Records	ENV1000	5 Years; Destroy	IUC-ENV-00-01 IUC-POM-00-05	n/a
General Files Consists of correspondence, reports, email, and publications of other departments of NCSC and external agencies.	ADM3010 ADM9900 ADM9910 PER3010	1 Year; Destroy	IUC-ADM-10-01 IUC-ADM-00-02 IUC-ADM-00-01 IUC-HR-40-31	n/a
General Files, Upper Administrative  Consists of files of the President's Office, deans, directors, chairs and upper-level administrators including email.	ADM9910	3 Years; Archival Review	IUC-ADM-00-05	Destroy all materials not documenting a signification action or interaction; transfer remainder to College Archives.

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Incident/Accident Reports	LEG4000 PER4030	Active + 6 Years; Destroy	IUC-SEC-00-01 IUC-SEC-00-03 IUC-HR-30-12	If legal action is pending, retain per advice of Legal Affairs
Minutes Minutes of boards, committees, task forces, and other College units and organizations.	ADM9910 PER2000	3 Years; College Archives	IUC-ADM-00-05 IUC-HR-40-01 IUC-HR-40-04	Transfer to College Archives
Motor Vehicle Records Including copies of title, maintenance, and usage	ADM2020 ACC2000	Active + 6 Years; College Archives	IUC-TRA-00-01 IUC-ACC-20-01	n/a
Newspaper Clippings Concerning the activities of an NCSC department.	PUB3000	Indefinite; College Archives	IUC-PUB-00-04 IUC-PUB-00-05 IUC-PUB-00-06	Transfer to College Archives after 3 years.
Organizational Charts	ADM3000	Active + 10 Years; College Archives	IUC-ADM-00-04	One (1) copy must be transferred to the College Archives. Review for continuing historical value.
Promotion and Tenure Policy  Departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.	ADM3020	College Archives	IUC-HR-40-30	Transfer to College Archives when superseded. Review for continuing historical value.
Public Records Request Files	LEG9900	3 Years; Destroy	IUC-LEG-30-01	n/a
Publications Includes newsletters, news releases, brochures, publicity photographs, etc.	MAR1000 PUB3000	Indefinite; College Archives	IUC-PUB-00-02 IUC-HR-40-21	Transfer to College Archives after 3 years.
Records Destruction Documentation Records documenting the destruction of College records as per College General Records	ADM3020	10 Years; College Archives	IUC-ADM-20-01	n/a

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Retention Schedule or unit specific schedule. Includes but is not limited to the Certificate of Records Destruction.				
Recruitment Materials, General Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution.	MAR1000	5 Years; Archival Review	IUC-PUB-00-02 IUC-PUB-00-03	Review for continuing historical value
Research Projects, Approved Files containing proposal, budgets, accounting information, correspondence, and reports for grant funded and non-grant funded research.	LEG2000	Active + 5 Years; Destroy	IUC-EDU-50-10	n/a
Research Projects, Rejected Files containing proposal and correspondence for grant funded and non-grant funded research.	ADM9900	1 Year; Destroy	IUC-EDU-50-11	n/a
Strategic Plans	ADM9920	Active + 1 Year; College Archives	IUC-IT-00-01	One (1) copy must be transferred to the College Archives
Surplus Property Records	ADM2020	Active + 6 Years; Destroy	IUC-ADM-30-01	n/a
Telephone Records	ACC1000	4 Years; Destroy	IUC-ACC-99-01	n/a
Training Course Documentation Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses.	ADM9900 PER5000	1 Year; Destroy	IUC-HR-20-21 IUC-HR-40-60 IUC-HR-40-62	n/a

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
<p>Transient Materials</p> <p>All informal and/or temporary messages (including, but not limited to, e-mail and voice mail) and all notes and all drafts used in the production of public records by any North Central State College employee. Transient material also includes anonymous, unsigned and/or unsolicited written or electronic materials, including, but not limited to, anonymous student complaints, anonymous writings from individuals inside or outside the institution, and voice mail messages.</p>	ADM9906	Transient; Destroy	Not applicable	n/a
<p>College Policy</p> <p>College Policy provide specific direction for operations, administration, or programs. Policies are applicable College-wide and are developed through the College Policy Process and adopted by Senior Management Council which may additionally take them to the president or Board of Trustees at its discretion. Policies enhance the College's mission and operational efficiency, mandate action or constraints, and must be consistent with relevant statutes, regulations, bylaws, or rules.</p>	ADM3020 ADM9905	Until Superseded; College Archives	IUC-HR-40-30	When policy is superseded, the prior policy should be transferred to the College Archives

## HUMAN RESOURCE RECORDS



Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Affirmative Action Documentation	LEG5000 PER2000	3 Years; Destroy	IUC-HR-10-02 IUC-HR-40-10	Office of Human Resources maintains documentation for non-faculty hiring's for 3 years.
Application for Employment: Hired Including faculty, A&P staff, CCS staff, graduate associates, and student assistants.	PER2000 PER3000	Active + 6 Years; Destroy	IUC-HR-40-05 IUC-HR-40-07	Applications should become part of personnel file.
Application for Employment: Non-hired Student Assistants	PER2000 ADM9900	1 Year; Destroy	IUC-HR-40-13 IUC-HR-40-26	n/a
Application for Employment: Non-hired Including faculty, A&P staff, CCS staff, and graduate associates.	PER2000	3 Years; Destroy	IUC-HR-40-03	n/a
Background Checks not required by law and where decision to hire is affected: Results and other materials. 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 excludes the Background Check Disclosure, Authorization, and Release Form	PER2000	3 Years; Destroy – Secured	IUC-HR-40-10	Destroy in a way that protects confidentiality
Background Checks not required by law and where decision to hire is NOT affected: Results and other materials 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 excludes the Background	PER2000	Transient; Destroy – Secured	IUC-HR-40-10	Destroy in a way that protects confidentiality after reviewed and verification process completed.

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Check Disclosure, Authorization, and Release Form				
Background Checks required by law: Results and other materials  All 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 where required by law. This excludes the Background Check Disclosure, Authorization, and Release Form	PER2000	3 Years; Destroy – Secured	IUC-HR-40-10	Code of Federal Regulations (29 CFR 1627.3) requires this class of record to be maintained for 1 year, however the Inter-College Council has chosen to maintain this record class for a minimum of 3 years. This record series may be required to be maintained longer than 3 years if a relevant law or regulation exists. Destroy in a way that protects confidentiality
Background Checks: Disclosure, Authorization, and Release Form Consent form used to obtain a candidate's or employee's background check information	PER3000	Active + 6 Years; Destroy – Secured	IUC-HR-40-10	Retained by Background Check Coordinator. Active + 6 means that if person is hired, retain while employee is active in college/V.P. unit + 6 years; if not hired, retain for 6 years. Destroy in a way that protects confidentiality
Check and Direct Deposit Distribution List and Forms	FIN1000	1 Year; Destroy	IUC-ACC-40-01 IUC-FIN-10-01	n/a
Declaration of Material Assistance Form	ADM9900	Destroy - Secured	IUC-HR-20-16	THIS FORM IS NO LONGER REQUIRED TO BE CREATED OR MAINTAINED AFTER SEPTEMBER 10, 2012. THEY ARE NON- RECORDS AND SHOULD BE DISPOSED OF IN A SECURE MANNER. (Previously, this form was required to be completed by new employees (hired after 14 April 2006) and received by the hiring unit/department prior to the new

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
				employee's start date. Unit/departments forwarded the original DMA form to the college/VP unit human resource office to maintain in a separate DMA form file. If an employee transfers to another unit within the College, a copy of the employee's personnel file including the DMA form must be forwarded to the new employing unit. Destroy in a way that protects confidentiality.)
Disciplinary Documentation	LEG4000	Active + 6 Years; Destroy	IUC-EDU-40-01 IUC-EDU-40-02 IUC-EDU-40-03 IUC-EDU-40-04	n/a
Evaluations, Personnel Evaluation of work performance of faculty and staff (See also Evaluations, Class/Course).	PER3010	5 Years; Destroy	IUC-HR-40-20 IUC-HR-40-21 IUC-HR-40-22 IUC-HR-40-31 IUC-HR-40-32 IUC-HR-40-33 IUC-HR-40-34 IUC-HR-40-35	Unless governed by contractual agreement.
Hazardous Materials Handling Documentation Includes applications and authorizations, documents of authorized user's labs, training records, transfer and transportation documents, disposals documentation, materials incident reports, monthly exposure records, and emergency notifications.	ENV2010	Indefinite; Permanent within Department or Unit	IUC-HR-30-10 IUC-HR-30-11 IUC-HR-30-12 IUC-HR-30-13 IUC-HR-30-14	n/a

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Immigration and Naturalization Documentation Including Form I-9 (eligibility for employment) and Form I-20 (visa).	LEG5000 LEG5040	Active + 3 Years; Destroy	IUC-HR-40-15 IUC-EDU-10-11	Per federal guidelines of the U.S. citizenship and immigration services; "Active" means term of employment.
Leave Forms, Sick and Vacation	ADM9900 PER3000	1 Year; Destroy	IUC-HR-00-01 IUC-HR-00-02	Retained by departmental Human Resources
Leaves of Absence Requests and related documentation	PER3010	5 Years; Destroy	IUC-HR-00-03	n/a
Leaves of Absence: Family and Medical Leave Act (FMLA) Records required to be kept as per the Family and Medical Leave Act	PER1055	3 Years; Destroy – Secured		n/a
Letters, Congratulatory	PER3000	5 Years; Destroy	IUC-HR-40-21 IUC-HR-40-22	n/a
Ohio Ethics Acknowledgement Statement	PER3000	Active + 6 Years; Destroy		n/a
Personnel Records, Faculty	PER3000	Active + 6 Years; Archival Review	IUC-HR-40-20	Departments transfer files to College Archives after weeding of non-permanent records, i.e. PARs, leaves of absence, faculty activity reports.
Personnel Records, Non-Faculty Records of and summary of employee's service in unit of employment.	PER3000	Active + 6 Years; Destroy	IUC-HR-40-22	Departments transfer files to College Archives after weeding of non-permanent records, i.e. PARs, leaves of absence, faculty activity reports.
Personnel Records, Student Includes documentation of work-study and non-work- study students.	PER3000	Active + 6 Years; Destroy	IUC-HR-40-25	Departments transfer files to College Archives after weeding of non-permanent records, i.e. PARs, leaves of absence, faculty activity reports.

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Personnel Requisition for Classified Staff Departmental request placed whenever a position within the department becomes vacant.	PER2000	3 Years; Destroy	IUC-HR-20-15	n/a
Position Description	PER2000	3 Years; Destroy	IUC-HR-20-10	n/a
Promotion & Tenure Files: Local Copy  Local copy of faculty dossier that consists of copies of documentation of teaching, research, and community service.	PER3010	5 Years: Destroy- Secured	IUC-HR-40-31	Destroy in a way that protects confidentiality
Search Committee Records Includes job posting, list of candidates, final report, resumes/CV, or any other documentation submitted or used by the search committee in support of a candidate.	PER2000	3 Years; Destroy	IUC-HR-40-01 IUC-HR-40-04	n/a
Self-Disclosure of Criminal Convictions Documentation Documentation required of employees to self-disclose convictions if they occur while employed with the College information. This documentation may include but is not limited to: e-mail, word processed document, or hand-written note.	PER3000	Active + 6 Years; Destroy – Secured	IUC-HR-40-20 IUC-HR-40-22	Retained separately from the individual's personnel file.

## INFORMATION TECHNOLOGY RECORDS

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
<p>Information Systems: Backup Files</p> <p>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</p>	ADM9925	3 cycles; Destroy	IUC-IT-15-02	N/A
<p>Information Systems: Computer Usage – Files</p> <p>Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage</p>	ADM9925	3 cycles; Destroy	IUC-IT-30-03	N/A

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
<p>Information Systems: Data Documentation &amp; Data Dictionary Records</p> <p>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</p>	ADM9920	Active + 3 years; Archival Review	IUC-IT-10-02	Review for continuing historical value if not all data migrated or destroyed.
<p>Information Systems: Disaster Preparedness and Recovery Plans</p> <p>Records related to the protection and re-establishment of data processing services, equipment and data (back-upfiles) in case of a disaster.</p>	ADM9920	Active + 3 years; Destroy	IUC-IT-00-02	N/A
<p>Information Systems: Help Desk Logs and Reports</p> <p>Records used to document requests for technical assistance and responses to these requests as well as to collect information on</p>	MIS1000	1 year; Destroy	IUC-IT-30-05	N/A

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
<p>the use of computer equipment for program delivery, security, or other purposes.</p>				
<p>Information Systems: Maintenance Contract Files</p> <p>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.</p>	ADM2020	Active + 6 years; Destroy	IUC-IT-10-04	N/A
<p>Information Systems: Network Usage Reports</p> <p>Summary reports and other records created to document computer usage for reporting or other purposes.</p>	ADM9920	Active + 3 years	IUC-IT-15-04	
<p>Information Systems: Policies</p> <p>Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data</p>	ADM3000	Active + 10 years	IUC-IT-10-06	Review for continuing historical value and potential transfer to institutional Archives.



Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
ownership.				
<p>Information Systems: Users AccessRecords</p> <p>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.</p>	ADM9920	Active + 3 years; Destroy	IUC-IT-15-03	N/A

## LEGAL RECORDS

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Affirmative Action Policy Records documenting procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	LEG5000	6 Years; Archival Review	IUC-HR-10-01 IUC-HR-10-02	Review for continuing historical value

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Contracts, External Contracts with parties external to NCSC	LEG2000	Active + 5 Years; Destroy	IUC-LEG-00-01	n/a
Contracts, Internal Contracts with parties within NCSC includes but are not limited to Memorandums of Understanding (MOUs) and Service Legal Agreements (SLAs).	LEG2000	Active + 5 Years; Destroy	IUC-LEG-00-01	n/a
Laboratory Inspection Reports Periodic inspection of laboratories.	LEG5030	Active + 3 Years; Destroy	IUC-POM-20-02	n/a
Patents	LEG7000	Active + 6 Years; Archival Review	IUC-LEG-10-01	Review for continuing administrative or historical value
Real Estate Records (Copies) Copies of deeds and leases, documenting real property purchased or leased by the College or college	LEG2000	Active + 5 Years; Destroy	IUC-POM-10-01	Archives receives originals from Real Estate & Property Management
Trademark Registrations	LEG7000	Active + 6 Years; Archival Review	IUC-LEG-10-02	Review for continuing administrative or historical value

## STUDENT & COURSE RECORDS

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Admission Files, Accepted Includes letters of reference, application, biographical data and letters regarding admission and/or enrollment for applicants accepted to a program of study within the College	EDU1010	Active + 1 Year; Destroy	IUC-EDU-10-01 IUC-EDU-10-02 IUC-EDU-10-03 IUC-EDU-10-04 IUC-EDU-10-10 IUC-EDU-10-20 IUC-EDU-15-10	Form letters regarding admission and/or enrollment at the institution.
Admission Files, Rejected Includes letters of reference, application, and biographical data for rejected applicants and those who did not complete dossier.	EDU1100	1 Year; Destroy	IUC-EDU-10-10 IUC-EDU-15-01 IUC-EDU-15-03 IUC-EDU-15-04 IUC-EDU-15-10	n/a
Advising Files Includes notes about student, possible courses the student would take, and correspondence with student	EDU1010	Active + 1 Year; Destroy	IUC-EDU-10-02 IUC-EDU-10-10 IUC-EDU-15-02	n/a
Annual Interim Federal Grant Fiscal Reports Reporting to federal government on expenditures for federal grant programs.	EDU2000	Active + 6 Years; Destroy	IUC-EDU-20-03 IUC-EDU-20-10	n/a
Course Change Requests: Local Copy Application to Council on Academic affairs to change, add, or delete a course.	ADM9911	Active + 1 Year; Destroy	IUC-EDU-30-01	Office of Academic Services is the "office of record"
Course Schedule: Schedule of Classes (Institutional)	EDU3000	Indefinite	IUC-EDU-30-02 IUC-EDU-30-03	Registrar is the "Student Records Office"

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Course Syllabi	ADM9901	10 Years; Destroy	IUC-EDU-30-03	Archives retains course descriptions published in catalogs and bulletins permanently
Curriculum Development Documentation Files documenting approval of new programs and degrees.	EDU3000	Indefinite; College Archives	IUC-EDU-30-01	Academic Office provides Archives with official copy.
eLearning Course Records not used for grading	ADM9906	Transient; Destroy	Not applicable	Transient/Non-Record
eLearning Course Records used for grading Exams, assessments, chats, discussions, blog postings, wiki postings, etc. In CARMEN or other web-based tools.	EDU1011	Active + 2 terms; Destroy	IUC-EDU-35-30	Material in CANVAS maintained by NCSC; material elsewhere is the responsibility of the instructor.
Evaluations, Class/Course Summary evaluations of course by students.	PER3010	5 Years; Destroy	IUC-EDU-35-30	n/a
Grade Reports Faculty grade reports	EDU1011	Active + 2 terms; Destroy	IUC-EDU-35-11 IUC-EDU-35-34	Registrar maintains the official record permanently.
Graduation Authorizations Documents certifying completion of degree requirements	EDU1010	Active + 1 Year; Destroy	IUC-EDU-35-21	n/a
Requests and Disclosures of Personally Identifiable Information	EDU1030	Active + 3 Years; Destroy	IUC-EDU-00-01	n/a

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Roster, Class Contains names of students for each course; issued by registration services	EDU1015	Active + 3 Years; Destroy	IUC-EDU-35-08	n/a
Scholarships Administered by College/Departments: programs including applications, awards, recipients, etc. but not fiscal data.	ADM9910	3 Years; Destroy	IUC-EDU-20-01	n/a
Student Coursework Student tests, examinations, quizzes, papers, projects, etc. leading to a grade and to a posting on the official student record of the registrar.	EDU1000 EDU1011	Active + 2 terms; Destroy	IUC-EDU-35-30	n/a
Student Records, Accepted and Enrolled Record of academic work pursued. Correspondence, recruitment, references and recommendations, entrance exams, Advanced Placement documentation (scores valid for 5 years), residency documentation, Form I-20 (visa) for foreign students, application for graduation, and placement documentation.	EDU1010	Active + 1 Year; Destroy	IUC-EDU-10-01 IUC-EDU-10-02 IUC-EDU-10-03 IUC-EDU-10-04 IUC-EDU-10-10 IUC-EDU-10-20 IUC-EDU-15-10	Registrar is the "office of record"
Student Records, accepted but not Enrolled Student-specific correspondence relating to admission and enrollment at the institution. Correspondence, recruitment, references and recommendations, entrance exams, Advanced Placement documentation.	EDU1010	Active + 1 Year; Destroy	IUC-EDU-10-01 IUC-EDU-10-02 IUC-EDU-10-03 IUC-EDU-10-04 IUC-EDU-10-10 IUC-EDU-10-20 IUC-EDU-15-10	n/a

Record Series	Retention Rule	Retention & Disposition	IUC Code	Notes
Student Records, Rejected Letters notifying students of non-acceptance to the institution. Correspondence, recruitment, references and recommendations, entrance exams, and Advanced Placement documentation.	EDU1100	1 Year; Destroy	IUC-EDU-10-10 IUC-EDU-15-01 IUC-EDU-15-03 IUC-EDU-15-04 IUC-EDU-15-10	n/a
Student Requests for Nondisclosure of Directory Information	EDU1030	Active + 3 Years; Destroy	IUC-EDU-00-12	n/a
Student's Written Consent for Records Disclosure	EDU1030	Active + 3 Years; Destroy	IUC-EDU-00-11	n/a

Effective: February 22, 2022

Next Review: February 1, 2027

Review Dates: 1/25/06, 6/25/19, 9/24/19, 2/22/22