



## Records Retention Schedule

**JUNE 2020**

### UNDERSTANDING THE RECORDS RETENTION SCHEDULE

Definitions of words listed in the DISPOSITION column of the retention schedule

The disposition will either be “destroy” or archive.

**Review for continuing historical value and potential transfer to university archives** - records are to be reviewed and a determination made by the area if records qualify for forwarding to the university archives. If assistance is needed in determining if records have historical value, contact the university archivist for assistance. Final disposition will be made by the Archivist. Those records determined to not have historical value may be destroyed after proper approvals.

#### **Archives**

Documents with historical value may be transferred to the university archives. This is identified in the disposition section of the schedule. Contact the university archivist for instruction. Complete the **Transfer to Archives Certificate** located in the online program manual. Prepare an index of documents contained in the boxes. Send a copy of the index to the archivist and keep one for your files.

#### **Permanent**

The continued preservation of information or other matter without any limit in time. Records with a disposition of permanent and not eligible for transfer to the archives are to be stored by the department.

#### **Gifts**

Gifts are classified into two categories: current gifts and deferred gifts. Gifts are considered current when the donors completely and irrevocably relinquish any and all interest they have in something, such as transferring real estate, presenting a check, or giving stock. Gifts are considered deferred when the donors transfer property to an institution but retain the property for a specific period of time.



# Cleveland State University

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### Abbreviations Used

**Active** WHILE ACTIVE (graduated, terminated, end of semester, no longer attending, no longer referenced, etc.)

**Active + #** WHILE ACTIVE PLUS NUMBER OF YEARS

**IND** INDEFINITE RETENTION (retain minimum time frame and review for value, may be based on operational need and/or statute of limitations)

**LOB** LIFE OF BUILDING

**LOB + #** LIFE OF BUILDING PLUS NUMBER OF YEARS

**SUP** UNTIL SUPERSEDED (another updated document takes its place)

### NOTES:

REGARDING E-MAILS:

E-mail messages are the property of the university, not its employees or vendors

It is important to take time to organize your e-mails into folders to better accommodate retention and destruction

E-mail messages are to be treated no differently than any other type of records you possess or create. Refer to your records retention schedule before deleting emails. Categorize and retain according to the records retention schedule using the subject or the purpose of the email message. **Refer to the e-mail retention policy.**



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### **Retention Periods Pertain To Paper and Electronic Formats**

Department shown in “blue” is considered the official keeper of record and required to retain record for entire retention period

<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Accounting Records</u></b> (Accounts payable invoices, receipts, duplication requests, purchase requisitions, travel expense records, small order forms, petty cash records, telephone expense records, budget transfers, delivery slips, textbook orders)	ACC1000	4 years	Destroy
<b><u>Accounts Payable</u></b> (Amounts owed on open account for services or goods received)	ACC1000	4 years	Destroy
<b>Accounts Payable – ledgers</b>	ACC1000	4 years	Destroy
<b>Accounts Payable - vouchers</b>	ACC1000	4 years	Destroy
<b><u>Accounts Receivable</u></b> (amounts due from others on open accounts as a result of providing goods or services)	ACC1000	4 years	Destroy
<b><u>Campus Support Services</u></b> <b>Vendor Files</b>	ACC1000	4 years	Destroy
<b><u>Capital Planning-Architect’s</u></b> <b><u>State Encumbrance/Voucher Files</u></b> (indicated State funds encumbered by contractor/ vendor with voucher)	ACC1000	4 years	Destroy
<b><u>Cash Books</u></b> (report of institutional assets, liabilities, and equities; periodic reports, not the year-end report)	ACC1000	4 years	Destroy
<b><u>Cash Disbursement Journal</u></b> (record of institution’s cash transactions showing a running balance)	ACC1000	4 years	Destroy
<b><u>Cash Journals</u></b> (journal of cash received)	ACC1000	4 years	Destroy
<b><u>Cash receipts</u></b> (receipts for cash received or cash sales)	ACC1000	4 years	Destroy
<b>Cash Register Tapes</b>	ACC1000	4 years	Destroy
<b><u>Chargeback Billing Records</u></b> (reports and records from campus computer centers detailing charges for computer services)	ACC1000	4 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Classified Staff Report Union Dues Membership List</u></b> (biweekly listing of university employees paying dues to unions, including pertinent personal data, classification and department)	ACC1000	4 years	Destroy
<b><u>Conference Services</u></b> <b><u>Accounts Payable</u></b> (rental equipment ordered for events on campus for both on campus groups and outside organizations)	ACC1000	1 year (from date of rental return)	Destroy
<b><u>Conference Services</u></b> <b><u>Accounts Receivable – Rentals</u></b> (rental contracts with full set up and billing information regarding events from an outside organization utilizing university facilities)	ACC1000	Active + 4 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Return Authorizations</u></b> (includes forms for returned goods bought on PO, returned for repair or replacement, etc. includes RA#’s and credit memos if applicable)	ACC1000	4 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Miscellaneous Student Accounts Reports</u></b>	ACC1000	4 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Student Accounts Reports</u></b>	ACC1000	4 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Account Adjustments</u></b> (reasoning and authorization for changes and adjustments made to patron accounts)	ACC3000	4 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Capital Encumbrance Requests</u></b> (records requesting release of capital funds)	ACC2000	Active + 6 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Billing Runs</u></b> (copies of bills issued to students, departments, patrons and third parties)	ACC3000	4 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Monthly Financial Reports</u></b> (summary of transactions including dollar amount and account numbers, A/P balance sheets, A/P reconciliation, void check report, city withholding, A/R to G/L reconciliation, Perkins to ECSI reconciliation)	ACC3000	4 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Credit Card Sales Receipts and Statements</b>	ACC1000	4 years	Destroy
<b>Financial Aid</b> <b><u>Canceled Check Records</u></b> (journal showing student financial aid payments)	ACC1000	4 years	Destroy
<b>Financial Aid</b> <b>Disbursement records</b>	ACC1000	4 years	Destroy
<b>Financial Aid</b> <b><u>Financial Aid Adjustments</u></b> (authorizations and adjustments to students financial aid)	ACC1000	4 years	Destroy
<b>Financial Aid</b> <b><u>Financial Aid Award Disbursement Records</u></b> (statements by individuals of award amounts disbursed. Contains name, type and amount)	ACC1000	4 years	Destroy
<b>Financial Aid</b> <b><u>Financial Aid Canceled Check Records</u></b> (canceled checks, check stubs and check journal showing payments for financial aid made to students)	ACC1000	4 years	Destroy
<b>Financial Aid</b> <b><u>Student Accounting Records - Accounting Billing Letters</u></b> (concerns student who withdrew or reduced credit hours and were billed for the return of surplus aid money)	ACC1000	4 years	Destroy
<b>Financial Aid</b> <b>Perkins Journal Entries</b>	ACC3000	Active + 4 years	Destroy
<b>Health and Wellness Services</b> <b><u>Super Bill Files</u></b> (record given to person who visits health services. Records diagnosis, treatment, and charges or lack of charges. Used for insurance claims)	ACC1000	4 years	Destroy
<b>Information Services and Technology</b> <b><u>Computer Center Time Billing Records</u></b> (computer center records detailing charges for computer services)	ACC1000	4 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Information Services and Technology</b> <b><u>Data Processing Procurement Files</u></b> (records of procurement of system hardware and software)	ACC2000	Active + 6 years	Destroy
<b>Information Services and Technology</b> <b><u>Site Equipment Support Files</u></b> (records of support services provided for specific data processing equipment)	ACC2030	Active + 6 years	Destroy
<b><u>Invoices</u></b> (bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment)	ACC1000	4 years	Destroy
<b>Library</b> <b><u>Statement of Charges</u></b> (fines owed)	ACC1000	4 years	Destroy
<b>Mailroom Facilities Services - Mailroom</b> <b><u>Mail Room - Accountable</u></b> (express, registered, certified proof of delivery, and proof of outgoing from departments, incoming addresses for various individuals and departments)	ACC1000	4 years	Destroy
<b>Facilities Services - Mailroom</b> <b><u>Postal Transactions</u></b> (includes transactions from all mail department reports for all university accounts, records of postage spent by each department, copy by department of express, registered, certified proof of delivered mail by department)	ACC3000	4 years	Destroy
<b>Parking Services</b> <b><u>Daily Income Records</u></b>	ACC1000	4 years	Destroy
<b>Parking Services</b> <b><u>Invoices – Outside the University</u></b> (billings for parking, reserved parking, special events, etc.)	ACC1000	4 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Parking Services</b> <b><u>Journal Vouchers</u></b> (funds due Parking for special events, decals and reserved parking with the university)	ACC1000	4 years	Destroy
<b>Parking Services</b> <b><u>Special Event Lot Revenue and Expense Sheets</u></b> (record of special events-lots used, tickets issued, sold and returned, expenses and profit)	ACC1000	4 years	Destroy
<b>Parking Services</b> <b>Tickets Paid</b>	ACC1000	1 year	Destroy
<b>Parking Services</b> <b>Parking Appeals</b>	ACC3000	6 years	Destroy
<b>Parking Services</b> <b><u>Parking Fine Adjustments</u></b> (includes citation appeals and decisions)	ACC3000	4 years	Destroy
<b>Controller’s Office - Payroll</b> <b><u>Annuity Reports</u></b> (payroll deduction or statement for employees’ annuity plans)	ACC1000	4 years	Destroy
<b>Controller’s Office - Payroll</b> <b><u>Change Report: Classified Staff</u></b> (bi-weekly listings of payroll adjustments processed through Personnel Services concerning full-time or part-time employee status)	ACC1000	4 years	Destroy
<b>Controller’s Office - Payroll</b> <b>Payroll Expense Report</b>	ACC1000	4 years	Destroy
<b>Controller’s Office - Payroll</b> <b>Worker’s Compensation Payments</b>	ACC1000	4 years	Destroy
<b>Petty Cash records</b>	ACC1000	4 years	Destroy
<b>Purchasing</b> <b>Continuous Orders</b>	ACC1000	4 years	Destroy
<b>Royalty Payments</b>	ACC1000	4 years	Destroy
<b>Receipts</b>	ACC1000	4 years	Destroy
<b>Registers</b>	ACC1000	4 years	Destroy
<b><u>Requisitions</u></b> (forms for ordering goods and services)	ACC1000	4 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Residence Life</b> <b><u>Student Dorm Contracts</u></b> (agreements between students and residence halls governing room and boards and fee payment agreements, includes meal plan authorizations)	ACC1000	4 years	Destroy
<b>Residence Life</b> <b><u>Dorm Contracts Release Files</u></b> (includes application, correspondence, and record of decision reached concerning request to break contracts for room and board)	ACC1000	4 years	Destroy
<b>Residence Life</b> <b><u>Front Desk Balancing Form</u></b> (financial transaction sheet designed for front desk, contains student/staff financial transactions)	ACC3000	4 years	Destroy
<b>Sales Receipts</b>	ACC1000	4 years	Destroy
<b><u>Student Accounting Records – Insurance Records</u></b> (records of students enrolled in university health program)	ACC1000	4 years	Destroy
<b><u>Stop Payment Forms</u></b> (includes stop payment forms and print outs of online stop payment activity)	ACC1000	4 years	Destroy
<b>Speech and Hearing Clinic</b> <b><u>Clinical Billings/Receipts</u></b>	ACC1000	6 years	Destroy
<b><u>Subsidiary Ledgers</u></b> (book of accounts of the university)	ACC1000	4 years	Destroy
<b>Telephone Expense Records</b>	ACC1000	4 years	Destroy
<b>Dramatic Arts</b> <b><u>Ticket Stubs</u></b> (ticket stubs from tickets sold at theatre productions)	ACC1000	4 years	Destroy
<b>Travel Expenses</b>	ACC1000	4 years	Destroy
<b>Treasury Services</b> <b>Emergency Tuition Adjustment Requests</b>	ACC1000	4 years	Destroy
<b>Treasury Services</b> <b>Overpayment of Educational Expense Billing</b>	ACC1000	4 years	Destroy
<b>Treasury Services</b> <b><u>Tuition Remission Applications</u></b> (tuition waiver records for employees and dependents)	ACC1000	4 years	Destroy





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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Unemployment Insurance Payments</b>	ACC1000	4 years	Destroy
<b>Utility Company Invoices</b>	ACC1000	5 years	Destroy
<b>Vending Commission Income Records</b>	ACC1000	4 years	Destroy
<b>Voucher Register</b>	ACC1000	4 years	Destroy
<b>General Ledgers</b> (summary or detail of all transactions affecting the account of the university)	ACC1010	6 years	Review for historical value and transfer to archives
<b>Law Clinic</b> <b>Clinic Trust Fund Account</b>	ACC1010	IND	Destroy
<b>Athletics Department</b> <b>Inventory Records</b> (equipment issued to student athletes)	ACC2000	Active + 6 years	Destroy
<b>Property Control</b> <b>Inventory Control Records</b>	ACC2000	Active + 6 years	Destroy
<b>Work Orders</b>	ACC2000	Active + 6 years	Destroy
<b>Balance Sheets</b>	ACC3000	4 years	Destroy
<b>Chart of Accounts</b> (expense account files)	ACC3000	4 years	Destroy
<b>Journals</b> (chronological record in which financial transactions are first recorded before being posted as a credit or debit in a ledger.)	ACC3000	4 years	Destroy
<b>Journal entries</b> (records entering details of transactions into the accounting system. Journal entries are made in a journal and later posted to a ledger)	ACC3000	4 years	Destroy
<b>MBE Quarterly Report</b> (report of purchases from State certified minority business enterprises along with actual expenditures MBE and EDGE report and MBE/EDGE vendor print out)	ACC3000	4 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Planning Assessment and Information</b> <b><u>Planning Models</u></b> (records related to planning and forecasting for internal purposes.)	ADM1020	Active + 1 year	Review for continuing value
<b><u>Planning Documents</u></b> (includes self-studies and strategic plans)	ADM1020	Active + 1 year	Destroy
<b><u>Planning/Forecasting</u></b> (Administrative Records)	ADM1020	Active + 1 years	Review for continuing value
<b>Inventory Control Records</b>	ADM2000	Active + 6 years	Destroy
<b>Facilities Services</b> <b><u>Building Files</u></b> (files for each building on campus that contain correspondence pertaining to each particular building, includes complaints, service requests, projects, maintenance)	ADM2020	Active + 6 years	Destroy
<b>Facilities Services</b> <b><u>Field Sheets</u></b> (equipment, motor and electrical data for new buildings and equipment – used for preventative maintenance)	ADM2020	Active + 6 years	Destroy
<b>Facilities Services</b> <b>Property Maintenance Records</b>	ADM2020	Active + 6 years	Destroy
<b>Facilities Services</b> <b>Generator Test Records</b>	ADM2020	Active + 5 years	Destroy
<b>Facilities Services</b> <b>Surplus Property Documentation</b>	ADM2020	Active + 6 years	Destroy
<b>Facilities Services</b> <b><u>Construction Designs and Specifications</u></b> (written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto)	ADM2030	Active + 6 years	Archives
<b>Facilities Services</b> <b><u>Energy Conservation Projects</u></b> (includes grant applications, energy audit data, grant award, correspondence, design and implementation documents, Federal and State requested reporting forms, rejection letters,)	ADM3020	IND (minimum 10 years)	Archives



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Facilities Services</b> <b><u>Daily Energy Reports</u></b> (total campus electric and steam, projected monthly electric use and cost compared to budget)	ADM9900	5 years	Destroy
<b>Facilities Services</b> <b><u>Sewer Charge Exemption</u></b> (quarterly reports to NEORS D reporting meter readings for buildings receiving sewer charge exemption)	ADM9900	Active + 1 year after audit	Destroy
<b>Facilities Services</b> <b><u>Steam Consumption</u></b> (Monthly sheets listing steam consumption along with weather date for purpose of issuing a daily energy report)	ADM9900	7 years	Destroy
<b>Facilities Services</b> <b><u>Utility Records/Readings</u></b>	ADM9900	7 years	Destroy
<b>Facilities Services</b> <b><u>Weather Forecasts</u></b>	ADM9900	2 years	Destroy
<b><u>Human Resources and Development</u></b> <b><u>VikeHealth and Well-being</u></b> (includes enrollment, screening, tracking, and dental risk forms)	ADM4000	3 Years	Destroy
<b>Information Services and Technology</b> <b><u>Information Systems - Maintenance Contract Files</u></b> (records documenting support services provided to specific data processing equipment or installations)	ADM2020	Active + 6 years (inactive when equipment no longer owned)	Destroy
<b>Information Services and Technology</b> <b><u>Data Processing Policies</u></b> (records of data processing policies including those covering access and security, systems development, data retention and disposition and data ownership)	ADM3000	Retain 3 years after policy is withdrawn, revised, updated or superseded	Destroy
<b>Information Services and Technology</b> <b><u>Computer Usage Chargeback Billings</u></b>	ADM9900	Retain 3 system backups	Destroy
<b>Information Services and Technology</b> <b><u>Computer Usage Reports - Summaries</u></b> (computer center records created to document computer usage)	ADM9900	Active	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Information Services and Technology</b> <b><u>Application Development Project Files</u></b> (records created and used in the development, redesign, or modification of an automated system or application, e.g. project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, memoranda and correspondence)	ADM9900	3 years after system is no longer in use	Destroy  May retain for reference
<b>Information Services and Technology</b> <b><u>Automated Program Listing/Source Code</u></b> (automated program code which generates machine language instructions used to operate information system)	ADM9900	Active	Destroy
<b>Information Services and Technology</b> <b><u>Automated Tape Library System</u></b> (automated records used to control location, maintenance, and disposition of magnetic media in a tape library)	ADM9900	Active	Destroy
<b>Information Services and Technology</b> <b><u>Data Processing Hardware Documentation</u></b> (Records documenting operation of equipment; includes control systems, configurations and manuals)	ADM9900	Until obsolete	Destroy when no longer used & all data is migrated to new hardware.
<b>Information Services and Technology</b> <b><u>Maintenance Contracts Files – Data Processing Equipment</u></b> (includes copies of contracts, service histories and work orders)	ADM9900	Active + 6 years	Destroy
<b>Information Services and Technology</b> <b><u>Mobile Campus Equipment Use and Liability Policy Forms</u></b> (documents student’s eligibility, fines, liability and limitations while using a loaner laptop, two forms of I.D. are attached to this form)	ADM9900	Active + 7 years	Destroy
<b>Information Services and Technology</b> <b><u>Mobile Campus Loan Forms</u></b> (used to document laptop loan to students)	ADM9900	Current semester + 1 previous semester	Destroy
<b>Information Services and Technology</b> <b><u>PeopleSoft Access Forms</u></b> (requests for access to PeopleSoft)	ADM9900	Active	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Information Services and Technology</b> <b>Data Processing Operating Procedures</b> (records of procedures for data entry, the operation of computer equipment, protection control, tape library, system back up, and other aspects of a data processing operation)	ADM9910	3 years after procedure is updated, revised withdrawn or superseded	Destroy
<b>Information Services and Technology</b> <b>Data Systems Specifications</b> (user and operational documentation describing how application systems operates from a data processing or functional user point of view)	ADM9910	3 years after migration or discontinuance of system	Review for historical value  (may be sent to archives)
<b>Information Services and Technology</b> <b>Technical Program Documentation</b> (program code, maintenance logs flowcharts, system change notices, original design documents, acceptance tests and other documentation of computer programs and modifications)	ADM9910	Retain until data migrated to new system or destroyed	If not all data migrated or destroyed, review for historical value
<b>Information Services and Technology</b> <b>Data Documentation/Data Dictionary Records</b> (generally created during development or modification and are necessary to access, retrieve, manipulate and interpret data in an automated system)	ADM9920	Active + 3 years	Destroy
<b>Information Services and Technology</b> <b>Information Systems - Hardware and Software Conversion Plans</b>	ADM9920	Active + 3 years	Destroy
<b>Information Services and Technology</b> <b>Information Systems -Information Resources Management and Data Processing Services Plans</b> (university IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas)	ADM9920	Active + 3 years	Review for continuing historical value  (may be sent to archives)



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<p><b>Information Services and Technology</b>  <b><u>Information Systems -+ Network Usage Reports</u></b>                      (summary reports and other records created to document computer usage for reporting or other purposes)</p>	ADM9920	Active + 3 years	Destroy
<p><b>Information Services and Technology</b>  <b><u>Information Systems - Operating Procedures and Hardware Conversion Plans</u></b>                      (records of procedures for data entry, computer equipment operation, production control, tape library, system back up, and other aspects of a data processing operation)</p>	ADM9920	Active + 3 years	Review for continuing historical value  (may be sent to archives)
<p><b>Information Services and Technology</b>  <b><u>Information Systems - Test Database and Files</u></b>                      (routine or benchmark data sets, related documentation, and test outside results constructed or used to test or develop a system)</p>	ADM9920	Active + 3 years	Destroy
<p><b>Information Services and Technology</b>  <b><u>Information Systems - Audit Trail Files</u></b>                      (data generated during the creation of a master file or database used to validate a master file or database during a processing cycle)</p>	ADM9925	3 cycles	Destroy
<p><b>Information Services and Technology</b>  <b><u>Information Systems - Backup Files</u></b>                      (copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction)</p>	ADM9925	3 cycles + backup	Destroy
<p><b>Facilities Services -Motor Pool</b>  <b><u>Motor Vehicle Records</u></b>                      (includes title, insurance, and maintenance documentation)</p>	ADM2020	Active + 6 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Capital Planning – Architect’s Administration – Floor Plans</b> (floor plans with field notes, architectural engineering drawings) <i>[Electronic files - refer to: Project Files]</i>	ADM2030	LOB + 6 years	Archives
<b>Capital Planning – Architect’s Blueprints</b> <i>[Electronic files - refer to: Project Files]</i>	ADM2030	LOB + 6 years	Archives
<b>Capital Planning - Architect’s Blueprints</b> (As-built construction drawings) <i>[Electronic files - refer to: Project Files]</i>	ADM2030	LOB- + 6 years	Review for continued value  (may be sent to archives)
<b>Capital Planning - Architect’s Building and Project Plans</b> (original building plans and details for new buildings, building renovations and original building documents) <i>[Electronic files - refer to: Project Files]</i>	ADM2030	LOB + 6 years (inactive when no longer referenced)	Archives
<b>Capital Planning – Architect’s Building Project Folders</b> (documentation of funding, expenses, design and specs., correspondence for renovation)	ADM 2030	LOB + 6 years	Maintain for life of building
<b>Capital Planning – Architect’s Building Specifications</b>	ADM 2030	LOB + 6 years	Archives
<b>Capital Planning – Architect’s Construction Projects – Construction Designs and Specifications</b> (written requirements and standards for materials, equipment, construction systems) <i>[Electronic files - refer to: Project Files]</i>	ADM2030	LOB + 6 years	Archives
<b>Capital Planning – Architect’s Construction Projects – Construction Documents</b> (collectively, drawings, specifications, addenda, definitions, notice to bidders, bonds, bulletins, bid forms, contract and attachments, shop drawings, change order procedures, change orders, pricing guidelines and standard conditions of the contract assignments if any – general and special) <i>[Electronic files - refer to: Project Files]</i>	ADM2030	LOB + 6 years	Permanent



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b>Capital Planning – Architect’s Construction Projects – Design Development</b>                      (project design is fully described with regard to basic building systems and materials as well as all special systems needed to support the program)  <i>[Electronic files - refer to: Project Files]</i></p>	ADM2030	LOB + 6 years	Archives
<p><b>Capital Planning – Architect’s Construction Projects Design Review Committee</b> <i>[Committee no longer functions]</i>                      (minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and master plan)  <i>[Electronic files - refer to: Project Files]</i></p>	ADM2030	LOB + 6 years	Review for continued value  (may be sent to archives)
<p><b>Capital Planning – Architect’s Construction Projects – Schematic Design</b>                      (analysis of site impact and volumetric formation, circulation patterns and infrastructure illustrating client and architect’s design vision in a definitive way)  <i>[Electronic files - refer to: Project Files]</i></p>	ADM 2030	LOB + 6 years	Archives
<p><b>Capital Planning - Architect’s Construction Project Request and Program Statement</b>                      (request from the university community to initiate a project)  <i>[Electronic files - refer to: Project Files]</i></p>	ADM2030	LOB + 6 years	Review for continued value  (may be sent to archives)
<p><b>Capital Planning – Architect’s Project Files Documents</b>                      (documentation of evolution and changes in space configuration and assignment for capital construction and large scale local renovation)  <i>[Electronic files - refer to: Project Files]</i></p>	ADM2030	10 years	Archives
<p><b>Capital Planning-Architect’s Shop Drawings</b>                      (drawings indicating materials and methods approved by associate for installation by contractor)  <i>[Electronic files - refer to: Project Files]</i></p>	ADM2030	Active + 6 years	Archives





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<b>Capital Planning - Architect's Space Utilization Files</b> <i>[Electronic files - refer to: Project Files]</i>	ADM2030	Active + 6 years	Destroy
<b>Capital Planning - Architect's Working Building Drawings</b> (reference drawings for Architects, Mechanical, Electrical plans and details for all buildings, drawings of record) <i>[Electronic files - refer to: Project Files]</i>	ADM2030	LOB + 3 years	Archives
<b>Facilities Services Construction Designs and Specifications</b> (written requirements and standards for materials, equipment, construction systems and workmanship) <i>[Electronic files - refer to: Project Files]</i>	ADM2030	LOB + 6 years	Archives
<b>Board of Trustees Board and University Policies</b> (trustees by-laws, university policies, CSU handbook)	ADM3000	IND	Place in BOT storage
<b>Board of Trustees Board and Committee Minutes</b> (files of the board of trustees, committees, governance groups documenting the official actions of governing bodies – includes agendas and meeting notices)	ADM9910	IND	Board of Trustees Office copy to archives microfiche/disks to offsite storage
<b>Board of Trustees Honorary Degrees</b> (honorary degree recommendations, lists, information on candidates and recipients)	ADM9910	IND	Board of Trustees Storage
<b>Board of Trustees Trustee Appointment Files</b> (past and present individual trustee files; includes resumes, correspondence, articles, etc. faculty and student representatives)	ADM9910	Active + 3 years	Board of Trustees Storage
<b>Board of Trustees Visiting Committee Files</b>	ADM9910	6 years	Board of Trustees Storage
<b>Fire Prevention Information</b>	ADM3000	Active	Destroy
<b>Organizational Charts</b>	ADM3000	Active + 10 years	Archives



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<b><u>Policies/Procedures</u></b> (includes administrative handbooks, office and job practices, procedures manuals, software and equipment manuals)	ADM3000	Active + 10 years	Review for continuing value (may be sent to archives)
<b><u>Vice Provost for Research Research Protocol Committee Files</u></b>	ADM3000	Active + 10 years	Archives
<b><u>Athletics Department Sport Reports</u></b> (signatures of family members receiving tickets for varsity athletic competitions names, address, phone numbers and payments)	ADM3000	Active + 10 years	Destroy
<b><u>Athletics Department Videos</u></b> ( of basketball games)	ADM9900	IND	Review for current value
<b><u>Audits Audit and Project Work Papers</u></b>	ADM3010	4 years	Destroy
<b><u>Audit Report – Internal</u></b> (final report internal auditor)	ADM3010	4 years	Destroy
<b><u>Senior Vice President/Dean Accreditation Files</u></b> (files documenting accreditation review by accrediting agencies)	ADM3020	10 years	Archives
<b><u>Academic Affairs Faculty Promotion and Tenure Policy</u></b> (departmental procedures and guidelines)	ADM3020	10 years	Archives
<b><u>Records Destruction Records</u></b>	ADM3020	10 years	Destroy
<b><u>Customer Evaluation Sheets</u></b> (requests to evaluate service to campus community)	ADM9900	1 year	Destroy
<b><u>ECM Status Reports</u></b> (semi-annual reports of current USDOE funded ECM budget)	ADM9900	Active + 1 year	Destroy
<b><u>General Administrative Subject Files</u></b> (files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices – <b>excludes President, Vice President, Director, Dean or Chair and other upper level administrative offices</b> )	ADM9900	1 year	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Health Insurance Waiver Requests</u></b> (signed waiver indicating student’s acceptance or waiver of university student health insurance)	ADM9900	1 year	Destroy
<b><u>Ohio Board of Regents - Annual FTE Report</u></b> (required annual report to OBOR documenting full time equivalent staffing levels. Summary of inventory is sent to OBOR)	ADM9900	1 year	Destroy Review for historical value (may be sent to archives)
<b>Academic Affairs</b> <b><u>AAUP Faculty Data:</u></b> (Demographic and employment data)	ADM9900	Active + 10 years (inactive when no longer needed for administrative reference)	Archives
<b>Academic Affairs</b> <b><u>Academic Personnel Inventory</u></b> (teaching load analysis)	ADM9900	Active + 5 years	Review for value archives
<b>AMBA/EMBA Programs</b> <b><u>Accelerated/Executive Masters Business Administration Records</u></b> (record of payment, registration and adjustments for student in programs)	ADM9900	1 year	Destroy
<b>Art Gallery</b> <b><u>Gallery Show Information</u></b> (includes information of past and present shows, exhibition pieces, artist’s information, slides, photos, correspondence concerning shows)	ADM9900	3 years	Archives
<b>Conference Services</b> <b><u>Reservation Forms</u></b> (original facility and equipment requests by on campus groups and confirmation forms for scheduled events)	ADM9900	Active + 1 year	Destroy
<b>Human Resources and Development</b> <b><u>Administrative State Civil Service, Personnel Accounting for Classified Employees</u></b>	ADM9900	1 year	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Human Resources and Development</b> <b><u>Classified Staff Report</u></b> (monthly and annual reports listing information on classified employees such as classifications, new hires, pay range/step, training, promotions, suspensions, terminations, etc.)	ADM9900	1 year	Destroy
<b>Human Resources and Development</b> <b><u>Department Assistance File - Classified Staff</u></b> (correspondence documenting personnel office services to university or college department regarding classified staff positions)	ADM9900	1 year	Destroy
<b>Human Resources and Development</b> <b><u>Personnel – Reports</u></b> (vacancy tracking system; promotions tracking system and other administrative processes)	ADM9900	5 years	Destroy
<b>Input Documents</b> (copies of records or forms designed and used solely for data input and control)	ADM9900	Until verified	Destroy
<b>Library</b> <b>Annual Library Reports</b>	ADM9900	SUP	Archives
<b>Library</b> <b>Courtesy Patron Forms</b>	ADM9910	Active + 1 year	Destroy
<b>Library</b> <b>Gift Files</b>	ADM9910	2 years	Destroy
<b>Library</b> <b>Library Database</b>	ADM9900	Until Obsolete	Destroy
<b>Library</b> <b>Library Statistical Database</b>	ADM9900	IND	Review for continuing value
<b>Libraries</b> <b>MMS/DDS Reserve Request Sheets</b>	ADM9900	Active + 1 year	Destroy
<b>Library</b> <b>Study Carrel Registers</b>	ADM9910	Active	Destroy
<b>Library</b> <b>Subject Guides</b>	ADM9910	3 years	Destroy
<b>Parking Services</b> <b>Bicycle Registration Forms</b>	ADM9900	1 year	Destroy
<b>Parking Services</b> <b>Boot Log</b>	ADM9900	1 year	Destroy
<b>Parking Services</b> <b>Disabled Parking Permits</b>	ADM9900	1 year	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Parking Services</b> <b><u>Dispatch Logs</u></b> (records of request for service received by call center, including courtesy exits)	ADM9900	1 year	Destroy
<b>Parking Services</b> <b><u>Operations and Enforcement</u></b> (includes records of individuals name, ID, citation number and total of fines for misuse of parking permit or access card; broken gate documentation, BMV reports, and staff scheduling)	ADM9900	Active + 1 year	Destroy
<b>Parking Services</b> <b><u>Parking Permit Applications</u></b>	ADM9900	1 year	Destroy
<b>Parking and Transportation</b> <b><u>Special Event Reservations</u></b> (includes special event reservations and guest decal requests)	ADM9900	1 year	Destroy
<b>Parking and Transportation</b> <b><u>Towing Records</u></b> (record of tows per month. Includes two forms, release forms and payments)	ADM9900	1 year	Destroy
<b>Parking and Transportation</b> <b><u>Utility Charges – Parking Dept./Contractors</u></b> (calculations of utility charges to parking department, tenants of CSU buildings and contractors working during construction)	ADM9900	Active + 1 year after audit	Destroy
<b><u>Pending Award Files</u></b> (applications/proposals by faculty members in pending status, awaiting award/denial notification from potential sponsor)	ADM9900	2 years	Destroy
<b>Police Department</b> <b><u>Administrative Records</u></b> (routine records – daily bulletins, dispatch logs, dispatch audio logs, manpower logs, vehicle equipment inspection logs),	ADM9900	1 year	Destroy
<b>Police Department</b> <b><u>Daily Crime Logs</u></b>	ADM9900	7 years	Destroy
<b>Police Department</b> <b><u>Dispatch Logs</u></b> (records of request for service received by dispatcher)	ADM9900	60 days – (unless needed for specific criminal cases)	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Police Department</b> <b>Police Reports-Daily Activity</b>	ADM9900	1 year	Destroy
<b>Police Department</b> <b>Transportation Log - Students</b>	ADM9900	1 year	Destroy
<b>Police Department</b> <b>Security Reports</b> (Notifications of Annual Security Report including distribution lists)	ADM9910	3 years from latest publication	Destroy
<b>Property Control</b> <b>Off Campus Use of University Equipment Approval Forms</b>	ADM9900	Active + 3 years	Destroy
<b>Proposals – Not Funded</b>	ADM9900	1 year	Destroy
<b>Research Grants Files – Not Awarded</b> (faculty applications and proposals for grants that were not funded)	ADM9900	1 year	Destroy
<b>Special Event Tickets</b> (unsold tickets)	ADM9900	3 months	Destroy
<b>Student Employment</b> <b>Student Employee Summary Report</b> (stipend list, updated social security numbers 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)	ADM9900	1 year	Destroy
<b>Academic Departments</b> <b>Student Files - Faculty Maintained</b>	ADM9900	Discretionary	Destroy after student has graduated
<b>System Users Access Records</b> (electronic or paper records created to control or monitor individual access to a system for security purposes)	ADM9900	Until Obsolete	Destroy
<b>Surveillance Video/Tapes</b>	ADM9900	30 days Minimum	Destroy (retain only when tapes document operations, functions or other university activities)
<b>Testing Center</b> <b>Test Administration Records</b>	ADM9900	6 months	Destroy
<b>User Logins</b>	ADM9900	180 days Minimum	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Utility Problem Files</b> (correspondence with staff and utility companies concerning utility issues/problems)	ADM9900	10 years	Destroy
<b>Utility Reports – Annual Use/Cost</b> (reports of use/cost for each utility for campus per building)	ADM9900	5 years	Destroy
<b>Wolstein Center Reports</b>	ADM9900	Active + 2 years	Destroy
<b>Alumni Affairs</b> <b>Alumni Data</b>	ADM9910	IND	Review for continuing value
<b>Comprehensive Examinations</b>	ADM9910	Active + 2 years	Destroy
<b>Academic Departments</b> <b>Course Materials</b> (midterm examinations, quizzes, lab reports, term papers, electronic course files )	ADM9910	Active + 1 semester	Destroy
<b>Academic Departments</b> <b>Course Syllabi</b>	ADM9910	10 years	Destroy
<b>Academic Departments</b> <b>Final Examinations</b> (unless returned to student, retain 7 years those exams likely to bear upon a dispute)	ADM9910	Active + 1 semester	Spring semester finals retain until end of 4 <sup>th</sup> week of following fall semester
<b>Employment Law Clinic</b> <b>Administrative Files of clients</b>	ADM9910	12 years	Destroy
<b>Distinguished Faculty/Staff Awards</b> (contains letters requesting nominations, nominations with vita, award letters, summary report, letters of regret, committee members, plaque information, CSU ID numbers, SOF)	ADM9910	Active + 5 years	Destroy Archive: summary reports, award letters, letters of regret
<b>Faculty Senate</b> <b>Minutes, Committee Minutes</b>	ADM9910	IND	Permanent Copy to archives
<b>Environmental Health and Safety</b> <b>Hazardous Materials Program Tests</b> (certifications expire after 1 year)	ADM9910	1 year	Destroy
<b>General Counsel</b> <b>Chronological Files- Attorneys</b>	ADM9910	5 years	Destroy
<b>Governance Files</b> <b>Subject Files</b> President, Vice Presidents, Deans, Directors, Chairs	ADM9910	5 years	Review for possible transfer to archives
<b>Graduate Studies College Dean’s Office</b> <b>Graduate Council Minutes</b>	ADM9910	IND	Permanent Copy to archives
<b>Institutional Research</b> <b>Publications/Periodicals</b>	ADM9910	5 years	Confirm archives has copy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Theater and Dance</b> <b><u>Theater Productions</u></b> (programs, press releases, clippings, cast lists, posters, handouts, promotional materials, scripts, reviews, photos)	ADM9910	IND	Archives
<b>Laboratory Safety Agreements</b>	ADM9910	Active + 3 years	Destroy
<b><u>Lists/Directories</u></b> (includes mailing lists, directories, registers compiled by the university)	ADM9910	SUP	Destroy
<b><u>Merit Recognition Award – Faculty/Administrative Staff</u></b> (letters requesting nominations, nominations with vita, summary reports, award letters, letters of regret)	ADM9910	Active + 5 years	Destroy (Archive summary reports, award letters, letters of regret)
<b><u>Professional Leave Applications</u></b>	ADM9910	Active + 1 year if granted 1 year if not granted	Destroy
<b><u>Professional Publications, Dissertations and Theses</u></b> (maintained by faculty)	ADM9910	Permanent	One copy each to the archives and library
<b><u>Proposal Approvals – Dissertations and Theses</u></b> (completed proposal approval forms)	ADM9910	6 years	Destroy
<b><u>Dissertation/These Proposal Forms</u></b> (forms giving permission to form a thesis committee)	ADM9910	Active + 6 years	Destroy
<b><u>University Governance Files</u></b> (Files of minutes of committees, boards, governance groups documenting official actions of governing bodies)	ADM9910	3 years	Archives Review for continuing value
<b>Waivers – For Release of Liability</b>	ADM9910	4 years	Destroy
<b>Information Services and Technology</b> <b><u>Systems Disaster Preparedness and Recovery Plans</u></b> (records related to protection and re-establishment of data processing services, data and equipment, back-up files, in case of a disaster)	ADM9920	Active + 3 years	Archives







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<b>Record series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Strategic Planning Department</b> <b><u>Program Review</u></b>	EDU1000	Active + 6 years	Review for administrative value – retain summaries permanently
<b>Registrar’s Office</b> <b><u>Academic Records</u></b> (Record of academic work pursued).	EDU1000	IND	Permanent (may be sent to archives)
<b>Registrar’s Office</b> <b><u>Change of Grade Forms</u></b> (update documents)	EDU1000	IND	Permanent (may be sent to archives)
<b>Registrar’s Office</b> <b><u>Student Records – Academic Records</u></b> (record of academic work pursued, including grades, competency assessments, course evaluations, etc.)	EDU1000	IND	Maintained in electronic form Permanent (may be sent to archives)
<b><u>Student Petitions</u></b> (report of academic standards committee, request for except hearing decisions to academic regulations)	EDU1000	Active + 6 years	Destroy
<b>Admissions</b> <b><u>Applicant Flow Data</u></b> (statistical information dealing with race, sex, religion, etc.)	EDU1010	6 years	Destroy
<b>Admissions</b> <b><u>Applicants who do Matriculate - Acceptance Letters</u></b> (student specific correspondence relating to admission and enrollment at the university)	EDU1010	Active + 1 year	Destroy
<b>Admissions</b> <b><u>Applicants who do Matriculate - Advanced Placement Records</u></b> (forms and records supporting consideration for advanced placement in course(s) where no credit is granted)	EDU1010	Active + 1 year	Destroy
<b>Admissions</b> <b><u>Applicants who do Matriculate - Applications for Admission or Readmission</u></b> (forms requesting admission or readmission to the university)	EDU1010	Active + 1 year	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Admissions</b> <u>Applicants who do Matriculate - Correspondence</u> (forms requesting admission or readmission to the university)	EDU1100	Active + 1 year	Destroy
<b>Admissions</b> <u>Applicants who do Matriculate - Letters of Recommendation</u>	EDU1100	Active + 3 years	Destroy
<b>Admissions</b> <u>Applicants Who Do Matriculate - Personalized Recruitment Material</u>	EDU1010	3 years	Destroy
<b>Admissions</b> <u>Applicants who do Matriculate - Transcripts, High School</u> (documents from facilities in other countries; may be originals and difficult for the applicant to replace. Consider returning these to the applicant)	EDU1010	Active + 1 year	Destroy
<b>Admissions</b> <u>Applicants who do Matriculate - Transfer Credit Evaluations</u>	EDU1010	Active + 1 year	Destroy
<b>Admissions</b> <u>Applicants who do Matriculate - Transcripts Other Institutions of Higher Learning</u> (record of courses taken at other post-secondary institutions and documents supporting prior learning)	EDU1010	Active + 1 year	Destroy
<b>Admissions</b> <u>Applicants who <b>do not</b> Matriculate - Acceptance Letters</u> (letters notifying student of acceptance or non-acceptance to the university)	EDU1100	Active + 3 years	Destroy
<b>Admissions</b> <u>Applicants who <b>do not</b> Matriculate - Advanced Placement Records</u> (forms and records supporting consideration for advanced placement in course(s) where no credit is granted)	EDU1100	Active + 1 year	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Admissions</b> <u>Applicants who do not matriculate - Applications for Admission/ Readmission; ,</u> (did not enroll, file incomplete or denied)	EDU1100	Active + 3 years	Destroy
<b>Admissions</b> <u>Applicants who do not Matriculate - Correspondence</u> (forms requesting admission or readmission to the university)	EDU1100	Active + 1 year	Destroy
<b>Admissions</b> <u>Applicants who do not Matriculate Entrance Examination and Placement Test Reports</u> (standardized test scores related to admission to the university and placement test scores)	EDU1100	Active + 1 year	Destroy
<b>Admissions</b> <u>Applicants who do not Matriculate - Letters of Recommendation</u>	EDU1100	Active + 1 year	Destroy
<b>Admissions</b> <u>Applicants Who do not Matriculate - Personalized Recruitment Material</u>	EDU1020	Active + 3 years	Destroy
<b>Admissions</b> <u>Applicants who do not Matriculate - Residency Status Documents</u>	EDU1100	Active + 6 years	Destroy
<b>Admissions</b> <u>Applicants who do not Matriculate - Transcripts, High School</u>	EDU1000	Active + 3 years	Destroy
<b>Admissions</b> <u>Applicants who do not Matriculate – Transcripts: Other Institutions of Higher Learning</u>	EDU1010	Active + 1 year	Destroy
<b>Admissions</b> <u>Placement Records</u> (on campus recruiting schedules, credentials, recommendation letters, release forms, data sheet, employer data base, senior and alumni residence hall placement, registration forms, on campus recruiting, senior alumni resources)	EDU1010	Active + 1 year	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Alumni Affairs</b> <b><u>Placement Records</u></b> (files on alumni used for career placement)	EDU1010	Active + 1 year	Destroy
<b>Athletics Department</b> <b>Athletic Student Files</b>	EDU1010	Active + 6 year	Destroy
<b>Athletics Department</b> <b>Grants In Aid Records</b>	EDU2000	Active + 6 years	Destroy
<b>Completion of Degree requirements, Student Notice</b>	EDU1010	Active + 6 years	Destroy
<b>Counseling Center</b> <b>Counseling Files</b>	EDU1010	Active + 7 years	Destroy
<b>Academic Departments</b> <b><u>Course Schedules</u></b>	EDU1010	IND	Review for permanent retention
<b>Course Schedule Changes</b> (add/drop)	EDU1010	Active + 1 year	Destroy
<b>Disability Services</b> <b>Student Files</b>	EDU1010	Active + 6 years	Destroy
<b>Education Student Services Center</b> <b><u>Student Files</u></b> (Completed teacher preparation, never applied for certification; academically dismissed undergraduate/post baccalaureate, master’s educational specialist, non-degree graduate )	EDU1010	IND	Permanent
<b>Education Student Services Center</b> <b><u>Student Files</u></b> (Provisional Master’s, Educational Specialist, potential Candidates Graduate Counseling, denied admissions Master’s and Education Specialist, Undergraduate, Post Baccalaureate and second area certification)	EDU1010	Active + 2 years	Destroy Retain 7 years files likely to bear upon a dispute
<b>Education Student Services Center</b> <b><u>Scholarship/Grant Information</u></b> (scholarship applications and information, program publications, award information, funding agency documentation, program statistics, rejection letters, committee meeting minutes, purchase requisitions for award)	EDU2000	IND	Permanent



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Certification/Licensure Records</u></b> (pertaining to Education Student Services Center)	EDU1010	Active + 2 years  (inactive when superseded)	Destroy 8½ x 11 documents (3x5 cards permanent)
<b><u>Exam Reports – Praxis I and II</u></b> (score reports from the Educational Testing Service)	EDU1010	Active + 2 years (7 years for those that form basis of dispute)	Destroy
<b><u>Financial Aid</u></b> <b><u>Non U.S. Department of Education Funding</u></b> <b><u>National Guard Scholarship Rosters</u></b> (lists of students receiving Ohio National Guard scholarships)	EDU1010	Active + 1 year	Destroy – Review for historical value (may be sent to archives)
<b><u>Financial Aid</u></b> <b><u>Non U.S. Department of Education Funding</u></b> <b><u>Ohio Instructional Grants Files</u></b> (record submitted by student for payment of fees, eventually sent to OBOR for payment)	EDU1010	Active + 1 year	Destroy – Review for historical value (may be sent to archives)
<b><u>Financial Aid</u></b> <b><u>Scholarship/Fellowship Print-Outs</u></b>	EDU1010	Active	Destroy
<b><u>Financial Aid</u></b> <b><u>Student Files – Financial Aid Non Recipients</u></b> (students who did not receive aid or enter the university, copy of FAF)	EDU1010	1 year	Destroy
<b><u>Financial Aid</u></b> <b><u>Financial Aid Authorization Forms</u></b> (forms authorizing staff development, student fees, project 60, cross registration, and other miscellaneous financial aid)	EDU2000	Active + 6 years	Destroy
<b><u>Financial Aid</u></b> <b><u>Graduate Scholarships/Assistantship Awards</u></b>	EDU2000	Active + 6 years	Destroy



**Cleveland State University – Records Retention Schedule**

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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Financial Aid</b> <b><u>Guaranteed Student Loan Applications</u></b> (copy of student loan application, which is forwarded back to potential lending facility)	EDU2000	Active + 6 years	Destroy
<b>Financial Aid</b> <b><u>Loans (Emergency)</u></b> (Original applications and paperwork for students who apply and are approved for emergency loans.)	EDU2000	Active + 6 years	Destroy
<b>Financial Aid</b> <b><u>Loan Disclosures</u></b> (Documentation sent from lenders regarding loan guaranty)	EDU2000	Active + 6 years	Destroy
<b>Financial Aid</b> <b><u>Non U.S. Department of Education Funding General Administrative Annual Interim Fiscal Operations Reports</u></b> (reports to federal government on expenditures for federal programs)	EDU2000	Active + 6 years	Review for continuing administrative or historical value (may be sent to archives)
<b>Financial Aid</b> <b><u>Non U.S. Department of Education Funding Ohio Bureau of Vocational Rehabilitation Grants Files</u></b>	EDU2000	Active + 6 years	Destroy
<b>Financial Aid</b> <b><u>Non U.S. Department of Education Funding Ohio Instructional Grants Rosters</u></b>	EDU2000	Active + 6 years	Destroy
<b>Financial Aid</b> <b><u>Non U.S. Department of Education Funding Student Files</u></b> (includes FAF’s need analysis reports, parental tax files, Statement of Educational Progress, guaranteed student loan applications, National Merit Scholarships, award letters, grants-in-aid documentation, National Merit Scholarships, nursing loan files, health profession loan files, scholarships, graduate assistantships, loan files, sponsored student accounts)	EDU2000	Active + 6 years	Destroy
<b>Financial Aid</b> <b><u>Outside Source Awards</u></b>	EDU2000	Active + 6 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Financial Aid</b> <b><u>U.S. Department of Education Funding - Work Study Student Files</u></b> (contains application, OPERS exemption form, and evaluations of students employed under work study program)	EDU2000	Active + 6 years If funding source is US Dept of Education, use	Destroy
<b>Financial Aid</b> <b><u>U.S. Department of Education Funding General Administrative Annual Interim Fiscal Operations Reports</u></b> (reports to federal government on expenditures for federal programs)	EDU2000	Active + 3 years	Destroy  Review for historical value (may be sent to archives)
<b>Financial Aid</b> <b><u>U.S. Department of Education Funding Federal Loan Check Registers</u></b> (record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans)	EDU2000	Active + 3 years	Destroy
<b>Financial Aid</b> <b><u>U.S. Department of Education Funding Student Files</u></b> (files on recipients, including FAF’s, and FAF need analysis reports, parental tax files, draft registration compliance record, award letters, statement of educational progress, basic education opportunity grants, PELL files, guaranteed student loan applications, health profession loan files, graduate assistantships, grant in aid documentation, nursing loan files, scholarships, sponsored student accounts)	EDU2000	Active + 3 years	Destroy
<b>Financial Aid</b> <b><u>Scholarship/Fellowship Print-Outs</u></b>	EDU3010	Active	Destroy
<b>Financial Aid/Student Employment</b> <b><u>Returned Student Loan Proceeds</u></b>	EDU2000	Active + 6 years	Destroy
<b>Financial Aid Student Employment</b> <b><u>Rosters</u></b> (Third party related to student loans, disbursements, repayment, etc.)	EDU2000	Active + 6 years	Destroy





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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Financial Aid/Student Employment Sponsored Student Account Files</b> (record of students sponsored by corporations and special scholarships.)	EDU2000	Active + 6 years	Destroy
<b>General Counsel Non-Immigrant Worker Public Inspection Files</b> (Includes labor condition application and supporting documentation specified in section 20 CFR Part 655 Subparts H and I)	EDU1010	1 year beyond the end of employment specified on the LCA	Destroy
<b>General Counsel Requests - Student’s Written Consent for Records Disclosure</b>	EDU1020	Active + 3 years	Destroy
<b>Graduation Applications</b>	EDU1010	Active + 1 year	Destroy
<b>Graduation Authorizations</b> (documents certifying completion of degree requirements)	EDU1010	Active + 1 year	Destroy
<b>Health and Wellness Services Appointment Sheets</b> (includes name, time, reason for visit and name of healthcare provider and diagnosis)	EDU1010	From Date of First Visit + 1 year	Destroy
<b>Health and Wellness Services Prescription Log Book</b>	EDU1010	From Date of First Visit + 1 year	Destroy
<b>Health and Wellness Services Birth Control Log</b>	EDU1010	From Date of First Visit + 1 year	Destroy
<b>International Services and Programs Foreign Student Forms</b> – (I-20s and other forms).	EDU1010	Active + 3 years	Destroy
<b>International Services and Programs H1B Investigation Files</b>	EDU1010	LCA’s that expired during investigation retain <b>1 year</b> after investigation ends; LCA’s that are valid during investigation retain <b>1 year</b> after LCA expiration date	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>International Services and Programs Applications Awaiting Decisions</b>	EDU1010	Active + 2 years	Destroy
<b>International Services Transfer Credits - Study Abroad</b> (includes letters of credential evaluation)	EDU1010	Active + 2 years	Destroy
<b>Law, College of Student Files</b> (Official academic records, grades, course evaluations, competency assessments, change of grade forms, credit by examination, faculty grade reports)	EDU1010	Active + 6years	Review for historical value  (may be sent to archives)
<b>Law, College of Student Files – Non permanent</b> (records of students who matriculated whether or not they earned a degree, includes letters of recommendation, applications for admission, readmission, entrance examinations and placement test reports, transcripts, advanced placement records, medical records, academic action notifications, applications for graduation, documents regarding progress toward degree, transfer credit.	EDU1010	Active + 6 years	Destroy
<b>Law, College of Student Financial Aid Files</b> (files maintained in the Law college financial aid office, includes Stafford loan applications, institutional applications, verification worksheet, tax returns, etc. includes graduate, active, inactive students)	EDU2000	Active + 3 years	Destroy
<b>Libraries Library Student Files</b> (general files of library student assistants)	EDU1010	Active + 6 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Libraries</b> <u><b>Library Statistics</b></u> (usage of periodicals, serials acquisitions, acquisitions/pre-orders, services and collections, reference, slide library, multimedia service, film service, material deposit, web statistics)	EDU3000	IND (minimum Active + 5 years)	Review for transfer to archives
<u><b>Medical Records – Applicants who do Matriculate</b></u> (medical records related to application to the university)	EDU1010	Active + 1 year	Destroy
<u><b>Medical Records – Applicants who do not matriculate</b></u>	EDU1010	1 year	Destroy
<u><b>Ohio Bureau of Criminal Identification and Investigation Authorization</b></u>	EDU1010	Active + 1 year	Destroy
<b>Pass/Fail Request</b>	EDU1010	Active + 1 year	Destroy
<b>Registrar’s Office</b> <u><b>Cross Registration</b></u>	EDU1010	Retain 3 years after end of term or 1 year after audit	Destroy
<b>Registrar’s Office</b> <u><b>Registration/Enrollment Forms</b></u>	EDU1015	Active + 3 years (retain 3 years after term)	Destroy
<b>Registrar’s Office</b> <b>Withdrawal Authorizations (classes)</b>	EDU1015	Active + 3 years	Destroy
<b>Registrar’s Office</b> <u><b>Student Records Transcript Requests</b></u> (other than student requested)	EDU1020	Active + 3 years	Destroy
<b>Student Advising, Tutoring Records</b>	EDU1010	Active + 3 years	Destroy
<b>Academic Departments</b> <u><b>Student Records</b></u> (student files maintained in college and department offices; includes actively enrolled students, students who have graduated, and students no longer actively enrolled)	EDU1010	Active + 6 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Academic Departments</b> <b><u>Student Records - Correspondence</u></b> (student specific correspondence- other than admissions)	EDU1010	Active + 1 year	Destroy
<b>Academic Departments</b> <b><u>Student Records – Correspondence – No Response</u></b>	EDU1010	Active + 1 year	Destroy
<b>Academic Departments</b> <b><u>Student Records – Program Requirement Modification</u></b> (change of major forms; degree requirement waiver or substitution authorization)	EDU1010	Active + 1 year	Destroy
<b>Teacher Education</b> <b><u>Student Files</u></b> (files maintained in department on enrolled students- includes client personal information, assessment scores, documentation for fee scale, grade information, includes students who have graduated, actively enrolled students and student who are no longer actively enrolled)	EDU1010	Active + 6 years	Destroy  (retain ESC records permanently)
<b>Test Scores</b>	EDU1010	Active + 1 year	Destroy
<b><u>Audit Authorizations</u></b> (approval forms to audit class)	EDU1015	Active + 3 years	Destroy
<b>Continuing Education</b> <b><u>Student Records Continuing Education</u></b> (includes two types of records: students enrolled in special interest courses, and student enrolled in professional certification programs)	EDU1015	Active + 3 years	Destroy
<b><u>Credit/No Credit Approvals</u></b>	EDU1015	Active + 3 years	Destroy (review for historical value)
<b><u>Official Class Roster</u></b> (lists of students enrolled for individual classes)	EDU1015	Active + 3 years	Destroy (review for historical value)



## Cleveland State University – Records Retention Schedule

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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Student Records - Veterans Administration Records and Correspondence</u></b>	EDU1020	Active + 3 years	Destroy
<b><u>Requests and Disclosures of Personally Identifiable Information</u></b>	EDU1020	Active + 3 years	Destroy
<b><u>Student Conduct Verifications</u></b>	EDU1030	Active + 3 years (inactive at end of semester)	Destroy
<b><u>Student Life – Student Conduct Student Disciplinary Files – Requests for Formal Hearings</u></b>	EDU1030	Active + 3 years	Destroy
<b><u>Student Life – Student Conduct Student Disciplinary Files – Written Decisions of Hearing Panels</u></b>	EDU1030	Active + 3 years	Destroy
<b><u>Student Life – Student Conduct Student Statements Regarding Hearing Panel Decisions</u></b> (student statements on content of records regarding hearing panel decisions)	EDU1030	Active + 3 years	Destroy
<b><u>Student Waivers for Rights of Access To See Letters of Recommendation for Admission for Applicants who do Matriculate</u></b>	EDU1030	Active + 3 years	Destroy
<b><u>Honors College Admission Documents</u></b> (students who <b>do not</b> enroll, includes transcripts, etc.)	EDU1100	1 year	Destroy
<b><u>Development Donor Gift Files</u></b> (includes copies of checks, correspondence, selected individual donors, gift information, articles, biographies, corporation and foundation donors) <b>See gifts definitions on page 2</b>	EDU2000	IND	Destroy (Records of non-cash gifts retain during possession plus 4 years after possession is relinquished)
<b><u>Fund Raisers</u></b> (pertaining to Faculty/Staff Appeal, Uniting to Share Campaigns – includes contribution reports, accounting records, receipts, etc.)	EDU2000	Active + 6 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Development</b> <b>Gift Files</b> (gifts to institutions are divided into two classifications: current gifts and deferred gifts. Gifts are considered current when donors completely and irrevocably relinquish any interest they have in something, ex.: presenting a check, transferring real estate, or giving stock. Gifts are considered deferred when donors transfer property, but retain use of the property for a specific period of time.)	EDU2000	Active + 6 years  (current cash gifts do not need to be retained more than 7 years; records of non-cash gifts such as stock or real property should be retained during the time the institution has possession of gift plus at least 4 years after possession is relinquished)	Destroy
<b>Financial Aid</b> <b>Graduate Scholarship/Assistant Awards</b>	EDU2000	Active + 6 years	Destroy
<b>Financial Aid</b> <b>Award Letters</b> (summary of students’ financial aid each year; confirms acceptance or rejection)	EDU3000	Active	Destroy
<b>Financial Aid</b> <b>Ohio Academic Scholarship Rosters - Non U.S. Department of Education Funding</b> (lists of students receiving scholarships for current year)	EDU3000	Active	Destroy
<b>Graduate Tuition Grant Services</b> <b>Agreement</b> (contract between graduate students and various departments)	EDU2000	Active + 6 years	Destroy
<b>Graduate Assistant Contracts and Homeland Security Forms 0037</b>	EDU2000	Active + 6 years	Destroy
<b>Merit Scholarships</b>	EDU2000	Active + 6 years	Destroy
<b>Nursing Loan Student Files</b> (contains documents relating to granting of loans, including correspondence, promissory note, confidential information sheet, etc.)	EDU2000	Active + 6 years (use EDU2100), Active + 3 years if funding source is US Dept. of Education)	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Scholar Loan Database</b>	EDU2000	EDU2000	Destroy
<b>Academic Affairs</b> <b><u>Workforce Analysis</u></b> (raw data, institutional costs, salary studies, faculty data, teaching loads)	EDU3000	IND	Destroy
<b>Board of Trustees</b> <b><u>Controlling Board Requests</u></b>	EDU3000	IND (minimum Active + 5 years)	Archives
<b><u>Catalogs, University</u></b> (official university course bulletins)	EDU3000	IND (minimum Active + 5 years)	Permanent - send to archives
<b><u>Class Schedules</u></b> (schedule of classes offered each term by the university)	EDU3000	IND (minimum Active + 5 years)	Permanent - send to archives
<b>Academic Affairs</b> <b><u>Course Inventory</u></b>	EDU3000	Active + 6 years	Destroy
<b>Senior Vice Presidents./College Deans</b> <b><u>Curricular Change Forms</u></b> (used to request course addition, course deletion, change in existing course, change in program/degree requirements)	EDU3000	IND (minimum Active + 5 years)	Archives
<b>Senior Vice Presidents./College Deans</b> <b><u>Curriculum Development Files</u></b> (files documenting approval of new programs and degrees)	EDU3000	IND (minimum Active + 6 years)	Permanent - (may be sent to archives)
<b><u>Grade Statistics</u></b>	EDU3000	IND (when no longer referenced for current use)	Permanent - send to archives Electronic Form
<b><u>Graduation Lists</u></b> (Commencement Programs)	EDU3000	IND (minimum Active + 5 years)	Permanent (may be sent to archives)
<b><u>Housing Policy Research Program Records</u></b> (data, statistics, projects)	EDU3000	Active + 6 years	Archives
<b><u>IPEDS Report</u></b> (integrated post-secondary education data system)	EDU3000	IND (minimum Active + 5 years)	Permanent (may be sent to archives)



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Institutional Research</b> <b>Peer Data Files</b>	EDU3000	Active + 10 years	Archives
<b><u>Ohio Board of Regents Reports</u></b>	EDU3000	IND (minimum: Active + 5 years)	Review for continued value
<b>Planning, Assessment and Information Resources</b> <b>Statistics - Degrees</b>	EDU3000	IND (minimum: Active + 5 years)	Permanent (may be sent to archives)
<b>Planning, Assessment and Information Resources</b> <b>Statistics - Enrollment</b>	EDU3000	IND (minimum: Active + 5 years)	Permanent (may be sent to archives)
<b>Planning, Assessment and Information Resources</b> <b>Statistics - Racial/Ethnic</b>	EDU3000	IND (minimum Active + 5 years)	Permanent (may be sent to archives)
<b><u>Program Development Proposals</u></b>	EDU3000	IND (minimum Active + 5 years)	Archives
<b><u>Reports/Surveys</u></b> (contains reports to agencies regarding student activity, surveys – e.g. Title II report card, teacher supply, employment survey, AACTE/NCATE report)	EDU3000	IND (minimum Active + 5 years)	Archives
<b>Treasury Services</b> <b><u>Tuition and Fee Schedule</u></b> (list of university fee charges for each term)	EDU3000	IND (minimum Active + 5 years)	Permanent  (may be sent to archives)





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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Environmental Health and Safety</b> <b>Environmental Monitoring/Safety</b> <b>Records</b> (records pertaining to environmental assessments, safety audits, OSHA compliance, EPA compliance, hazardous waste manifests, incident response reports, monitoring records, training records)	ENV1000	IND	Review for permanent retention  (may be sent to archives)
<b>Environmental Health and Safety</b> <b>Construction Projects Environmental</b> <b>Impact Assessment</b> (used to determine potential environmental concerns existing at site prior to demolition and construction)	ENV1010	IND	Destroy  Review for historical value (may be sent to archives)
<b>Environmental Health and Safety</b> <b>Environmentally Hazardous Substances</b> (records related to the use, manufacture and testing of hazardous substances)	ENV2000	Life of Building + 6 years	Review for Value
<b>Facilities</b> <b>Pesticide Application residence</b> (pesticide on campus landscapes)	ENV2010	IND	Destroy
<b>Environmental Health and Safety</b> <b>Radioactive Materials - Transportation</b> <b>Records</b> (DOT transfer record; authorization for shipment of RAM; and off-site transfers)	ENV2010	IND	Permanent  (may be sent to archives)



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Bank Deposits</u></b> (record of deposits in banking institutions, includes batch deposits and control sheets)	FIN1000	4 years	Destroy
<b><u>Bank Reconciliations</u></b> (explanation of differences between bank statement balance and actual balance)	FIN1000	4 years	Destroy
<b><u>Bank Statements</u></b> (periodic statement of bank balances)	FIN1000	4 years	Destroy
<b>Cleveland State University Foundation CSU Foundation Documents</b>	FIN1000	Active + 6 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Check Runs</u></b> (checks issued from student’s accounts, includes account history, check register, check edit, list of checks to be voided or refunded)	FIN1000	4 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Canceled Checks</u></b>	FIN1000	4 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Check Register/Log</u></b> (handwritten listing of vendor, amount, date and check number-all cash disbursements paid by check)	FIN1000	IND (Minimum 4 years)	Destroy
<b><u>Controller’s Office</u></b> <b><u>Annual Budget Books (originals)</u></b>	FIN2000	Active + 1 year	Archives
<b><u>Controller’s Office</u></b> <b><u>Federal Refund Adjustments</u></b> (refund adjustments to students accounts following Federal refund and ProRata regulations and Title IV requirements)	FIN7000	4 years	Destroy
<b><u>Controller’s Office</u></b> <b><u>Financial Reports – Annual</u></b> (consolidated year-end report of financial situation showing assets and liabilities- may include audit report)	FIN7000	4 years	Archives
<b><u>Controller’s Office</u></b> <b><u>Financial Reports Submitted to Government Agencies</u></b>	FIN7000	4 years	Archives
<b><u>Controller’s Office</u></b> <b><u>Capital Funded Purchase Orders</u></b>	FIN8010	10 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Controller’s Office</b> <b>Minority Vendors – Orders Awarded</b> (computer printout from IS&T showing purchase orders issued to vendors flagged a MDE’s in our vendor file – monthly)	FIN8010	Active + 5 years	Destroy
<b>Controllers’ - Payroll</b> <b>Payroll Checks</b> (checks paid employees for services performed)	FIN1000	4 years	Destroy
<b>Parking Services</b> <b>Reconciliation Records</b> (record of daily tickets issued and returned and funds balance)	FIN1000	4 years	Destroy
<b>Parking Services</b> <b>Open Voucher Lists</b> (list of tickets in collection)	FIN6000	4 years	Destroy
<b>Parking Services</b> <b>Tickets Unpaid</b>	FIN6000	1 year	Destroy
<b>Capital Planning – Architect’s</b> <b>State Budget and Management Monthly Reports on Capital Funds</b> (reports of monthly activity by capital appropriation fund, open encumbrance reports and State warrant (checks issued) reports)	FIN1000	Active + 6 years	Destroy
<b>Capital Planning-Architect’s</b> <b>Capital Funded Equipment Cards</b> (records of capital funded purchases of equipment grouped by capital project numbers)	FIN8010	Active + 5 years	Destroy
<b>Budget and Analysis Office</b> <b>Budget Institutional</b> (final, approved, yearly budget for university, usually in printed form)	FIN2000	Active + 1 year	Destroy (Review for historical value and transfer to archives)
<b>Budget and Analysis Office</b> <b>Budget Planning Documents</b> (budget requests, including program plans for coming year, usually by cost center)	FIN2000	Active + 1 year	Destroy (Review for historical value and transfer to archives)



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Campus Support</b> <b><u>Business Plans</u></b> (includes contract summaries, facilities description of business, financial statements, marketing plan, capital spending plan)	FIN2000	Active + 1 year	Archives
<b><u>Utilities Budget – Requests/Calculations</u></b>	FIN2000	4 years	Destroy
<b><u>Endowment Fund Reports</u></b> (Annual-Periodic)	FIN3000	Active + 6 years	Archives Destroy periodic
<b><u>Bond Registers</u></b>	FIN5000	Active + 6 years	Destroy
<b><u>Bad Debt Actions</u></b> (overdue accounts, such as loans, payments for services rendered, parking tickets, library fines)	FIN6000	4 years	Destroy
<b><u>Delinquent Account Reports</u></b>	FIN6000	4 years	Destroy
<b>Treasury Services/General Counsel</b> <b><u>Bankruptcies</u></b>	FIN6000	7 years	Destroy
<b><u>Financial Statements Submitted to Government Agencies</u></b> (report and background information)	FIN7000	4 years	Destroy
<b><u>Audit Reports – External</u></b>	FIN7010	4 years	Destroy
<b>Education Student Services Center</b> <b><u>Cost Accounting Files</u></b> (invoices for services rendered)	FIN7010	4 years	Destroy
<b>Purchasing</b> <b><u>Bids – Rejected (Requests for proposals) -</u></b> for purchases/services	FIN8000	3 years	Destroy
<b>Purchasing</b> <b><u>Bids Accepted</u></b> Requests for Proposals (for purchases)	FIN8010	Active + 5 years	Destroy
<b><u>IUC Purchasing Group Contract Bids</u></b> (bids issued by CSU on behalf of the IUCPG for specific commodities)	FIN8010	Active + 5 years	Destroy
<b><u>Purchase Orders</u></b>	FIN8010	Active + 5 years	Destroy
<b><u>Delivery Slips</u></b> (documents sent with purchased goods indicating item(s) shipped)	FIN8020	3 years	Destroy



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<b>Record series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b>Office of Research</b>  <b><u>Analysis Reports Files</u></b>            (contains summaries of grant activity by department, college, university and CSU Foundation)</p>	LEG2000	IND	Archives
<p><b>General Counsel</b>  <b><u>Contacts/Agreements – General</u></b>            (records related to obligations under contracts, leases, and other agreements between the university and outside parties; includes contracts for services, purchases and sales, transportation, property and construction, exchange of property, leases, etc.; includes government contracts and grants and records required to be kept until government audit)</p>	LEG2000	Active + 6 years	Destroy  (copy of fully executed contract should be on file in general counsel’s office, general counsel maintains 15 years)
<p><b>General Counsel</b>  <b><u>Land and Building Records</u></b>            (records documenting purchases, sales or improvements)</p>	LEG2000	Active + 6 years	Archives
<p><b>General Counsel</b>  <b><u>Memorandums of Understanding (MOU)</u></b></p>	LEG2000	Active + 5 years	Destroy
<p><b>General Counsel</b>  <b><u>Real Estate Records</u></b>            (records documenting real property purchased , purchase agreements, appraisals, or leased by the university, documents of purchase of land-deeds)</p>	LEG2000	Active + 5 years	Archives  The original deeds are maintained by the Auditor of State
<p><b>General Counsel</b>  <b><u>Contracts – Affiliation Agreements</u></b>            (records related to obligations under contracts, leases and other agreements between the university and outside parties. Includes contracts for services, purchases and sales, transportation, leases, property, etc. Includes government contracts and grants and records required to be kept until government audit)</p>	LEG2000	Active + 5 years	Destroy  General Counsel maintain for 15 years fully executed copies



## Cleveland State University – Records Retention Schedule

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### Retention Periods Pertain To Paper Copies and Electronic Formats

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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>General Counsel</b> <b><u>Legal Claims and Litigation</u></b> (records related to threatened or actual litigation or government investigation, include pleadings, discovery, attorney work products, transcripts, exhibits, final judgments and investigative reports, subpoenas, court orders and legal billings, legal compliance)	LEG4000	Active + 6 years  Exception – retain indefinitely complaints and final dispositions	Destroy
<b>General Counsel</b> <b><u>Employment - Alien Certification Files (Immigration)</u></b> (records of employee requests made to the Department of Homeland Security U.S. Citizenship and Immigration Services for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation.)	LEG5000	6 years	Destroy
<b>General Counsel</b> <b><u>Ohio Civil Rights Commission Report</u></b> (annual report required by OCRC, includes work papers)	LEG5000	6 years	Destroy
<b>General Counsel</b> <b><u>Legal Opinions/Legal Projects</u></b> (records documenting specific legal advice resulting from legal projects)	LEG6010	IND (Minimum: Active + 10 years)	Review yearly for value – archive as appropriate
<b>General Counsel</b> <b><u>Copyright Property Disclosure Files</u></b>	LEG7000	Active + 6 years	Archives
<b>General Counsel</b> <b><u>Patent/Intellectual Property Disclosure Files</u></b>	LEG7000	Active + 6 years	Archives
<b>General Counsel</b> <b><u>Legal – General</u></b> (Records related to legal activities not covered elsewhere)	LEG9900	Active + 7 years (from end of matter)	Destroy (attorney decides which to retain for future reference - archive)
<b>General Counsel</b> <b><u>Public Records Request Files</u></b>	LEG9900	3 years from date request processed	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Graduate Studies/Research Analysis Reports Files</b>	LEG2000	IND	Archives
<b>Human Resources and Development <u>Collective Bargaining Agreements</u></b>	LEG2000	Active + 5 years	Review for continued value and transfer to archives
<b>Human Resources and Development <u>Disciplinary Files</u></b>	LEG4000	Active + 6 years	Destroy
<b>Human Resources and Development <u>Unemployment Compensation Documentation</u></b> (consolidated file listing all employees: classified, contract and faculty, for whom an unemployment claims has been filed)	LEG4000	Active + 6 years	Destroy
<b>Human Resources and Development <u>Staff Grievance Files</u></b> (files containing information used during a grievance against the University)	LEG4000	Active + 6 years	Destroy
<b>Human Resources and Development <u>Classified Staff Report - Categorical Summary</u></b> (listing of civil service employees categorized by race and sex)	LEG5000	6 years	Review for continual value  (may be sent to archives)
<b>Human Resources and Development <u>Position Applicant Files</u></b> (records of affirmative action procedures followed for university or college position openings. Files divided into faculty, contract and classified staff headings. Classified staff portion is comprised of statistical data sent to Affirmative Action Office by HRD)	LEG5000	6 years	Destroy
<b>Human Resources and Development <u>Public Employees Retirement System Files- Staff</u></b>	LEG5000	6 years	Destroy
<b>Incident Reports</b>	LEG4000	Active + 6 years	Destroy
<b><u>Lease Agreements</u></b> (paperwork concerning leased equipment and vehicles)	LEG2000	Active + 6 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>LINK Program Student Files</u></b> (files pertaining to the LINK program; contains student, mentor, or alumni and corporate information and events, includes students who have graduated, actively enrolled, chronological files, banquet files, summer prep files and advisor files)	LEG2000	Active + 5 years	Destroy
<b><u>Proposals – Funded/Pending</u></b> (includes financial records)	LEG2000	Active + 4 years	Archives
<b>Office of Research</b> <b><u>Animal Research Facility – Technical Activities Records</u></b> (includes records for sanitizing facilities where research animals are kept)	LEG2000	Active + 3 years	Destroy
<b>Office of Research</b> <b><u>Animal Research Protocols</u></b>	LEG2000	Active + 3 years	Destroy
<b>Office of Research</b> <b><u>Research Files</u></b> (active and inactive approved requests to use human subjects in a research project. Includes request forms and attached protocols for chair/board review; includes animal subjects, research challenge program files and institutional animal care and use committee files)	LEG2000	Active + 6 years	Archives
<b>Office of Research</b> <b><u>Research Grants Files – Awarded</u></b> (files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations)	LEG2000	Active + 4 years	Review for administrative and historical value  (may be sent to archives)
<b>Office of Research</b> <b><u>University Patent Review Committee Activity Files</u></b> (contains minutes, member information, correspondence, recommendations, reports)	LEG7000	Active + 6 years	Archives
<b>Facilities Series</b> <b><u>Utility Rates/Contracts</u></b> (rate schedules for each utility including current and past rates, latest contracts for electric and steam)	LEG2000	IND (minimum active + 5 years)	Review for value to determine destruction – operational need





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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Facilities Series</b> <b><u>Residence Halls HUD Reports</u></b> (annual reports concerning operations of residence halls filed with the federal government)	LEG5000	6 years	Review for continued value  (may be sent to archives)
<b>Facilities Series</b> <b><u>Elevator Certificates</u></b> (inspections and safety tests)	LEG5020	Active + 3 years	Destroy
<b>Facilities Series</b> <b><u>Certificate of Occupancy</u></b> (upon completion of building projects, building certified safe for occupancy – includes <b>permits, licenses</b> )	LEG5020	Active + 3 years	Destroy
<b>Capital Planning - Architects</b> <b><u>Asbestos Abatement</u></b> Requests for asbestos abatement, completion dates, and materials used)	LEG3010	IND	Archives
<b>Capital Planning-Architects</b> <b><u>Testing Reports – Construction</u></b> (geotechnical and material testing reports to insure strength of materials, compaction and construction acceptability)	LEG5000	Active + 6 years	Permanent
<b>Environmental Health and Safety</b> <b><u>Insurance Claims</u></b>	LEG3010	IND	IND
<b>Pre-School Program</b> <b><u>Children’s Files</u></b> (includes screening evaluation forms, contracts, parental and developmental information, reports from outside agencies, health records from physicians, and information from social services coordinator)	LEG3010	IND	Retain until children reach majority + 10 years
<b><u>Accident/Injury Reports</u></b> (reports on injured persons)	LEG4000	Active + 6 years	Destroy
<b><u>Complaint Files</u></b> (professional misconduct assertions and allegations)	LEG4000	Active + 6 years	Destroy
<b>Employment Law Clinic</b> <b><u>Legal Clinic Civil Section Files</u></b> (records related to client’s civil court action cases. Includes transcripts, attorney/student work products, correspondence, pleadings, final judgments, discovery, and exhibits)	LEG4000	Active + 6 years	Destroy  Retain indefinitely complaints and final dispositions



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b><u>Employment Law Clinic</u></b>  <b>Student Work Product Files</b>            (student work products includes client memos, letters, student time records)</p>	LEG4000	Active + 6 years	Destroy
<p><b><u>Grievance Files – Academic</u></b>            (documenting grievances of students against faculty members)</p>	LEG4000	Active + 6 years	Archives
<p><b><u>Law Legal Clinic</u></b>  <b>Closed Files ELC</b>            (odd closed cases of legal clinic, includes client’s correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits, final settlements and judgments)</p>	LEG4000	6 years	Destroy  Review yearly for continuing value – retain indefinitely complaints and final dispositions
<p><b><u>Law Legal Clinic</u></b>  <b>Computer Case Files</b>            (computer generated records related to clinic clients. Includes but not limited to correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final judgments/agreements)</p>	LEG4000	Active + 6 years	Destroy  Retain indefinitely complaints and final dispositions
<p><b><u>Law Legal Clinic</u></b>  <b>Fair Employment Practices Client Files</b>            (ELC - closed cases of FEPC, record of discrimination cases, includes pleadings, discovery, correspondence, attorney/student work products, transcripts, exhibits and final settlements/judgments)</p>	LEG4000	Active + 6 years	Destroy
<p><b><u>Law Legal Clinic</u></b>  <b>Legal Clinic Criminal Section Files</b>            (records related to client’s criminal cases, includes correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final judgments)</p>	LEG4000	Active + 6 years	Destroy  (Retain indefinitely complaints and final dispositions)
<p><b><u>Law Legal Clinic</u></b>  <b>Women’s Law Fund Cases</b>            (cases financially supported by Women’s Law Fund; includes pleadings, transcripts, attorney/student work products, discovery, correspondence, exhibits and final judgments)</p>	LEG4000	Active + 6 years	Destroy  Retain complaints and final dispositions



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Police Department</b> <b>Crime Reports</b>	LEG4000	Active + 6 years	Destroy
<b>Police Department</b> <b><u>Police Reports – Accidents</u></b> (reports created by university police for traffic accidents that occur on campus)	LEG4000	Active + 6 years	Destroy
<b>Police Department</b> <b><u>Police Reports – Arrests</u></b> (report of arrest, criminal citation, or uniform traffic citation issued to offender)	LEG4000	Active + 6 years	Destroy
<b>Police Department</b> <b><u>Police Reports – Crime</u></b> (reports created by university police on campus criminal activity)	LEG4000	Active + 6 years	Review for continued value (may be sent to archives)
<b>Police Department</b> <b><u>Police Reports</u></b> (reports of incidents or requests for service to include the officer’s actions, referrals, and subsequent investigation)	LEG4000	Active + 6 years	Destroy
<b>Police Department</b> <b><u>Transportation Logs – Injury/Ill Person</u></b> (reports created by university police on ill or injured persons transported to local hospitals from campus)	LEG4000	Active + 6 years	Destroy
<b>Police Department</b> <b><u>Police Reports Campus Security Act and Uniform Crime</u></b> (reports produced in compliance with federal programs)	LEG5000	6 years	Review for continuing value (may be sent to archives)
<b>Public Safety/Marketing</b> <b><u>Public safety Notices/Campus Alerts/ Campus Safety Alerts/Clery Warnings</u></b>	LEG4000	Active + 6 years	Destroy review for value - archives
<b>Student Life - Student Conduct</b> <b><u>Academic Grievance Files</u></b> (Documents of student grievances against faculty members)	LEG4000	Active + 6 years	Destroy
<b>Student Life - Student Conduct</b> <b><u>Student Disciplinary Files</u></b> (files maintained by student affairs on students who have been accused of disciplinary violations)	LEG4000	Active + 6 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Student Life - Student Conduct</b> <b><u>Student Disciplinary Files</u></b> <b><u>Academic Action Notifications</u></b> (communications notifying students of academic probation, dismissal etc.)	LEG4000	Active + 6 years	Destroy
<b>Admissions</b> <b><u>Applicants who do not Matriculate</u></b> <b><u>Residency Status Documents</u></b> (documents supporting determination of legal domicile (residency))	LEG5000	6 years	Destroy
<b>Environmental Health and Safety</b> <b><u>Environmental Impact Assessment – Construction Projects</u></b> (used to determine potential environmental concerns existing at site prior to demolition and construction)	LEG5000	Life of building + 6 years	Destroy
<b>Financial Aid</b> <b><u>Vets 100 Report</u></b> (annual report required by the Federal government)	LEG5000	6 years	Destroy
<b>Institutional Diversity</b> <b><u>Affirmative Action Plans</u></b> (procedures and regulations to be followed, workforce analysis, timetables, statistics, goals)	LEG5000	6 years (inactive when superseded)	Destroy
<b>Institutional Diversity</b> <b><u>Analysis EEO/Affirmative Action</u></b>	LEG5000	6 years	Destroy
<b>Institutional Diversity</b> <b><u>Application files Data Files</u></b>	LEG5000	6 years	Destroy
<b>Institutional Diversity</b> <b><u>Complaint Files</u></b> (grievances filed based on equal opportunity and affirmative action regulations)	LEG5000	6 years	Destroy
<b>Institutional Diversity</b> <b><u>EE-06 Report [EEOC]</u></b> (annual report required by Federal Government on race, sex, salary, tenure, etc. for different groups of employees)	LEG5000	6 years	Destroy
<b>Institutional Diversity</b> <b><u>EEO/Affirmative Action Analysis</u></b>	LEG5000	6 years	Destroy



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<p>Department shown in “blue” is considered the <u>official keeper of record</u> and required to retain record for entire retention period</p> <p><b>Record Series</b></p>	<p><b>Retain</b></p>	<p><b>Retain</b></p>	<p><b>Disposition</b></p>
<p><b><u>Institutional Diversity</u></b>  <b><u>Position Applicant Files</u></b>                      (Record of affirmative actions followed for college or university position openings. Files divided into faculty, classified, and contract staff.)</p>	<p>LEG5000</p>	<p>6 years</p>	<p>Destroy</p>
<p><b><u>Controller’s - Payroll</u></b>  <b><u>Employment Forms 1099</u></b>                      (federal form used to report salaries, wages, and tips of temporary employees)</p>	<p>LEG5000</p>	<p>6 years</p>	<p>Destroy</p>
<p><b><u>Controller’s - Payroll</u></b>  <b><u>Employment Forms: W-2</u></b>                      (Federal form reporting salaries, wages, and tips for each employee to the IRS)</p>	<p>LEG5000</p>	<p>6 years</p>	<p>Destroy</p>
<p><b><u>Controller’s - Payroll</u></b>  <b><u>Payments Related to W-2 Forms</u></b>                      (Federal, State, City Unemployment and Workers Compensation payment records, net deposit records)</p>	<p>LEG5000</p>	<p>6 years</p>	<p>Destroy</p>
<p><b><u>Controller’s - Payroll</u></b>  <b><u>W-2 Forms</u></b>                      (Federal IRS form reporting employees’ salaries and wages)</p>	<p>LEG5000</p>	<p>6 years</p>	<p>Destroy</p>
<p><b><u>Controller’s - Payroll</u></b>  <b><u>Garnishment Files</u></b>                      (related to attachment of property to satisfy a creditor. Court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices and correspondence)</p>	<p>LEG5030</p>	<p>Active + 3 years</p>	<p>Destroy</p>
<p><b><u>Residency Approval</u></b>                      (papers indicating student’s new residency status, includes permanent residency students)</p>	<p>LEG5000</p>	<p>6 years</p>	<p>Destroy</p>
<p><b><u>Residency Review</u></b>                      (students who have questionable residency status for the purpose of tuition and fees)</p>	<p>LEG5000</p>	<p>6 years</p>	<p>Destroy</p>



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### **Retention Periods Pertain To Paper Copies and Electronic Formats**

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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Controller</b> <b>Taxes</b>	LEG5010	10 years	Destroy
<b>Parking Services</b> <b><u>Parking Tax Remittance Records</u></b> (documentation of city parking tax)	LEG5010	6 years	Destroy
<b>Environmental Health and Safety</b> <b><u>Radiation Safety Committee/Infectious Environmental</u></b> (contains licenses, registration certificates, site use permits, training documents, member information, correspondence NIH and Ohio EPA regulations, RAM use cards, etc).	LEG5020	Active + 3 years	Destroy
<b>International Services and Programs</b> <b><u>Foreign Student Forms – Applicants who do not Matriculate</u></b> (I-9 and other forms. Many items included in foreign student records are to be retained for at least 5 years, it is recommended that immigration and naturalization service documentation also be retained 5 years)	LEG5040	Active + 3 years	Destroy
<b>Technology Transfer</b> <b><u>Patent/Intellectual Property Disclosure Files</u></b> (private, State and Federal organizations policies concerning copyright materials and other intellectual properties including disclosure agreements and correspondence)	LEG7000	Active + 6 years	Archives
<b>Technology Transfer/General Counsel</b> <b><u>Trademark Registrations</u></b>	LEG7000	Active + 6 years	Review for administrative value and transfer to archives
<b>General Counsel - Compliance</b> <b><u>Ohio Legislative Service Commission Rules</u></b> (codified university rules filed with the secretary of State; table of contents’ manuals’ correspondence-Ohio Revised Code)	LEG9900	IND (determined by board secretary)	Board of Trustees Storage



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Art Gallery</b> <b>Show Posters</b>	MAR1000	5 years	Archive
<b>Athletics Department</b> <b><u>Recruiting Material</u></b> (includes phone logs, scouting services information, publications, photos, posters, videos, maps)	MAR1000	6 years	Review for continued historical value  (may be sent to archives)
<b>University Marketing</b> <b><u>Publicity Advertising</u></b>	MAR1000	5 years	Review for continued historical value and transfer to archives
<b>University Marketing</b> <b><u>Publicity View books</u></b> (document utilized for recruitment)	MAR1000	5 years	Review for historical value and transfer to archives
<b>University Marketing</b> <b><u>Publicity - Recruitment Materials</u></b> (advertisements, publications, posters, videos, etc. used to recruit students)	MAR1000	5 years	Review for continuing historical value and transfer to archives



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b>Human Resources and Development</b>  <b><u>State Classification Files - Classified Staff</u></b>            (lists of classification by pay range as directed by the State Department of Administrative Services)</p>	MIS1010	SUP	Destroy
<p><b>Information Services and Technology</b>  <b><u>Information Systems – Help Desk Logs and Reports</u></b>            (records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes)</p>	MIS1000	1 year	Destroy
<p><b>Information Services and Technology</b>  <b><u>Information Systems - Computer Run Scheduling Records</u></b>            (records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run)</p>	MIS1010	SUP	Destroy
<p><b>Information Services and Technology</b>  <b><u>Information Systems Computer Usage Files</u></b>            (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>	MIS1010	SUP	Destroy
<p><b>Information Services and Technology</b>  <b><u>Information Systems - Tape Library Control Records</u></b>            (records used to control disposition of magnetic media in a tape library)</p>	MIS1010	SUP	Destroy





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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Miscellaneous</u></b> (convenience copies, reports, notes, drafts, extra copies, duplicates, anonymous, unsigned and/or unsolicited written or electronic materials and other records which need only be reviewed for a short period; informal or temporary messages including voice mail)	MIS1000	Transitory - retain until no longer of administrative value  No certificate of destruction required for this series	Destroy
<b><u>Miscellaneous – Special Projects</u></b> (records related to special projects that do not fall into any other category)	MIS2000	Active + 1 year	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b>Human Resources and Development</b>  <b><u>Benefit Plans</u></b>                      (health care enrollment information, COBRA, eligibility updates, disbursement orders, change reports, reconciliations, vendor plans, coverage changes, green bar reports, premiums, disability and life, 403(b)and ARP)</p>	PER1010	Active + 6 years	Destroy  Review for administrative value
<p><b>Human Resources and Development</b>  <b><u>Benefits Report –Employee</u></b>                      (annual/quarterly spreadsheets and reports)</p>	PER1010	Active + 6 years	Destroy
<p><b>Human Resources and Development</b>  <b><u>Student Fee Authorizations</u></b>                      Employee benefits for spouse and dependents)</p>	PER1010	Active + 6 years	Destroy
<p><b>Human Resources and Development</b>  <b><u>Benefit Records – Contributions/Benefits Provided</u></b>                      (green bar reports – insurance, COBRA, disability, enrollments, adjustments, applications, claims, beneficiary designations, financial settlements, ASO insured contracts, 5500i plan documents, certificate of coverage, FMLA, ARP)</p>	PER1020	Active + 6 years  (maintain deceased records and any contracts for 10 years)	Destroy
<p><b>Human Resources and Development</b>  <b><u>PERS/STRS Information</u></b></p>	PER1040	Active + 6 years	Destroy
<p><b>Human Resources and Development</b>  <b><u>Personnel Files – Staff</u></b>                      (Employment record maintained for full-time and part-time university contract employees. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contacts, performance evaluations, Social Security card, previous state service forms, PERS forms, payroll forms, letters of commendation or reprimand, reclassification notices, publications, evidence of continuing education, transfers, leave of absence requests, vacation and sick leave reports, resignations, terminations)</p>	PER1040	Active + 6 years	Review or continuing value  (may be sent to archives)



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Human Resources and Development</b> <b><u>Public Employees Retirement System Log – Staff</u></b> (record of university professional employees and their date of retirement and address)	PER1040	Active + 6 years	Destroy
<b>Human Resources and Development</b> <b><u>Canceled Position Files</u></b>	PER2000	3 years	Destroy
<b>Human Resources and Development</b> <b><u>Classified Staff Applicant Card Files</u></b>	PER2000	3 years	Destroy
<b>Human Resources and Development</b> <b><u>Classified Staff Application Files</u></b> (includes application forms, resumes, test results, referrals and interview data)	PER2000	3 years	Destroy
<b>Human Resources and Development</b> <b><u>Job Descriptions</u></b>	PER2000	3 years after superseded or discontinued	Destroy
<b>Human Resources and Development</b> <b><u>Position Descriptions (General)</u></b>	PER2000	3 years after being superseded	Destroy
<b>Human Resources and Development</b> <b><u>Position Vacancy Announcements</u></b> (job descriptions for each university or college position posted)	PER2000	3 years	Destroy
<b>Human Resources and Development</b> <b><u>Selection Files</u></b>	PER2000	Active + 6 years	Destroy
<b>Human Resources/Student Employment</b> <b><u>I-9 Forms</u></b>	PER3000	Active + 6 years	Destroy
<b>Human Resources and Development</b> <b><u>Classified Staff Report Suspension Files</u></b> (record of suspended university employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation)	PER3010	5 years	Destroy
<b>Human Resources and Development</b> <b><u>Layoff Documentation</u></b> (includes correspondence, printouts, and rosters documenting layoff of university employees, pertinent employee data, date of hire, classification, department, and retention points (performance) are included)	PER3010	5 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b>Human Resources and Development</b>  <b><u>Performance Evaluation – Classified Staff</u></b>  <b><u>Reclassification Files</u></b>                      (record of university employee reclassification with position description questionnaires, accompanying job audit reviews, audit appeals, correspondence and final decision documentation)</p>	PER3010	5 years	Destroy
<p><b>Human Resources and Development</b>  <b><u>Performance Evaluation – Staff</u></b>  <b><u>Reclassification Files</u></b>                      (record of university employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation)</p>	PER3010	5 years	Destroy
<p><b>Human Resources and Development</b>  <b><u>Summer Employment Files</u></b>                      (record of employees with alternate summer job responsibilities)</p>	PER3010	Active + 6 years	Destroy
<p><b>Human Resources and Development</b>  <b><u>Worker’s Compensation Files</u></b>                      (Employment, Health and Safety, Illness/ Accident)</p>	PER4020	Active + 15 years	Destroy after statute of limitations has passed – (verify with attorney)
<p><b>Human Resources and Development</b>  <b><u>Training Documentation Classified Staff</u></b>  <b><u>On-the-Job Training Records</u></b>                      (complete training records for individuals seeking classified positions)</p>	PER5000	Active + 3 years	Destroy



**Cleveland State University – Records Retention Schedule**

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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Human Resources and Development</b> <b><u>Classified Staff Report, Surveys, Wage and Fringe Benefit</u></b> (surveys conducted by university with area organizations in an effort to acquire comparative data regarding wage and fringe benefits programs)	PER9900	3 years	Destroy
<b>Graduate Assistant Applications</b>	PER2000	3 years	Destroy
<b>Controller’s Office - Payroll</b> <b><u>Employment Forms W-4</u></b> (forms completed by employee showing federal withholding exemptions)	PER1030	Active + 6 years	Destroy
<b>Controller’s Office - Payroll</b> <b><u>Non-resident Alien Tax exemption Forms</u></b> (W-4, State withholding forms, Country exemption forms, W8-BEN, 8233, I-20, Social Security card, passport copies)	PER1030	Active + 6 years	Destroy
<b>Controller’s Office - Payroll</b> <b><u>Registers</u></b> (W-2 edits, Y-T-Date financial controls, fringe charges reports, gross payroll listings, payroll registers, PERS payroll registers)	PER1040	Active + 6 years	Destroy
<b>Controller’s Office - Payroll</b> <b><u>Payroll Records</u></b> (PERS exemptions, correspondence and reports, STRS reports, statements, memberships and applications)	PER6000	Active + 5 years	Destroy
<b>Controller’s Office - Payroll</b> <b><u>Time Cards</u></b> (record of time worked by employees)	PER6000	5 years	Destroy
<b>Treasury Services</b> <b>Staff Development Forms</b>	PER1010	Active + 6 years	Destroy
<b>Controller’s Office</b> <b><u>W-9 Taxpayer Information Form</u></b>		Active + 6 years	Review for continued value



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<b><u>Institutional Diversity</u></b> <b><u>Selection Criteria Form – Classified Staff</u></b> (forms providing explanations as to why person was hired or not hired)	PER2000	Active + 6 years	Destroy
<b><u>Personnel Requisitions</u></b> (departmental requests placed whenever a position within the department becomes vacant)	PER2000	6 years	Destroy
<b><u>Provost/Senior Vice President</u></b> <b><u>Declination File-Faculty</u></b> (files concerning correspondence and phone calls of faculty who turned down positions)	PER2000	6 years	Destroy
<b><u>Recruitment/Search Files</u></b> (includes search committee files, which are maintained by the committee chair)	PER2000	6 years	Destroy
<b><u>Faculty Employment Search Committee</u></b> (records of individuals who applied for positions for which a committee was formed.)	PER2000	6 years	Destroy
<b><u>Faculty Application Files – Non Hires</u></b>	PER2000	6 years	Destroy
<b><u>Faculty Service/Activity Reports (FAAR’s)</u></b> (records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service)	PER3000	Active + 6 years	Review for value (may be sent to archives)
<b><u>Faculty Employment Reports Index System</u></b> (cards or other reference list for all active and inactive faculty)	PER3000	Active + 6 years	Review for value (may be sent to archives)
<b><u>CLASS</u></b> <b><u>Index System – Faculty</u></b> (reference list for all active and inactive faculty in English Department)	PER3000	Active + 6 years	Destroy
<b><u>Disability Services</u></b> <b><u>Disability/Veterans Status Reports</u></b>	PER3000	Active + 6 years	Destroy
<b><u>Student Employment</u></b> <b><u>Employment Files – Students</u></b> (includes authorization forms, graduate assistants)	PER3000	Active + 6 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Financial Aid/ Student Employment Personnel Files - Student Employees</b> (active and inactive files; student authorization forms, termination notices, State and federal withholdings, reclassification forms, step increases, exemptions, PERS).	PER3000	Active + 6 years	Destroy
<b>General Counsel Faculty Files</b> (files collected by the legal department concerning active and inactive staff)	PER3000	Active + 6 years	Destroy
<b>General Counsel Student Files</b> (files collected by the legal department concerning active and inactive students)	PER3000	Active + 6 years	Destroy
<b>Disability Services Disability/Veterans Status Reports</b>	PER3000	Active + 6 years	Destroy
<b>Leave Record - Faculty</b> (vacation and sick leave earned and used)	PER3000	Active + 6 years	Destroy
<b>Market Salary Adjustment Information</b> (lists of eligible faculty and salary amounts, letters requesting applications, applications with abbreviated vita, summary reports of faculty that applied)	PER3000	Active + 6 years	Destroy Archive: lists of eligible faculty, summary reports, salary amounts, and award letters
<b>Provost/Senior Vice President Emeritus Status Paperwork</b> (confers lifetime academic appointments)	PER3000	IND	Archives
<b>Provost/Senior Vice President Personnel Files – Faculty</b> (Includes part-time and adjunct faculty files. original faculty contracts and addenda, resumes, promotion and tenure documentation, original transcripts, hiring documentation, letters of recommendation, correspondence, resumes, STRS forms, teaching schedules, tax forms, evaluation forms, promotion tenure decisions, and sabbatical information,)	PER3000	Active + 6 years	Destroy



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Academic Affairs</b> <b><u>Performance Evaluation -Faculty Promotion and Tenure Files</u></b> (recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file)	PER3010	5 years	Review for continuing administrative or historical value  (may be sent to archives)
<b>Academic Departments</b> <b><u>Faculty Teaching Evaluations</u></b> (Student evaluations of teacher’s performance. Used for reappointment, promotion and tenure)	PER3010	5 years (1 year if summaries are made)	Destroy
<b>College of Education</b> <b><u>Cooperating Teacher Surveys</u></b> (surveys administered to student for evaluation of cooperating teacher during student’s practicum and student teaching experience)	PER3010	5 years (1 year if official copy verified in Field Services)	Destroy
<b><u>Leave Record - Classified Staff</u></b> (forms used to document sick leave and vacation leave; includes hiring date, longevity date, amount of sick leave and vacation leave accrued)	PER3010	5 years	Destroy
<b><u>Leave Record - Staff</u></b> (forms used to document vacation and sick leave; includes hiring date, longevity date, amount of sick leave and vacation leave accrued)	PER3010	5 years	Destroy
<b>Athletics Department</b> <b><u>Athletic Medical Records</u></b>	PER4010	Active + 7 years	Destroy
<b>Health and Wellness Services</b> <b><u>HIV Anonymous Charts</u></b> (Charts of testing with no identifying information)	PER4010	1 year	Destroy





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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b>Health and Wellness Services</b>  <b>University Medical Records</b>            (files of medical charts for university student, employees and their spouses. Includes medical histories, medical exams, progress sheets, x-rays, lab work, and related correspondence)</p>	PER4010	Active + 7 years recommended retention period is 10 years from last encounter	Review for continuing value (may be sent to archives)
<p><b>Health and Wellness Services</b>  <b>Lab Slips</b>            (copy of lab work done for other departments)</p>	PER4011	2 years from date of first visit	Destroy
<p><b>Speech and Hearing Clinic</b>  <b>Clinical Records</b>            (records of clients presently receiving or have received therapy in the past)</p>	PER4010	10 years after most recent encounter – minors - keep until age of majority plus 10 years	Archives
<p><b>Environmental Health and Safety</b>  <b>Hazardous Materials Radioactive Materials Authorized Users</b>            (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)</p>	PER4030	IND	Permanent (may be sent to archives)
<p><b>Environmental Health and Safety</b>  <b>Radiation Safety</b>            (records pertaining to campus radiation safety program, authorization of users, facility licensing, employee exposure reports and acquisition, use, storage and disposal of radioactive materials and x-ray machines)</p>	PER4030	IND	Review for permanent retention (may be sent to archives)
<p><b>Environmental Health and Safety</b>  <b>Hazardous Materials Exposure Documentation Radioactive Materials</b>            (files of monthly reports of persons exposure to radioactive materials)</p>	PER4030	IND	Permanent (May be sent to archives)



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retention</b>	<b>Disposition</b>
<b><u>Environmental Health and Safety Hazardous Materials Exposure Documentation Radioactive Materials Incident Report</u></b> (report of radioactive materials incident)	PER4030	IND	Permanent  (may be sent to archives)
<b><u>Environmental Health and Safety Hazardous Materials Radiation Safety Workers</u></b> (includes training records, exposure records, applications and authorizations, documents of authorized users lab; specific RW training/interviews; emergency notification, and declaration of pregnancy forms)	PER4030	IND	Permanent  (may be sent to archives)
<b><u>Training/Development Records</u></b> (memos, flyers, registration forms, etc)	PER5000	Active + 3 years	Destroy
<b><u>General Application Files – Non Hires:</u></b> (resumes, applications, correspondence, etc)	PER6000	6 years	Destroy
<b><u>Time Cards - Student Employees</u></b> (record of hours worked by student employees)	PER6000	5 years	Destroy



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<b>Record</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Government Relations Public Affairs Records</u></b> (records related to proposed laws and activities)	PUB2000	Active + 5 years	Destroy
<b>Art Gallery/Marketing Press Files/Press Releases</b>	PUB3000	IND	Archives
<b>Cauldron, The</b> (back issues)	PUB3000	IND	Archives
<b>Cleveland Stater</b> (back issues)	PUB3000	IND	Archives
<b>University Marketing Publicity News Releases</b>	PUB3000	IND	Permanent send to archives
<b>University Marketing Publicity photographs</b>	PUB3000	IND	Permanent send to archives
<b><u>Music Department Programs</u></b> (programs of concerts and recitals performed at CSU)	PUB3000	IND	Archives
<b>All Departments Newsletters</b>	PUB3000	IND	Archives
<b>Whiskey Island Quarterly</b> (back issues)	PUB3000	IND	Archives



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<b>Record Series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Facilities Services</b> <u>Utilities Cost and Use Data</u> (electric, water, gas, and steam consumption and cost data)	REF0000	IND  (minimum 5 years)	Review for value
<b>Floor Plans and Space Manual</b> (includes floor plans for all buildings, department room assignments and HVAC locations)	REF000	Current	Destroy non-current
<b>Human Resources and Development</b> <u>Position Descriptions - Classified Staff</u> (master file of classified job descriptions; retained for pay-range classification purposes)	REF0000	Active + 3 years	Destroy
<b>Human Resources and Development</b> <u>Position Descriptions - Faculty</u> (description of current positions)	REF0000	Active + 3 years	Destroy
<b>Human Resources and Development</b> <u>Training Documentation - Classified Staff Civil Service Examinations File</u> (old examinations used for the purpose of devising new testing programs; also can include information and materials for Civil Service testing)	REF0000	Active	Destroy
<b>Non-Instructional Workforce Analysis</b>	REF0000	SUP	Destroy
<b>Student Employment</b> <u>Position Descriptions – Student Job Cards</u> (job descriptions for campus and off-campus positions which have been filled or are no longer offered)	REF0000	Active	Destroy
<u>References</u> (records and non-record material maintained for reference purposes only)	REF000	Active Inactive when superseded or no longer referenced	Destroy