

**Cleveland State University
Records Retention Schedule**

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Refer to the schedule for the records that pertain to your area

Abbreviations Used

| | |
|----------------|--|
| ACT | WHILE ACTIVE |
| ACT + # | WHILE ACTIVE PLUS NUMBER OF YEARS |
| IND | INDEFINITE RETENTION (retain minimum time frame and review for value) |
| LOB | LIFE OF BUILDING |
| LOB + # | LIFE OF BUILDING PLUS NUMBER OF YEARS |
| SUP | UNTIL SUPERSEDED |

NOTES:

REGARDING EMAILS:

Email messages are the property of the university, not its employees or vendors

IT IS IMPORTANT TO TAKE TIME TO ORGANIZE YOUR EMAILS INTO FOLDERS TO BETTER ACCOMMODATE RETENTION AND DESTRUCTION

Email 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 email retention policy.**



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 - the 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 Archivist for assistance. Final disposition will be made by the University Archivist. Those records determined to not have historical value may be destroyed after proper approvals.

Archives

Documents with historical value may be forwarded to the University Archives for storage. 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. Give 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 to institutions are divided into two classifications: current gifts and deferred gifts. A gift is considered current when the donors completely and irrevocably relinquish any interest they have in something, such as presenting a check, transferring real estate, or giving stock. A gift is considered deferred when the donors transfer property to an institution but retain the property for a specific period of time.

A gift to an institution is considered income of the institution and must be treated as a tax record. Records of current cash gifts **should be retained at least 4 years from the time they are given, but do not need to be retained more than 7 years**. Records of non-cash gifts, such as real property or stock, should be retained during the time the institution has possession of the gift plus at least 4 years after possession is relinquished.

ELECTRONIC RECORDS DESTRUCTION ALSO REQUIRES A CERTIFICATE OF RECORDS DESTRUCTION TO BE SUBMITTED FOR APPROVAL



Cleveland State University – Records Retention Schedule

Page 3

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

| Record | Retain | Retention Rule # | Disposition |
|---|--|-------------------------|--------------------|
| <u>Student Employment</u> Student Summer Contacts (flyers for on-and off campus employment opportunities) | Active | REF0000 | Destroy |
| <u>Human Resources</u> Position Descriptions Classified Staff (master file of classified job descriptions; retained for pay-range classification purposes) | Active | REF0000 | Destroy |
| <u>Human Resources</u> Position Descriptions Faculty (description of current positions) | Active | REF0000 | Destroy |
| <u>Student Employment</u> Position Descriptions Student Job Cards (job descriptions for campus and off-campus positions which have been filled or are no longer offered) | Active | REF0000 | Destroy |
| <u>Human Resources</u> Training Documentation Classified Staff Civil Service Examinations File (old examinations used for the purpose of devising new testing programs; also can include information and materials for Civil Service testing) | Active | REF0000 | Destroy |
| <u>All Departments</u> Fire Prevention Information | Active | ADM3000 | Destroy |
| <u>All Departments</u> References (records and non-record material maintained for reference purposes only) | Active Inactive when superseded or no longer referenced | REF000 | Destroy |



Cleveland State University – Records Retention Schedule

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

| Record | Retain | Retention Rule # | Disposition |
|--|---|-------------------------|---|
| <u>IS&T</u> Automated Tape Library System Files (automated records used to control the location, maintenance, and disposition, or magnetic media in a tape library) | Active | ADM9900 | Destroy |
| <u>IS&T</u> Computer Usage Reports – Summary (summary reports and other paper records created to document computer usage) | Active | ADM9900 | Destroy |
| <u>IS&T</u> PeopleSoft Access Forms (requests for access to PeopleSoft) | Active | ADM9900 | Destroy |
| <u>Financial Aid</u> Ohio Academic Scholarship Rosters - Non U.S. Department of Education Funding (lists of students receiving scholarships for current year) | Active | EDU3010 | Destroy |
| <u>Education Student Services Center</u> Student Files <i>Actively enrolled undergraduate, postgraduate and second area certification, master’s education specialist, and non-degree graduate</i> (files may contain academic actions, admission letters, advising history notes, application for admission, change of grade forms, admission checklist, evaluations, admission packet, graduation application, interview report, moral verification, petitions, program checklists, program requirement modifications, correspondence, test scores, transcripts, transfer credit evaluations, transient student forms, financial aid, conference, BCI, comprehensive exams, projects, etc) | Active (until program completed or inactivity determined) | EDU1010 | Move to inactive or program complete files/follow appropriate disposition |



Cleveland State University – Records Retention Schedule

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

| Record | Retain | Retention Rule # | Disposition |
|---|---|-------------------------|--|
| <u>All Departments</u> Miscellaneous (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) | Retain until no longer of administrative value No certificate of destruction required for this series | MIS1000 | Destroy |
| System Users Access Records (electronic or paper records created to control or monitor individual access to a system for security purposes, including security logs and password files) | Until Obsolete | ADM9900 | Destroy |
| <u>IS&T</u> Technical Program Documentation (program code, flowcharts, maintenance logs, system change notices, original design documents, acceptance tests and other documentation of computer programs and modifications) | Retain until data migrated to new system or destroyed | ADM9910 | If not all data migrated or destroyed, review for historical value |
| Floor Plans & Space Manual (includes floor plans for all buildings, department room assignments and HVAC locations) | Current | REF000 | Destroy non-current |
| Lists/Directories (includes mailing lists, directories, registers compiled by the university) | SUP | ADM9910 | Destroy |
| <u>Human Resources</u> State Classification Files Classified Staff (lists of classification by pay range as directed b the State Department of Administrative Services) | SUP | MIS1010 | Archive |



Cleveland State University – Records Retention Schedule

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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

| Record | Retain | Retention Rule # | Disposition |
|--|--------|------------------|----------------------------|
| <u>IS&T</u> Information Systems <u>Computer Run Scheduling Records</u> (records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run) | SUP | MIS1010 | Destroy |
| <u>IS&T</u> Information Systems <u>Computer Usage Files</u> (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) | SUP | MIS1010 | Destroy |
| <u>IS&T</u> Information Systems <u>Tape Library Control Records</u> (records used to control disposition of magnetic media in a tape library) | SUP | MIS1010 | Destroy |
| <u>All Departments</u> Miscellaneous – <u>Periodic Replacement Records</u> (records related to special projects that do not fall into any other category) | SUP | MIS1010 | Destroy |
| <u>Libraries</u> Annual Library Reports | SUP | ADM9900 | Destroy |
| <u>Institutional Research</u> Publications/Periodicals | SUP | ADM9910 | Confirm Archive’s has copy |
| Non-Instructional Workforce Analysis | SUP | REF000 | Destroy |



Cleveland State University – Records Retention Schedule

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Retention Periods Pertain To Paper Copies and Electronic Formats

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

| Record | Retain | Retention Rule # | Disposition |
|---|-----------------------------------|-------------------------|---|
| Controlling Board Requests | IND (minimum Active + 5 years) | EDU3000 | Archive |
| Classes Credit by Examination Form (credit by exams taken by students) | IND (minimum Active + 6 years) | EDU1000 | Permanent (may be sent to Archives) |
| Curriculum Catalogs (official course bulletins of the university) | IND (minimum Active + 5 years) | EDU3000 | Permanent (may be sent to Archives) |
| <u>Senior V.P./College Dean</u> Curriculum Development Files (files documenting approval of new programs and degrees) | IND (minimum Active + 6 years) | EDU3000 | Permanent (may be sent to Archives) |
| <u>Facilities Management</u> Utilities Cost and Use Data (electric, steam, gas and water consumption and cost data) | IND (minimum 5 years) | REF0000 | Review for value |
| <u>Controller’s</u> Check Register/Log (handwritten listing of vendor, amount, date and check number-all cash disbursements paid by check) | IND (Minimum 4 years) | FIN1000 | Destroy |
| <u>Art Gallery</u> Press Files (all press releases) | IND | PUB3000 | Archive |
| Curriculum Schedule of Classes (schedule of classes offered each term by the university) | IND (minimum Active + 5 years) | EDU3000 | Permanent (may be sent to Archives) |
| <u>Registrar</u> Grades Change of Grade Forms (update documents) | IND | EDU1000 | Permanent (may be sent to Archives) |
| <u>Registrar</u> Student Records – Academic Records (record of academic work pursued, including grades, course evaluations, competency assessments, etc.) | IND | EDU1000 | Permanent (may be sent to Archives) Maintained in electronic form |



Cleveland State University – Records Retention Schedule

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Retention Periods Pertain To Paper Copies and Electronic Formats

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

| Record | Retain | Retention Rule # | Disposition |
|--|--|------------------|---|
| Grades Grade Statistics | IND (when no longer referenced for current use) | EDU3000 | Permanent (may be sent to Archives) Electronic Form |
| <u>College Dean</u> Graduation Commencement Programs | IND (minimum Active + 5 years) | EDU3000 | Permanent (send a few to Archives) |
| Graduation Graduation Lists | IND (minimum Active + 5 years) | EDU3000 | Permanent (may be sent to Archives) |
| IPEDS Report (integrated post-secondary education data system) | IND (minimum Active + 5 years) | EDU3000 | Permanent (may be sent to Archives) |
| OBOR Report (Ohio Board of Regents) | IND (minimum Active + 5 years) | EDU3000 | Review for value |
| <u>Planning, Assessment & Information Resources</u> Statistics - Degree | IND (minimum Active + 5 years) | EDU3000 | Permanent (may be sent to Archives) |
| <u>Planning, Assessment & Information Resources</u> Statistics - Racial/Ethnic | IND (minimum Active + 5 years) | EDU3000 | Permanent (may be sent to Archives) |
| <u>Planning, Assessment & Information Resources</u> Statistics - Enrollment | IND (minimum Active + 5 years) | EDU3000 | Permanent (may be sent to Archives) |
| <u>Treasury Services</u> Tuition and Fee Schedule (listing of fee charges for each term by the university) | IND (minimum Active + 5 years) | EDU3000 | Permanent (may be sent to Archives) |
| <u>Pre-School Program</u> Children’s Files (includes screening evaluation forms, contracts, parental and developmental information, reports from outside agencies, examples of student work, health records from physicians, and information from social services coordinator) | IND | LEG3010 | Permanent |



Cleveland State University – Records Retention Schedule

Retention Periods Pertain To Paper Copies and Electronic Formats

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

| Record | Retain | Retention Rule # | Disposition |
|---|---|-------------------------|---|
| <p><u>Development</u> Donor Gift Files (includes copies of checks, correspondence, selected individual donors, gift information, articles, biographies, corporation and foundation donors) See gifts definitions on page 2</p> | <p>IND Records of non-cash gifts retain during possession plus 4 years after possession is relinquished</p> | <p>EDU2000</p> | <p>Destroy</p> |
| <p>Videos (tapes of basketball games)</p> | <p>IND</p> | <p>ADM9900</p> | <p>Archive</p> |
| <p><u>Environmental Health & Safety</u> Insurance Claims</p> | <p>IND</p> | <p>LEG3010</p> | <p>IND</p> |
| <p><u>Environmental Health & Safety</u> Hazardous Materials Exposure Documentation Radioactive Materials (files of monthly reports of persons exposure to radioactive materials)</p> | <p>IND</p> | <p>PER4030</p> | <p>Permanent (may be sent to Archives)</p> |
| <p><u>Environmental Health & Safety</u> Hazardous Materials Exposure Documentation Radioactive Materials Incident Report (report of radioactive materials incident)</p> | <p>IND</p> | <p>PER4030</p> | <p>Permanent (may be sent to Archives)</p> |
| <p><u>Environmental Health & Safety</u> Hazardous Materials Radiation Safety Workers (includes training records, exposure records, applications and authorizations, documents of authorized users lab; specific RW training/interviews; emergency notification, and declaration of pregnancy forms)</p> | <p>IND</p> | <p>PER4030</p> | <p>Permanent (may be sent to Archives)</p> |



Cleveland State University – Records Retention Schedule

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Retention Periods Pertain To Paper Copies and Electronic Formats

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

| Record | Retain | Retention Rule # | Disposition |
|--|--------------------------|------------------|--|
| <u>Environmental Health & Safety</u> Hazardous Materials Radioactive Materials Authorized Users (includes applications for non-human use of RM; statement of prior training and experience; authorization for internal transfer of material between Aus; room surveys; application for clinical use of RAM; emergency notification; application for investigational human use of RAM) | IND | PER4030 | Permanent (may be sent to Archives) |
| <u>Environmental Health & Safety</u> Environmental Monitoring/Safety Records (records pertaining to environmental assessments, safety audits, OSHA compliance, EPA compliance, hazardous waste manifests, incident response reports, monitoring records, training records) | IND (minimum 5 years) | ENV1000 | Review for permanent retention |
| <u>Environmental Health & Safety</u> Radiation Safety (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) | IND | PER4020 | Review for permanent retention |
| <u>Environmental Health & Safety</u> Radioactive Materials Transportation Records (DOT transfer record; authorization for shipment of RAM; and off-site transfers) | IND | ENV2010 | Permanent (may be sent to Archives) |



Cleveland State University – Records Retention Schedule

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Retention Periods Pertain To Paper Copies and Electronic Formats

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

| Record | Retain | Retention Rule # | Disposition |
|--|-----------------------------------|-------------------------|--|
| <u>Environmental Health & Safety</u> Environmentally Hazardous Substances (records related to the use, manufacture and testing of hazardous substances) | IND | ENV2000 | Review for Value |
| <u>Alumni Affairs</u> Alumni Data (includes Alumni Affairs, CSU Alumni Association and special events) | IND | ADM9910 | Review for continuing value |
| <u>General Counsel</u> Legal Opinions/Legal Projects (records resulting from legal projects which document specific legal advice provided) | IND (Min Active + 10 years) | LEG6010 | Review yearly for value – archive as appropriate |
| <u>General Counsel</u> Insurance – Future Liability (records related to insurance coverage for product liability, exposure to hazardous substances, or other problems manifesting themselves long after the policy terminates) | IND | LEG3010 | Permanent |
| <u>Marketing</u> Publicity News Releases | IND | PUB3000 | Permanent (may be sent to Archives) |
| <u>All Departments</u> Newsletters | IND | PUB3000 | Destroy |
| <u>Marketing</u> Publicity Photographs | IND | PUB3000 | Permanent (may be sent to Archives) |
| Curricular Change Forms (used to request course addition, course deletion, change in existing course, change in program/degree requirements) | IND (minimum Active + 5 years) | EDU3000 | Archive |



Cleveland State University – Records Retention Schedule

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Retention Periods Pertain To Paper Copies and Electronic Formats

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

| Record | Retain | Retention Rule # | Disposition |
|---|-----------------------------------|-------------------------|---|
| Utility Rates/Contracts (rate schedules for each utility including current and past rates, latest contracts for electric and steam) | IND (minimum active + 5 years) | LEG2000 | Review for value to determine destruction |
| <u>Academic Departments</u> Course Schedules | IND | EDU1010 | Review for permanent retention |
| <u>Academic Departments</u> Course Syllabi | IND | ADM9910 | Destroy |
| <u>Law Clinic</u> Clinic Trust Fund Accounts (bank statements and client trust account records) | IND | ACC1010 | Destroy |
| <u>Music Department</u> Programs (programs of concerts and recitals performed at CSU) | IND | PUB3000 | Archive |
| Program Development Proposals | IND (minimum Active + 5 years) | EDU3000 | Archive |
| <u>Dramatic Arts</u> Theater Productions (programs, press releases, clippings, cast lists, posters, handouts, promotional materials, scripts, reviews, photos) | IND | ADM9910 | Archive |
| <u>Library Archives</u> Historical Law Library Building Files (files of old law library building and new building blueprints, maps, photos) | IND | ACC2000 | Archive |



Cleveland State University – Records Retention Schedule

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Retention Periods Pertain To Paper Copies and Electronic Formats

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

| Record | Retain | Retention Rule # | Disposition |
|--|-----------------------------------|-------------------------|--|
| <u>Libraries</u> Library Statistics (usage of periodical issues, serials acquisitions, acquisitions/pre-orders, services and collections, slide library, film service, multimedia service, reference, material deposit, web statistics) <i>some statistics are coded into iii and compiled on demand</i>) | IND (minimum Active + 5 years) | EDU3000 | Review for possible transfer to archives |
| <u>Academic Affairs VP</u> Emeritus Status Paperwork (confers lifetime academic appointments) | IND | PER3000 | Archives |
| Cauldron (back issues) | IND | PUB3000 | Archives |
| Whiskey Island Magazine | IND | PUB3000 | Archives |
| Recordings (LP's from 1976, 7" records from 1976, cassettes from 1976, CD's from mid 80's, music log books) | IND | ADM9910 | Archives |
| Pesticide Application Records (records of application of pesticide on campus landscapes) | IND | ENV2010 | Destroy |
| <u>Controller</u> W-9 Taxpayer Information Forms (w-9 tax payer information forms used to identify and record status for IRS purposes) | IND | PER1030 | Review for value |



Cleveland State University – Records Retention Schedule

Retention Periods Pertain To Paper Copies and Electronic Formats

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

| Record | Retain | Retention Rule # | Disposition |
|---|---------------------------|-------------------------|--------------------|
| Energy Conservation Projects (includes grant applications, energy audit data, grant award, rejection letters, correspondence, design and implementation documents, Federal and State requested reporting forms) | IND (minimum 10 years) | ADM3020 | Archive |
| <u>Graduate Studies</u> Analysis Reports Files (contains summaries of grant activity by department, college, CSU Foundation and university) | IND | LEG2000 | Archive |
| <u>Capital Planning</u> Asbestos Abatement Records (requests for asbestos abatements, completion dates and materials used) | IND | LEG3010 | Archive |
| <u>Education Student Services Center</u> Student Files (<i>Completed teach preparation, never applied for certification; problem students; academically dismissed undergraduate/post baccalaureate, master’s educational specialist, non-degree graduate</i> (files may contain academic action notifications, admission letters, advising history notes, applications, student performance, graduation applications, interview report, correspondence, transcripts, etc. – includes MS Access Database stored on zip disks containing student information regarding programs, degree awards, certifications, etc.) | IND | EDU1010 | Permanent |
| <u>Academic Affairs</u> Workforce Analysis (raw data, salary studies, institutional costs, faculty data, teaching loads) | IND | EDU3000 | Destroy |



Cleveland State University – Records Retention Schedule

Retention Periods Pertain To Paper Copies and Electronic Formats

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| Record | Retain | Retention Rule # | Disposition |
|---|--|------------------|--|
| <u>Education Student Services Center</u> Scholarship/Grant Information <i>scholarship applications and information, program publications, award information, funding agency documentation, correspondence, program statistics, rejection letters, committee meeting minutes, purchase requisitions for award</i> | IND | EDU2000 | Permanent |
| Reports/Surveys (contains reports to agencies regarding student activity, surveys – e.g. Title II report card, teacher supply, AACTE/NCATE report, employment survey) | IND (minimum Active + 5 years) | EDU3000 | Archive |
| <u>Campus Support Services</u> Vendor Files | IND Minimum 4 years | ACC1000 | Destroy |
| <u>Board of Trustees</u> Honorary Degrees (honorary degree recommendations, lists, information on candidates and recipients) | IND | ADM9910 | Board of Trustees Storage |
| <u>Board of Trustees</u> Board and Committee Minutes (files of the board of trustees, committees, governance groups documenting the official actions of governing bodies – includes agendas and meeting notices) | IND | ADM9910 | Board of Trustees Storage – copy to Archives and microfiche/disks to offsite storage Departments other than BOT may destroy |
| <u>Board of Trustees</u> Board and University Policies (trustees by-laws, University policies, CSU handbook) | IND | ADM3000 | Place in BOT storage |
| <u>Compliance</u> Ohio Legislative Service Commission Rules (codified university rules filed with the secretary of State; table of contents’ manuals’ correspondence-Ohio Revised Code) | IND (determined by board secretary) | LEG9900 | Board of Trustees Storage |



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| Record | Retain | Retention Rule # | Disposition |
|--|--|------------------|---|
| Data Processing Hardware Documentation (records documenting operation of equipment including manuals, configurations and control systems) | Until Obsolete | ADM9900 | Destroy when no longer used and all data is migrated to new hardware |
| <u>Libraries</u> Library Database (application to track books, journals, etc) | Until Obsolete | ADM9900 | Destroy |
| <u>IS&T</u> Mobile Campus Loan Forms (used to document laptop loan to students) | Maintain current semester plus one previous semester | ADM9900 | Destroy |
| Input Documents (copies of records or forms designed and used solely for data input and control) | Until Verified | ADM9900 | Destroy |
| Professional Publications, Theses and Dissertations | Permanent | ADM9910 | One copy to library for reference |
| <u>Academic Departments</u> Faculty Maintained Files on Students | Discretionary | ADM9900 | Destroy after student has graduated |
| <u>Academic Departments</u> Course Materials (midterm examinations, quizzes, lab reports, term papers) Final Examinations (unless returned to student, retain 7 years those exams likely to bear upon a dispute) | Active + 4 weeks Active + 1 semester | ADM9910 | Destroy Spring semester finals retain until end of 4 th week of following fall semester |
| Special Event Tickets (unsold tickets) | 3 months | ADM9900 | Destroy |
| <u>Counseling and Testing</u> Test Administration Records (rosters, summary, vouchers, seating charts, report forms) | 6 months | ADM9900 | Destroy |
| Surveillance Video/Tapes | 180 days Minimum | ADM9900 | Destroy |
| User Logins | 180 days Minimum | ADM9900 | Destroy |



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|--|-----------------|-------------------------|--------------------|
| Miscellaneous – Special Projects (records related to special projects that do not fall into any other category) | Active + 1 year | MIS2000 | Destroy |
| <u>Admissions</u> Applicants who do Matriculate <u>Advanced Placement Records</u> (forms and records supporting consideration for advanced placement in course(s) where no credit is granted) | Active + 1 year | EDU1010 | Destroy |
| <u>Admissions</u> Applicants who do Matriculate <u>Applications for Admission or Readmission</u> (forms requesting admission or readmission to the university) | Active + 1 year | EDU1010 | Destroy |
| <u>Admissions</u> <u>Applications for Admission/Readmission</u> – Applicants who do not matriculate, do not enroll, file incomplete or denied | 1 year | EDU1100 | Destroy |
| <u>Admissions</u> Applicants who do Matriculate <u>Correspondence</u> (forms requesting admission or readmission to the university) | Active + 1 year | EDU1010 | Destroy |
| <u>Admissions</u> Applicants who do Matriculate <u>Entrance Examination & Placement Test Reports</u> (standardized test scores related to admission to the university and placement test scores) | Active + 1 year | EDU1010 | Destroy |



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|---|--|-------------------------|------------------------------|
| <u>Health & Wellness Services</u> Applicants who do Matriculate Medical Records (medical records related to application to the university) | Active + 1 year | EDU1010 | Destroy |
| Applicants who do not Matriculate Medical Records | 1 year | EDU1100 | Destroy |
| Professional Leave Applications (forms used to request professional leave – proposal and vitae attached) | 1 year – not granted Active + 1 year if granted | ADM9910 | Destroy |
| <u>Parking Department</u> Utility Charges – Parking Dept./Contractors (calculations of utility charges to parking department, tenants of CSU buildings and contractors working during construction) | Active + 1 year after audit | ADM9900 | Destroy |
| <u>Parking Department</u> Disabled Parking Permits | 1 year | ADM9900 | Destroy |
| <u>Parking</u> Parking Permit Applications | 1 year | ADM9900 | Destroy |
| <u>Parking</u> Negative Service Indicators (computer printout of individuals name, ID, citation number and total of fines due) | 1 year | ADM9900 | 1 year in storage Destroy |
| <u>Parking</u> Bicycle Registration Forms (records decal number and issued to bicycle registered) | 1 year | ADM9900 | Destroy |
| <u>Parking</u> Permit Applications (application for parking permit/decal-non-fee) | 1 year | ADM9900 | Destroy |



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|---|-----------------|-------------------------|--------------------|
| <u>Parking</u> Special Event Reservations (includes special event reservations and guest decal requests) | 1 year | ADM9900 | Destroy |
| <u>Human Resources</u> Reports – Administrative State Civil Service, Personnel, Accounting for Classified Employees (monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range/step, suspensions, terminations, etc.) | 1 year | ADM9900 | Destroy |
| <u>Anthropology Department</u> Planning Documents (includes self studies and strategic plans) | Active + 1 year | ADM1020 | Destroy |
| <u>Admissions</u> Letters of Recommendation for Applicants Who Do Matriculate (letters of reference supporting application to the university) | Active + 1 year | EDU1010 | Destroy |
| <u>Admissions</u> Applicants who do Matriculate Transcripts, High School (some documents from facilities in other countries may be originals and difficult for the applicant to replace. You may consider returning these to the applicant) | Active + 1 year | EDU1010 | Destroy |
| <u>Environmental Health & Safety</u> Hazardous Materials Program Tests (certifications expire after 1 year) | 1 year | ADM9910 | Destroy |



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|--|-----------------|-------------------------|--------------------|
| <u>Admissions</u> Applicants who do not Matriculate <u>Transcripts</u> , <u>High School</u> | 1 year | EDU1100 | Destroy |
| <u>Admissions</u> Applicants who do Matriculate <u>Transcripts</u> <u>OTHER INSTITUTIONS</u> <u>OF HIGHER LEARNING</u> (records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training) | Active + 1 year | EDU1010 | Destroy |
| <u>Admissions</u> Applicants who do not Matriculate <u>Transcripts</u> – <u>OTHER INSTITUTIONS</u> <u>OF HIGHER LEARNING</u> | Active + 1 year | EDU1010 | Destroy |
| <u>Admissions</u> Applicants who do Matriculate <u>Transfer</u> <u>Credit Evaluations</u> | Active + 1 year | EDU1010 | Destroy |
| <u>Admissions</u> Applicants who do Matriculate <u>Acceptance</u> <u>Letters</u> (student specific correspondence relating to admission and enrollment at the university) | Active + 1 year | EDU1010 | Destroy |
| <u>Admissions</u> Applicants who do not Matriculate <u>Acceptance</u> <u>Letters</u> (letters notifying student of acceptance or non- acceptance to the university) | 1 year | EDU1100 | Destroy |



Cleveland State University – Records Retention Schedule

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| Record | Retain | Retention Rule # | Disposition |
|--|-----------------|-------------------------|--------------------|
| <u>Admissions</u> Applicants who do not Matriculate <u>Advanced Placement Records</u> (forms and records supporting consideration for advanced placement in course(s) where no credit is granted) | 1 year | EDU1100 | Destroy |
| <u>Admissions</u> Applicants who do not Matriculate <u>Entrance Examination & Placement Test Reports</u> (standardized test scores related to admission to the university and placement test scores) | 1 year | EDU1100 | Destroy |
| <u>Admissions</u> Applicants who do not Matriculate <u>Correspondence</u> (forms requesting admission or readmission to the university) | 1 year | EDU1100 | Destroy |
| <u>Admissions</u> Applicants who do not Matriculate <u>Letters of Recommendation</u> (letters of reference supporting application to the university) | 1 year | EDU1100 | Destroy |
| <u>Admissions</u> Placement Records (on campus recruiting schedules, credentials, letters of recommendation, release forms, data sheet, employer data base, senior and alumni residence hall placement, registration forms, on campus recruiting, senior alumni resources) | Active + 1 year | EDU1010 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|---|--|-------------------------|--------------------|
| Cross Registration | Retain 1 year after audit or 3 years after end of term | EDU1010 | Destroy |
| <u>Conference Services</u> Accounts Payable (rental equipment ordered for events taking place on campus for both on campus groups and outside organizations) | 1 year (from date of rental return) | ACC1000 | Destroy |
| <u>Conference Services</u> Reservation Forms (original facility and equipment requests by on campus groups and confirmation forms for the scheduled event) | Active + 1 year | ADM9900 | Destroy |
| Classes Change of Course Schedule (add/drop) | Active + 1 year | EDU1010 | Destroy |
| <u>Campus Support</u> Business Plans (includes contract summaries, facilities description of business, financial statements, marketing plan, capital spending plan) | Active + 1 year | FIN2000 | Archive |
| Classes Class Schedules (Students) (lists of classes student took a given term) | Active + 1 year | EDU1010 | Destroy |
| Classes Pass/Fail Request | Active + 1 year | EDU1010 | Destroy |
| Graduation Applications | Active + 1 year | EDU1010 | Destroy |
| Correspondence – Students, No Response | Active + 1 year | EDU1010 | Destroy |



Cleveland State University – Records Retention Schedule

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| Record | Retain | Retention Rule # | Disposition |
|---|-----------------|-------------------------|---|
| <u>Financial Aid</u> Non U.S. Department of Education Funding <u>National Guard Scholarship Rosters</u> (lists of students receiving scholarships from the Ohio National Guard) | Active + 1 year | EDU1010 | Destroy – Review for historical value and possible transfer to Archives |
| <u>Financial Aid</u> Non U.S. Department of Education Funding – Ohio Instructional Grants Files (record submitted by student for payment of fees, eventually sent to OBOR for payment) | Active + 1 year | EDU1010 | Destroy – Review for historical value and possible transfer to Archives |
| <u>Financial Aid</u> Student Files – Financial Aid Non Recipients (students who did not receive aid or enter the university, copy of FAF) | 1 year | EDU1100 | Destroy |
| Test Scores – Students Who Matriculate | Active + 1 year | EDU1010 | Destroy |
| Test Scores – Students Who Do Not Matriculate | 1 year | EDU1100 | Destroy |
| <u>Registrar</u> Grades Grade Reports (Registrar’s Copies) (copy of grade report as sent to student, grade or narrative) | Active + 1 year | EDU1010 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|---|-----------------|-------------------------|--------------------|
| Applications for Graduation | Active + 1 year | EDU1010 | Destroy |
| Graduation Authorizations (documents certifying completion of degree requirements) | Active + 1 year | EDU1010 | Destroy |
| Student Records Correspondence (student specific correspondence- other than admissions) | Active + 1 year | EDU1010 | Destroy |
| Student Records Program Requirement Modification (change of major forms; degree requirement waiver or substitution authorization) | Active + 1 year | EDU1010 | Destroy |
| Alumni Affairs Placement Files (files maintained on alumni for purposes of career placement, includes credentials, letters of recommendation, etc. Students pay to have credentials maintained) | Active + 1 year | EDU1010 | Destroy |
| Requests Health Insurance Waivers (signed waiver indicating student’s acceptance or waiver of university student health insurance) | 1 year | ADM9900 | Destroy |
| Research Grants Files – Not Awarded (applications and proposals by faculty for grants that were not funded) | 1 year | ADM9900 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|---|-----------------|-------------------------|---|
| <u>Student Life Judicial Affairs</u> Student Disciplinary Files <u>Academic Action Notifications</u> (communications notifying students of dismissal, academic probation, etc.) | Active + 5 year | LEG4000 | Destroy |
| ECM Status Reports (semi-annual reports of current USDOE funded ECM budget) | Active + 1 year | ADM9900 | Destroy |
| <u>Academic Departments</u> Student Records (files maintained in individual college and department offices on students enrolled in that college or department – includes transcripts, letters of recommendation, etc., includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled) | Active + 1 year | EDU1010 | Destroy |
| <u>Controller</u> Budget Institutional (final, approved, yearly budget for university, usually in printed form) | Active + 1 year | FIN2000 | Destroy – Review for historical value and possible transfer to Archives |



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| Record | Retain | Retention Rule # | Disposition |
|---|-----------------|-------------------------|--|
| <u>Budget & Analysis</u> <u>Department</u> Budget Planning Documents (budget requests, including program plans for coming year, usually by cost center) | Active + 1 year | FIN2000 | Destroy – Review for historical value and possible transfer to Archives by Budget & Analysis |
| <u>All Departments/Offices</u> Subject Files General Administrative (files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices – excludes President, Vice President, Director, Dean or Chair and other upper level administrative offices) | 1 year | ADM9900 | Destroy |
| <u>Human Resources</u> Classified Staff Report (monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range/step, suspensions, terminations, etc.) | 1 year | ADM9900 | Destroy |
| <u>Human Resources</u> Department Assistance File Classified Staff (correspondence documenting personnel office services to university or college department regarding classified staff positions) | 1 year | ADM9900 | Destroy |



Cleveland State University – Records Retention Schedule

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| Record | Retain | Retention Rule # | Disposition |
|---|---------------|-------------------------|--|
| Ohio Board of Regents Annual FTE Report (annual printout required by the Ohio Board of Regents documenting full time equivalent staffing levels. The summary of the inventory is sent to the Ohio Board of Regents.) | 1 year | ADM9900 | Destroy – Review for historical value and possible transfer for Archives |
| <u>Student Employment</u> Student Employee Summary Report (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) | 1 year | ADM9900 | Destroy |
| Student Employment Files | PER3000 | Active + 6 years | Destroy |
| Customer Evaluation Sheets (requests to evaluate service to campus community) | 1 year | ADM9900 | Destroy |
| <u>IS&T</u> Information Systems Help Desk Logs and Reports (records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes) | 1 year | MIS1000 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|--------------------------|
| <u>Police Department</u> Administrative Records (routine records – daily bulletins, manpower logs, vehicle equipment inspection logs, dispatch logs, dispatch audio logs, | 1 year | ADM9900 | Destroy |
| <u>Police Department/Facilities Management Dispatch Logs</u> (records of request for service received by the dispatcher, including phone and radio transmissions and audio logs) | 1 year | ADM9900 | Destroy |
| <u>Police Department</u> Police Reports-Daily Activity | 1 year | ADM9900 | Destroy |
| <u>Police Department</u> Transportation Logs-Student (record of rides given by student transport service or campus police officers) | 1 year | ADM9900 | Destroy |
| Administrative Records – Planning/Forecasting | Active + 1 years | ADM1020 | Review for archive value |



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| Record | Retain | Retention Rule # | Disposition |
|--|-----------------|-------------------------|--------------------|
| <u>AMBA/EMBA Programs</u> Accelerated/Executive Masters Business Administration Records (record of payment, registration and adjustments for student in programs) | 1 year | ADM9900 | Destroy |
| <u>Controller’s Annual Budget Books</u> (originals) | Active + 1 year | FIN2000 | Archive |
| <u>Honors College Admission Documents</u> (students who do not enroll, includes transcripts, etc.) | 1 year | EDU1100 | Destroy |
| <u>Libraries MMS Media Lab Daily Log</u> | Active + 1 year | ADM9900 | Destroy |
| <u>Libraries Special Collections Sign In Sheets</u> (used to keep track of material taken out of special collections) | 1 year | ADM9900 | Destroy |
| <u>Libraries Library Student Files</u> (general files of student assistants, including letters of recommendation, general memos and workshop plans) | Active + 1 year | EDU1010 | Destroy |
| <u>Libraries MMS Reserve Request Sheets</u> | Active + 1 year | ADM9900 | Destroy |



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|--|-----------------------------|-------------------------|-----------------------------|
| <u>College of Law</u> Student Files – Non permanent (records of students who matriculated whether or not they earned a degree, includes applications for admission/readmission, letters of recommendations, entrance examinations and placement test reports, advanced placement records, transcripts, medical records, academic action notifications, applications for graduation, documents regarding progress toward degree, transfer credit evaluations) | Active + 1 year | EDU1010 | Destroy |
| Proposals – Not Funded | 1 year | ADM9900 | Destroy |
| <u>Planning Assessment & Information</u> Planning Models (records related to planning and forecasting for internal purposes. Includes annual plans, five year and ten year strategic plans and forecasts, facility requirements, growth forecasts) | Active + 1 year | ADM1020 | Review for continuing value |
| <u>Facilities Management and Safety</u> Sewer Charge Exemption (quarterly reports to NEORS D reporting meter readings for buildings receiving sewer charge exemption) | Active + 1 year after audit | ADM9900 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|--|--|-------------------------|--|
| <u>Health and Wellness</u> Appointment Sheets (includes name, time, reason for visit and name of healthcare provider and diagnosis) | Active + 1 year | EDU1010 | Destroy |
| <u>Health and Wellness</u> Prescription Log Book | Active + 1 year | EDU1010 | Destroy |
| <u>Health and Wellness</u> Birth Control Log | Active + 1 year | EDU1010 | Destroy |
| <u>Health and Wellness</u> Lab Slips (copy of lab work done for other departments) | 2 years (from date on documents) | PER4011 | Destroy |
| Weather Forecasts (daily printouts of weather forecasts) | 2 years | ADM9900 | Destroy |
| Comprehensive Examinations (exams taken by graduate students to fulfill program requirements and graduate) | Active + 2 years | ADM9910 | Destroy |
| <u>International Programs</u> Applications Awaiting Decisions | Active + 2 years | EDU1010 | Destroy |
| Convocation Center Reports | Active + 2 years | ADM9900 | Destroy |
| Exam Reports – Praxis I & II (score reports from the Educational Testing Service) | Active + 2 years (7 years for those that form the basis of a dispute) | EDU1010 | Destroy |
| Certification/Licensure Records (pertaining to Education Student Services Center) | Active + 2 years (inactive when superseded) | EDU1010 | Destroy 8 1/2x11 documents (3x5 cards permanent) |
| <u>International Programs</u> Transfer Credits-Study Abroad (includes letters of credential evaluation) | Active + 2 years | EDU1010 | Destroy |



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|---|---|-------------------------|--------------------|
| <p><u>Education Student Services Center</u> Student Files (Provisional Master’s, Education Specialist, Potential Candidates Graduate Counseling, Denied Admission Master’s and Education Specialist, Undergraduate, Post Baccalaureate and Second Area Certification) Files may contain application for graduate admission, letters of recommendation, program requirement modifications, entrance exams, transcripts, acceptance letters, advising history notes, correspondence, comprehensive exams, projects, thesis, graduation applications, petitions, program of study, non-degree, credit transfer, application to University, change of grade forms, entrance checklist, evaluations, entrance packet, interview report, moral verification, program checklist, correspondence, BCI clearance report, concerned conference, transient student forms, reinstatement of financial aid)</p> | <p>Active + 2 years</p> <p>Retain 7 years those likely to bear upon a dispute</p> | <p>EDU1010</p> | <p>Destroy</p> |



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|--|---|-------------------------|---------------------------------------|
| Pending Award Files (applications/proposals by faculty members in pending status, awaiting award/denial notification from potential sponsor) | 2 years | ADM9900 | Destroy |
| Student Advising, Tutoring Records | Active + 3 years | EDU1010 | Destroy |
| <u>Admissions</u> Applicants who do not Matriculate - Access To See Letters of Recommendation Waiver (student waivers for rights of access to see letters of recommendation for admission) | Active + 3 years | EDU1030 | Destroy |
| Classes Audit Authorizations (approval forms to audit a class) | Active + 3 years | EDU1015 | Destroy |
| Classes Credit/No Credit Approvals | Active + 3 years | EDU1015 | Destroy (review for historical value) |
| Classes Official Class Roster (lists of students enrolled for individual classes) | Active + 3 years | EDU1015 | Destroy(review for historical value) |
| Classes Registration/Enrollment Forms | Active + 3 years (retain 3 years after term) | EDU1015 | Destroy |
| <u>Environmental Health & Safety</u> Radiation Safety Committee/Infectious Waste contains licenses, registration certificates, site use permits, training documents, member information, correspondence NIH and Ohio EPA regulations, etc. | Active + 3 years | LEG5020 | Destroy |



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|--|---|-------------------------|--|
| Classes Withdrawal Authorizations | Active + 3 years | EDU1015 | Destroy |
| Student Conduct Verifications | Active + 3 years (inactive at end of semester) | EDU1030 | Destroy |
| <u>Financial Aid</u> U.S. Department of Education Funding Federal Loan <u>Check Registers</u> (record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans) | Active + 3 years | EDU2100 | Destroy |
| <u>Financial Aid</u> U.S. Department of Education Funding General Administrative <u>Annual Interim Fiscal Operations Reports</u> (reports to federal government on expenditures for federal programs) | Active + 3 years | EDU2100 | Destroy (review for historical value and possible archives transfer) |
| <u>IS&T</u> Computer Usage Chargeback Billing Records | Retain 3 system backups | ADM9900 | Destroy |
| <u>Libraries</u> Subject Tree/Reference Desk File Edits (HTML documents updated by CDM staff for public use) | 3 years | ADM9910 | Destroy |



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|--|------------------|-------------------------|--------------------|
| <u>Financial Aid</u> U.S. Department of Education Funding Student Files (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 grant PELL files, grant in aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, graduate assistantships, sponsored student accounts) | Active + 3 years | EDU2100 | Destroy |
| <u>Board of Trustees</u> Trustee Appointment Files (past and present individual trustee files, includes resumes, letters, correspondence, articles, etc. faculty and student representatives) | Active + 3 years | ADM9910 | BOT Storage |
| Requests Student’s Written Consent for Records Disclosure | Active + 3 years | EDU1030 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|---|------------------|-------------------------|--------------------|
| <u>Student Life Judicial Affairs</u> Student Disciplinary Files Requests for Formal Hearings | Active + 3 years | EDU1030 | Destroy |
| <u>Student Life Judicial Affairs</u> Student Statements Regarding Hearing Panel Decisions (student statements on content of records regarding hearing panel decisions) | Active + 3 years | EDU1030 | Destroy |
| <u>Student Life Judicial Affairs</u> Student Disciplinary Files Written Decisions of Hearing Panels | Active + 3 years | EDU1030 | Destroy |
| <u>Continuing Education</u> Student Records Continuing Education (files include two types of records: students enrolled in special interest courses, and student enrolled in professional certification programs) | Active + 3 years | EDU1015 | Destroy |



Cleveland State University – Records Retention Schedule

Retention Periods Pertain To Paper Copies and Electronic Formats

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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|--|
| <u>Registrar</u> Student Records <u>Transcript Requests</u> (other than student requested) | Active + 3 years | EDU1030 | Destroy |
| Student Records <u>Veterans</u> <u>Administration</u> <u>Records and</u> <u>Correspondence</u> | Active + 3 years | EDU1020 | Destroy |
| <u>All</u> <u>Departments/Offices</u> Delivery Slips (documents sent with purchased goods indicating item(s) shipped) | 3 years | FIN8020 | Destroy |
| <u>Purchasing</u> Bids – Rejected (Requests for proposals) - for purchases/services | 3 years | FIN8000 | Destroy |
| <u>Environmental Health & Safety</u> Radioactive Materials Waste Records (RAM use cards, specific use, and disposal information) | Active + 3 years | LEG5020 | Destroy |
| <u>All</u> <u>Departments/Offices</u> Subject Files – President, Vice President, Director, Dean, or Chair, Governance files (files of correspondence, reports, memoranda, etc., documenting activities of these upper level administrative offices) | 3 years | ADM9910 | Review for possible transfer to Archives |



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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|---|
| <u>Facilities Management and Safety</u> Elevator Certificates (inspections and safety tests) | Active + 3 years | LEG5020 | Destroy |
| <u>Human Resources</u> Classified Staff Report Surveys, Wage and Fringe Benefit (surveys conducted by the university or college with area organizations in an effort to acquire comparative data regarding wage and fringe benefits programs) | 3 years | PER9900 | Destroy |
| <u>Human Resources</u> Classified Staff Applicant Card Files (reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions) | 3 years | PER2000 | Destroy |
| <u>Human Resources</u> Classified Staff Application Files (includes application form, resume, test results, referral and interview data) | 3 years | PER2000 | Destroy |
| <u>University Governance Files</u> – Files of minutes of boards/committees/governance groups documenting official actions of governing bodies | 3 years | ADM9910 | Archives Review for continuing value |



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| Record | Retain | Retention Rule # | Disposition |
|--|-----------------------------|-------------------------|--------------------|
| <u>Human Resources</u> Canceled Position Files application forms, correspondence sent/received concerning positions that have been canceled | 3 years | PER2000 | Destroy |
| <u>Human Resources</u> Position Descriptions General | 3 years After superseded | PER2000 | Destroy |
| <u>Human Resources</u> Position Vacancy Announcements (job descriptions for each university or college position posted) | 3 years | PER2000 | Destroy |
| <u>Human Resources</u> Training Documentation Classified Staff On-the- Job <u>Training Records</u> (complete training records for individuals seeking classified positions, includes V.A. approval, progress report, record of trainee-trainer, date started, hours worked, etc. | Active + 3 years | PER5000 | Destroy |



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|---|---|-------------------------|---|
| <u>IS&T</u> Application Development Project Files (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) | 3 years after system is no longer in use | ADM9900 | Destroy May retain for reference |
| <u>IS&T</u> Automated Program Listing/Source Code (automated program code which generates machine language instructions used to operate information system) | 3 system update cycles after code is superseded or replaced | ADM9900 | Destroy |



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|---|--|-------------------------|--------------------|
| <u>Art Gallery</u> Gallery Show Information (includes information of past and present shows, artist’s information, slides, photos, exhibition pieces, correspondence concerning shows) | 3 years | ADM9900 | Archive |
| <u>IS&T</u> Data Documentation/Data Dictionary Records (generally created during development or modification and are necessary to access, retrieve, manipulate and interpret data in an automated system May include data element dictionary, file layout, code book or table and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements) | Active + 3 years | ADM9920 | Destroy |
| <u>IS&T</u> Data Processing Operating Procedures (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) | 3 years after procedure is withdrawn, revised, updated or superseded | ADM9910 | Destroy |



Cleveland State University – Records Retention Schedule

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| Record | Retain | Retention Rule # | Disposition |
|--|--|-------------------------|-----------------------------|
| <u>IS&T</u> Data Processing Policies (records of data processing policies including those covering access and security, systems development, data retention and disposition and data ownership) | Retain 3 years after policy is withdrawn, revised, updated or superseded | ADM3000 | Destroy |
| <u>IS&T</u> Data Systems Specifications (user and operational documentation describing how an application system operates from a functional user and data processing point of view; may include records documenting data entry, manipulation, output and retrieval records necessary for using the system, including user guides, system or subsystem definitions, flowcharts, program description and documentation, job control or work flow records, system specifications and input and output specifications) | 3 years after discontinuance of system or migration | ADM9910 | Review for historical value |



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Retention Periods Pertain To Paper Copies and Electronic Formats

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| Record | Retain | Retention Rule # | Disposition |
|--|-------------------------|-------------------------|---|
| <u>IS&T</u> Information Systems Audit Trail Files (data generated during the creation of a master file or database used to validate a master file or database during a processing cycle) | 3 cycles | ADM9925 | Destroy |
| <u>IS&T</u> Information Systems Backup Files (copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction) | 3 system back up cycles | ADM9925 | Destroy |
| <u>IS&T</u> Information Systems Information Resources Management and Data Processing Services Plans (University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas) | Active + 3 years | ADM9920 | Review for continuing historical value and potential transfer to Archives |



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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|---|
| <u>IS&T</u> Information Systems Network Usage Reports (summary reports and other records created to document computer usage for reporting or other purposes) | Active + 3 years | ADM9920 | Destroy |
| <u>IS&T</u> Information Systems Hardware & Software Conversion Plans (records relating to the replacement of equipment or computer operating systems) | Active + 3 years | ADM9920 | Archive |
| <u>IS&T</u> Information Systems Operating Procedures & Hardware Conversion Plans (records of procedures for data entry, the operation of computer equipment, production control, tape library, system back up, and other aspects of a data processing operation) | Active + 3 years | ADM9920 | Review for continuing historical value and potential transfer to Archives |



Cleveland State University – Records Retention Schedule

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| Record | Retain | Retention Rule # | Disposition |
|--|---|-------------------------|--------------------|
| <u>IS&T</u> Information Systems <u>Test Database and Files</u> (routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system) | Active + 3 years | ADM9920 | Destroy |
| <u>Business Continuity Office</u> Information Systems <u>Disaster Preparedness and Recovery Plans</u> (records related to the protection and re-establishment of data processing services, equipment and data, back-up files, in case of a disaster) | Active + 3 years | ADM9920 | Archive |
| <u>Human Resources</u> Job Descriptions | 3 years (after superseded or discontinued) | PER2000 | Destroy |
| <u>Human Resources</u> Lay off Files | 3 years | PER9900 | Destroy |
| Student Advising Records | Active + 3 years | EDU1010 | Destroy |
| Training/Development Records (memos, flyers, registration forms, etc) | Active + 3 years | PER5000 | Destroy |
| <u>Capital Planning</u> Working Building Drawings (reference drawings for Architects, Mechanical, Electrical plans and details for all buildings, drawings of record) | Active + 3 years | ADM2030 | Archives |



Cleveland State University – Records Retention Schedule

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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|--------------------|
| Foreign Student Forms – Applicants who do not Matriculate (I-9 and other forms. Since 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) | Active + 3 years | LEG5040 | Destroy |
| Student Waivers for Rights of Access To See Letters of Recommendation for Admission for Applicants who do Matriculate | Active + 3 years | EDU1030 | Destroy |
| <u>College of Law</u> Student Financial Aid Files (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) | Active + 3 years | EDU2100 | Destroy |
| <u>Libraries</u> Study Carrel Registers (record of study carrel and whom assigned – individual forms and master list) | 3 years | ADM9910 | Destroy |



Cleveland State University – Records Retention Schedule

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| Record | Retain | Retention Rule # | Disposition |
|---|---|-------------------------|--------------------|
| <u>Property Control</u> Off Campus Use of University Equipment Approval Forms | Active + 3 years | ADM9900 | Destroy |
| <u>Facilities Management and Safety</u> Certificate of Occupancy (upon completion of building projects, building certified safe for occupancy – includes permits, licenses) | Active + 3 years | LEG5020 | Destroy |
| Requests and Disclosures of Personally Identifiable Information | Active + 3 years | EDU1030 | Destroy |
| Graduate Assistantship Applications | 3 years | PER2000 | Destroy |
| <u>Admissions</u> Personalized Recruitment Material for Applicants Who Do Not Matriculate | Active + 3 years | EDU1020 | Destroy |
| <u>Admissions</u> Personalized Recruitment Material for Applicants Who Do Matriculate | 3 years | EDU1010 | Destroy |
| <u>General Counsel</u> Public Records Request Files | 3 years (from date request processed) | LEG9900 | Destroy |
| <u>Payroll</u> Garnishment Files (related to attachment of property to satisfy a creditor. Court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices and correspondence | Active + 3 years | LEG5030 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|--|----------------------------|-------------------------|--------------------|
| Disabled Students Advising Records: Non-Permanent (records of students who matriculated whether or not they earned a degree. May include applications for admission or readmission, letter of recommendation, entrance examinations and placement test reports, advanced placement records, transcripts, medical records, academic action notifications, applications for graduation, documents regarding progress, transfer credit evaluations Permanent (includes change of grade forms, faculty grade reports, transcript requests – other than student requested) | Active + 3 years | EDU1010 | Destroy |
| | Until no longer referenced | EDU1000 | Permanent Storage |
| Accounts Payable – (Amounts owed on open account for goods or services received) | 4 years | ACC1000 | Destroy |
| Accounts Receivable (amounts due from others on open accounts as a result of providing goods or services) | 4 years | ACC1000 | Destroy |
| <u>Controller</u> Return Authorizations (forms for returned goods bought on PO, returned for repair or replacement, etc includes RA#'s and credit memos if applicable) | 4 years | ACC1000 | Destroy |



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Retention Periods Pertain To Paper Copies and Electronic Formats

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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|--------------------|
| <u>Conference Services</u> Accounts Receivable – Rentals (rental contracts with full set up and billing information regarding each event from an outside organization utilizing university facilities) | Active + 4 years | ACC1000 | Destroy |
| Accounts Payable – Ledgers | 4 years | ACC1000 | Destroy |
| Bad Debt Actions (overdue accounts, such as library fines, parking tickets, loans, payment for services rendered) | 4 years | FIN6000 | Destroy |
| Cash Books (a report of institutional assets, liabilities, and equities; a periodic report, not the yearend report) | 4 years | ACC1000 | Destroy |
| Balance Sheets (report of institutional assets, liabilities, and equities; a periodic report, not the yearend report) | 4 years | ACC3000 | Destroy |
| Accounts Payable – Vouchers | 4 years | ACC1000 | Destroy |
| <u>Payroll</u> Annuity Records (statement or payroll deduction for employees’ annuity plans) | 4 years | ACC1000 | Destroy |
| <u>Controller</u> Financial Reports – Annual (consolidated yearend report of financial situation showing assets and liabilities- may include audit report) | 4 years | FIN7000 | Archives |



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|---|---------------|-------------------------|--------------------|
| Cash Disbursement Journal (a record of institution’s cash transactions showing a running balance) | 4 years | ACC1000 | Destroy |
| Cash Receipts (receipts for cash sales or cash received) | 4 years | ACC1000 | Destroy |
| Cash Register Tapes | 4 years | ACC1000 | Destroy |
| <u>Parking</u> Daily Income Records | 4 years | ACC1000 | Destroy |
| Cash Journals (journal of cash received) | 4 years | ACC1000 | Destroy |
| Vending Commission Income Records | 4 years | ACC1000 | Destroy |
| Invoices (bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment) | 4 years | ACC1000 | Destroy |
| Delinquent Account Reports | 4 years | FIN6000 | Destroy |
| <u>Financial Aid</u> Disbursement Records | 4 years | ACC1000 | Destroy |
| <u>Education Services Center</u> Cost Accounting Files (expense reports, invoices for services provided to clients) | 4 years | FIN7010 | Destroy |
| Journals (the record in which financial transactions are first recorded before being posted as a debt or credit to an account in a ledger. A chronological documentation of transactions.) | 4 years | ACC3000 | Destroy |



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|---|---------------|-------------------------|--------------------|
| Journal Entries (the means of entering details of a transaction into the accounting system. Journal entries are made in a journal and later posted to a ledger. Entry also includes a brief explanation) | 4 years | ACC3000 | Destroy |
| Petty Cash Records | 4 years | ACC1000 | Destroy |
| Receipts | 4 years | ACC1000 | Destroy |
| Registers | 4 years | ACC1000 | Destroy |
| Requisitions (forms used to order goods and services) | 4 years | ACC1000 | Destroy |
| <u>Payroll</u> Payroll Checks (checks paid employees for services they perform) | 4 years | FIN1000 | Destroy |
| <u>Payroll</u> Change Report: Classified Staff (bi-weekly listings of payroll adjustments processed through Personnel Services concerning full-time or part-time employee status, i.e., new employee, promotion, reclassification, leave of absence, lateral transfers, and removals. Report arranged by pay period. | 4 years | ACC1000 | Destroy |
| Mail Room - Accountable (express, registered, certified proof of delivery, and proof of outgoing from departments, incoming addresses for various individuals/departments) | 4 years | ACC1000 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|---|---------------|-------------------------|--------------------|
| <u>Payroll</u> Worker’s Compensation Payments | 4 years | ACC1000 | Destroy |
| <u>Payroll Department</u> Payroll Expense Report | 4 years | ACC1000 | Destroy |
| Royalty Payments | 4 years | ACC1000 | Destroy |
| Sales Receipts | 4 years | ACC1000 | Destroy |
| Waivers – For Release of Liability | 4 years | ADM9910 | Destroy |
| MBE Quarterly Report (report of purchases from State certified minority business enterprises along with actual expenditures MBE & EDGE report and MBE/EDGE vendor print out) | 4 years | ACC3000 | Destroy |
| <u>Residence Life</u> Dorm Contracts Release Files (includes application, correspondence, and record of decision reached concerning request to break contracts for room and board) | 4 years | ACC1000 | Destroy |
| Front Desk Balancing Form (financial transaction sheet designed for front desk, contains student/staff financial transactions-adding machine tape is attached and initialed by supervisor or student worker) | 4 years | ACC3000 | Destroy |
| <u>Capital Planning</u> State Encumbrance/Voucher Files (indicated State funds encumbered by contractor/vendor with voucher) | 4 years | ACC1000 | Destroy |



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|---|---------------|-------------------------|--------------------|
| <u>Financial Aid</u> Student Accounting Records- <u>Accounting</u> <u>Billing Letters</u> (concerns student who withdrew or reduced credit hours and were billed for the return of surplus aid money) | 4 years | ACC1000 | Destroy |
| Student Accounting Records – <u>Insurance</u> <u>Records</u> (record of students enrolled in university or college health program) | 4 years | ACC1000 | Destroy |
| <u>Treasury Services</u> <u>Tuition Remission</u> <u>Applications</u> (record of tuition waiver for employees and dependents) | 4 years | ACC1000 | Destroy |
| <u>Subsidiary Ledgers</u> (a book of accounts of the university) | 4 years | ACC1000 | Destroy |
| <u>Telephone Expense</u> <u>Records</u> (periodic reports of long distance and local phone charges) | 4 years | ACC1000 | Destroy |
| <u>Voucher Register</u> (a journal in which accounts payable and their payments are recorded) | 4 years | ACC1000 | Destroy |
| <u>Vouchers</u> (a record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction) | 4 years | ACC1000 | Destroy |



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|--|---------------|-------------------------|---|
| Bank Deposits (record of deposits in banking institutions, includes batch deposits and control sheets) | 4 years | FIN1000 | Destroy |
| Annual Financial Report (consolidated year-end report of financial situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and student services areas. May include audit report) | 4 years | FIN7000 | Review for continuing historical value and potential transfer to archives |
| Student Dorm Contracts (actual agreement between students and residence halls governing room and boards and fee payment agreements, includes meal plan authorizations) | 4 years | ACC1000 | Destroy |
| Utilities Budget-Requests/Calculations (calculations of projected use and cost for each utility and requested funding and projected actual costs) | 4 years | FIN2000 | Archive |
| <u>Controller</u> Canceled Checks | 4 years | FIN1000 | Destroy |
| Bank Reconciliations (explanation of differences between bank statement balance and actual balance) | 4 years | FIN1000 | Destroy |
| <u>Parking</u> Journal Vouchers (funds due parking for special events, decals and reserved parking with the University) | 4 years | ACC1000 | Destroy |



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|--|---------------|-------------------------|--------------------|
| <u>Audit</u> Audit & Project Work Papers | 4 years | ADM3010 | Destroy |
| Audit Report – Internal (final report internal auditor) | 4 years | ADM3010 | Destroy |
| Audit Report – External | 4 years | FIN7010 | Destroy |
| Bank Statements (periodic statement of bank balances) | 4 years | FIN1000 | Destroy |
| Stop Payment Forms (includes stop payment forms and print outs of online stop payment activity, including copies of original disbursement) | 4 years | ACC1000 | Destroy |
| Travel Expenses (record of expenses incurred on official travel. Used to receive reimbursement) | 4 years | ACC1000 | Destroy |
| Unemployment Insurance Payments | 4 years | ACC1000 | Destroy |
| <u>Libraries</u> Statement of Charges (fines owed) | 4 years | ACC1000 | Destroy |
| Classified Staff Report Union Dues Membership List (copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department) | 4 years | ACC1000 | Destroy |



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|---|------------------|-------------------------|--------------------|
| Chargeback Billing Records (reports and other records from campus computer centers detailing charges for computer services. Includes, monthly billing reports, copies of vouchers and bills) | 4 years | ACC1000 | Destroy |
| <u>Health and Wellness Center</u> Intake Sheets and Super bills (student/employees complete before being seen in Health Services – includes diagnosis, provider and costs) | Active + 4 years | EDU1010 | Destroy |
| <u>Health & Wellness Services</u> Super Bill Files (record given to each person who visits health services. Records diagnosis, treatment, and charges or lack of charges. Used for insurance claims) | 4 years | ACC1000 | Destroy |
| <u>IS&T</u> Computer Center Time Billing Records (reports and other records from computer center detailing charges for computer services, includes monthly billing reports and vouchers) | 4 years | ACC1000 | Destroy |
| <u>Parking</u> Reconciliation Records (record of daily tickets issued and returned and funds balance) | 4 years | FIN1000 | Destroy |



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|---|---------------|-------------------------|--------------------|
| <u>Dramatic Arts</u> Ticket Stubs (ticket stubs from tickets sold at theatre productions) | 4 years | ACC1000 | Destroy |
| <u>Parking</u> Special Event Lot Revenue and Expense Sheets (record of special events-lots used, tickets issued, sold and returned, expenses and profit) | 4 years | ACC1000 | Destroy |
| <u>Parking</u> Tickets Paid | 1 year | ACC1000 | Destroy |
| <u>Parking</u> Tickets Unpaid | 1 year | FIN6000 | Destroy |
| <u>Parking</u> Parking Fine Adjustments- includes citation appeals & decisions | 4 years | ACC3000 | Destroy |
| <u>Parking Department</u> Invoices – Outside the University (billings for parking, special events, reserved parking, etc.) | 4 years | ACC1000 | Destroy |
| <u>Controller</u> Federal Refund Adjustments (refund adjustments made to students accounts following Federal refund and ProRata regulations and Title IV requirements) | 4 years | FIN7000 | Destroy |
| <u>Controller</u> Billing Runs (copies of bills issued to student/patrons, departments’ and third parties) | 4 years | ACC3000 | Destroy |
| Chart of Accounts (expense account files) | 4 years | ACC3000 | Destroy |



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|--|---------------|-------------------------|--------------------|
| <u>Controller</u> Check Runs (checks issued from student’s accounts, includes account history, check register, check edit, list of checks to be voided or refunded) | 4 years | FIN1000 | Destroy |
| <u>Controller</u> Monthly Financial Reports (summary of all 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) | 4 years | ACC3000 | Destroy |
| <u>Controller</u> Miscellaneous Student Account Reports (internal reports identifying select students for various account maintenance/clean up) | 4 years | ACC1000 | Destroy |
| <u>Controller</u> Account Adjustments (reasoning and authorization for changes and adjustments made to patron accounts) | 4 years | ACC3000 | Destroy |
| Continuous Orders | 4 years | ACC1000 | Destroy |
| Financial Statements Submitted to Government Agencies (report and background information) | 4 years | FIN7000 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|---|------------------|-------------------------|--------------------|
| Overpayment of Educational Expense Billing | 4 years | ACC1000 | Destroy |
| <u>Mail Room</u> Postal Transactions (includes transactions from all mail department reports for all accounts at the university, records of postage spent by each department, copy of express, registered, certified proof of delivered mail by department) | 4 years | ACC3000 | Destroy |
| <u>Financial Aid</u> Financial Aid Adjustments (authorizations and adjustments to students financial aid) | 4 years | ACC1000 | Destroy |
| <u>Financial Aid</u> Perkins Journal Entries | Active + 4 years | ACC3000 | Destroy |
| <u>Financial Aid</u> Financial Aid Award Disbursement Records (statement by individual of award amounts disbursed. Contains name, type and amount) | 4 years | ACC1000 | Destroy |
| <u>Financial Aid</u> Financial Aid Canceled Check Records (canceled checks, check stubs and check journal showing payments for financial aid made to students) | 4 years | ACC1000 | Destroy |



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|--|---------------|-------------------------|--------------------|
| <u>Treasury Services</u> Student Account Files (files on individual students’ paid and unpaid accounts, including loan applications, correspondence, account activity record, etc.) | 4 years | ACC1000 | Destroy |
| Accounting Records accounts payable invoices, duplication requests, receipts, small order forms, purchase requisitions, petty cash records, travel expense records, telephone expense records, delivery slips, textbook orders, budget transfers | 4 years | ACC1000 | Destroy |
| Credit Card Sales Receipts (signed, authorized receipts, maintained under lock and key) | 4 years | ACC1000 | Destroy |
| <u>Parking</u> Open Voucher Lists (list of tickets in collection) | 4 years | FIN6000 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|--|
| Research Grants Files – Awarded (files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations) | Active + 5 years | LEG2000 | Review for continuing administrative and historical value and potential transfer to archives |
| Proposals – Funded/Pending (includes financial records) | Active + 5 years | LEG2000 | Archives |
| Bids Accepted (for purchases) Requests for Proposals | Active + 5 years | FIN8010 | Destroy |
| Daily Energy Reports (total campus electric and steam, projected monthly electric use and cost compared to budget) | 5 years | ADM9900 | Destroy |
| <u>General Counsel</u> Insurance Files (records related to coverage affecting liability – policies, amendments, riders, etc) | Active + 5 years | LEG3000 | Destroy |
| <u>General Counsel</u> Chron. Files- Attorneys (files of daily activities, memos, faxes, emails) | 5 years | ADM9910 | Destroy |
| <u>General Counsel</u> Memorandums of Understanding (MOU) | Active + 5 years | LEG2000 | Destroy |



Cleveland State University – Records Retention Schedule

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Retention Periods Pertain To Paper Copies and Electronic Formats

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

| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|---|
| Purchase Orders (purchasing office’s copy of order to a supplier authorizing purchase of goods) | Active + 5 years | FIN8010 | Destroy |
| <u>Human Resources</u> Classified Staff Report Suspension Files (record of suspended university or college employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation) | 5 years | PER3010 | Destroy |
| <u>Human Resources</u> Collective Bargaining Agreements | Active + 5 years | LEG2000 | Review for continuing administrative or historical value and potential transfer to archives |
| <u>Human Resources</u> Layoff Documentation Classified Staff (file contains printouts, rosters, and correspondence documenting university or college layoffs. Pertinent employee data, date of hire, classification, department, and retention points (performance) are included) | 5 years | PER3010 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|---|---------------|-------------------------|--------------------|
| <u>Human Resources</u> Performance Evaluation Staff Reclassification Files (record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation) | 5 years | PER3010 | Destroy |
| <u>Human Resources</u> Performance Evaluation Classified Staff Reclassification Files (record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation) | 5 years | PER3010 | Destroy |
| <u>Human Resources</u> Personnel - Reports (vacancy tracking system; promotions tracking system and other administrative processes) | 5 years | ADM9900 | Destroy |
| <u>Human Resources</u> Performance Evaluation – Classified Staff (file contains annual printouts and log books, with such information as name, social security number, date of hire, classification, supervisory, mid and end probationary dates, performance evaluations) | 5 years | PER3010 | Destroy |



Cleveland State University – Records Retention Schedule

Retention Periods Pertain To Paper Copies and Electronic Formats

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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|--|
| Leave Record Classified Staff (forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued) | 5 years | PER3010 | Destroy |
| Government Relations Public Affairs Records (records related to activities and proposed laws) | Active + 5 years | PUB2000 | Destroy |
| <u>Academic Affairs Academic Personnel Inventory</u> (teaching load analysis) | Active + 5 years | ADM9900 | Review for Archives |
| Leave Record Staff (forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued) | 5 years | PER3010 | Destroy |
| Distinguished Faculty/Staff Awards (contains letters requesting nominations, nominations with vita, award letters, summary report, letters of regret, committee members, plaque information, CSU ID numbers, SOF) | Active + 5 years | ADM9910 | Destroy Archive summary reports, award letters, letters of regret |



Cleveland State University – Records Retention Schedule

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Retention Periods Pertain To Paper Copies and Electronic Formats

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| Record | Retain | Retention Rule # | Disposition |
|--|---|-------------------------|---|
| <u>Academic Affairs</u> Performance Evaluation Faculty Promotion & Tenure Files (recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file. | 5 years | PER3010 | Review for continuing administrative or historical value and potential transfer to archives |
| Performance Evaluation Faculty Teaching Evaluations (Student evaluations of teacher’s performance. Used for reappointment, promotion and tenure) | 5 years (can be destroyed in 1 year if summaries are made) | PER3010 | Destroy |
| <u>Controller</u> Orders Awarded Minority Vendors (computer printout from IS&T showing purchase orders issued to vendors flagged a MDE’s in our vendor file – monthly) | Active + 5 years | FIN8010 | Destroy |
| <u>Disability Services</u> Student Files | Active + 5 years | EDU | Destroy |



Cleveland State University – Records Retention Schedule

Retention Periods Pertain To Paper Copies and Electronic Formats

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| Record | Retain | Retention Rule # | Disposition |
|---|------------------|-------------------------|---|
| Time Cards - Student Employees (record of hours worked by student employees) | 5 years | PER6000 | Destroy |
| <u>Payroll</u> Time Cards (record of time worked by employees) | 5 years | PER6000 | Destroy |
| <u>Payroll</u> Payroll Records (PERS exemptions, correspondence and reports, STRS reports, statements, memberships and applications) | Active + 5 years | PER6000 | Destroy |
| <u>Marketing</u> Publicity Advertising | 5 years | MAR1000 | Review for continuing historical value and potential transfer to archives |
| <u>Art Gallery</u> Show Posters (posters of shows) | 5 years | MAR1000 | Archive |
| Publicity View books (document utilized for recruitment) | 5 years | MAR1000 | Review for continuing historical value and potential transfer to archives |
| <u>Marketing</u> Publicity Recruitment Materials (videos, publications, posters, advertisements, etc. used to recruit students to attend the university) | 5 years | MAR1000 | Review for continuing historical value and potential transfer to archives |



Cleveland State University – Records Retention Schedule

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Retention Periods Pertain To Paper Copies and Electronic Formats

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| Record | Retain | Retention Rule # | Disposition |
|--|--|-------------------------|--------------------|
| <u>College of Education</u> Cooperating Teacher Surveys (surveys administered to student for evaluation of cooperating teacher during student’s practicum and student teaching experience) | 5 years (1 year if official copy verified in Field Services) | PER3010 | Destroy |
| Foreign Student Forms – For Applicants who Matriculate | 5 years | EDU1010 | Destroy |
| Student Insurance Records (liability) | Active + 5 years | LEG3000 | Destroy |
| <u>Capital Planning</u> Capital Funded Equipment Cards (records of capital funded purchases of equipment grouped by capital project numbers) | Active + 5 years | FIN8010 | Destroy |
| Utility Company Invoices (copies of utility bills with amounts paid from specified accounts) | 5 years | ACC1000 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|--|
| IUC Purchasing Group Contract Bids (bids issued by CSU on behalf of the IUCPG for specific commodities – services such as electronic, HP equipment and car rental, vendors quote pricing, discounts, etc. in order to be included in the IUC contracts) | Active + 5 years | FIN8010 | Destroy |
| Judicial Affairs Case Files (student disciplinary files- documentation of any action taken by the university in response to academic misconduct) | Active + 5 years | LEG4000 | Destroy |
| Link Program Student Files (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) | Active + 5 years | LEG2000 | Destroy |
| Merit Recognition Award – Faculty/Administrative Staff (letters requesting nominations, nominations with vita, summary reports, award letters, letters of regret) | Active + 5 years | ADM9910 | Destroy Archive summary reports, award letters, letters of regret |



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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|--|
| <u>General Counsel</u> Real Estate Records (records documenting real property purchased , purchase agreements, appraisals, or leased by the university, documents of purchase of land) | Active + 5 years | LEG2000 | Archive The original deeds are maintained by the Auditor of State |
| <u>General Counsel</u> Contracts – Affiliation Agreements (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) | Active + 5 years | LEG2000 | Destroy General Counsel maintain for 15 years fully executed copies |
| <u>Plant Services</u> Generator Test Records | Active + 5 years | ADM2020 | Destroy |
| Utility Reports – Annual Use/Cost (reports of use/cost for each utility for campus per building, includes charts, graphs and appendices) | 5 years | ADM9900 | Destroy |
| <u>All Departments</u> Accident/Injury Reports (reports on injured persons) | Active + 6 years | LEG4000 | Destroy |
| <u>General Counsel</u> Faculty Files (all files collected by the legal department concerning active and inactive staff) | Active + 6 years | PER3000 | Destroy |



Cleveland State University – Records Retention Schedule

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|--|--|-------------------------|--|
| <u>General Counsel</u> Student Files (all files collected by the legal department concerning active and inactive students) | Active + 6 years | PER3000 | Destroy |
| <u>General Counsel</u> Contacts/Agreements – General 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 and construction, exchange of property, etc.; includes government contracts and grants and records required to be kept until government audit) | Active + 6 years | LEG2000 | Destroy (copy of fully executed contract should be on file in general counsel’s office, general counsel maintains 15 years) |
| <u>College of Education</u> University Supervisor Survey – Dean’s Office (surveys administered to students for evaluation of the university) | Active + 6 years 1 year if official copy verified in Field Services | EDU1000 | Destroy |
| Fund Raisers (pertaining to Faculty/Staff Appeal, Uniting to Share Campaigns – includes contribution reports, accounting records, receipts, etc.) | Active + 6 years | EDU2000 | Destroy |
| Scholar Loan Database | Active + 6 years | EDU2000 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|--|--|-------------------------|--|
| Graduate Student Petitions (forms used to request waiver of an academic regulation, for example, late withdrawal, readmission after dismissal, etc.) | Active + 6 years | EDU1000 | Destroy |
| <u>VP for Research</u> University Patent Review Committee Activity Files (contains minutes, member information, reports, correspondence, recommendations, etc) | Active + 6 years | LEG7000 | Archive |
| <u>VP for Research</u> Research Files (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) | Active + 6 years | LEG2000 | Archive |
| <u>Capital Planning</u> Building and Project Plans (original building plans and details for new buildings, building renovations and original building documents Pre-CSU) | Active + 6 years (inactive when no longer referenced) | ADM2030 | Archive (Retain for life of building) |



Cleveland State University – Records Retention Schedule

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|--|---|-------------------------|--------------------|
| <u>Capital Planning</u> Shop Drawings (drawings indicating materials and methods approved by the associate for installation by the contractor) | Active + 6 years | ACC2030 | Archive |
| <u>Capital Planning</u> State Budget and Management Monthly Reports on Capital Funds (reports showing monthly activity by capital appropriation fund, open encumbrance reports and State warrant (checks issued) reports) | Active + 6 years | FIN1000 | Destroy |
| <u>Financial Aid</u> Award Letters (summarizes students’ financial aid each year and confirms acceptance or rejection) | Active + 6 years | EDU2000 | Destroy |
| <u>Controller</u> Athletic Grants (authorizations from Athletic Department) | Active + 6 years | EDU2000 | Destroy |
| <u>Controller</u> Capital Encumbrance Requests (records requesting release of capital funds) | Active + 6 years | ACC2000 | Destroy |
| Nursing Loan Student Files Contains all documents relating to granting of loans, including correspondence, confidential information sheet, promissory note, etc. | Active + 6 years(if funding source is US Dept. of Education, use EDU2100, Active + 3 years) | EDU2000 | Destroy |



Cleveland State University – Records Retention Schedule

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|---|------------------|-------------------------|--|
| <u>Property Control</u> Surplus Property Documentation | Active + 6 years | ADM2020 | Destroy |
| <u>Student Employment</u> Employment Files – Students (includes authorization forms, graduate assistants) | Active + 6 years | PER3000 | Destroy |
| Program Assessment Materials (includes alumni surveys) | Active + 6 years | EDU1000 | Permanent |
| <u>Judicial Affairs</u> Academic Grievance Files (files documenting grievances of students against faculty members) | Active + 6 years | LEG4000 | Review for continuing administrative and historical value and potential transfer to archives |
| General Ledgers (a book containing a summary or detail of all transactions affecting the account of the university) | 6 years | ACC1010 | Review for continuing historical value and transfer to archives |
| Applicant Files – Non Hires | 6 years | PER2000 | Destroy |
| <u>CLASS</u> Index System – Faculty (reference list for all active and inactive faculty in English Department) | Active + 6 years | PER3000 | Destroy |
| <u>Payroll</u> Non-Resident Alien Tax Exemption Forms (W-4, State Withholding forms, 8233, W8-BEN, Country Exemption Status, Passport copies, Soc Sec Card, I-20, DS2019) | Active + 6 years | PER1030 | Destroy |



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|--|------------------|-------------------------|--------------------|
| <u>Admissions</u> Applicants who do not Matriculate Residency Status Documents (documents supporting determination of legal domicile(residency)) | 6 years | LEG5000 | Destroy |
| Inventory Control Records | Active + 6 years | ACC2000 | Destroy |
| <u>Human Resources</u> Student Fee Authorizations Employee benefits for spouse and dependents | Active + 6 years | PER1010 | Destroy |
| <u>Human Resources</u> Benefits Report – Employee (annually, quarterly spreadsheets and reports) | Active + 6 years | PER1010 | Destroy |
| <u>Athletics</u> Athletic Student Files (transcripts, letters of recommendation, course records, NCAA reviews and documents, academic programming, admission copies and high school records, etc. – includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled) | Active + 6 years | EDU1010 | Destroy |
| <u>Athletics</u> Inventory Records (athletic equipment issued to student athletes) | Active + 6 years | ACC2000 | Destroy |



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|---|------------------|-------------------------|--------------------|
| <u>Athletics</u> Recruiting Material (includes phone logs, scouting services information, photos, maps, videos, publications, posters) | 6 years | MAR1000 | Archive |
| Housing Policy Research Program Records (data, statistics, projects) | Active + 6 years | EDU3000 | Archive |
| <u>Human Resources</u> Summer Employment Files (record of employees with alternate summer job responsibilities, usually in dining halls, union, health center, residence halls and custodial | Active + 6 years | PER3010 | Destroy |
| <u>Financial Aid</u> Loan Disclosures Documentation sent from lenders regarding loan guaranty | Active + 6 years | EDU2000 | Destroy |
| <u>Financial Aid</u> Loans (Emergency) Paperwork for students who apply and are approved for emergency loans. Original application | Active + 6 years | EDU2000 | Destroy |
| Endowment Fund Reports (Annual) | Active + 6 years | FIN3000 | Archives |
| Grievance Files – Academic (documenting grievances of students against faculty members) | Active + 6 years | LEG4000 | Archives |



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| Record | Retain | Retention Rule # | Disposition |
|--|------------------|-------------------------|---|
| <u>Financial Aid</u> Non U.S. Department of Education Funding General Administrative Annual Interim Fiscal Operations Reports (reports to federal government on expenditures for federal programs) | Active + 6 years | EDU2000 | Review for continuing administrative or historical value and potential transfer to archives |
| <u>Financial Aid</u> Non U.S. Department of Education Funding Ohio Bureau of Vocational Rehabilitation Grants Files (record of awards by state agency for handicapped students) | Active + 6 years | EDU2000 | Destroy |
| <u>Law Clinic</u> Fair Employment Practices Client Files (ELC)- closed cases of FEPC, record of discrimination cases, includes correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final settlements/judgments) | Active + 6 years | LEG4000 | Destroy |



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|---|--|-------------------------|--------------------|
| <p><u>Financial Aid</u> Non U.S. Department of Education Funding Ohio Instructional Grants Rosters (list of students receiving grants for current academic year)</p> | Active + 6 years | EDU2000 | Destroy |
| <p><u>Financial Aid</u> Non U.S. Department of Education Funding Student Files (files on recipients, including FAF’s need analysis reports, parental tax files, award letters, Statement of Educational Progress, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, National Merit Scholarships, graduate assistantships, sponsored student accounts)</p> | Active + 6 years | EDU2000 | Destroy |
| <p><u>Financial Aid</u> U.S. Department of Education Funding <u>Work Study Student Files</u> (contains application, PERS exemption form, and evaluations of students employed under work study program)</p> | Active + 6 years If funding source is US Dept of Education, use EDU2100, Active + 3 years | EDU2000 | Destroy |



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|---|------------------|-------------------------|--------------------|
| <u>Financial Aid</u> Outside Source Awards (outside source financial aid award records including memos, letters and copies of checks and correspondence with third parties) | Active + 6 years | EDU2000 | Destroy |
| <u>Financial Aid/ Student Employment</u> Sponsored Student Account Files (record of students sponsored by corporations and special scholarships, including authorizations, transactions, account numbers, etc.) | Active + 6 years | EDU2000 | |
| <u>Financial Aid Student Employment</u> Personnel Files Student Employees (active and inactive files. Student authorization forms, State and federal withholdings, PERS, step increases, termination notices, reclassification forms, exemption. | Active + 6 years | PER3000 | Destroy |
| <u>Financial Aid Student Employment</u> Returned Student Loan Proceeds | Active + 6 years | EDU2000 | Destroy |
| <u>Financial Aid Student Employment</u> Rosters (Third party related to student loans, disbursements, repayment, etc.) | Active + 6 years | EDU2000 | Destroy |



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|---|------------------|-------------------------|--------------------|
| <u>Financial Aid Office</u> Financial Aid Authorization Forms (authorizing forms for staff development, student fees, project 60, cross registration, and other miscellaneous financial aid) | Active + 6 years | EDU2000 | Destroy |
| <u>Financial Aid</u> Vets 100 Report (annual report required by the Federal government) | 6 years | LEG5000 | Destroy |
| <u>Judicial Affairs</u> Student Disciplinary Files (files maintained by student affairs on students who have been accused of disciplinary violations) | Active + 6 years | LEG4000 | Destroy |
| <u>Facilities Management and Safety</u> Building Files (files for each building on campus that contain correspondence pertaining to each particular building, includes complaints, service requests, projects, maintenance) | Active + 6 years | ADM2020 | Destroy |



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|--|------------------|-------------------------|--------------------|
| <u>IS&T</u> Data Processing Procurement Files records used in the procurement of system hardware and software including requests for proposals, quotations and bids, benchmark/ acceptance testing information, correspondence, copies of contracts, purchase orders, technical reviews, and vendor information | Active + 6 years | ACC2000 | Destroy |
| <u>Search Committee Chair</u> Faculty Application Files – Non Hires (contains application, correspondence, resumes, etc. from applicants for positions) | 6 years | PER2000 | Destroy |
| <u>Payroll</u> W-2 Forms (Federal form reporting salaries, wages and tips for each employee to the IRS) | 6 years | LEG5000 | Destroy |
| <u>Payroll</u> Registers (W-2 edits, Y-T-Date financial controls, fringe charges reports, gross payroll listings, payroll registers, PERS payroll registers) | Active + 6 years | PER1040 | Destroy |
| <u>Payroll</u> Employment Forms 1099 (federal form used to report salaries, wages, and tips of temporary employees) | 6 years | LEG5000 | Destroy |



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|---|------------------|-------------------------|--------------------|
| Bond Registers (listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.) | Active + 6 years | FIN5000 | Destroy |
| <u>Institutional Equity</u> EE-06 Report [EEOC] (annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees) | 6 years | LEG5000 | Destroy |
| <u>Institutional Equity</u> Complaint Files (record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically) | Active + 6 years | LEG4000 | Destroy |
| <u>Institutional Equity</u> Position Applicant Files (record of affirmative action procedures followed for university or college position openings. Files include position request and authorization forms, job descriptions, appointment activity record, proof of citizenship, chronological data on search and correspondence. Files divided into faculty, contract and classified staff headings. The classified staff portion is comprised of statistical data sent to Affirmative Action Office by Personnel Office.) | 6 years | LEG5000 | Destroy |



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| <u>Institutional Equity</u> Selection Criteria Form – Classified Staff (forms providing explanations as to why person were hired or not hired) | Active + 6 years | PER2000 | Destroy |
| <u>Institutional Equity</u> Analysis EEO/Affirmative Action | 6 years | LEG5000 | Destroy |
| <u>Institutional Equity</u> Application Flow Data Files | 6 years | LEG5000 | Destroy |
| <u>Institutional Equity</u> Affirmative Action Plan Files (procedures and regulations to be followed, workforce analysis, goals, timetables, statistics) | 6 years (inactive when superseded) | LEG5000 | Destroy |
| <u>College of Law</u> Student Files (Official academic records, grades, course evaluations, competency assessments, change of grade forms, credit by examination, faculty grade reports) | Active + 6 years | EDU1010 | Archive |
| Faculty Service/Activity Reports (FAAR’s) records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service – includes full and part-time faculty and graduate assistants | Active + 6 years | PER3000 | Archives |



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| <u>Registrar’s</u> Academic Records Record of academic work pursued. Includes grades | Active + 6 years | EDU1000 | Permanent |
| <u>Human Resources</u> Classified Staff Report Categorical Summary (listing of civil service employees categorized by race and sex) | 6 years | LEG5000 | Review for value and possible transfer to archives |
| <u>Human Resources</u> Staff Grievance Files (files containing information used during a grievance against the University) | Active + 6 years | LEG4000 | Destroy |
| <u>Human Resources</u> Benefit Records – Contributions/Benefits Provided (green bar reports – insurance, disability, enrollments, adjustments, applications, claims, beneficiary designations, financial settlements, ASO insured contracts, 5500i plan documents, certificate of coverage) | 6 years | PER1020 | Destroy |
| <u>Human Resources/Student Employment</u> I-9 Forms | Active + 6 years | PER3000 | Destroy |
| <u>Financial Aid</u> Guaranteed Student Loan Applications (copy of student loan application, which is forwarded back to potential lending facility) | Active + 6 years | EDU2000 | Destroy |



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|---|------------------|-------------------------|----------------------------|
| <u>Human Resources</u> Public Employees Retirement System File – Classified Staff (includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included) | Active + 6 years | PER1040 | Destroy |
| <u>Human Resources</u> PERS/STRS Information | Active + 6 years | PER1040 | Destroy |
| <u>Human Resources</u> Personnel Files – Staff (employment record maintained for full-time and part-time university or college contract employees. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contacts, performance evaluations, PERS forms, previous state service forms, social security card, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, terminations) | Active + 6 years | PER3000 | Review or continuing value |



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|---|------------------|-------------------------|--------------------|
| <u>Human Resources</u> Unemployment Compensation Documentation (consolidated file listing all employees (classified, contract and faculty) for whom an unemployment claim has been files. This includes copies of claim forms, correspondence, costs for the institution and amount of unemployment compensation paid) | Active + 6 years | LEG4000 | Destroy |
| <u>Human Resources</u> Public Employees Retirement System Log – Classified Staff (record of university or college classified employees and their date of retirement and address) | Active + 6 years | PER1040 | Destroy |
| <u>Human Resources</u> Public employees Retirement System Log – Staff (record of university or college classified employees and their date of retirement and address) | Active + 6 years | PER1040 | Destroy |
| <u>Human Resources</u> Disciplinary Files | Active + 6 years | LEG4000 | Destroy |
| <u>Human Resources</u> Public Employees Retirement System Files – Staff (includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included) | 6 years | LEG5000 | Destroy |



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| Faculty Employment Reports Index System (cards or other reference list for all active and inactive faculty) | Active + 6 years | PER3000 | Review for value and possible transfer to archives |
| Leave Record Faculty (vacation and sick leave earned and used) | Active + 6 years | PER3000 | Destroy |
| Activity/Service Reports – Faculty –FAAR’s (records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service, data is included for full-time and part-time faculty and graduate assistants, reports printed alphabetically by name of faculty or by department) | Active + 6 years | PER3000 | Review for administrative or historical value |
| <u>Law Legal Clinic</u> Legal Clinic Criminal Section Files (records related to client’s criminal cases, includes correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final judgments) | Active + 6 years | LEG4000 | Destroy (Retain indefinitely complaints and final dispositions) |
| <u>Financial Aid</u> Work Study Student Files (includes applications, time sheets, evaluations) | Active + 6 years | EDU2000 | Destroy |



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| Record | Retain | Retention Rule # | Disposition |
|---|------------------|-------------------------|-------------------------------|
| <u>Police Department</u> Crime Reports | Active + 6 years | LEG4000 | Destroy |
| <u>Capital Planning</u> Construction Projects – Design Review Committee (minutes, agendas, correspondence and general information, committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and master plan) | Active + 6 years | ADM2030 | Archive |
| <u>Capital Planning</u> Construction Projects – Schematic Design (analysis of site impact and volumetric formation, circulation patterns and infrastructure serving to illustrate client and architect’s design vision in a definitive way) | Active + 6 years | ADM2030 | Archive |
| <u>Capital Planning</u> Building Specifications (campus planning requirements for Stilwell Hall, Science and Science II) | Active + 6 years | ADM2030 | Retain for life of building |
| <u>Capital Planning</u> Blueprints | Active + 6 years | ADM2030 | Archives |
| <u>Capital Planning</u> Renovation Project Folders (documentation of funding, expenses, design and specs., correspondence for minor renovation projects funded by accts. 02600-43274, 43278, 43275) | Active + 6 years | ADM2030 | Maintain for life of building |



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|---|------------------|-------------------------|--------------------|
| <u>Capital Planning Administration – Small Scale Floor Plans</u> (8.5x11 and 11x17 floor plans with field notes, for distribution and use, includes architectural engineering drawings – one set reduced size plus record of changes initiated) | Active + 6 years | ADM2030 | Archive |
| <u>Search Committee Chair Employment Faculty Search Committee</u> (records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, authorization to hire forms) | 6 years | PER2000 | Destroy |
| <u>Provost/Senior Vice President Personnel Files – Faculty</u> (original faculty contracts and addenda, promotion and tenure documentation, original transcripts, hiring documentation, resumes, letters of recommendation, correspondence, teaching schedules, tax forms, sabbatical information, evaluation forms, STRA forms, promotion and tenure decisions. Includes part-time and adjunct faculty files.) | Active + 6 years | PER3000 | Destroy |



Cleveland State University – Records Retention Schedule

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|--|------------------|-------------------------|--------------------|
| <u>Payroll</u> Employment Forms W-4 (forms completed by employee showing federal withholding exemptions) | Active + 6 years | PER1030 | Destroy |
| <u>Payroll</u> Employment Forms W-2 (Federal form reporting salaries, wages, and tips for each employee to the IRS) | 6 years | LEG5000 | Destroy |
| <u>Payroll</u> Employment Forms Payroll Deduction Authorizations (all forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.) | Active + 6 years | PER1030 | Destroy |
| <u>Payroll</u> Payments Related to W-2 Forms (Federal, State, City Unemployment and Workers Compensation payment records, net deposit records) | 6 years | LEG5000 | Destroy |
| Construction Projects – <u>Project Request/Program Statement</u> (a request from the University community to initiate a project) | Active + 6 years | ADM2030 | Archive |
| <u>Financial Aid</u> Graduate Scholarships/Assistantship Awards | Active + 6 years | EDU2000 | Destroy |



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|--|--|-------------------------|--------------------|
| Gift Files (gifts to institutions are divided into two classifications: current gifts and deferred gifts. A gift is considered current when the donors completely and irrevocably relinquish any interest they have in something, such as presenting a check, transferring real estate, or giving stock. A gift is considered deferred when the donors transfer property to an institution but retain use of the property for a specific period of time. A gift to an institution is considered income of the institution and must be treated as a tax record.) | Active + 6 years (current cash gifts do not need to be retained more than 7 years; records of non-cash gifts such as real property or stock should be retained during the time the institution has possession of the gift plus at least 4 years after possession is relinquished) | EDU2000 | Destroy |
| Residency Approval (papers indicating student’s new residency status, includes permanent residency students) | 6 years | LEG5000 | Destroy |
| Residency Review (students who have questionable residency status for the purpose of tuition and fees) | 6 years | LEG5000 | Destroy |
| <u>Provost/Senior Vice President Declination File-Faculty</u> (files concerning phone calls and letters of faculty who turned down positions) | 6 years | PER2000 | Destroy |
| Co-Op Student Records (includes resumes, copies of transcripts, course assignments, letters/correspondence, student reports and evaluations) | Active + 6 years Inactive when co-op complete | EDU1000 | Destroy |



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|---|---|-------------------------|---|
| Recruitment/Search Files (includes search committee files, which are maintained by the committee chair) | 6 years | PER2000 | Destroy |
| Market Salary Adjustment Information (letters requesting applications, applications with abbreviated vita, lists of eligible faculty and salary amounts, summary reports of faculty that applied) | Active + 6 years | PER3000 | Destroy Archive lists of eligible faculty with salary amounts, award letters and summary reports |
| Graduate Assistant Contracts and Homeland Security Forms 0037 | Active + 6 years | EDU2000 | Destroy |
| <u>IS&T</u> Information Systems Maintenance Contract Files (records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda) | Active + 6 years (inactive when equipment no longer owned) | ADM2020 | Destroy |
| <u>IS&T</u> Site Equipment Support Files (records of support services provided for specific data processing equipment, including site visit reports, service reports, service histories and correspondence) | Active + 6 years | ACC2030 | Destroy |



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|---|------------------|-------------------------|---|
| <u>IS&T</u> Procurement Records – Hardware and Software (records documenting procurement of hardware and software including RFP’s, correspondence, duplicate contracts, purchase orders and reviews) | Active + 6 years | ACC2000 | Review for value |
| <u>General Counsel</u> Employment Alien Certification Files (records of employee requests made to the Department of Labor and Immigration and Naturalization for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation. Files arranged alphabetically) | 6 years | LEG5000 | Destroy |
| <u>General Counsel</u> Trademark Registrations | Active + 6 years | LEG7000 | Review for continuing value and possible transfer to archives |
| <u>General Counsel</u> Land and Building Records (records documenting purchases, sales or improvements) | Active + 6 years | LEG2000 | Archive |



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|--|---|-------------------------|--------------------|
| <u>General Counsel</u> Ohio Civil Rights Commission Report (annual report required by OCRC – includes work papers) | 6 years | LEG5000 | Destroy |
| <u>General Counsel</u> Legal Claims and Litigation (records related to threatened or actual litigation or government investigation, include pleadings, discovery, attorney work products, transcripts, exhibits, final judgments and investigative reports – subpoenas, courts orders and legal billings) | Active + 6 years Exception – retain indefinitely complaints and final dispositions | LEG4000 | Destroy |
| <u>General Counsel</u> Copyright Property Disclosure Files (contains certificate of registration for faculty members, includes agreements giving CSU the right to publish – includes preparation, filing, maintenance) | Active + 6 years | LEG7000 | Archive |
| <u>Tech Transfer</u> Patent/Intellectual Property Disclosure Files (private, State and Federal organizations policies concerning copyright materials and other intellectual properties including disclosure agreements and correspondence) | Active + 6 years | LEG7000 | Archive |



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| Record | Retain | Retention Rule # | Disposition |
|--|-------------------------------------|-------------------------|--|
| <u>Facilities Management and Safety Blueprints</u> (the as-built construction drawings) | LOB- + 6 years | ADM2035 | Review for continuing value and potential transfer to archives |
| <u>Facilities Management and Safety Construction Projects Design Review Committee</u> (minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and master plan) | Active + 6 years | ADM2030 | Review for continuing value and possible transfer to archives |
| <u>Facilities Management and Safety Construction Projects Environmental Impact Assessment</u> (used to determine potential environmental concerns existing at site prior to demolition and construction) | LOB + 6 years (life of building) | ENV1010 | Destroy Review for historical value |
| <u>Facilities Management and Safety Residence Halls HUD Reports</u> (annual reports filed with the federal government concerning operation of residence halls) | 6 years | LEG5000 | Review for continuing value and possible transfer to archives |
| <u>Employment Law Clinic Student Work Product Files</u> (student work products includes client memos, letters, student time records) | Active + 6 years | LEG4000 | Destroy |
| <u>Facilities Management and Safety Construction Designs and Specifications</u> (written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto) | Active + 6 years | ADM2030 | Archives |



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|--|------------------|-------------------------|---|
| <p><u>Facilities Management and Safety</u> Construction Project Request & Program Statement (a request from the University community to initiate a project)</p> | Active + 6 years | ADM2030 | Review for continuing value and possible transfer to archives |
| <p>Maintenance Records (maintenance records for active alarm systems, elevators, sprinkler systems, Viking Hall water repair, piping systems, preventative maintenance, gas meter testing, fire doors, equipment lists, work orders)</p> | Active + 6 years | ACC2000 | Review for permanent retention |
| <p><u>Police Department</u> Police Reports (reports of incidents or requests for service to include the officer’s actions, referrals, and subsequent investigation)</p> | Active + 6 years | LEF4000 | Destroy |
| <p><u>Police Department</u> Police Reports – Accidents (reports created by university police for traffic accidents that occur on campus)</p> | Active + 6 years | LEG4000 | Destroy |
| <p><u>Police Department</u> Police Reports – Crime (reports created by university police on campus criminal activity)</p> | Active + 6 years | LEG4000 | Review for continuing value and possible transfer to archives |
| <p>Student Petitions (report of academic standards committee, request for exception to academic regulations, e.g. – waiver of suspensions, withdrawals, extensions, retroactive credit, drops)</p> | Active + 6 years | EDU1000 | Destroy |



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| <u>Police Department</u> Police Reports – Arrests (report of arrest, criminal citation, or uniform traffic citation issued to offender) | Active + 6 years | LEG4000 | Destroy |
| <u>Police Department</u> Police Reports Campus Security Act and uniform Crime (reports produced in compliance with federal programs) | 6 years | LEG5000 | Review for continuing value and possible transfer to archives |
| <u>Police Department</u> Transportation Logs – Injury/Ill Person (reports created by university police on ill or injured persons transported to local hospitals from campus) | Active + 6 years | LEG4000 | Destroy |
| <u>Motor Pool</u> Motor Vehicle Records (includes title, insurance, and maintenance documentation) | Active + 6 years | ADM2020 | Destroy |
| Proposal Approvals – Thesis & Dissertations (completed proposal approval forms) | 6 years | ADM9910 | Destroy |
| <u>Human Resources</u> Selection Files | Active + 6 years | PER2000 | Destroy |
| <u>Athletics</u> Grants In Aid Records (authorizations from Athletic department including copies of billings and payments) | Active + 6 years | EDU2000 | Destroy |
| <u>Parking</u> Parking Tax Remittance Records (documentation of city parking tax) | 6 years | LEG5010 | Destroy |



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|--|------------------|-------------------------|---|
| Grade Disputes | Active + 6 years | EDU1000 | Destroy Retain actions and decisions |
| <u>Treasury Services</u> Staff Development Forms (Forms processed for up to six credit hours free – employee benefits) | Active + 6 years | PER1010 | Destroy |
| Student Notice of Completion of Degree (requirements) | Active + 6 years | EDU1010 | Destroy |
| <u>College of Education</u> Student Continuing Education Records (students enrolled in special interests courses and professional certification programs) | Active + 6 years | EDU1000 | Destroy |
| Program Evaluations | Active + 6 years | EDU1000 | Review for administrative value – retain summaries permanently |
| <u>Employment Law Clinic</u> Legal Clinic Civil Section Files (records related to client’s civil court action cases. Includes correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final judgments) | Active + 6 years | LEG4000 | Destroy Retain indefinitely complaints and final dispositions |
| <u>Law Clinic</u> Computer Case Files (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) | Active + 6 years | LEG4000 | Destroy Retain indefinitely complaints and final dispositions |



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|---|------------------|-------------------------|---|
| <u>Law Clinic</u> Women’s Law Fund Cases (cases financially supported by the Women’s Law Fund. Includes correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final judgments) | Active + 6 years | LEG4000 | Destroy Retain complaints and final dispositions |
| Faculty Grade Reports – Grade or Narrative (copy of grade reports as submitted to registrar by faculty) | Active + 6 years | EDU1000 | Permanent |
| Complaint Files (professional misconduct assertions and allegations) | Active + 6 years | LEG4000 | Destroy |
| Personnel Requisitions (departmental requests placed whenever a position within the department becomes vacant) | 6 years | PER2000 | Destroy |
| Tax Files (copies of parent’s 1040 tax form used to prove student’s dependency) | Active + 6 years | EDU2000 | Destroy |
| <u>IS&T</u> Maintenance Contracts Files – Data Processing Equipment (includes copies of contracts, service histories and work orders) | Active + 6 years | ADM9900 | Destroy |
| Graduate Tuition Grant Services Agreement Contract between graduate students and various departments | Active + 6 years | EDU2000 | Destroy |
| <u>All Departments</u> General Application Files – Non Hires: Resumes, applications, correspondence, etc | 6 years | PER6000 | Destroy |



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| <u>Board of Trustees</u> Visiting Committee Files (includes recommendation letters, handbooks and reports) | 6 years | ADM9910 | Board of Trustees Storage |
| Disability/Veteran Status Forms (ID cards, self identification as a person with disability or veteran status) | Active + 6 years | PER3000 | Destroy |
| <u>Human Resources</u> Benefit Plans (health care enrollment information, COBRA, eligibility updates, disbursement orders, change reports, green bar reports, reconciliations, coverage changes, vendor plans, premiums, disability and life, ARP and 403(b)) | Active + 6 years | PER1010 | Destroy Review for administrative value |
| Construction Projects – Construction Designs and Specifications (written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto) | Active + 6 years | ADM2030 | Permanent |
| Construction Projects – Construction Documents (collectively, the drawings, specifications, addenda, notice to bidders, definitions, bid form, contract and attachments, bond, bulletins, shop drawings, change orders, changer order procedures and pricing guidelines and standard conditions of the contract assignments if any – general and special | Active + 6 years | ADM2030 | Permanent |



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| Construction Projects – Design Development (design of project is fully described with regard to the basic building systems and materials as well as all special systems needed to support the program) | Active + 6 years | ADM2030 | Archive |
| Environmental Impact Assessment – Construction Projects (used to determine potential environmental concerns existing at site prior to demolition and construction) | Life of building + 6 years | LEG5000 | Destroy |
| Field Sheets (equipment, motor and electrical data for new buildings and equipment – used for preventative maintenance) | Active + 6 years | ADM2020 | Destroy |
| <u>CSU Foundation</u> CSU Foundation Documents (financial records, minutes, canceled checks, tax reports, copies of gift checks, monthly activity) | Active + 6 years | FIN1000 | Destroy |
| <u>Speech & Hearing</u> Clinical Billings/Receipts (ledger sheets and billing records/receipts for clinical services provided) | 6 years | ACC1000 | Destroy Retain ledgers and review for value |
| <u>Legal Clinic</u> Closed Files ELC – (odd closed cases of legal clinic, includes client’s correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits, final settlements and judgments) | 6 years | LEG4000 | Destroy Review yearly for continuing value – retain indefinitely complaints and final dispositions |
| <u>Academic Affairs</u> Course Inventory | Active + 6 years | EDU3000 | Destroy |



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| <u>Property Control</u> Inventory Control Records | Active + 6 years | ACC2000 | Destroy |
| Lease Agreements (paperwork concerning leased equipment and vehicles) | Active + 6 years | LEG2000 | Destroy |
| Testing Reports – Construction (geotechnical and material testing reports to insure strength of materials, compaction and construction acceptability) | Active + 6 years | LEG5000 | Permanent |
| Property Maintenance Records (records related to the maintenance and repair of property) | Active + 6 years | ADM2020 | Destroy |
| Work Orders (includes maintenance and continuous | Active + 6 years | ACC2000 | Destroy |
| <u>Teacher Education</u> Student Files (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) | Active + 6 years | EDU1010 | Destroy (retain ESC records permanently) |
| <u>Facilities Management and Safety</u> Utility Records/Readings (monthly and annual use/cost per building per utility, electric sub-meter breakdown and meter reading sheets for gas and water) | 7 years | ADM9900 | Destroy |



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|--|--|-------------------------|---|
| <u>Facilities Management and Safety</u> Steam Consumption (monthly sheets listing steam consumption of highest consuming buildings along with weather data for purpose of issuing a Daily Energy Report) | 7 years | ADM9900 | Destroy |
| <u>General Counsel</u> Legal – General: (Records related to legal activities not covered elsewhere. Includes legal research files, NCAA certification, bonds, Ohio Legislative Service, Attorney General Opinions) | Active + 7 years (from end of matter) | LEG9900 | Destroy (attorney decides which to retain for future reference - Archive) |
| <u>IS&T</u> Mobile Campus Equipment Use & Liability Policy Forms (documents student’s eligibility, fines, liability and limitations while using a loaner laptop, two forms of I.D. are attached to this form) | Active + 7 years | ADM9900 | Destroy |
| <u>Treasury Services/General Counsel</u> Bankruptcies | 7 years | FIN6000 | Destroy |
| <u>Athletics</u> Athletic Medical Records | Active + 7 years | PER4010 | Destroy |
| <u>Speech & Hearing</u> Clinical Records (records of clients presently receiving or have received therapy in the past) | 10 years after the most recent encounter – minors keep until age of majority plus 10 years | PER4010 | Archive |



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| <u>General Counsel</u> Legal Compliance Records (records related to the preparation of documents required by law, includes reporting and filings with agencies such as IRS, SEC, DOT, OSH, EPS, EEOC, NCAA) | 10 years | LEG5000 | Destroy |
| Organizational Charts | Active + 10 years | ADM3000 | Archive |
| Utility Problem Files (correspondence with staff and utility companies concerning utility issues/problems. Includes reports and studies.) | 10 years | ADM9900 | Destroy |
| <u>College of Education- Field Services</u> Placement Files (includes letters of recommendation, student teaching evaluations, applications for student teaching) | Active + 10 years | EDU1000 | Destroy |
| <u>Academic Affairs</u> Promotion and Tenure Policy – Faculty (departmental procedures and guidelines) | 10 years | ADM3020 | Archive |
| Accreditation Files (files documenting accreditation review by accrediting agencies) | 10 years | ADM3020 | Archive |
| <u>All Departments</u> Policies/Procedures (includes office and job practices, administrative handbooks, procedures manuals, software and equipment manuals) | Active + 10 years | ADM3000 | Review for continuing value |



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| <u>Capital Planning</u> Administration – Project Files (documentation of evolution of and changes in space configuration and assignment for capital construction and large scale local renovation) | 10 years | ADM2030 | Archive |
| <u>Health and Wellness</u> University Medical Records (files of medical charts for students, university employees and their spouses. Includes medical histories, medical exams, progress sheets, x-rays, lab work, and related correspondence) | 10 years (after last encounter) | PER4010 | Review for continuing value and possible transfer to archives |
| <u>Vice Provost for Research</u> Research Protocol Committee Files – includes proposals | Active + 10 years | ADM3000 | Archive |
| <u>General Counsel</u> Records Destruction Records | 10 years | ADM3020 | Destroy |
| <u>Controller</u> Taxes (records related to taxes) | 10 years | LEG5010 | Destroy |
| <u>Institutional Research</u> Peer Data Files | Active + 10 years | EDU3000 | Archive |
| <u>Academic Affairs</u> AAUP Faculty Data: Demographic and employment data | Active + 10 years (inactive when no longer needed for administrative reference) | ADM9900 | Archive |
| <u>Athletics</u> Sport Reports (signatures of family members receiving tickets for volleyball, basketball, swimming, baseball, and wrestling – names, address, phone numbers and payments) | Active + 10 years | ADM3000 | Destroy |



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| <u>Controller</u> Capital Funded Purchase Orders | 10 years | FIN8010 | Destroy |
| <u>Counseling & Testing</u> Counseling and Testing Files (test results, notes and communications) | Active + 12 years | EDU1010 | Destroy |
| <u>Employment Law Clinic</u> Administrative Files of clients (original client intake forms, outgoing correspondence, office calendars) | 12 years | ADM9910 | Destroy |
| <u>Human Resources</u> Worker’s Compensation Files (Employment, Health and Safety, Illness/Accident): Includes requirements related to work related illness and accidents | Active + 15 years | PER4020 | Destroy (only files where statute of limitations has passed – verify with attorney) |