



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

**Abbreviations Used**

<b>ACT</b>	<b>WHILE ACTIVE (graduated, terminated, end of semester, no longer attending, no longer referenced, etc.</b>
<b>ACT + #</b>	<b>WHILE ACTIVE PLUS NUMBER OF YEARS</b>
<b>IND</b>	<b>INDEFINITE RETENTION (retain minimum time frame and review for value, may be based on operational need and/or statute of limitations)</b>
<b>LOB</b>	<b>LIFE OF BUILDING</b>
<b>LOB + #</b>	<b>LIFE OF BUILDING PLUS NUMBER OF YEARS</b>
<b>SUP</b>	<b>UNTIL SUPERSEDED (another updated document takes its' place</b>

**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.**



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## 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**

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

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Student Employment</u> <b>Student Summer Contacts</b> (flyers for on-and off campus employment opportunities)	Active	REF0000	Destroy
<u>Human Resources</u> <b>Position Descriptions</b> <b>Classified Staff</b> (master file of classified job descriptions; retained for pay-range classification purposes)	Active	REF0000	Destroy
<u>Human Resources</u> <b>Position Descriptions</b> <b>Faculty</b> (description of current positions)	Active	REF0000	Destroy
<u>Student Employment</u> <b>Position Descriptions</b> <b>Student Job Cards</b> (job descriptions for campus and off-campus positions which have been filled or are no longer offered)	Active	REF0000	Destroy
<u>Human Resources</u> <b>Training Documentation</b> <b>Classified Staff Civil Service Examinations File</b> (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> <b>Fire Prevention Information</b>	Active	ADM3000	Destroy
<u>All Departments</u> <b>References</b> (records and non-record material maintained for reference purposes only)	Active Inactive when superseded or no longer referenced	REF000	Destroy
<u>Financial Aid</u> <b>Scholarship/Fellowship Print-Outs</b>	Active	EDU3010	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>IS&amp;T</u> <b>Automated Tape Library System Files</b> (automated records used to control the location, maintenance, and disposition, or magnetic media in a tape library)	Active	ADM9900	Destroy
<u>IS&amp;T</u> <b>Computer Usage Reports – Summary</b> (summary reports and other paper records created to document computer usage)	Active	ADM9900	Destroy
<u>IS&amp;T</u> <b>PeopleSoft Access Forms</b> (requests for access to PeopleSoft)	Active	ADM9900	Destroy
<u>Financial Aid</u> <b>Ohio Academic Scholarship Rosters - Non U.S. Department of Education Funding</b> (lists of students receiving scholarships for current year)	Active	EDU3010	Destroy
<u>Education Student Services Center</u> <b>Student Files</b> <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



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>All Departments</u> <b>Miscellaneous</b> (convenience copies, reports, notes, drafts, extra copies, duplicates, anonymous, unsigned and/or unsolicited written or electronic materials and other records which need only be reviewed for a short period; informal or temporary messages including voice mail)	Retain until no longer of administrative value  No certificate of destruction required for this series	MIS1000	Destroy
<b>System Users Access Records</b> (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&amp;T</u> <b>Technical Program Documentation</b> (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
<b>Floor Plans &amp; Space Manual</b> (includes floor plans for all buildings, department room assignments and HVAC locations)	Current	REF000	Destroy non-current
<u>Lists/Directories</u> (includes mailing lists, directories, registers compiled by the university)	SUP	ADM9910	Destroy
<u>Human Resources</u> <b>State Classification Files Classified Staff</b> (lists of classification by pay range as directed b the State Department of Administrative Services)	SUP	MIS1010	Archives



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<b><u>IS&amp;T</u></b> <b><u>Information Systems Computer Run Scheduling Records</u></b> (records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run)	SUP	MIS1010	Destroy
<b><u>IS&amp;T</u></b> <b><u>Information Systems Computer Usage Files</u></b> (electronic files or automated logs created to monitor computer system usage including but not limited to log in files, system usage files, data entry logs, and records of individual computer program usage)	SUP	MIS1010	Destroy
<b><u>IS&amp;T</u></b> <b><u>Information Systems Tape Library Control Records</u></b> (records used to control disposition of magnetic media in a tape library)	SUP	MIS1010	Destroy
<b><u>All Departments</u></b> <b><u>Miscellaneous – Periodic Replacement Records</u></b> (records related to special projects that do not fall into any other category)	SUP	MIS1010	Destroy
<b><u>Libraries</u></b> <b><u>Annual Library Reports</u></b>	SUP	ADM9900	Destroy
<b><u>Institutional Research</u></b> <b><u>Publications/Periodicals</u></b>	SUP	ADM9910	Confirm Archive’s has copy
<b><u>Non-Instructional Workforce Analysis</u></b>	SUP	REF000	Destroy



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



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
Grades <b>Grade Statistics</b>	IND (when no longer referenced for current use)	EDU3000	Permanent (may be sent to Archives) Electronic Form
<u>College Dean</u> Graduation <b>Commencement Programs</b>	IND (minimum Active + 5 years)	EDU3000	Permanent (send a few to Archives)
Graduation <b>Graduation Lists</b>	IND (minimum Active + 5 years)	EDU3000	Permanent (may be sent to Archives)
<b>IPEDS Report</b> (integrated post-secondary education data system)	IND (minimum Active + 5 years)	EDU3000	Permanent (may be sent to Archives)
<b>OBOR Report</b> (Ohio Board of Regents)	IND (minimum Active + 5 years)	EDU3000	Review for value
<u>Planning, Assessment &amp; Information Resources</u> <b>Statistics - Degree</b>	IND (minimum Active + 5 years)	EDU3000	Permanent (may be sent to Archives)
<u>Planning, Assessment &amp; Information Resources</u> <b>Statistics - Racial/Ethnic</b>	IND (minimum Active + 5 years)	EDU3000	Permanent (may be sent to Archives)
<u>Planning, Assessment &amp; Information Resources</u> <b>Statistics - Enrollment</b>	IND (minimum Active + 5 years)	EDU3000	Permanent (may be sent to Archives)
<u>Treasury Services</u> <b>Tuition and Fee Schedule</b> (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> <b>Children’s Files</b> (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



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



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<u>Environmental Health &amp; Safety</u> <b>Hazardous Materials Radioactive Materials Authorized Users</b> (includes applications for non-human use of RM; statement of prior training and experience; authorization for internal transfer of material between Aus; room surveys; application for clinical use of RAM; emergency notification; application for investigational human use of RAM)	IND	PER4030	Permanent (may be sent to Archives)
<u>Environmental Health &amp; Safety</u> <b>Environmental Monitoring/Safety Records</b> (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 &amp; Safety</u> <b>Radiation Safety</b> (records pertaining to campus radiation safety program, authorization of users, facility licensing, employee exposure reports and acquisition, use, storage and disposal of radioactive materials and x-ray machines)	IND	PER4030	Review for permanent retention
<u>Environmental Health &amp; Safety</u> <b>Radioactive Materials Transportation Records</b> (DOT transfer record; authorization for shipment of RAM; and off-site transfers)	IND	ENV2010	Permanent (may be sent to Archives)



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Environmental Health &amp; Safety</u> <b>Environmentally Hazardous Substances</b> (records related to the use, manufacture and testing of hazardous substances)	IND	ENV2000	Review for Value
<u>Alumni Affairs</u> <b>Alumni Data</b> (includes Alumni Affairs, CSU Alumni Association and special events)	IND	ADM9910	Review for continuing value
<u>General Counsel</u> <b>Legal Opinions/Legal Projects</b> (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> <b>Insurance – Future Liability</b> (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 (retain in departmental storage)
<u>Marketing</u> <b>Publicity News Releases</b>	IND	PUB3000	Permanent (may be sent to Archives)
<u>All Departments</u> <b>Newsletters</b>	IND	PUB3000	Destroy
<u>Marketing</u> <b>Publicity Photographs</b>	IND	PUB3000	Permanent (may be sent to Archives)
<b>Curricular Change Forms</b> (used to request course addition, course deletion, change in existing course, change in program/degree requirements)	IND (minimum Active + 5 years)	EDU3000	Archives



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<u>Facilities</u> <b>Utility Rates/Contracts</b> (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 – operational need
<u>Academic Departments</u> <b>Course Schedules</b>	IND	EDU1010	Review for permanent retention
<u>Academic Departments</u> <b>Course Syllabi</b>	IND	ADM9910	Destroy
<u>Law Clinic</u> <b>Clinic Trust Fund Accounts</b> (bank statements and client trust account records)	IND	ACC1010	Destroy
<u>Music Department</u> <b>Programs</b> (programs of concerts and recitals performed at CSU)	IND	PUB3000	Archives
<b>Program Development Proposals</b>	IND (minimum Active + 5 years)	EDU3000	Archives
<u>Dramatic Arts</u> <b>Theater Productions</b> (programs, press releases, clippings, cast lists, posters, handouts, promotional materials, scripts, reviews, photos)	IND	ADM9910	Archives
<u>Library Archives</u> <b>Historical Law Library Building Files</b> (files of old law library building and new building blueprints, maps, photos)	IND	ACC2000	Archives



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Libraries</u> <b>Library Statistics</b> (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> <b>Emeritus Status Paperwork</b> (confers lifetime academic appointments)	IND	PER3000	Archives
<b>Cauldron</b> (back issues)	IND	PUB3000	Archives
<b>Whiskey Island Magazine</b>	IND	PUB3000	Archives
<b>Recordings</b> (LP’s from 1976, 7” records from 1976, cassettes from 1976, CD’s from mid 80’s, music log books)	IND	ADM9910	Archives
<u>Facilities</u> <b>Pesticide Application Records</b> (records of application of pesticide on campus landscapes)	IND	ENV2010	Destroy
<u>Controller</u> <b>W-9 Taxpayer Information Forms</b> (w-9 tax payer information forms used to identify and record status for IRS purposes)	IND	PER1030	Review for value



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Facilities</u> <b>Energy Conservation Projects</b> (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	Archives
<u>Graduate Studies/Research</u> <b>Analysis Reports Files</b> (contains summaries of grant activity by department, college, CSU Foundation and university)	IND	LEG2000	Archives
<u>Capital Planning-Architects</u> <b>Asbestos Abatement Records</b> (requests for asbestos abatements, completion dates and materials used)	IND	LEG3010	Archives
<u>Education Student Services Center</u> <b>Student Files</b> ( <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 (minimum Active + 6 years)	EDU1010	Permanent
<u>Academic Affairs</u> <b>Workforce Analysis</b> (raw data, salary studies, institutional costs, faculty data, teaching loads)	IND	EDU3000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Education Student Services Center</u> <b>Scholarship/Grant Information</b> <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
<b>Reports/Surveys</b> (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	Archives
<u>Campus Support Services</u> <b>Vendor Files</b>	IND Minimum 4 years	ACC1000	Destroy
<u>Board of Trustees</u> <b>Honorary Degrees</b> (honorary degree recommendations, lists, information on candidates and recipients)	IND	ADM9910	Board of Trustees Storage
<u>Board of Trustees</u> <b>Board and Committee Minutes</b> (files of the board of trustees, committees, governance groups documenting the official actions of governing bodies – includes agendas and meeting notices)	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> <b>Board and University Policies</b> (trustees by-laws, University policies, CSU handbook)	IND	ADM3000	Place in BOT storage
<u>Compliance</u> <b>Ohio Legislative Service Commission Rules</b> (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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<b><u>IS&amp;T</u></b> <b>Data Processing Hardware Documentation</b> (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
<b><u>Libraries</u></b> <b>Library Database</b> (application to track books, journals, etc)	Until Obsolete	ADM9900	Destroy
<b><u>IS&amp;T</u></b> <b>Mobile Campus Loan Forms</b> (used to document laptop loan to students)	Maintain current semester plus one previous semester	ADM9900	Destroy
<b>Input Documents</b> (copies of records or forms designed and used solely for data input and control)	Until Verified	ADM9900	Destroy
<b>Professional Publications, Theses and Dissertations</b> (maintained by faculty)	Permanent	ADM9910	One copy to library for reference
<b><u>Academic Departments</u></b> <b>Faculty Maintained Files on Students</b>	Discretionary	ADM9900	Destroy after student has graduated
<b><u>Academic Departments</u></b> <b>Course Materials</b> (midterm examinations, quizzes, lab reports, term papers) <b>Final Examinations</b> (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 <sup>th</sup> week of following fall semester
<b>Special Event Tickets</b> (unsold tickets)	3 months	ADM9900	Destroy
<b><u>Testing Center</u></b> <b>Test Administration Records</b> (rosters, summary, vouchers, seating charts, report forms)	6 months	ADM9900	Destroy
<b>Surveillance Video/Tapes</b>	180 days Minimum	ADM9900	Destroy
<b>User Logins</b>	180 days Minimum	ADM9900	Destroy



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



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<u>Academic Areas</u> <b>Applicants who do Matriculate Medical Records</b> (medical records related to application to the university)	Active + 1 year	EDU1010	Destroy
<u>Academic Areas</u> <b>Applicants who do not Matriculate <u>Medical</u> Records</b>	1 year	EDU1100	Destroy
<b>Professional Leave Applications</b> (forms used to request professional leave – proposal and vitae attached)	<b>1 year – not granted</b> Active + 1 year if granted	ADM9910	Destroy
<u>Parking Department</u> <b>Utility Charges – Parking Dept./Contractors</b> (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> <b>Disabled Parking Permits</b>	1 year	ADM9900	Destroy
<u>Parking</u> <b>Parking Permit Applications</b>	1 year	ADM9900	Destroy
<u>Parking</u> <b>Negative Service Indicators</b> (computer printout of individuals name, ID, citation number and total of fines due)	1 year	ADM9900	1 year in storage Destroy
<u>Parking</u> <b>Bicycle Registration Forms</b> (records decal number and issued to bicycle registered)	1 year	ADM9900	Destroy



## Cleveland State University – Records Retention Schedule

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

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Parking</u> <b>Special Event Reservations</b> (includes special event reservations and guest decal requests)	1 year	ADM9900	Destroy
<u>Environmental Health &amp; Safety</u> <b>Hazardous Materials Program Tests</b> (certifications expire after 1 year)	1 year	ADM9910	Destroy
<u>Human Resources</u> <b>Reports – Administrative State Civil Service, Personnel, Accounting for Classified Employees</b> (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> <b>Planning Documents</b> (includes self studies and strategic plans)	Active + 1 year	ADM1020	Destroy
<u>Admissions</u> <b>Letters of Recommendation for Applicants Who Do Matriculate</b> (letters of reference supporting application to the university)	Active + 1 year	EDU1010	Destroy
<u>Admissions</u> <b>Applicants who do Matriculate Transcripts, High School</b> (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



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Parking</u> Towing Records (records of tows per month. Includes tow forms, release forms and payments)	1 year	ADM9900	Destroy
<u>Admissions</u> Applicants who <b>do not</b> Matriculate <u>Transcripts, High School</u>	1 year	EDU1100	Destroy
<u>Admissions</u> Applicants who do Matriculate <u>Transcripts OTHER INSTITUTIONS 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 <b>not</b> Matriculate <u>Transcripts – OTHER INSTITUTIONS OF HIGHER LEARNING</u>	Active + 1 year	EDU1010	Destroy
<u>Admissions</u> Applicants who do Matriculate <u>Transfer Credit Evaluations</u>	Active + 1 year	EDU1010	Destroy
<u>Admissions</u> Applicants who do Matriculate <u>Acceptance Letters</u> (student specific correspondence relating to admission and enrollment at the university)	Active + 1 year	EDU1010	Destroy
<u>Admissions</u> Applicants who do <b>not</b> Matriculate <u>Acceptance 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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Admissions</u> <b>Applicants who do not Matriculate <u>Advanced Placement Records</u></b> (forms and records supporting consideration for advanced placement in course(s) where no credit is granted)	1 year	EDU1100	Destroy
<u>Admissions</u> <b>Applicants who do not Matriculate <u>Entrance Examination &amp; Placement Test Reports</u></b> (standardized test scores related to admission to the university and placement test scores)	1 year	EDU1100	Destroy
<u>Admissions</u> <b>Applicants who do not Matriculate <u>Correspondence</u></b> (forms requesting admission or readmission to the university)	1 year	EDU1100	Destroy
<u>Admissions</u> <b>Applicants who do not Matriculate <u>Letters of Recommendation</u></b> (letters of reference supporting application to the university)	1 year	EDU1100	Destroy
<u>Admissions</u> <b>Placement Records</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Registrar's</u> <b>Cross Registration</b>	Retain 1 year after audit or 3 years after end of term	EDU1010	Destroy
<u>Conference Services</u> <b>Accounts Payable</b> (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> <b>Reservation Forms</b> (original facility and equipment requests by on campus groups and confirmation forms for the scheduled event)	Active + 1 year	ADM9900	Destroy
Classes <b>Change of Course Schedule</b> (add/drop)	Active + 1 year	EDU1010	Destroy
<u>Campus Support</u> <b>Business Plans</b> (includes contract summaries, facilities description of business, financial statements, marketing plan, capital spending plan)	Active + 1 year	FIN2000	Archives
<u>Registrar's</u> <b>Class Schedules</b> (Students) (lists of classes student took a given term) <b>Class Rosters</b>	Active + 1 year	EDU1010	Destroy
Classes <b>Pass/Fail Request</b>	Active + 1 year	EDU1010	Destroy
<b>Graduation Applications</b>	Active + 1 year	EDU1010	Destroy
<b>Correspondence – Students, No Response</b>	Active + 1 year	EDU1010	Destroy
<b>Ohio Bureau of Criminal Identification &amp; Investigation Authorization</b>	Active + 1 year	EDU1010	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<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 – <u>Ohio Instructional Grants Files</u> (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	Active + 1 year	EDU1010	Destroy
<u>Registrar</u> Grades Grade Reports ( <b>Registrar’s Copies</b> ) (copy of grade report as sent to student, grade or narrative)	Active + 1 year	EDU1010	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Graduation Authorizations</b> (documents certifying completion of degree requirements)	Active + 1 year	EDU1010	Destroy
<u>Academic Departments</u> <b>Student Records Correspondence</b> (student specific correspondence- other than admissions)	Active + 1 year	EDU1010	Destroy
<b>Student Records Program Requirement Modification</b> (change of major forms; degree requirement waiver or substitution authorization)	Active + 1 year	EDU1010	Destroy
<u>Alumni Affairs</u> <b>Placement Files</b> (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
<b>Requests Health Insurance Waivers</b> (signed waiver indicating student’s acceptance or waiver of university student health insurance)	1 year	ADM9900	Destroy
<b>Research Grants Files – Not Awarded</b> (applications and proposals by faculty for grants that were not funded)	1 year	ADM9900	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Student Life Judicial Affairs</u> <b>Student Disciplinary Files</b> <u>Academic Action Notifications</u> (communications notifying students of dismissal, academic probation, etc.)	Active + 5 year	LEG4000	Destroy
<b>ECM Status Reports</b> (semi-annual reports of current USDOE funded ECM budget)	Active + 1 year	ADM9900	Destroy
<u>Academic Departments</u> <b>Student Records</b> (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 + 6 year	EDU1010	Destroy
<u>Budget &amp; Analysis Office</u> <b>Budget Institutional</b> (final, approved, yearly budget for university, usually in printed form)	Active + 1 year	FIN2000	Destroy – Review for historical value and possible transfer to Archives
<u>Health &amp; Wellness Services</u> <b>HIV Anonymous Charts:</b> Charts of testing with no identifying information	1 year	PER4010	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Budget &amp; Analysis</u> <u>Department</u> <b>Budget</b> <b>Planning Documents</b> (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> <b>Subject Files</b> <b>General Administrative</b> (files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices – <b>excludes President, Vice President, Director, Dean or Chair and other upper level administrative offices</b> )	1 year	ADM9900	Destroy
<u>Human Resources</u> <b>Classified Staff Report</b> (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> <b>Department Assistance File</b> <b>Classified Staff</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b><u>Ohio Board of Regents Annual FTE Report</u></b> (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
<b><u>Student Employment Student Employee Summary Report</u></b> (stipend list, updated social security numbers reports, 1040 hours report, termination reports, summer rehires, college work-study awards, changes chart of accounts, step increases, department summaries, CWS earnings report, time cards by sequence number)	1 year	ADM9900	Destroy
<b><u>Student Employment Student Employment Files</u></b>	PER3000	Active + 6 years	Destroy
<b><u>Customer Evaluation Sheets</u></b> (requests to evaluate service to campus community)	1 year	ADM9900	Destroy
<b><u>IS&amp;T Information Systems Help Desk Logs and Reports</u></b> (records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes)	1 year	MIS1000	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Police Department</u> <b>Administrative Records</b> (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)	60 days Unless needed for specific police criminal case	ADM9900	Destroy
<u>Police Department</u> <b>Police Reports-Daily Activity</b>	1 year	ADM9900	Destroy
<u>Police Department</u> <b>Transportation Logs-Student</b> (record of rides given by student transport service or campus police officers)	1 year	ADM9900	Destroy
<b>Administrative Records – Planning/Forecasting</b>	Active + 1 years	ADM1020	Review for archive value
<u>General Counsel</u> <b>Non-Immigrant Worker Public Inspection Files</b> – Includes labor condition application and supporting documentation specified in section 20 CFR Part 655 Subparts H & I	1 year beyond the end of employment specified on the LCA	EDU1010	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b><u>AMBA/EMBA Programs</u></b> Accelerated/Executive Masters Business Administration Records (record of payment, registration and adjustments for student in programs)	1 year	ADM9900	Destroy
<b><u>Controller’s Annual Budget Books</u></b> (originals)	Active + 1 year	FIN2000	Archives
<b><u>Honors College Admission Documents</u></b> (students who <b>do not</b> enroll, includes transcripts, etc.)	1 year	EDU1100	Destroy
<b><u>Libraries</u></b> MMS Media Lab Daily Log	Active + 1 year	ADM9900	Destroy
<b><u>Libraries</u></b> Special Collections Sign In Sheets (used to keep track of material taken out of special collections)	1 year	ADM9900	Destroy
<b><u>Libraries</u></b> Library Student Files (general files of student assistants, including letters of recommendation, general memos and workshop plans)	Active + 6 years	EDU1010	Destroy
<b><u>Libraries</u></b> MMS Reserve Request Sheets	Active + 1 year	ADM9900	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>General Counsel</u> <b>H1B Investigation Files</b>	LCA’s that expired during investigation retain <b>1 year</b> after investigation ends; LCA’s that are valid during investigation retain <b>1 year</b> after LCA expiration date	EDU1010	Destroy
<b>Proposals – Not Funded</b>	1 year	ADM9900	Destroy
<u>Planning Assessment &amp; Information</u> <b>Planning Models</b> (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> <b>Sewer Charge Exemption</b> (quarterly reports to NEORS D reporting meter readings for buildings receiving sewer charge exemption)	Active + 1 year after audit	ADM9900	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Health and Wellness</u> <b>Appointment Sheets</b> (includes name, time, reason for visit and name of healthcare provider and diagnosis)	From Date of Frist Visit + 1 year	EDU1010	Destroy
<u>Health and Wellness</u> <b>Prescription Log Book</b>	From Date of First Visit + 1 year	EDU1010	Destroy
<u>Health and Wellness</u> <b>Birth Control Log</b>	From Date of First Visit + 1 year	EDU1010	Destroy
<u>Health and Wellness</u> <b>Lab Slips</b> (copy of lab work done for other departments)	2 years From Date of First Visit	PER4011	Destroy
<u>Facilities</u> <b>Weather Forecasts</b> (daily printouts of weather forecasts)	2 years	ADM9900	Destroy
<b>Comprehensive Examinations</b> (exams taken by graduate students to fulfill program requirements and graduate)	Active + 2 years	ADM9910	Destroy
<u>International Services</u> <b>Applications Awaiting Decisions</b>	Active + 2 years	EDU1010	Destroy
<b>Wolstein (Convocation Center)Reports</b>	Active + 2 years	ADM9900	Destroy
<b>Exam Reports – Praxis I &amp; II</b> (score reports from the Educational Testing Service)	Active + 2 years (7 years for those that form the basis of a dispute)	EDU1010	Destroy
<b>Certification/Licensure Records</b> (pertaining to Education Student Services Center)	Active + 2 years (inactive when superseded)	EDU1010	Destroy 81/2x11 documents (3x5 cards permanent)
<u>International Services</u> <b>Transfer Credits-Study Abroad</b> (includes letters of credential evaluation)	Active + 2 years	EDU1010	Destroy



**Cleveland State University – Records Retention Schedule**

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Education Student Services Center</u> <b>Student Files</b> (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)	Active + 2 years  Retain 7 years those likely to bear upon a dispute	EDU1010	Destroy



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



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Classes Withdrawal Authorizations</b>	Active + 3 years	EDU1015	Destroy
<b>Student Conduct Verifications</b>	Active + 3 years (inactive at end of semester)	EDU1030	Destroy
<b><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)</b>	Active + 3 years	EDU2100	Destroy
<b><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)</b>	Active + 3 years	EDU2100	Destroy (review for historical value and possible archives transfer)
<b><u>IS&amp;T</u> Computer Usage Chargeback Billing Records</b>	Retain 3 system backups	ADM9900	Destroy
<b><u>Libraries</u> Subject Tree/Reference Desk File Edits (HTML documents updated by CDM staff for public use)</b>	3 years	ADM9910	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Financial Aid</u> <b>U.S. Department of Education Funding Student Files</b> (files on recipients, including FAF’s, and FAF need analysis reports, parental tax files, draft registration compliance record, award letters, statement of educational progress, basic education opportunity 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> <b>Trustee Appointment Files</b> (past and present individual trustee files, includes resumes, letters, correspondence, articles, etc. faculty and student representatives)	Active + 3 years	ADM9910	BOT Storage
<u>General Counsel</u> <b>Requests Student’s Written Consent for Records Disclosure</b>	Active + 3 years	EDU1030	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<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
<b>Laboratory Safety Agreements</b>	Active + 3 years	ADM9910	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Registrar</u> <b>Student Records</b> <b>Transcript Requests</b> (other than student requested)	Active + 3 years	EDU1030	Destroy
<b>Student Records</b> <b>Veterans</b> <b>Administration</b> <b>Records and</b> <b>Correspondence</b>	Active + 3 years	EDU1020	Destroy
<u>All</u> <u>Departments/Offices</u> <b>Delivery Slips</b> (documents sent with purchased goods indicating item(s) shipped)	3 years	FIN8020	Destroy
<u>Purchasing</u> <b>Bids – Rejected</b> <b>(Requests for proposals) - for purchases/services</b>	3 years	FIN8000	Destroy
<u>All</u> <u>Departments/Offices</u> <b>Subject Files –</b> <b>President, Vice</b> <b>President, Director,</b> <b>Dean, or Chair,</b> <b>Governance files</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Facilities</u> <b>Elevator Certificates</b> (inspections and safety tests)	Active + 3 years	LEG5020	Destroy
<u>Human Resources</u> <b>Classified Staff Report Surveys, Wage and Fringe Benefit</b> (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> <b>Classified Staff Applicant Card Files</b> (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> <b>Classified Staff Application Files</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Human Resources</u> <b>Canceled Position Files</b> application forms, correspondence sent/received concerning positions that have been canceled	3 years	PER2000	Destroy
<u>Human Resources</u> <b>Position Descriptions</b> General	3 years After superseded	PER2000	Destroy
<u>Human Resources</u> <b>Position Vacancy</b> <b>Announcements</b> (job descriptions for each university or college position posted)	3 years	PER2000	Destroy
<u>Human Resources</u> <b>Training</b> <b>Documentation</b> 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



## Cleveland State University – Records Retention Schedule

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

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>IS&amp;T</u> <b>Application Development Project Files</b> (records created and used in the development, redesign, or modification of an automated system or application, e.g. project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, memoranda and correspondence)	3 years after system is no longer in use	ADM9900	Destroy  May retain for reference
<u>IS&amp;T</u> <b>Automated Program Listing/Source Code</b> (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
<u>Judicial Affairs</u> <b>Security Reports</b> Notifications of Annual Security Report including distribution lists	3 years from latest publication	ADM9910	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Art Gallery</u> <b>Gallery Show Information</b> (includes information of past and present shows, artist’s information, slides, photos, exhibition pieces, correspondence concerning shows)	3 years	ADM9900	Archives
<u>IS&amp;T</u> <b>Data Documentation/Data Dictionary Records</b> (generally created during development or modification and are necessary to access, retrieve, manipulate and interpret data in an automated system 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&amp;T</u> <b>Data Processing Operating Procedures</b> (records of procedures for data entry, the operation of computer equipment, protection control, tape library, system back up, and other aspects of a data processing operation)	3 years after procedure is withdrawn, revised, updated or superseded	ADM9910	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>IS&amp;T</u> <b>Data Processing Policies</b> (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&amp;T</u> <b>Data Systems Specifications</b> (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



**Cleveland State University – Records Retention Schedule**

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>IS&amp;T</u> <b>Information Systems</b> <b><u>Audit Trail Files</u></b> (data generated during the creation of a master file or database used to validate a master file or database during a processing cycle)	3 cycles	ADM9925	Destroy
<u>IS&amp;T</u> <b>Information Systems</b> <b><u>Backup Files</u></b> (copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction)	3 system back up cycles	ADM9925	Destroy
<u>IS&amp;T</u> <b>Information Systems</b> <b><u>Information Resources Management and Data Processing Services Plans</u></b> (University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas)	Active + 3 years	ADM9920	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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>IS&amp;T</u> <b>Information Systems            Network Usage Reports</b> (summary reports and other records created to document computer usage for reporting or other purposes)	Active + 3 years	ADM9920	Destroy
<u>IS&amp;T</u> <b>Information Systems            Hardware &amp; Software            Conversion Plans</b> (records relating to the replacement of equipment or computer operating systems)	Active + 3 years	ADM9920	Archives
<u>IS&amp;T</u> <b>Information Systems            Operating Procedures            &amp; Hardware            Conversion Plans</b> (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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### Retention Periods Pertain To Paper Copies and Electronic Formats

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>IS&amp;T</u> <b>Information Systems Test Database and Files</b> (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> <b>Information Systems Disaster Preparedness and Recovery Plans</b> (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	Archives
<u>Human Resources</u> <b>Job Descriptions</b>	3 years (after superseded or discontinued)	PER2000	Destroy
<u>Human Resources</u> <b>Lay off Files</b>	3 years	PER9900	Destroy
<b>Training/Development Records</b> (memos, flyers, registration forms, etc)	Active + 3 years	PER5000	Destroy
<u>Capital Planning-Architects</u> <b>Working Building Drawings</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>International Services</u> <b>Foreign Student Forms</b> – Applicants who <b>do not Matriculate</b> (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
<b>Student Waivers for Rights of Access To See Letters of Recommendation for Admission for Applicants who do Matriculate</b>	Active + 3 years	EDU1030	Destroy
<u>College of Law</u> <b>Student Financial Aid Files</b> (files maintained in the Law college financial aid office, includes Stafford loan applications, institutional applications, verification worksheet, tax returns, etc. includes graduate, active, inactive students)	Active + 3 years	EDU2100	Destroy
<u>Libraries</u> <b>Study Carrel Registers</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Property Control</u> <b>Off Campus Use of University Equipment Approval Forms</b>	Active + 3 years	ADM9900	Destroy
<u>Facilities Management and Safety</u> <b>Certificate of Occupancy</b> (upon completion of building projects, building certified safe for occupancy – includes permits, licenses)	Active + 3 years	LEG5020	Destroy
<b>Requests and Disclosures of Personally Identifiable Information</b>	Active + 3 years	EDU1030	Destroy
<b>Graduate Assistantship Applications</b>	3 years	PER2000	Destroy
<u>Admissions</u> <b>Personalized Recruitment Material for Applicants Who Do Not Matriculate</b>	Active + 3 years	EDU1020	Destroy
<u>Admissions</u> <b>Personalized Recruitment Material for Applicants Who Do Matriculate</b>	3 years	EDU1010	Destroy
<u>General Counsel</u> <b>Public Records Request Files</b>	3 years (from date request processed)	LEG9900	Destroy
<u>Payroll</u> <b>Garnishment Files</b> (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



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Disabled Students Advising Records:</b> <b>Non-Permanent</b> (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)	Active + 3 years	EDU1010	Destroy
<b>Permanent</b> (includes change of grade forms, faculty grade reports, transcript requests – other than student requested)	Until no longer referenced	EDU1000	Permanent Storage
<b>Accounts Payable –</b> (Amounts owed on open account for goods or services received)	4 years	ACC1000	Destroy
<b>Accounts Receivable</b> (amounts due from others on open accounts as a result of providing goods or services)	4 years	ACC1000	Destroy
<u>Controller</u> <b>Return Authorizations</b> (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



**Cleveland State University – Records Retention Schedule**

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



**Cleveland State University – Records Retention Schedule**

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Cash Disbursement Journal</b> (a record of institution’s cash transactions showing a running balance)	4 years	ACC1000	Destroy
<b>Cash Receipts</b> (receipts for cash sales or cash received)	4 years	ACC1000	Destroy
<b>Cash Register Tapes</b>	4 years	ACC1000	Destroy
<b><u>Parking</u></b> <b>Daily Income Records</b>	4 years	ACC1000	Destroy
<b>Cash Journals</b> (journal of cash received)	4 years	ACC1000	Destroy
<b>Vending Commission Income Records</b>	4 years	ACC1000	Destroy
<b>Invoices</b> (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
<b>Delinquent Account Reports</b>	4 years	FIN6000	Destroy
<b><u>Financial Aid</u></b> <b>Disbursement Records</b>	4 years	ACC1000	Destroy
<b><u>Education Services Center</u></b> <b>Cost Accounting Files</b> (expense reports, invoices for services provided to clients)	4 years	FIN7010	Destroy
<b>Journals</b> (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



## Cleveland State University – Records Retention Schedule

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

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Journal Entries</b> (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
<b>Petty Cash Records</b>	4 years	ACC1000	Destroy
<b>Receipts</b>	4 years	ACC1000	Destroy
<b>Registers</b>	4 years	ACC1000	Destroy
<b>Requisitions</b> (forms used to order goods and services)	4 years	ACC1000	Destroy
<u>Payroll</u> <b>Payroll Checks</b> (checks paid employees for services they perform)	4 years	FIN1000	Destroy
<u>Payroll</u> <b>Change Report: Classified Staff</b> (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
<b>Mail Room - Accountable</b> (express, registered, certified proof of delivery, and proof of outgoing from departments, incoming addresses for various individuals/departments)	4 years	ACC1000	Destroy



## Cleveland State University – Records Retention Schedule

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

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Payroll</u> <b>Worker’s Compensation Payments</b>	4 years	ACC1000	Destroy
<u>Payroll Department</u> <b>Payroll Expense Report</b>	4 years	ACC1000	Destroy
<b>Royalty Payments</b>	4 years	ACC1000	Destroy
<b>Sales Receipts</b>	4 years	ACC1000	Destroy
<b>Waivers – For Release of Liability</b>	4 years	ADM9910	Destroy
<b>MBE Quarterly Report</b> (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> <b>Dorm Contracts Release Files</b> (includes application, correspondence, and record of decision reached concerning request to break contracts for room and board)	4 years	ACC1000	Destroy
<b>Front Desk Balancing Form</b> (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-Architect’s</u> <b>State Encumbrance/Voucher Files</b> (indicated State funds encumbered by contractor/vendor with voucher)	4 years	ACC1000	Destroy



## Cleveland State University – Records Retention Schedule

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

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b><u>Financial Aid</u></b> Student Accounting Records- <b><u>Accounting</u></b> <b><u>Billing Letters</u></b> (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 – <b><u>Insurance</u></b> <b>Records</b> (record of students enrolled in university or college health program)	4 years	ACC1000	Destroy
<b><u>Treasury Services</u></b> <b><u>Tuition Remission</u></b> <b>Applications</b> (record of tuition waiver for employees and dependents)	4 years	ACC1000	Destroy
<b>Subsidiary Ledgers</b> (a book of accounts of the university)	4 years	ACC1000	Destroy
<b>Telephone Expense</b> <b>Records</b> (periodic reports of long distance and local phone charges)	4 years	ACC1000	Destroy
<b>Voucher Register</b> (a journal in which accounts payable and their payments are recorded)	4 years	ACC1000	Destroy
<b>Vouchers</b> (a record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction)	4 years	ACC1000	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Bank Deposits</b> (record of deposits in banking institutions, includes batch deposits and control sheets)	4 years	FIN1000	Destroy
<b>Student Dorm Contracts</b> (actual agreement between students and residence halls governing room and boards and fee payment agreements, includes meal plan authorizations)	4 years	ACC1000	Destroy
<b>Utilities Budget-Requests/Calculations</b> (calculations of projected use and cost for each utility and requested funding and projected actual costs)	4 years	FIN2000	Archives
<u><b>Controller</b></u> <b>Canceled Checks</b>	4 years	FIN1000	Destroy
<b>Bank Reconciliations</b> (explanation of differences between bank statement balance and actual balance)	4 years	FIN1000	Destroy
<u><b>Parking</b></u> <b>Journal Vouchers</b> (funds due parking for special events, decals and reserved parking with the University)	4 years	ACC1000	Destroy



## Cleveland State University – Records Retention Schedule

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



**Cleveland State University – Records Retention Schedule**

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Chargeback Billing Records</b> (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><b>Health &amp; Wellness Services</b></u> <b>Super Bill Files</b> (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><b>IS&amp;T</b></u> <b>Computer Center Time Billing Records</b> (reports and other records from computer center detailing charges for computer services, includes monthly billing reports and vouchers)	4 years	ACC1000	Destroy
<u><b>Parking</b></u> <b>Reconciliation Records</b> ( record of daily tickets issued and returned and funds balance)	4 years	FIN1000	Destroy



**Cleveland State University – Records Retention Schedule**

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



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b><u>Controller</u> Check Runs</b> (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
<b><u>Controller</u> Monthly Financial Reports</b> (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
<b><u>Controller</u> Miscellaneous Student Account Reports</b> (internal reports identifying select students for various account maintenance/clean up)	4 years	ACC1000	Destroy
<b><u>Controller</u> Account Adjustments</b> (reasoning and authorization for changes and adjustments made to patron accounts)	4 years	ACC3000	Destroy
<b><u>Purchasing</u> Continuous Orders</b>	4 years	ACC1000	Destroy
<b>Financial Statements Submitted to Government Agencies</b> (report and background information)	4 years	FIN7000	Destroy



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

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Treasury Services</u> <b>Overpayment of Educational Expense Billing</b>	4 years	ACC1000	Destroy
<u>Mail Room</u> <b>Postal Transactions</b> (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> <b>Financial Aid Adjustments</b> (authorizations and adjustments to students financial aid)	4 years	ACC1000	Destroy
<u>Financial Aid</u> <b>Perkins Journal Entries</b>	Active + 4 years	ACC3000	Destroy
<u>Financial Aid</u> <b>Financial Aid Award Disbursement Records</b> (statement by individual of award amounts disbursed. Contains name, type and amount)	4 years	ACC1000	Destroy
<u>Financial Aid</u> <b>Financial Aid Canceled Check Records</b> (canceled checks, check stubs and check journal showing payments for financial aid made to students)	4 years	ACC1000	Destroy
<u>Treasury Services</u> <b>Emergency Tuition Adjustments Requests</b>	4 years	ACC1000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Treasury Services</u> <b>Student Account Files</b> (files on individual students’ paid and unpaid accounts, including loan applications, correspondence, account activity record, etc.	4 years	ACC1000	Destroy
<b>Accounting Records</b> 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
<b>Credit Card Sales Receipts</b> (signed, authorized receipts, maintained under lock and key	4 years	ACC1000	Destroy
<u>Parking</u> <b>Open Voucher Lists</b> (list of tickets in collection)	4 years	FIN6000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Research Grants Files – Awarded</b> (files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations)	Active + 4 years	LEG2000	Review for continuing administrative and historical value and potential transfer to archives
<b>Proposals – Funded/Pending</b> (includes financial records)	Active + 4 years	LEG2000	Archives
<b>Bids Accepted</b> (for purchases) Requests for Proposals	Active + 5 years	FIN8010	Destroy
<u>Facilities</u> <b>Daily Energy Reports</b> (total campus electric and steam, projected monthly electric use and cost compared to budget)	5 years	ADM9900	Destroy
<u>General Counsel/VP Finance</u> <b>Insurance Files</b> (records related to coverage affecting liability – policies, amendments, riders, etc)	Active + 5 years	LEG3000	Destroy
<u>General Counsel</u> <b>Chron. Files- Attorneys</b> (files of daily activities, memos, faxes, emails)	5 years	ADM9910	Destroy
<u>General Counsel</u> <b>Memorandums of Understanding (MOU)</b>	Active + 5 years	LEG2000	Destroy



**Cleveland State University – Records Retention Schedule**

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

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Purchase Orders</b> (purchasing office’s copy of order to a supplier authorizing purchase of goods)	Active + 5 years	FIN8010	Destroy
<b><u>Human Resources</u></b> <b>Classified Staff Report Suspension Files</b> (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
<b><u>Human Resources</u></b> <b>Collective Bargaining Agreements</b>	Active + 5 years	LEG2000	Review for continuing administrative or historical value and potential transfer to archives
<b><u>Human Resources</u></b> <b>Layoff Documentation Classified Staff</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Human Resources</u> Performance Evaluation <b>Staff Reclassification Files</b> (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 <b>Classified Staff Reclassification Files</b> (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> <b>Personnel - Reports</b> (vacancy tracking system; promotions tracking system and other administrative processes)	5 years	ADM9900	Destroy
<u>Human Resources</u> <b>Performance Evaluation – Classified Staff</b> (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



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



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Academic Affairs</u> Performance Evaluation <b>Faculty Promotion &amp; Tenure Files</b> (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
<u>Academic Departments</u> Faculty <b>Teaching Evaluations</b> (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> <b>Orders Awarded</b> <b>Minority Vendors</b> (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 + 6 years	EDU1010	Destroy



**Cleveland State University – Records Retention Schedule**

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



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b><u>College of Education</u> Cooperating Teacher Surveys</b> (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
<b>Foreign Student Forms – For Applicants who Matriculate</b>	5 years	EDU1010	Destroy
<b>Student Insurance Records</b> (liability)	Active + 5 years	LEG3000	Destroy
<b><u>Capital Planning- Architects</u> Capital Funded Equipment Cards</b> (records of capital funded purchases of equipment grouped by capital project numbers)	Active + 5 years	FIN8010	Destroy
<b>Utility Company Invoices</b> (copies of utility bills with amounts paid from specified accounts)	5 years	ACC1000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>IUC Purchasing Group Contract Bids</b> (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
<u><b>Judicial Affairs</b></u> <b>Case Files</b> (student disciplinary files- documentation of any action taken by the university in response to academic misconduct)	Active + 5 years	LEG4000	Destroy
<b>Link Program Student Files</b> (files pertaining to the LINK program; contains student, mentor, or alumni and corporate information and events, includes students who have graduated, actively enrolled, chronological files, banquet files, summer prep files and advisor files)	Active + 5 years	LEG2000	Destroy
<b>Merit Recognition Award – Faculty/Administrative Staff</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>General Counsel</u> <b>Real Estate Records</b> (records documenting real property purchased , purchase agreements, appraisals, or leased by the university, documents of purchase of land-deeds)	Active + 5 years	LEG2000	Archives  The original deeds are maintained by the Auditor of State
<u>General Counsel</u> <b>Contracts – Affiliation Agreements</b> (records related to obligations under contracts, leases and other agreements between the university and outside parties. Includes contracts for services, purchases and sales, transportation, leases, property, etc. Includes government contracts and grants and records required to be kept until government audit)	Active + 5 years	LEG2000	Destroy General Counsel maintain for 15 years fully executed copies
<u>Facilities</u> <b>Generator Test Records</b>	Active + 5 years	ADM2020	Destroy
<b>Utility Reports – Annual Use/Cost</b> (reports of use/cost for each utility for campus per building, includes charts, graphs and appendices)	5 years	ADM9900	Destroy
<u>All Departments</u> <b>Accident/Injury Reports</b> (reports on injured persons)	Active + 6 years	LEG4000	Destroy
<u>General Counsel</u> <b>Faculty Files</b> (all files collected by the legal department concerning active and inactive staff)	Active + 6 years	PER3000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>General Counsel</u> <b>Student Files</b> (all files collected by the legal department concerning active and inactive students)	Active + 6 years	PER3000	Destroy
<u>General Counsel</u> <b>Contacts/Agreements – General</b> records related to obligations under contracts, leases, and other agreements between the University and outside parties; includes contracts for services, purchases and sales, transportation, leases, property 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> <b>University Supervisor Survey – Dean’s Office</b> (surveys administered to students for evaluation of the university)	Active + 6 years 1 year if official copy verified in Field Services	EDU1000	Destroy
<b>Fund Raisers</b> (pertaining to Faculty/Staff Appeal, Uniting to Share Campaigns – includes contribution reports, accounting records, receipts, etc.)	Active + 6 years	EDU2000	Destroy
<b>Scholar Loan Database</b>	Active + 6 years	EDU2000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Graduate Student Petitions</b> (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> <b>University Patent Review Committee Activity Files</b> (contains minutes, member information, reports, correspondence, recommendations, etc)	Active + 6 years	LEG7000	Archives
<u>VP for Research</u> <b>Research Files</b> (active and inactive approved requests to use human subjects in a research project. Includes request forms and attached protocols for chair/board review; includes animal subjects, research challenge program files and institutional animal care and use committee files)	Active + 6 years	LEG2000	Archives
<u>Capital Planning-Architects</u> <b>Building and Project Plans</b> (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	Archives (Retain for life of building)
<b>Space Utilization Files</b>	Active + 6 years	ADM2030	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Capital Planning-Architects</u> <b>Shop Drawings</b> (drawings indicating materials and methods approved by the associate for installation by the contractor)	Active + 6 years	ACC2030	Archives
<u>Capital Planning-Architect’s</u> <b>State Budget and Management Monthly Reports on Capital Funds</b> (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> <b>Award Letters</b> (summarizes students’ financial aid each year and confirms acceptance or rejection)	Active + 6 years	EDU2000	Destroy
<u>Controller</u> <b>Athletic Grants</b> (authorizations from Athletic Department)	Active + 6 years	EDU2000	Destroy
<u>Controller</u> <b>Capital Encumbrance Requests</b> (records requesting release of capital funds)	Active + 6 years	ACC2000	Destroy
<b>Nursing Loan Student Files</b> 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



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b><u>Property Control</u> Surplus Property Documentation</b>	Active + 6 years	ADM2020	Destroy
<b><u>Student Employment</u> Employment Files – Students</b> (includes authorization forms, graduate assistants)	Active + 6 years	PER3000	Destroy
<b>Program Assessment Materials</b> (includes alumni surveys)	Active + 6 years	EDU1000	Permanent
<b><u>Judicial Affairs</u> Academic Grievance Files</b> (files documenting grievances of students against faculty members)	Active + 6 years	LEG4000	Review for continuing administrative and historical value and potential transfer to archives
<b>General Ledgers</b> (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
<b>Applicant Files – Non Hires</b>	6 years	PER2000	Destroy
<b><u>CLASS</u> Index System – Faculty</b> (reference list for all active and inactive faculty in English Department)	Active + 6 years	PER3000	Destroy
<b><u>Payroll</u> Non-Resident Alien Tax Exemption Forms</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Admissions</u> <b>Applicants who do not Matriculate</b> <u>Residency Status Documents</u> (documents supporting determination of legal domicile(residency))	6 years	LEG5000	Destroy
<b>Inventory Control Records</b>	Active + 6 years	ACC2000	Destroy
<u>Human Resources</u> <b>Student Fee Authorizations</b> Employee benefits for spouse and dependents	Active + 6 years	PER1010	Destroy
<u>Human Resources</u> <b>Benefits Report – Employee</b> (annually, quarterly spreadsheets and reports)	Active + 6 years	PER1010	Destroy
<u>Athletics</u> <b>Athletic Student Files</b> (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> <b>Inventory Records</b> (athletic equipment issued to student athletes)	Active + 6 years	ACC2000	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Athletics</u> <b>Recruiting Material</b> (includes phone logs, scouting services information, photos, maps, videos, publications, posters)	6 years	MAR1000	Archives
<b>Housing Policy Research Program Records</b> (data, statistics, projects)	Active + 6 years	EDU3000	Archives
<u>Human Resources</u> <b>Summer Employment Files</b> (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> <b>Loan Disclosures</b> Documentation sent from lenders regarding loan guaranty	Active + 6 years	EDU2000	Destroy
<u>Financial Aid</u> <b>Loans (Emergency)</b> Paperwork for students who apply and are approved for emergency loans. Original application	Active + 6 years	EDU2000	Destroy
<b>Endowment Fund Reports (Annual-Periodic)</b>	Active + 6 years	FIN3000	Archives Destroy periodic
<b>Grievance Files – Academic</b> (documenting grievances of students against faculty members)	Active + 6 years	LEG4000	Archives



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Financial Aid</u> <b>Non U.S. Department of Education Funding General Administrative Annual Interim Fiscal Operations Reports</b> (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> <b>Non U.S. Department of Education Funding Ohio Bureau of Vocational Rehabilitation Grants Files</b> (record of awards by state agency for handicapped students)	Active + 6 years	EDU2000	Destroy
<u>Law Clinic</u> <b>Fair Employment Practices Client Files</b> (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
<u>Financial Aid</u> <b>Non U.S. Department of Education Funding Ohio Instructional Grants Rosters</b> (list of students receiving grants for current academic year)	Active + 6 years	EDU2000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Financial Aid</u> <b>Non U.S. Department of Education Funding Student Files</b> (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)	Active + 6 years	EDU2000	Destroy
<u>Financial Aid</u> <b>U.S. Department of Education Funding Work Study Student Files</b> (contains application, PERS exemption form, and evaluations of students employed under work study program)	Active + 6 years If funding source is US Dept of Education, use EDU2100, Active + 3 years	EDU2000	Destroy
<u>Financial Aid</u> <b>Outside Source Awards</b> (outside source financial aid award records including memos, letters and copies of checks and correspondence with third parties)	Active + 6 years	EDU2000	Destroy
<b>Merit Scholarships</b>	Active + 6 years	EDU2000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Financial Aid/ Student Employment</u> <b>Sponsored Student Account Files</b> (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> <b>Personnel Files Student Employees</b> (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> <b>Returned Student Loan Proceeds</b>	Active + 6 years	EDU2000	Destroy
<u>Financial Aid Student Employment</u> <b>Rosters</b> (Third party related to student loans, disbursements, repayment, etc.)	Active + 6 years	EDU2000	Destroy
<u>Financial Aid Office</u> <b>Financial Aid Authorization Forms</b> (authorizing forms for staff development, student fees, project 60, cross registration, and other miscellaneous financial aid)	Active + 6 years	EDU2000	Destroy



## Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Financial Aid</u> <b>Vets 100 Report</b> (annual report required by the Federal government)	6 years	LEG5000	Destroy
<u>Judicial Affairs</u> <b>Student Disciplinary Files</b> (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> <b>Building Files</b> (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
<u>College of Law</u> <b>Student Files – Non permanent</b> (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 + 6 years	EDU1010	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>IS&amp;T</u> <b>Data Processing Procurement Files</b> 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> <b>Faculty Application Files – Non Hires</b> (contains application, correspondence, resumes, etc. from applicants for positions)	6 years	PER2000	Destroy
<u>Payroll</u> <b>W-2 Forms</b> (Federal form reporting salaries, wages and tips for each employee to the IRS)	6 years	LEG5000	Destroy
<u>Payroll</u> <b>Registers</b> (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> <b>Employment Forms 1099</b> (federal form used to report salaries, wages, and tips of temporary employees)	6 years	LEG5000	Destroy
<b>Parking Appeals</b>	6 years	ACC3000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Bond Registers</b> (listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.)	Active + 6 years	FIN5000	Destroy
<b><u>Institutional Equity</u> EE-06 Report</b> [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
<b><u>Institutional Equity</u> Complaint Files</b> (record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically)	Active + 6 years	LEG4000	Destroy
<b><u>Institutional Equity</u> Position Applicant Files</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Institutional Equity</u> <b>Selection Criteria Form – Classified Staff</b> (forms providing explanations as to why person were hired or not hired)	Active + 6 years	PER2000	Destroy
<u>Institutional Equity</u> <b>Analysis EEO/Affirmative Action</b>	6 years	LEG5000	Destroy
<u>Institutional Equity</u> <b>Application Flow Data Files</b>	6 years	LEG5000	Destroy
<u>Institutional Equity</u> <b>Affirmative Action Plan Files</b> (procedures and regulations to be followed, workforce analysis, goals, timetables, statistics)	6 years (inactive when superseded)	LEG5000	Destroy
<u>College of Law</u> <b>Student Files</b> (Official academic records, grades, course evaluations, competency assessments, change of grade forms, credit by examination, faculty grade reports)	Active + 6 years	EDU1010	Archives
<u>Academic Departments</u> <b>Faculty Service/Activity Reports (FAAR’s)</b> 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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Registrar’s</u> <b>Academic Records</b> Record of academic work pursued. Includes grades	Active + 6 years	EDU1000	Permanent
<u>Human Resources</u> <b>Categorical Summary</b> (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> <b>Staff Grievance Files</b> (files containing information used during a grievance against the University)	Active + 6 years	LEG4000	Destroy
<u>Human Resources</u> <b>Benefit Records – Contributions/Benefits Provided</b> (green bar reports – insurance, COBRA, disability, enrollments, adjustments, applications, claims, beneficiary designations, financial settlements, ASO insured <b>contracts</b> , 5500i plan documents, certificate of coverage, FMLA, ARP)	Active + 6 years  (maintain deceased records and any contracts for 10 years)	PER1020	Destroy
<u>Human Resources/Student Employment</u> <b>I-9 Forms</b>	Active + 6 years	PER3000	Destroy
<u>Financial Aid</u> <b>Guaranteed Student Loan Applications</b> (copy of student loan application, which is forwarded back to potential lending facility)	Active + 6 years	EDU2000	Destroy



**Cleveland State University – Records Retention Schedule**

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

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



# Cleveland State University – Records Retention Schedule

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Faculty Employment Reports Index System</b> (cards or other reference list for all active and inactive faculty)	Active + 6 years	PER3000	Review for value and possible transfer to archives
<b>Leave Record Faculty</b> (vacation and sick leave earned and used)	Active + 6 years	PER3000	Destroy
<u>Law Legal Clinic</u> <b>Legal Clinic Criminal Section Files</b> (records related to client’s criminal cases, includes correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final judgments)	Active + 6 years	LEG4000	Destroy  (Retain indefinitely complaints and final dispositions)
<b>Thesis Proposal/Dissertation Forms</b> (forms giving permission to form a thesis committee)	Active + 6 years	ADM9910	Destroy
<u>Police Department</u> <b>Crime Reports</b>	Active + 6 years	LEG4000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Capital Planning</u> <b>Construction Projects – Design Review Committee</b> (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	Archives
<u>Capital Planning</u> <b>Construction Projects – Schematic Design</b> (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	Archives
<u>Capital Planning</u> <b>Building Specifications</b> (campus planning requirements for Stilwell Hall, Science and Science II)	Active + 6 years	ADM2030	Retain for life of building
<u>Capital Planning</u> <b>Blueprints</b>	Active + 6 years	ADM2030	Archives
<u>Capital Planning</u> <b>Renovation Project Folders</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Capital Planning</u> <b>Administration – Small Scale Floor Plans</b> (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	Archives
<u>Search Committee Chair</u> <b>Employment Faculty Search Committee</b> (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</u> <b>Personnel Files – Faculty</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Payroll</u> <b>Employment Forms</b> <b>W-4</b> (forms completed by employee showing federal withholding exemptions)	Active + 6 years	PER1030	Destroy
<u>Payroll</u> <b>Employment Forms</b> <b>W-2</b> (Federal form reporting salaries, wages, and tips for each employee to the IRS)	6 years	LEG5000	Destroy
<u>Payroll</u> <b>Employment Forms</b> <b>Payroll Deduction Authorizations</b> (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> <b>Payments Related to W-2 Forms</b> (Federal, State, City Unemployment and Workers Compensation payment records, net deposit records)	6 years	LEG5000	Destroy
<b>Construction Projects – <u>Project Request/Program Statement</u></b> (a request from the University community to initiate a project)	Active + 6 years	ADM2030	Archives
<u>Financial Aid</u> <b>Graduate Scholarships/Assistantship Awards</b>	Active + 6 years	EDU2000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Gift Files</b> (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
<b>Residency Approval</b> (papers indicating student’s new residency status, includes permanent residency students)	6 years	LEG5000	Destroy
<b>Residency Review</b> (students who have questionable residency status for the purpose of tuition and fees)	6 years	LEG5000	Destroy
<b><u>Provost/Senior Vice President Declination File-Faculty</u></b> (files concerning phone calls and letters of faculty who turned down positions)	6 years	PER2000	Destroy
<b>Co-Op Student Records</b> (includes resumes, copies of transcripts, course assignments, letters/correspondence, student reports and evaluations)	Active + 6 years  Inactive when co-op complete	EDU1000	Destroy



**Cleveland State University – Records Retention Schedule**

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b>Recruitment/Search Files</b> (includes search committee files, which are maintained by the committee chair)	6 years	PER2000	Destroy
<b>Market Salary Adjustment Information</b> (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
<b>Graduate Assistant Contracts and Homeland Security Forms 0037</b>	Active + 6 years	EDU2000	Destroy
<b><u>IS&amp;T</u> Information Systems Maintenance Contract Files</b> (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
<b><u>IS&amp;T</u> Site Equipment Support Files</b> (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



**Cleveland State University – Records Retention Schedule** Page 92

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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>IS&amp;T</u> <b>Procurement Records – Hardware and Software</b> (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> <b>Employment Alien Certification Files (Immigration)</b> (records of employee requests made to the Department of Homeland Security U.S. Citizenship & Immigration Services 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>Tech Transfer/General Counsel</u> <b>Trademark Registrations</b>	Active + 6 years	LEG7000	Review for continuing value and possible transfer to archives
<u>General Counsel</u> <b>Land and Building Records</b> (records documenting purchases, sales or improvements)	Active + 6 years	LEG2000	Archives



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



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Capital Planning-Architects</u> <b>Blueprints</b> (the as-built construction drawings)	LOB- + 6 years	ADM2035	Review for continuing value and potential transfer to archives
<u>Capital Planning-Architects</u> <b>Construction Projects Design Review Committee</b> (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>Environmental Health &amp; Safety</u> <b>Construction Projects Environmental Impact Assessment</b> (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</u> <b>Residence Halls HUD Reports</b> (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</u> <b>Student Work Product Files</b> (student work products includes client memos, letters, student time records)	Active + 6 years	LEG4000	Destroy
<u>Facilities</u> <b>Construction Designs and Specifications</b> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Capital Planning-Architects</u> <b>Construction Project Request &amp; Program Statement</b> (a request from the University community to initiate a project)	Active + 6 years	ADM2030	Review for continuing value and possible transfer to archives
<u>Facilities</u> <b>Maintenance Records</b> (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)	Active + 6 years	ACC2000	Review for permanent retention based on operational need
<u>Police Department</u> <b>Police Reports</b> (reports of incidents or requests for service to include the officer’s actions, referrals, and subsequent investigation)	Active + 6 years	LEG4000	Destroy
<u>Police Department</u> <b>Police Reports – Accidents</b> (reports created by university police for traffic accidents that occur on campus)	Active + 6 years	LEG4000	Destroy
<u>Police Department</u> <b>Police Reports – Crime</b> (reports created by university police on campus criminal activity)	Active + 6 years	LEG4000	Review for continuing value and possible transfer to archives
<b>Student Petitions</b> (report of academic standards committee, request for exception to academic regulations, e.g. – waiver of suspensions, withdrawals, extensions, retroactive credit, drops)	Active + 6 years	EDU1000	Destroy



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



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<b>Grade Disputes – includes grade change forms</b>	Active + 6 years	EDU1000	Destroy Retain actions and decisions
<u>Treasury Services</u> <b>Staff Development Forms</b> (Forms processed for up to six credit hours free – employee benefits)	Active + 6 years	PER1010	Destroy
<b>Student Notice of Completion of Degree</b> (requirements)	Active + 6 years	EDU1010	Destroy
<b>Program Evaluations</b>	Active + 6 years	EDU1000	Review for administrative value – retain <b>summaries permanently</b>
<u>Employment Law Clinic</u> <b>Legal Clinic Civil Section Files</b> (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> <b>Computer Case Files</b> (computer generated records related to clinic clients. Includes but not limited to correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits and final judgments/agreements)	Active + 6 years	LEG4000	Destroy  Retain indefinitely complaints and final dispositions



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



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Board of Trustees</u> <b>Visiting Committee Files</b> (includes recommendation letters, handbooks and reports)	6 years	ADM9910	Board of Trustees Storage
<b>Disability/Veteran Status Forms</b> (ID cards, self identification as a person with disability or veteran status)	Active + 6 years	PER3000	Destroy
<u>Human Resources</u> <b>Benefit Plans</b> (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
<u>Capital Planning-Architects</u> <b>Construction Projects – Construction Designs and Specifications</b> (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
<u>Capital Planning-Architects</u> <b>Construction Projects – Construction Documents</b> (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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<u>Capital Planning-Architects</u> <b>Construction Projects – Design Development</b> (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	Archives
<u>Environmental Health &amp; Safety</u> <b>Environmental Impact Assessment – Construction Projects</b> (used to determine potential environmental concerns existing at site prior to demolition and construction)	Life of building + 6 years	LEG5000	Destroy
<u>Facilities</u> <b>Field Sheets</b> (equipment, motor and electrical data for new buildings and equipment – used for preventative maintenance)	Active + 6 years	ADM2020	Destroy
<u>CSU Foundation</u> <b>CSU Foundation Documents</b> (financial records, minutes, canceled checks, tax reports, copies of gift checks, monthly activity)	Active + 6 years	FIN1000	Destroy
<u>Speech &amp; Hearing</u> <b>Clinical Billings/Receipts</b> (ledger sheets and billing records/receipts for clinical services provided)	6 years	ACC1000	Destroy Retain ledgers and review for value
<u>Legal Clinic</u> <b>Closed Files ELC</b> – (odd closed cases of legal clinic, includes client’s correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits, final settlements and judgments)	6 years	LEG4000	Destroy Review yearly for continuing value – retain indefinitely complaints and final dispositions
<u>Academic Affairs</u> <b>Course Inventory</b>	Active + 6 years	EDU3000	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<b><u>Property Control</u></b> <b>Inventory Control Records</b>	Active + 6 years	ACC2000	Destroy
<b>Lease Agreements</b> ( paperwork concerning leased equipment and vehicles)	Active + 6 years	LEG2000	Destroy
<b><u>Capital Planning-Architects</u></b> <b>Testing Reports – Construction</b> (geotechnical and material testing reports to insure strength of materials, compaction and construction acceptability)	Active + 6 years	LEG5000	Permanent
<b><u>Facilities</u></b> <b>Property Maintenance Records</b> (records related to the maintenance and repair of property)	Active + 6 years	ADM2020	Destroy
<b>Work Orders</b> (includes maintenance and continuous work requests)	Active + 6 years	ACC2000	Destroy
<b><u>Teacher Education</u></b> <b>Student Files</b> (files maintained in department on enrolled students- includes client personal information, assessment scores, documentation for fee scale, grade information, includes students who have graduated, actively enrolled students and student who are no longer actively enrolled)	Active + 6 years	EDU1010	Destroy  (retain ESC records permanently)
<b><u>Facilities</u></b> <b>Utility Records/Readings</b> (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
<b><u>Police Department</u></b> <b>Daily Crime Logs</b>	7 years	ADM9900	Destroy



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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Facilities Management and Safety</u> <b>Steam Consumption</b> (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> <b>Legal – General:</b> (Records related to legal activities not covered elsewhere. <b>Includes legal research files, NCAA certification, bonds, Ohio Legislative Service, Attorney General Opinions</b> )	Active + 7 years (from end of matter)	LEG9900	Destroy (attorney decides which to retain for future reference - Archive)
<u>IS&amp;T</u> <b>Mobile Campus Equipment Use &amp; Liability Policy Forms</b> (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> <b>Bankruptcies</b>	7 years	FIN6000	Destroy
<u>Athletics</u> <b>Athletic Medical Records</b>	Active + 7 years	PER4010	Destroy
<u>Public Safety/Marketing</u> <b>Public Safety Notices/Campus Alerts/ Campus Safety Alert, Clery Warning</b> Includes timely warnings, emergency notifications, letters to campus security authorities, requests to other law enforcement agencies requesting Clery crime statistics and responses	7 years	LEG4000	Review for value Archive or Destroy



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<u>Speech &amp; Hearing</u> <b>Clinical Records</b> (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	Archives
<b>Organizational Charts</b>	Active + 10 years	ADM3000	Archives
<b>Utility Problem Files</b> (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> <b>Placement Files</b> (includes letters of recommendation, student teaching evaluations, applications for student teaching)	Active + 10 years	EDU1000	Destroy
<u>Academic Affairs</u> <b>Promotion and Tenure Policy – Faculty</b> (departmental procedures and guidelines)	10 years	ADM3020	Archives
<b>Accreditation Files</b> (files documenting accreditation review by accrediting agencies)	10 years	ADM3020	Archives
<u>All Departments</u> <b>Policies/Procedures</b> (includes office and job practices, administrative handbooks, procedures manuals, software and equipment manuals)	Active + 10 years	ADM3000	Review for continuing 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

<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Capital Planning-Architects Administration – Project Files</u> (documentation of evolution of and changes in space configuration and assignment for capital construction and large scale local renovation)	10 years	ADM2030	Archives
<u>Health and Wellness University Medical Records</u> (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)  (legal retention 7 years)	PER4010	Review for continuing value and possible transfer to archives
<u>Vice Provost for Research Research Protocol Committee Files</u> – includes proposals	Active + 10 years	ADM3000	Archives
<u>General Counsel Records Destruction Records</u>	10 years	ADM3020	Destroy
<u>Controller Taxes</u> (records related to taxes)	10 years	LEG5010	Destroy
<u>Institutional Research Peer Data Files</u>	Active + 10 years	EDU3000	Archives
<u>Academic Affairs AAUP Faculty Data:</u> Demographic and employment data	Active + 10 years (inactive when no longer needed for administrative reference)	ADM9900	Archives
<u>Athletics Sport Reports</u> (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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<b>Record</b>	<b>Retain</b>	<b>Retention Rule #</b>	<b>Disposition</b>
<u>Controller</u> <b>Capital Funded Purchase Orders</b>	10 years	FIN8010	Destroy
<u>Counseling Center</u> <b>Counseling Files</b> (test results, notes and communications)	Active + 7 years	EDU1010	Destroy
<u>Employment Law Clinic</u> <b>Administrative Files of clients</b> (original client intake forms, outgoing correspondence, office calendars)	12 years	ADM9910	Destroy
<u>Human Resources</u> <b>Worker’s Compensation Files</b> (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)