

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

RECORDS RETENTION POLICY
Policy No. 3357:13-17-51
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Effective: January 25, 2006

A. Purpose:

Records are vitally important in the operation of any business, political subdivision, or state agency. They serve as the memory, are the evidence of past events, and are the basis for future actions. When created, maintained, and disposed of in an orderly and systematic manner, records can be an asset. When created, maintained, and disposed of in a haphazard and disorderly manner, they can reduce the effectiveness of the organization and increase costs substantially. The purpose of this policy is to provide the basic principles in which to accomplish a workable records management program.

B. Objectives:

The objectives of the records retention policy are as follows:

1. **Save space.** Office space can be better utilized by removing those records not required for daily operations, by removing from storage areas records that no longer have significant value, and by maintaining a regular controlled flow of records from office to storage to destruction.
2. **Save money.** A records problem develops when more records come in than flow out. A cost savings can be realized with an effective records management program by controlling and cutting the purchases of additional equipment and supplies used for filing unneeded records which accumulate. The program also provides the mechanism for storing less active records in a low-cost storage area.
3. **Save time.** Uncontrolled records retention practices can create a time problem by letting records build up in both office and storage areas. It becomes more difficult to find material. Time can be saved in locating records by removing inactive material from office files, by instituting a system whereby each department knows what records it has and where they are kept, and by providing an orderly method of storing inactive records.

C. Schedule:

1. Guidelines for records retention and disposition are in accordance with Records Retention for Public Colleges and Universities in Ohio: A Manual, November, 2000, Records Retention Schedule (see enclosed).

2. Destruction of records should be documented by using the Certificate of Records Destruction ([form 17-51a](#) is available for download or available in the Office of the Vice President for Business and Administrative Services).
3. Completed Certificates should be sent to the Vice President for Business and Administrative Services **PRIOR TO DESTRUCTION OF RECORDS.**

Document date: 1/25/06
CFO (Business Office)

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Accounting**

Title of Series	Description	Retention	Disposition	Retention Group
Accounts Payable	Amounts owed on open account for goods or services received.	4 Years	Destroy	ACC1000
Accounts Payable Invoices	Bill for goods or services received	4 Years	Destroy	ACC1000
Accounts Payable Ledgers		4 Years	Destroy	ACC1000
Accounts Payable Vouchers		4 Years	Destroy	ACC1000
Accounts Receivable	Amounts due from others on open accounts as a result of providing goods or services.	4 Years	Destroy	ACC1000
Annuity Records	Statement of payroll deduction for employees' annuity plans.	4 Years	Destroy	ACC1000
Balance Sheets	A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.	4 Years	Destroy	ACC3000
Budget Printout - Periodic	Periodic reports of expenditures, usually by department or account.	4 Years	Destroy	ACC3000
Canceled Registration Files	Record of canceled registrations, including amount owed, reason, etc.	4 Years	Destroy	ACC1000
Cash Books	A record of institution's cash transactions showing a running balance.	4 Years	Destroy	ACC1000
Cash Disbursement Journals	A special journal used exclusively to record disbursements of cash.	4 Years	Destroy	ACC1000
Cash Journal	Journal of cash received.	4 Years	Destroy	ACC1000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Accounting**

Title of Series	Description	Retention	Disposition	Retention Group
Cash Register Tapes		4 Years	Destroy	ACC1000
Cash Receipts	Receipts for cash sales or cash received.	4 Years	Destroy	ACC1000
Chart of Accounts	A list of the accounts used by an organization with each account usually assigned a number or code.	4 Years	Destroy	ACC3000
Computer Center Time 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 Years	Destroy	ACC1000
Data Processing Procurement Files	Records used in the procurement of system hardware and software including request for proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.	Active + 6 Years	Destroy	ACC2000
Data Processing Product/Vendor and Contracts Reference Files	Information on data processing equipment, software, and other products and their vendors.	Active + 6 Years	Destroy	ACC2000
Dorm Contract Release Files	Includes application, correspondence, and record of decision reached concerning request to break contracts for room and board.	4 Years	Destroy	ACC1000
Financial Aid Award Disbursement Records	Statement by individual of award amounts disbursed. Contains name, type, and amount of award.	4 Years	Destroy	ACC1000
Financial Aid Canceled Check Records	Canceled checks, check stubs, and check journals showing payments for financial aid made to students.	4 Years	Destroy	ACC1000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Accounting**

Title of Series	Description	Retention	Disposition	Retention Group
General Ledgers	A book containing a summary or detail of all transactions affecting the accounts of an institution.	6 Years	Archives Review for historical value.	ACC1010
Inventory Control Record		Active + 6 Years	Destroy	ACC2000
Invoices	Bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment.	4 Years	Destroy	ACC1000
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 Years	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.	6 Years	Destroy	ACC1010
Parking Tickets - Paid		4 Years	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 Years	Destroy	ACC1000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Accounting**

Title of Series	Description	Retention	Disposition	Retention Group
Petty Cash Records		4 Years	Destroy	ACC1000
Purchase Requisitions, Orders, and Billing Records for Data Processing Services	Records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for private service providers including copies of purchase orders, involve requests, receipts, agency vouchers, service reports, and other supporting documents.	4 Years	Destroy	ACC1000
Receipts		4 Years	Destroy	ACC1000
Records of Chargebacks to Computer Services Users	Electronic and manual records used to document, calculate costs and bill program units for computer usage and data processing services.	4 Years	Destroy	ACC1000
Registers		4 Years	Destroy	ACC1000
Requisitions	Forms used to order goods and services.	4 Years	Destroy	ACC1000
Royalty Payments		4 Years	Destroy	ACC1000
Sales Receipts		4 Years	Destroy	ACC1000
Student Dorm Contracts	Actual agreement between students and residence halls governing room and board and fee payment agreements. Includes meal plan authorizations.	4 Years	Destroy	ACC1000
Student Account Files	Files on individual students' paid and unpaid accounts, including loan applications, correspondence, account activity record, etc.	4 Years	Destroy	ACC1000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Accounting**

Title of Series	Description	Retention	Disposition	Retention Group
Student Aid Accounting Billing Letters	Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money.	4 Years	Destroy	ACC1000
Student Insurance Records	Record of students enrolled in university or college health program.	4 Years	Destroy	ACC1000
Subsidiary Ledgers	A book of accounts of an institution.	4 Years	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 Years	Destroy	ACC1000
Telephone Expense Records	Periodic reports of long distance and local phone charges.	4 Years	Destroy	ACC1000
Travel Expenses	Record of expenses incurred on official travel. Used to receive reimbursement.	4 Years	Destroy	ACC1000
Tuition Remission Applications	Record of tuition waivers for employees and dependents.	4 Years	Destroy	ACC1000
Unemployment Insurance Payments		4 Years	Destroy	ACC1000
Union Dues Membership List - Classified Staff	Copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department.	4 Years	Destroy	ACC1000
Vending Commission Income Records	Record of money received as commission on vending contracts.	4 Years	Destroy	ACC1000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Accounting**

Title of Series	Description	Retention	Disposition	Retention Group
Voucher Register	A journal in which accounts payable and their payments are recorded.	4 Years	Destroy	ACC1000
Vouchers	A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction.	4 Years	Destroy	ACC1000
Workers Compensation Payments		4 Years	Destroy	ACC1000

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Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Administrative

Title of Series	Description	Retention	Disposition	Retention Group
Academic / Non-Academic Personnel Inventory - Contract Staff	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 Year	Archives Review for historical value.	ADM9900
Accreditation Files	University, college or department files documenting accreditation review by accrediting agencies.	10 Years	Archives Review for continuing administrative or historical value.	ADM3020
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 Database/Master File Backup Cycles	Destroy	ADM9900
Automated Program Listing/Source Code	Automated program code, which generates the machine-language instructions used to operate an automated information system.	3 system update cycles after code is superseded or replaced.	Destroy.	ADM9900
Automated Tape Library System Files	Automated records used to control the location, maintenance, and disposition of magnetic media in a tape library.	Active	Destroy	ADM9900
Bicycle Registration Forms	Records decal number and issued to bicycle registered.	1 Year	Destroy	ADM9900
Blueprints		Active + 6 Years	Archives Review for continuing historical value.	ADM2030
Book Buy-Back Records	Records of purchases of used books bought from students.	4 Years	Destroy	ADM3010
Bookstore Cash Drawer Sign-Out Sheets	Record of cash drawers signed out to cashiers at the beginning of each shift.	4 Years	Destroy	ADM3010

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Administrative**

Title of Series	Description	Retention	Disposition	Retention Group
Bookstore Cashier Balancing Form	Used for daily balancing of each cash drawer.	4 Years	Destroy	ADM3010
Bookstore Charge Forms	Forms used in completing MasterCard or VISA transactions. Information posted to daily cash register tapes and summarized on monthly statements.	4 Years	Destroy	ADM3010
Bookstore Mark-Up / Mark-Down Sheets	Monthly record of price changes of goods already in stock at the bookstore. Used in annual inventory.	4 Years	Destroy	ADM3010
Bookstore Merchandise Return Record	Record of returns by bookstore to vendors in order to receive credit.	4 Years	Destroy	ADM3010
Bookstore Special Orders	Documentation of special orders made for individuals by the bookstore. Does not document a financial transaction.	4 Years	Destroy	ADM3010
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.	Active	Destroy	ADM9900
Computer Usage Files	Electronic files or automated logs created to monitor computer system usage including but not limited to login files, system usage files, data entry logs, and records of individual computer program usage.	3 System Backup Cycles	Destroy	ADM9900
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.	Active + 6 Years	Archives	ADM2030

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Administrative**

Title of Series	Description	Retention	Disposition	Retention Group
Construction Projects - Construction Documents	Collectively, the 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).	Active + 6 years	Archives	ADM2030
Construction Projects - Design Development	Design of project is fully described with regard to the basic building systems and materials as well as all specialty systems needed to support the program.	Active + 6 Years	Archives	ADM2030
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 Years	Archives	ADM2030
Construction Projects - Project Request/Program Statement	A request from the University community to initiate a project.	Active + 6 Years	Archives	ADM2030
Construction Projects - Schematic Design	Analysis of site impact and volumetric formation, circulation patterns and infrastructure servicing to illustrate client and architect's design vision in a definitive way.	Active + 6 Years	Archives	ADM2030
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.	3 Years	Destroy If system is discontinued or data is migrated; review for historical value.	ADM9910

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Administrative**

Title of Series	Description	Retention	Disposition	Retention Group
Data Processing Disaster Preparedness and Recovery Plans	Records related to the protection and reestablishment of data processing services, equipment and data (back-up files) in case of a disaster.	SUP	Destroy when revised.	ADM9900
Data Processing 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	Destroy when no longer used and all data is migrated to new hardware.	ADM9900
Data Processing 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.	Destroy. Review for historical value.	ADM9910
Data Processing Policies	Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.	Active + 10 years Review for historical value.	Destroy	ADM3000
Data Systems Specifications	Records necessary for using the system including 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.	3 Years	Destroy if system is discontinued or data is migrated; review for historical value.	ADM9910
Department Assistance File - Classified Staff	Correspondence documenting Personnel Office services to university or college departments regarding classified staff positions.	1 Year	Destroy	ADM9900
Dispatch Audio Logs	Record of phone and radio transmissions from the police dispatcher.	1 Year	Destroy	ADM9900
Dispatch Logs	Records of request for service received by the dispatcher.	1 Year	Destroy	ADM9900

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Administrative**

Title of Series	Description	Retention	Disposition	Retention Group
Employment Printouts - Student	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 Year	Destroy	ADM9900
Health Insurance Waivers	Signed waiver indicating student's acceptance or waiver of university student health insurance.	1 Year	Destroy	ADM9910
Help Desk Telephone 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.	Active	Destroy	ADM9900
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, technology acquisitions, data processing services provision, or related areas.	Active	Destroy	ADM9910
Input Documents	Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and the program unit retains original records.	Active	Destroy after entered into system.	ADM9900
Maintenance Contracts Files - Data Processing Equipment	Includes copies of contracts, service histories, and work orders.	Active + 6 Years	Destroy	ADM9900

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Administrative**

Title of Series	Description	Retention	Disposition	Retention Group
Monthly Standardized Report Files - Classified Staff	Periodic reports including designation by: active classified employee in alphabetical order; pay range; department listing; social security number for active employees; social security number for inactive employees; employees whose hourly wage is above a certain level.	1 Year	Destroy	ADM9900
Motor Vehicle Maintenance Records		Active + 6 Years	Destroy	ADM2020
Motor Vehicle Records		Active + 6 Years	Destroy	ADM2020
Network Usage Reports	Summary reports and other records created to document computer usage for reporting or other purposes.	Active	Destroy	ADM9900
Operating System and Hardware Conversion Plans	Records relating to the replacement of equipment or computer operating systems.	Conversion + 1 Year	Destroy	ADM9900
Organizational Charts		Active + 10 Years	Archives Review for historical value.	ADM3000
Parking Permit Applications	Application for parking permit/decal-non-fee.	1 Year	Destroy	ADM9900
Police Daily Activity Report		1 Year	Destroy	ADM9900
President / Vice President / Director / Dean / Chair Subject Files	Files of correspondence, reports, memoranda, etc., documenting activities of these offices.	3 Years	Archives Review for continuing administrative or historical value.	ADM9910
Promotion and Tenure Policy - Faculty	Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.	10 Years	Archives Review for historical value.	ADM3020

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Administrative**

Title of Series	Description	Retention	Disposition	Retention Group
Records Destruction Records		10 Years	Destroy	ADM3020
Reports (Administrative - State - Civil Service - Personnel- Accounting) - Classified Staff	Monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range / step, suspensions, terminations, etc.	1 Year	Destroy	ADM9900
Research Protocol Committee Files	Includes lists of protocols to be considered, new reviews, approvals, requests, and revised protocol forms.	Permanent	Archives	ADM9910
Site/Equipment Support 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 Years	Destroy	ADM2030
Summary Computer Usage Reports	Summary reports and other paper records created to document computer usage.	Active	Destroy	ADM9900
Surplus Property Records		6 Years	Destroy	ADM2020
System 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 System Backup Cycles	Destroy	ADM9900
System Users Access Records	Electronic or textual records created to control or monitor individual access to a system and data created for security purposes, including but not limited to user account records, security logs, and password files.	Active	Destroy	ADM9900

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Administrative**

Title of Series	Description	Retention	Disposition	Retention Group
Technical Program 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.	Retain until migrated or destroyed.	Destroy. Review for historical value.	ADM9910
Test Database/Files	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Active	Destroy	ADM9900
Training Course Information	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.	SUP	Destroy	ADM9900
Transportation Logs	Record of rides given by student transport service or campus police officers.	1 Year	Destroy	ADM9900
Unawarded Grants Files	Applications and proposals by faculty for grants that were not funded.	1 Year	Destroy	ADM9900
University Governance Files	Files of minutes of boards / committees / governance groups documenting official actions of governing bodies.	3 Years	Archives Review for continuing administrative or historical value.	ADM9910

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Education**

Title of Series	Description	Retention	Disposition	Retention Group
Academic Action Notifications	Communications notifying students of dismissal, academic probation, etc.	Active + 1 Year	Destroy	EDU1010
Academic Records (includes grades, course evaluations, competency assessments, etc.)	Record of academic work pursued.	Active + 6 Years	Permanent	EDU1000
Acceptance Letters and Relevant Admissions Correspondence for Applicants Who Do Matriculate	Student-specific correspondence relating to admission and enrollment at the institution.	Active + 1 Year	Destroy	EDU1010
Acceptance Letters for Applicants Who Do Not Matriculate	Letters notifying students of acceptance or non-acceptance to the institution.	1 Year	Destroy	EDU1100
Admission Correspondence for Applicants Who Do Matriculate	Form letters regarding admission and/or enrollment at the institution.	Active + 1 Year	Destroy	EDU1010
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 Year Scores valid for 5 years.	Destroy	EDU1010
Advanced Placement Records for Applicants Who Do Not Matriculate	Forms and records supporting consideration for advanced placement in course(s).	1 Year	Destroy	EDU1100
Annual Interim Fiscal Operations Reports	Reports to federal government on expenditures for federal programs.	Active + 6 Years Review for historical value.	Archives	EDU2000 (See Note 3)
Applications for Admission or Readmission (Reentry) for Applicants Who Do Matriculate	Forms requesting admission or readmission to the institution.	Active + 1 Year	Destroy	EDU1010

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Education**

Title of Series	Description	Retention	Disposition	Retention Group
Applications for Admission or Readmission (Reentry) for Applicants Who Do Not Matriculate	Forms requesting admission or readmission to the institution.	1 Year	Destroy	EDU1100
Applications for Graduation		Active + 1 Year	Destroy	EDU1010
Audit Authorizations	Approval forms to audit a class.	Retain 1 year after audit or 3 years after date submitted.	Destroy	EDU1010
Award Letters	Summarizes students' financial aid each year and confirms acceptance or rejection.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Basic Education Opportunity Grant (Pell) Files	Includes eligibility, statement of educational purpose, correspondence, etc.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Catalogs	Official bulletins of the institution	Indefinite	Archives	EDU3000
Change of Course Schedule (Add/Drop)		Active + 1 Year	Destroy	EDU1010
Change of Grade Forms (Update Documents)		Active + 6 Years	Permanent	EDU1000
Check Registers for Federal Loans	Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Class Schedules (Students)	Lists of classes student took a given term.	Active + 1 Year	Destroy	EDU1010
College / Department Office Student Files	Files maintained in individual college and department offices on students enrolled in that college or department. Includes transcripts, letters of recommendation, etc. Includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled.	Active + 1 Year	Destroy	EDU1010

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Education**

Title of Series	Description	Retention	Disposition	Retention Group
Commencement Programs		Indefinite	Archives	EDU3000
Continuing Education Student Records	Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.	Active + 6 Years	Destroy	EDU1010
Correspondence for Applicants Who Do Not Matriculate		1 Year	Destroy	EDU1100
Correspondence, Relevant	Student-specific correspondence (other than admissions).	Active + 1 Year	Destroy	EDU1010
Credit by Examination Form		Active + 6	Permanent	EDU1000
Credit/No Credit Approvals		Retain 1 year after audit or 3 years after date submitted.	Destroy	EDU1010
Curriculum Development Files	Files documenting approval of new programs and degrees.	Indefinite	Archives Review for continuing administrative or historical value.	EDU3000
Degree Statistics		Indefinite	Archives	EDU3000
Draft Registration Compliance Record	Testimony to draft registration by student in order to receive financial aid.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Enrollment Statistics		Indefinite	Archives	EDU3000
Entrance Examination & Placement Test Reports (ACT, CEEB Test Scores) for Applicants Who Do Matriculate	Standardized test scores related to admission to the institution and placement test scores.	Active + 1 Year	Destroy	EDU1010

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Education**

Title of Series	Description	Retention	Disposition	Retention Group
Entrance Examination & Placement Test Reports (ACT, CEEB, Test Scores) for Applicants Who Do Not Matriculate	Standardized test scores related to admission to the institution and placement test scores.	1 Year	Destroy	EDU1100
Faculty Grade Report (Grade or narrative)	Copy of grade reports as submitted to registrar by faculty.	Active + 6 Years	Permanent	EDU1000
Foreign Student Forms (I-20, etc.) for Applicants Who Do Matriculate		5 Years See note 2.	Destroy	EDU1010
Grade Reports (Registrar's Copies)	Copy of grade report as sent to student. Grade or narrative.	Active + 1 Year	Destroy	EDU1010
Grade Statistics		Indefinite	Archives	EDU3000
Graduate Scholarship / Assistantship Awards	Records sent by colleges to Financial Aid indicating awards to graduate students.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Graduation Authorizations	Documents certifying completion of degree requirements.	Active + 1 Year	Destroy	EDU1010
Graduation Lists		Indefinite	Archives	EDU3000
Grants-In-Aid Records	Authorizations from Athletic Department including copies of quarterly billings and payments.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Guaranteed Student Loan Applications	Copy of student loan application, which is forwarded back to potential lending institution.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Health Profession Loan Student Files	Contains all documents relating to granting of loans, including correspondence, promissory note, confidential form, etc.	Active + 6 Years	Destroy	EDU2000 (See Note 3)

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Education**

Title of Series	Description	Retention	Disposition	Retention Group
IPEDS Reports (Integrated Postsecondary Education Data System)		Indefinite	Archives	EDU3000
Letters of Recommendation for Applicants Who Do Matriculate	Letters of reference supporting application to the institution.	Active + 1 Year	Destroy	EDU1010
Letters of Recommendation for Applicants Who Do Not Matriculate	Letters of reference supporting application to the institution.	1 Year	Destroy	EDU1100
Medical Records for Applicants Who Do Matriculate	Medical records related to application to the institution.	Active + 1 Year	Destroy	EDU1010
Medical Records for Applicants who Do Not Matriculate	Medical records related to application to the institution.	1 Year	Destroy	EDU1100
National Guard Scholarship Rosters	Lists of students receiving scholarships from the Ohio National Guard.	Active	Destroy Review for continuing administrative or historical value.	EDU3010
National Merit Scholarship Files	Includes correspondence and applications by finalists.	Active + 6 Years	Destroy	EDU2000 (See Note 3)

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Education**

Title of Series	Description	Retention	Disposition	Retention Group
Non-Recipient Financial Aid Files	Copy of FAF for students who did not receive aid or enter the university or college.	1 Year	Destroy	EDU1100
Nursing Loan Student Files	Contains all documents relating to granting of loans, including correspondence, confidential information sheet, promissory note, etc.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
OBOR Reports (Ohio Board of Regents)		Indefinite	Archives	EDU3000
Official Class Roster	Lists of students enrolled for individual classes.	Active	Destroy	EDU3010
Ohio Academic Scholarship Rosters	Lists of students receiving scholarships for current academic year.	Active	Destroy Review for continuing administrative or historical value.	EDU3010
Ohio Bureau of Vocational Rehabilitation Files	Record of awards by state agency for handicapped students.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Ohio Instructional Grant Files	Record submitted by student for payment of fees. Eventually sent to OBOR for payment.	Active	Destroy Review for continuing administrative or historical value.	EDU3010
Ohio Instructional Grant Rosters	List of students receiving grants for current academic year.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Pass/Fail Request		Active + 1 Year	Destroy	EDU1010
Personalized Recruitment Materials for Applicants Who Do Matriculate	Student-specific letters related to encouraging potential student to attend the institution.	3 Years VA regulations require that all recruitment materials be retained 3 years.	Destroy	EDU1010

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Education**

Title of Series	Description	Retention	Disposition	Retention Group
Personalized Recruitment Materials for Applicants Who Do Not Matriculate	Student-specific letters related to encouraging potential student to attend the institution.	3 Years VA regulations require that all recruitment materials be retained 3 years.	Destroy	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 Year	Destroy	EDU1010
Program Requirement Modification	Change of major forms; degree requirement waiver or substitution authorization.	Active + 1 Year	Destroy	EDU1010
Racial/Ethnic Statistics		Indefinite	Archives	EDU3000
Registration/Enrollment Forms		Retain 1 year after audit or 3 years after end of term.	Destroy	EDU1010
Requests and Disclosures of Personally Identifiable Information		Active + 3 Years	Destroy	EDU1030
Requests for Formal Hearings		ACT + 3 Years	Destroy	EDU1030
Schedule of Classes (Institutional)	Schedule of classes offered each term by the institution.	Indefinite	Archives	EDU3000
Scholarships	Applications, correspondence, and general information.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Sponsored Student Account Files	Record of students sponsored by corporations and special scholarships, including authorizations, transactions, account numbers, etc.	Active + 6 Years	Destroy	EDU2000 (See Note 3)

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Records Retention Schedule - Individual Records Series: Education**

Title of Series	Description	Retention	Disposition	Retention Group
Statement of Educational Progress	Confirms individual student's progress toward degree to maintain federal financial aid.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Student Financial Aid Files	Files on recipients, including award notices, FAF's, and FAF need analysis reports.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Student Requests for Nondisclosure of Directory Information		Active + 3 Years	Destroy	EDU1030
Student Statements on Content of Records Regarding Hearing Panel Decisions		Active + 3 Years	Destroy	EDU1030
Student Waivers for Rights of Access To See Letters of Recommendation for Admission for Applicants Who Do Matriculate		Active + 3 Years	Destroy	EDU1030
Student's Written Consent for Records Disclosure		Active + 3 Years	Destroy	EDU1030
Tax Files	Copies of parents' 1040 tax form used to prove student's dependency.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Transcript Requests -- Other Than Student Requested		Active + 6 Years	Permanent	EDU1000
Transcripts - High School for Applicants Who Do Matriculate	Applicant's high school transcripts.	Active + 1 Year	Destroy See note 1.	EDU1010
Transcripts - High School for Applicants Who Do Not Matriculate	Applicant's high school transcripts.	1 Year	Destroy See note 1.	EDU1100

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Education**

Title of Series	Description	Retention	Disposition	Retention Group
Transcripts - Other Colleges 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 Year	Destroy See note 1.	EDU1010
Transcripts - Other Colleges for Applicants Who Do Not Matriculate	Records of courses taken at other post-secondary institutions and documents supporting prior learning.	1 Year	Destroy See note 1.	EDU1100
Transfer Credit Evaluations		Active + 1 Year	Destroy	EDU1010
Tuition and Fee Schedule	Listing of fee charges for each term by an institution.	Indefinite	Archives	EDU3000
Veterans Administration Records and Correspondence		Active + 3 Years	Destroy	EDU1010
Withdrawal Authorizations		Retain 1 year after audit or 3 years after end of term (whichever is first).	Destroy	EDU1010
Work-Study Student Files	Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.	Active + 6 Years	Destroy	EDU2000 (See Note 3)
Written Decisions of Hearing Panels		Active + 3 Years	Destroy	EDU1030

Note 1. Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.

Note 2. Since many items included in foreign students' records are to be retained for at least five years, it is recommended that Immigration and Naturalization Service documentation also be retained five years.

Note 3. If funding source is United States Department of Education, see Retention Group EDU2100. Retention period is ACT + 3.

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Environment**

Title of Series	Description	Retention	Disposition	Retention Group
Environmental Monitoring Records		5 Years	Destroy	ENV1000
Radioactive Materials Transportation Records	DOT transfer record; Authorization for shipment of RAM; and Off-site transfers.	Indefinite		ENV2010
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**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Financial**

Title of Series	Description	Retention	Disposition	Retention Group
Audit Report	Final report of state or independent auditor.	4 Years	Archives Review for historical value.	FIN7010
Bad Debt Actions	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	4 Years	Destroy	FIN6000
Bank Deposits	Record of deposits in banking institutions.	4 Years	Destroy	FIN1000
Bank Reconciliations	Explanation of differences between bank statement balance and actual balance.	4 Years	Destroy	FIN1000
Bank Statements	Periodic statement of bank balances.	4 Years	Destroy	FIN1000
Bids Accepted	For purchases.	Active + 5 Years	Destroy	FIN8010
Bids Rejected	For purchases.	3 Years	Destroy	FIN8000
Bond Registers	Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	Active + 6 Years	Destroy	FIN5000
Budget Planning Documents	Budget requests, including program plans for coming year, usually by cost center.	Active + 1 Year	Archives Review for historical value.	FIN2000
Budget - Institutional	Final, approved, yearly budget for institution, usually in printed form.	Active + 1 Year	Archives Review for historical value.	FIN2000
Canceled Checks		4 Years	Destroy	FIN1000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Financial**

Title of Series	Description	Retention	Disposition	Retention Group
Check Register	Book or original entry for all cash disbursements paid by check.	4 Years	Destroy	FIN1000
Cost Accounting	Record analyzing cost for producing certain items or performing certain tasks.	4 Years	Destroy	FIN7010
Delinquent Accounts Report	Listing of students who owe money to university or college.	4 Years	Destroy	FIN6000
Delivery Slips	Documents sent with purchased goods indicating item(s) shipped.	3 Years	Destroy	FIN8020
Endowment Fund Reports - Annual	Annual report of funds received and expended by endowment accounts. May be in form of report to donors.	Active + 6 Years	Archives Review for historical value.	FIN3000
Endowment Fund Reports - Periodic	Periodic report of funds collected or expended by endowment accounts.	Active + 6 Years	Destroy	FIN3000
Financial Report - Annual	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 Years	Archives Review for historical value.	FIN7000
Parking Tickets - Unpaid		4 Years	Destroy	FIN6000
Payroll Checks	Checks paid employees for services they perform.	4 Years	Destroy	FIN1000
Purchase Orders	Purchasing Office's copy of order to a supplier authorizing purchase of goods.	Active + 5 Years	Destroy	FIN8010

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**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Legal**

Title of Series	Description	Retention	Disposition	Retention Group
Academic Grievance Files	Files documenting grievances of students against faculty members.	Active + 6 Years	Archives Review for continuing administrative or historical value.	LEG4000
Accident Reports	Reports created by university or college police for traffic accidents that occur on campus.	Active + 6 Years	Destroy	LEG4000
Affirmative Action Plan Files	Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	6 Years	Archives Review for historical value.	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 Years	Destroy	LEG5000
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 Years	Destroy	LEG5000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Legal**

Title of Series	Description	Retention	Disposition	Retention Group
Applicant Flow Data File	Statistical information, percentages dealing with race, religion, sex, etc.	6 Years	Destroy	LEG5000
Arrest Reports	Report of arrest, criminal citation, or uniform traffic citation issued to offender.	Active + 6 Years	Destroy	LEG4000
Awarded Grants Files	Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations.	Active + 5 Years	Archives Review for continuing administrative or historical value.	LEG2000
Campus Security Act Reports and Uniform Crime Reports	Reports produced in compliance with federal programs.	6 Years	Archives Review for historical value.	LEG5000
Category Summary - Classified Staff	Computer printout listing breakdown of employment by race, sex, civil service.	6 Years	Archives Review for historical value.	LEG5000
Change in Meal Plan	Records of changes on board contracts.	Active + 5 Years	Destroy	LEG2000
Child Care Licensing Files	Records related to obtaining Food License, License to Run a Nursery/Day Care, and Building Operations License.	Active + 5 Years	Destroy	LEG2000
Collective Bargaining Agreements		Active + 5 Years	Archives Review for continuing administrative or historical value.	LEG2000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Legal**

Title of Series	Description	Retention	Disposition	Retention Group
Complaint Files	Record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically.	Active + 6 Years	Destroy	LEG4000
Contracts - General		Active + 5 Years	Destroy	LEG2000
Crime Reports	Reports created by university or college police on campus criminal activity.	Active + 6 Years	Archives Review for continuing administrative or historical value.	LEG4000
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 Years	Destroy	LEG5000
Elevator Certifications		Active + 3 Years	Destroy	LEG5020
Environmental Impact Assessment- Construction Projects	Used to determine potential environmental concerns existing at site prior to demolition and construction.	Life of Building + 6 Years	Destroy	LEG5000
Garnishment File-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 Years	Destroy	LEG5030
Garnishment File-Staff	File 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 Years	Destroy	LEG5030
Garnishment Files- Faculty	File 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 Years	Destroy	LEG5030

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Legal**

Title of Series	Description	Retention	Disposition	Retention Group
Grants Awarded	Financial records of grant money awarded for research projects.	Active + 5 Years	Destroy	LEG2000
Head Start	Documents of Head Start meetings and grantee level matters.	Active + 5 Years	Destroy	LEG2000
HUD Reports	Annual reports filed with the federal government concerning operation of residence halls.	6 Years	Archives Review for historical value.	LEG5000
Injury / Ill Person Reports	Reports created by university or college, police on ill or injured persons transported to local hospitals from campus.	Active + 6 Years	Destroy	LEG4000
Laboratory Inspection Reports	Periodic inspections of laboratories.	Active + 3 Years	Destroy	LEG5030
Land Purchase Records	Copies of deeds, leases, purchase agreements, appraisals, etc. documenting purchase of land by institution. Original deed maintained by Auditor of State.	Active + 5 Years	Archives Review for historical value.	LEG2000
Patents		Active + 6 Years	Archives Review for continuing administrative or historical value.	LEG7000
Police Reports	Reports of incidents or requests for service to include the officer's actions, referrals, and subsequent investigation.	Active + 6 Years	Shred	LEG4000
Pre-School Attendance Records	Pre-School Attendance and Emergency Sheets.	Active + 6 Years	Shred	LEG4000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Legal**

Title of Series	Description	Retention	Disposition	Retention Group
Pre-School 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		LEG3010
Radioactive Materials Waste Records	RAM use cards, specific use, and disposal information.	Active + 3 Years	Destroy	LEG5020
Real Estate Records	Copies of deeds and leases, documenting real property purchased or leased by the university or college.	Active + 5 Years	Archives Review for continuing administrative or historical value.	LEG2000
Research Protocol Records	Includes protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file.	Active + 3 Years	Destroy	LEG5020
Residency Status Documents for Applicants Who Do Matriculate	Documents supporting determination of legal domicile (residency).	6 Years	Destroy	LEG5000
Student Disciplinary Files	Files maintained by student affairs on students who have been accused of disciplinary violations.	Active + 6 Years	Destroy	LEG4000
Testing Reports-Construction	Geotechnical and material testing and reports to insure strength of materials, compaction and construction acceptability.	Active + 6 Years	Archives	LEG5000
Trade Mark Registrations		Active + 6 Years	Archives Review for continuing administrative or historical value.	LEG7000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Legal**

Title of Series	Description	Retention	Disposition	Retention Group
Unemployment Compensation Files	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 Years	Destroy	LEG4000
W-2 Forms	Federal form reporting salaries, wages, and tips for each employee to the IRS.	6 Years	Destroy	LEG5000
1099 Forms	Federal form used to report salaries, wages, and tips of temporary employees.	6 Years	Destroy	LEG5000
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**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Marketing**

Title of Series	Description	Retention	Disposition	Retention Group
Advertising		5 Years	Archives Review for historical value.	MAR1000
Recruitment Materials, General	Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution.	5 Years	Archives Review for historical value.	MAR1000
Viewbooks	A recruitment document.	5 Years	Archives Review for historical value.	MAR1000

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**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Miscellaneous**

Title of Series	Description	Retention	Disposition	Retention Group
State Classification File - Classified Staff	Lists of classification by pay range as directed by the State Department of Administrative Services.	Until Superseded	Destroy	MIS1010
Teacher Evaluations	Student evaluations of the teacher. Used to create summary.	1 Year	Destroy	MIS1010
Unemployment Compensation Log	Record of unemployment compensation cases.	Until Superseded	Destroy	MIS1010

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**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Personnel**

Title of Series	Description	Retention	Disposition	Retention Group
Application File: Non-Hires - Faculty	Contains application, correspondence, resumes, etc. from applicants for positions.	3 Years	Destroy	PER2000
Application File - Classified Staff	Includes application form, resume, test results, referral and interview data.	3 Years	Destroy	PER2000
Applicants Card File - Classified Staff	Reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions.	3 Years	Destroy	PER2000
Canceled Position File - Classified Staff	Application forms, correspondence sent and received concerning positions that have been canceled.	3 Years	Destroy	PER2000
Certification File - Classified Staff	Record of employees who have attained certification in their classification. May include logbook and printouts.	Active + 3 Years	Destroy	PER5010
Declinations File - Faculty	Contracts, recommendations, letters of people who have declined positions.	3 Years	Destroy	PER2000
Employment Files - Students	Active and inactive files. Student authorization forms, State and federal withholdings, P>E>R>S>, step increases, termination notices, reclassification forms, exemptions.	Active + 6 Years	Destroy	PER3000
General Applicant Files - Contract Staff	Resumes on file.	3 Years	Destroy	PER2000
Hazardous Exposure Records		Indefinite		PER4020
I - 9 Forms - Student	Federal employment eligibility verification for on-campus student employees.	Active + 6 Years	Destroy	PER3000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Personnel**

Title of Series	Description	Retention	Disposition	Retention Group
Index System - Faculty	Cards or other reference list for all active and inactive faculty.	Active + 6 Years	Archives Review for historical value.	PER3000
Job Descriptions		3 Years	Destroy	PER2000
Layoff File - Classified Staff	File contains printouts, rosters, and correspondence documenting university or college layoffs. Pertinent employee data, date of hire, classification, department, and retention points (performance) are included.	5 Years	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 Years	Destroy	PER3010
Leave Record - Faculty	Vacation and sick leave earned and used.	Active + 6 Years	Destroy	PER3000
On-The-Job Training Records - Classified Staff	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 Years	Destroy	PER5000
Payroll Deduction Authorizations	All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.	Active + 6 Years	Destroy	PER1030
Performance Evaluation Forms - 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 Years	Destroy	PER3010

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Personnel**

Title of Series	Description	Retention	Disposition	Retention Group
Personnel Requisition for Classified Staff	Departmental request placed whenever a position within the department becomes vacant.	3 Years	Destroy	PER2000
Personnel Files - Classified Staff	Employment record maintained for full-time and part-time classified employees. Files may contain applications, copies of driver's license, Social Security card, birth certificate, payroll, leave or absence requests, letters of commendation and reprimand, transfer requests, leave forms, evaluations, reclassifications, certifications, promotions, step increases, longevity, P.E.R.S. forms, employee's inspection of personnel file form, personnel card, etc.	Active + 6 Years	Destroy Review for administrative value.	PER3000
Personnel Files (Active & Inactive) - Contract Staff	Employment record maintained for full-time and part-time university or college contract employees. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contracts, performance evaluations, P.E.R.S. forms, previous state service forms, Social Security card, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices.	Active + 6 Years	Destroy Review for administrative value.	PER3000
Personnel Card File - Classified Staff	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 Years	Archives Review for historical value.	PER3000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Personnel**

Title of Series	Description	Retention	Disposition	Retention Group
Personnel File - 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 Years	Destroy Review for administrative value.	PER3000
Position Vacancy Announcement - Classified Staff	Job descriptions for each university or college position posted.	3 Years	Destroy	PER2000
Promotion and Tenure File - Faculty	Recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file.	5 Years	Archives Review for historical value.	PER3010
Public Employees Retirement System Files - Classified Staff	Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.	Active + 6 Years	Destroy	PER1040
Public Employees Retirement System File - Contract Staff	Includes copies of retirement applications documenting pertinent personal, spouse and beneficiary data. Working papers and correspondence are included.	Active + 6 Years	Destroy	PER1040
Public Employees Retirement System Log - Classified Staff	Record of university or college classified employees and their date of retirement and address.	Active + 6 Years	Destroy	PER1040

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Personnel**

Title of Series	Description	Retention	Disposition	Retention Group
Public Employees Retirement System Log - Contract Staff	Record of university or college employees, address and date of retirement.	Active + 6 Years	Destroy	PER1040
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
Radioactive Materials-Authorized Users Files	Includes applications for non-human use of RM; Statement of prior Training and Experience; Authorization for Internal Transfer of Material between AUs; Room Surveys; Application for Clinical Use of RAM; Emergency Notification; Application for Investigational Human Use of RAM.	Indefinite		PER4030
Radioactive Materials - Exposure Records	Files of monthly reports of people's exposure to Radioactive Materials.	Indefinite		PER4030
Radioactive Materials - Incident Report	Report of Radioactive Materials Incident.	Indefinite		PER4030
Reclassification Files - Classified Staff	Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.	5 Years	Destroy	PER3010
Recruitment / Search Files - Contract Staff	Contract staff search files. May contain position authorization forms, job descriptions, minutes, applicants' credentials, search chronologies, authorization to hire forms, correspondence.	3 Years	Destroy	PER2000

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Personnel**

Title of Series	Description	Retention	Disposition	Retention Group
Residence Hall Advisor Files	Files on candidates selected for employment as residence hall advisors.	Active + 6 Years	Destroy	PER3000
Residence Hall Advisors-Unselected	Files on candidates not selected as residence hall advisors.	3 Years	Destroy	PER2000
Search Committee Files - Faculty	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, and authorization to hire forms.	3 Years	Destroy	PER2000
Selection Criteria Form - Classified Staff	Form providing an explanation as to why a person was or was not hired for a university or college position.	3 Years	Destroy	PER2000
Service Reports / Activity Reports-Faculty	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 Years	Archives Review for continuing administrative or historical value.	PER3000
Student Time Reports	Record of hours worked by student employees.	5 Years	Destroy	PER6000
Summer Employment File - Classified Staff	Record of employees with alternate summer job responsibilities usually in dining halls, union, health center, residence halls and custodial.	5 Years	Destroy	PER3010
Suspension File-Classified Staff	Record of suspended university or college employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.	5 Years	Destroy	PER3010

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Personnel**

Title of Series	Description	Retention	Disposition	Retention Group
Teaching Evaluations	Student evaluations of teacher's performance. Used for Reappointment, Promotion, and Tenure.	5 Years ¹	Destroy	PER3010
Time Cards	Record of time worked by employees.	5 Years	Destroy	PER6000
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 Years	Shred	PER4010
Wage and Fringe Benefit Surveys - Classified Staff	Surveys conducted by the university or college with area organizations in an effort to acquire comparative data regarding wage and fringe benefit programs.	3 Years	Destroy	PER9900
W-4 Forms	Forms completed by employee showing federal tax withholding exemptions.	Active + 6 Years	Destroy	PER1030

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¹ 1 Year if summaries are made. See MIS1010.

**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Public Affairs**

Title of Series	Description	Retention	Disposition	Retention Group
News Releases		Indefinite	Archives Review for historical value.	PUB3000
Newsletters		Indefinite	Archives Review for historical value.	PUB3000
Publicity Photographs		Indefinite	Archives Review for historical value.	PUB3000

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**Inter-University Council of Ohio
Records Retention Schedule - Individual Records Series: Reference**

Title of Series	Description	Retention	Disposition	Retention Group
Civil Service Examinations File - Classified Staff	Old examinations used for the purpose of devising new testing programs. Also can include information and materials for Civil Service testing.	Active	Destroy	REF0000
Job Cards - Student	Job descriptions for campus and off-campus positions, which have been filled or are no longer offered.	Active	Destroy	REF0000
Job Description File - Classified Staff	Master file of classified job descriptions. Retained for pay-range classification purposes.	Active	Destroy	REF0000
Position Description File - Faculty	Description of current positions.	Active	Destroy	REF0000
Summer Contracts - Student	Flyers for on- and off-campus employment opportunities.	Active	Destroy	REF0000

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