Cleveland State University Record Retention Schedule Index

Record	Page	Official Keeper
AAUP Faculty Data	1 age 18	Academic Affairs
Academic Action Notifications	10	Student Life
(Student Disciplinary Files)	57	Student Conduct
Academic Grievance Records	51	Student Conduct
Academic Personnel Inventory	10	Academic Affairs
Academic Records (Student Records)	26	Registrar
Accelerated/Executive Masters Business	20	
Administration Records	18	AMBA/EMBA Programs
Acceptance Letters	10	ANDA/ENDA Trograms
(Applicants who do Matriculate)	26	Admissions
Acceptance Letters	20	
(Applicants who do not Matriculate)	37	Admissions
Access To See Letters of Recommendation Waiver	51	
– applicants who matriculate	37	Admissions
Access To See Letters of Recommendation Waiver	57	
– applicants who do not matriculate	28	Admissions
Accident/Injury Reports	<u>49</u>	All Departments
Account Adjustments	4	Controllers
Accounting Billing Letters	5	Financial Aid
Accounts Payable Invoices	3	
Accounts Payable	4	Conference Services
Accounts Payable Ledgers	3	
Accounts Payable Vouchers	3	
Accounts Receivable	3	
Accounts Receivable – Rentals	4	Conference Services
Accounting Records	3	All Areas
Accreditation Files	18	Senior VP/College Deans
Activity/Service Reports – Faculty (FAAR's)	<u>62</u>	Academic Departments
Administration – Project Records	15	Capital Planning-Architects
Administrative Records - Employment Law Clinic	23	Law Clinic
Administrative Records – Police Department	21	Police Department
Administrative State Civil Service, Personnel,		
Accounting for Classified Employees – Reports	20	Human Resources
Administrative Records – Planning/Forecasting	10	Police Department
Admission Documents – do not enroll	29	Honors College
Advanced Placement Records		
(Applicants who do Matriculate)	26	Admissions
Advanced Placement Records		
(Applicants who do not Matriculate)	27	Admissions
Advertising	55	Marketing
	~~	

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Advising Records, Tutoring Records	36	Advising/Tutoring
Advising Records – Non Permanent & Permanent		
(Disabled Students)	25	Advising
Affirmative Action Complaint Records	52	Institutional Equity
Affirmative Action EE-06 Report	52	Institutional Equity
Affirmative Action Plan Records	52	Institutional Equity
Affirmative Action Position Applicant Records	53	Institutional Equity
Agreements (See Contracts)	45	General Counsel
Alien Certification Records – Employment		
(Immigration)	46	General Counsel
		Alumni Affairs/
Alumni Data	23	Alumni Association
Analysis EEO/Affirmative Action	52	Institutional Equity
v.	47	Graduate
Analysis Report Records		Studies/Research
Annual Interim Fiscal Operations Report –		
Non-U.S. Department of Education Funding	31	Financial Aid
Annuity Records	8	Payroll
Appeals (See Parking Fine Adjustments)	8	Parking
Applicant Card Files (Classified Staff)	58	Human Resources
Applicant Flow Data Record	59	Institutional Equity
Application Development Project Records	11	IS&T
Application Files (Classified Staff)	38	Human Resources
Applicant Files – Non Hires	66	
Annual Interim Fiscal Operations Report	31	Controller
Applications for Admission or readmission –		
applicants who do not matriculate, do not enroll,		Admissions
file incomplete or denied	28	
Applications for Admission or Readmission		
(Applicants who do Matriculate)	26	Admissions
Applications – Awaiting Decisions	34	International Services
Appointment Sheets	33	Health & Wellness
Arrest Reports	51	Police Department
Asbestos Abatement	49	Capital Planning-Architects
Athletic Grants	29	Controller
Athletic Medical Records	64	Athletics
Audit Authorizations	33	Audit
Audit Authorizations	33	Audit
Audit Report – External	4 4	Audit
Auni Acport – External		Λυμι

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Audit Report – Internal	18	Audit
Audit & Project Work Papers	18	Audit
Audit Trail Files (Information Systems)	15	IS&T
Automated Program Listing/Source Code	12	IS&T
Automated Tape Library System Records	12	IS&T
Award Letters	38	Financial Aid
Backup Files – Information Systems	14	IS&T
Bad Debt Actions	44	
Balance Sheets	9	
Bank Deposits	42	
Bank Reconciliations	42	
Bank Statements	42	
		Treasury Services/
Bankruptcies	46	General Counsel
Batch Deposit Control Sheets (See Bank Deposits)	42	Treasury Services
Benefit Plans	57	Human Resources
Benefit Records – Contributions/Benefits		
Provided	58	Human Resources
Benefit Report – Employee	58	Human Resources
Bicycle Registration Forms	20	Parking
Bids Accepted	44	
Bids Rejected	44	Purchasing
Billing Runs	4	Controller
Birth Control Log	33	Health & Wellness
Blueprints	14	Capital Planning-Architects
Bond Registers	44	
Board and Committee Minutes	17	Board of Trustees
Board and University Policies	17	Board of Trustees
Book Orders (See Accounting Records) Textbooks	2	
Budget (Institutional)	43	Budget Office
Budget Books (Annual)	42	Controller
Budget Planning Documents	43	Budget & Analysis
Building Records	10	Facilities
Building and Project Plans	16	Capital Planning-Architects
Building Specifications	15	Capital Planning-Architects
Business Plans	44	Campus Support
Canceled Checks	42	Controller
Cancelled Check Records	5	Financial Aid
Canceled Position Records (Classified Staff)	28	Human Resources
	-	

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Capital Encumbrance Requests	4	Controller
Capital Funded Equipment Cards	43	Capital Planning
Capital Funded Purchase Orders	42	Controller
Case Files	50	Student Conduct
Cash Books	3	
Cash Disbursement Journal	3	
Cash Journals	3	
Cash Receipts	3	
Cash Register Tapes	3	
Catalogs	39	
Categorical Summary – Classified Staff	47	Human Resources
Cauldron	67	
Certificate of Occupancy	49	Facilities
Certification/Licensure Records	30	
Change of Course Schedule (Add/Drop)	28	
Change of Grade Forms	26	Registrar
Change Report – Classified Staff	9	Payroll
Chargeback Billing Records	3	
Chart of Accounts	9	Budget & Analysis
Check Register/Log	42	Controller
Check Registers		Financial Aid
(U.S. Dept. of Education Funding Federal Loan)	32	
Check Runs	42	Controller
Children's Files	49	Pre-School Program
Chronological Files	23	General Counsel
Civil Service Exam Records	68	Human Resources
Class Schedules (Students)	39	
Classified Staff Report	20	Human Resources
Classified Staff Report – Surveys, Wage and		
Fringe Benefit	61	Human Resources
Client Records (ELC)	50	Law Clinic
Clinic Trust Fund Accounts	9	Law Clinic
Clinical Records	65	Speech & Hearing
Clinical Billings/Receipts	8	Speech & Hearing
Collective Bargaining Agreements	47	Human Resources
Commencement Programs	39	College Deans/Archives
Comprehensive Examinations	23	
Complaint Records		
(See Affirmative Action Complaint)	52	Institutional Equity
	1	

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Complaint Records – Professional Misconduct		
Computer Case Records	50	Law Clinic
Computer Center Time Billing Records	5	IS&T
Computer Run Scheduling Records	56	IS&T
Computer Usage Records – Information Systems	56	IS&T
Computer Usage Reports –Summary	12	IS&T
Computer Usage Chargeback Billing Records	12	IS&T
Consent for Records Disclosure		
(See: Student's Written Consent)	37	
Construction Projects – Construction Designs and		Capital Planning –
Specifications	16	Architects
Construction Projects – Construction Documents	16	Capital Planning-Architects
Construction Projects – Design Development	16	Capital Planning-Architects
Construction Projects – Design Review		Capital Planning –
Committee	16	Architects
Construction Projects-Environmental Impact	52	Capital Planning/
Assessment		Environmental Health
Construction Projects-Project Request/Program		Capital Planning –
Statement	16	Architects s
Construction Projects – Schematic Design	15	Capital Planning-Architects
Continuing Education Student Files	36	Continuing Education
Continuous Orders	8	Purchasing
Contracts- Affiliation Agreements	46	General Counsel
Convocation Center Reports (Wolstein Center)	23	Support Services
Contracts – General	42	General Counsel
Controlling Board Requests	39	
Co-Op Files	25	
Cooperating Teacher Surveys	64	College of Education
Copyright Disclosure Records	46	General Counsel
Correspondence (Applicants who do Matriculate)	26	Admissions
Correspondence (Applicants who do not Matriculate)	27	Admissions
Correspondence (Student Records)	35	Academic Departments
Correspondence (Students) - No Response	36	Admissions/Honors College
Cost Accounting Files	44	Education Services Center
Counseling Records	28	Counseling Center
Course Evaluations (See: Teacher Evaluations)	64	Academic Departments
Course Inventory	39	Academic Affairs

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Course Materials/Final Examinations	24	Academic Departments
Course Schedules	28	Academic Departments
Course Syllabi	23	Academic Departments
Credit by Examination	25	
Credit/No Credit Approvals	36	
Credit Card Sales Receipts	5	All Departments
Crime Reports	50	Police Department
Cross Registration	35	Registrar's
CSU Foundation Documents	42	CSU Foundation
Curricular Change Forms	39	Senior VP/Dean
Curriculum Development Records	39	Senior VP/Dean
Customer Evaluation Sheets	19	
Daily Activity Police Reports	21	Police Department
Daily Crime Log	21	Police Department
Daily Energy Reports	11	Facilities
Daily Income Records	7	Parking
Data Documentation & Data Dictionary Records	13	IS&T
Data Processing Hardware Documentation	12	IS&T
Data Processing Operating Procedures	13	IS&T
Data Processing Policies	11	IS&T
Data Processing Procurement Records	6	IS&T
Data Processing Service Plans	13	IS&T
Data Systems Specifications	13	IS&T
Declinations Records (Faculty)	62	Search Committee Chair
Delinquent Account Reports	44	
Delivery Slips	44	All Departments
Department Assistance File – Classified Staff	20	Human Resources
Disability/Veteran Status Forms	28	Disability Services
Disabled Parking Permits	21	Parking Department
Disaster Preparedness and Recovery Plans	24	Business Continuity
Disbursement Records – Student Accounting	5	Financial Aid
Distinguished Faculty/Staff Awards	24	Academic Affairs
Disciplinary Records	47	Human Resources
Dispatch Logs	21	Police Department
Dissertations (See: Professional Publications)	24	· ·
Donor Gifts	37	Development
Dorm Contracts – Student	8	Residence Life
Dorm Contracts Release Files	8	Residence Life
ECM Status Reports	20	
L A	1	1

CSO Records Retention Scheddle Index		
Record	Page	Official Keeper
EE-06 Report	52	Institutional Equity
Elevator Certifications	49	Facilities
Emails	2	All Areas
Emergency Tuition Adjustment Requests	8	Treasury Services
Emeritus Status Paperwork	63	Academic Affairs
Employment Files – Students	22	Student Employment
Employment Forms (I-9 Students)	59	Student Employment
Employment Forms (1099)	53	Controllers-Payroll
Employment Forms (W-2)	53	Payroll
Employment Forms (W-4)	61	Payroll
Endowment Fund Reports Annual	44	
Endowment Fund Reports Periodic	44	
Energy Conservation Projects	10	Facilities
Entrance Examination & Placement Test Reports		
(Applicants who do Matriculate)	27	Admissions
Entrance Examination & Placement Test Reports		
(Applicants who do not Matriculate)	27	Admissions
Environmentally Hazardous Substances	41	Environmental Health
Environmental Monitoring/ Safety Records	41	Environmental Health
Exam Reports – Praxis I & II	30	
Faculty Activity & Service Reports (FAAR's)	62	Academic Departments
Faculty Application Records – Non- Hires	62	Search Committee Chair
Faculty Declination Records	62	Search Committee Chair
Faculty Employment Reports Index System	62	
Faculty Files	63	General Counsel
Faculty Grade Reports	25	
Faculty Maintained Records on Students	22	Academic Departments
Faculty Search Committee Records	63	Search Committee Chair
Faculty/Staff Awards – Distinguished	23	
Fair Employment Practices Clinic Records	50	Law Clinic
Federal Refund Adjustments	42	Controller
Field Sheets	11	Facilities
Financial Aid Award Disbursement Records	5	Financial Aid
Financial Aid Authorization Forms	30	Financial Aid
Financial Aid Canceled Check Records	5	Financial Aid
Financial Aid - Non Recipient Records	30	Financial Aid
Financial Aid Adjustments	5	Financial Aid
Financial Reports – Monthly	4	Controller
Financial Reports – Annual	42	Controller
	1	

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Financial Statements Submitted to Government		
Agencies	42	
Fire Prevention Information	17	
Fiscal Operations Reports		
(U.S. Dept. of Education Funding General	31	Financial Aid
Administrative Annual Interim)		
Floor Plans & Space Manual	68	
Foreign Student Forms –		
For Applicants who Matriculate	33	International Services
Foreign Student Forms –		
For Applicants who do not Matriculate	54	International Services
Front Desk Balancing Form	8	
Fund Raisers	37	All Departments
Gallery Show Information	19	Art Gallery
Garnishment Documentation	53	Payroll
General Administrative Annual Interim Fiscal		
Operations Reports –	31	Financial Aid
Non U.S. Dept. of Education Funding		
General Application Records – Non Hires	66	All Departments
General Ledgers	9	
Generator Test Records	10	Facilities
Gifts/Donations	38	Development
Grade Change Forms	26	
Grade Disputes	25	
Grade Reports (Registrar's Copies)	25	Registrar
Grade Statistics	39	
Graduation Applications	33	
Graduate Assistant Applications	61	
Graduate Assistant Contracts	38	
Graduation Authorizations	33	
Graduation Lists	39	
Graduate Scholarship/Assistantship Awards	38	Financial Aid
Graduate Student Petitions	25	
(Graduate Studies) Analysis Report	45	GraduateStudies/Research
Graduate Tuition Grant Services Agreement	38	
Grants In Aid Records	29	Athletics
Grant Records – Awarded	48	
Grant Records (Not Awarded)	22	
Grievance Records - Academic	50	

CSU Records Retention Schedule Index		5/2017
Guaranteed Student Loan Applications	31	Financial Aid
H1B Investigation Files	33	General Counsel
Hardware & Software Conversion Plans	13	IS&T
Hazardous Materials Exposure Documentation	65	Environmental Health &
		Safety
Hazardous Materials Radioactive Materials		Environmental Health &
Authorized Users	65	Safety
Hazardous Materials Exposure Documentation		Environmental Health &
Radioactive Materials Incident Report	66	Safety
Hazardous Materials Exposure Documentation		Environmental Health &
Radioactive Materials	65	Safety
Hazardous Materials Program Tests	23	Environmental Health
Hazardous Materials Radiation Safety Workers	66	Environmental Health
Health Insurance Waivers	19	
Help Desk Logs and Reports (IS&T)	56	IS&T
HIV Anonymous Charts	64	Health & Wellness
		General Counsel/
Homeland Security Forms 0037	38	International Services
Honorary Degrees	18	Board of Trustees
Housing Policy Research Program Records	39	Urban Affairs
		Human Resources/
I-9 Forms	59	Student Employment
		General Counsel/ Center
Immigration Files (See Alien Certification Files)	46	for International Services
Incident Reports	96	All Areas
Index System – Faculty	62	English Department
Information Systems Maintenance Contract		
Records	11	IS&T
Information Systems Tape Library Control	56	
Records		IS&T
Insurance Claims	49	Environmental Health
Insurance Records – Student (Health Insurance)	19	
Insurance – Student (Liability)	19	
IPEDS Reports	39	
Input Documents	20	
Intake Sheets and Superbills	5	Health & Wellness Center
IUC Purchasing Group Contract Bids	44	Purchasing
		Tech Transfer/
Intellectual Property Disclosure Records/Patents	54	General Counsel
Inventory Records	9	Athletics
	-	

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Inventory Control Records	10	
Inventory Control Records	9	Property Control
Investigative Reports (See: Legal Claims)	93	General Counsel
Invoices	6	
Invoices – Outside the University	7	Parking Department
Job Descriptions	59	Human Resources
Journal Entries	9	Controller
Journal Vouchers	7	Parking
Journals	9	
Laboratory Safety Agreements	65	Academic Departments
Lab Slips	45	Health & Wellness
Land and Building Records	45	General Counsel
Layoff Records	61	Human Resources
Layoff Files – Classified Staff	60	Human Resources
Lease Agreements – equipment/vehicles	48	
Leave Record Classified Staff	64	
Leave Record – Faculty	63	
Leave Record – Staff	64	
Legal Billings (see: Legal Claims)	46	General Counsel
Legal Claims	46	General Counsel
Legal Clinic Criminal Section Files	50	Employment Law Clinic
Legal Clinic Civil Section Records	49	Employment Law Clinic
Legal Clinic Closed Records	50	Law School
Legal Compliance Records	46	General Counsel
Legal Records - General	46	General Counsel
Legal Opinions/Legal Projects	46	General Counsel
Letters of Recommendation –		
Applicants who do Matriculate	27	Admissions
Letters of Recommendation –		
Applicants who do not Matriculate	29	Admissions
Letters of Recommendations – Waiver Access To		
(See: Applicants who do matriculate)	37	Admissions
Letters of Recommendations – Waiver Access To		
(See: Applicants who do not matriculate)	37	Admissions
Library Database	20	Libraries
Library Community Users forms	20	University Library
Library Reports (Annual)	20	Libraries
Library Statistics	35	Libraries
Library Student Files	34	Libraries

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Link Program Student Records	68	
Lists/Directories	24	
Litigation Records/Legal Claims	46	General Counsel
Loan Disclosures	31	Financial Aid
Loans – Emergency	31	Financial Aid
Mail Room Accountable	6	Mail Room
Maintenance Contracts Files – Data Processing	12	IS&T
Equipment		
Maintenance Records	10	Facilities
Management and Data Processing Services Plans	13	IS&T
Market Salary Adjustment Information	63	Academic Affairs
MBE Quarterly Report	9	
Medical Records – Applicants who do Matriculate	35	
Medical Records – Applicants who do not Matriculate	35	
Medical Records	65	Health & Wellness Services
Memorandums of Understanding	45	General Counsel
Merit Recognition Awards – Faculty/Staff	24	
Merit Scholarships –		
(See: Sponsored Student Account Files)	33	Financial Aid
Miscellaneous – Convenience Copies	57	All Departments
Miscellaneous – Periodic Replacement Records	57	All Departments
Miscellaneous – Special Projects	57	All Departments
Mobile Campus Loan Forms	12	IS&T
Mobile Campus Equipment Use & Liability Policy		
Forms	12	IS&T
Motor Vehicle Records	14	Motor Pool
National Guard Scholarship Rosters –		
Non U.S. Dept. of Education Funding	30	Financial Aid
Negative Service Indicators	21	Parking
Newsletters	67	All Departments
News Releases	67	Marketing
Network Usage Reports	14	IS&T
Non Immigrant Worker Public Inspection Files	33	General Counsel
Non-Instructional Workforce Analysis	68	
Non-Resident Alien Tax Exemption Forms	61	Payroll
Non-US Dept. of Education Fiscal Operations Reports	31	Financial Aid
Nursing Loan Student Records	38	Financial Aid
Off Campus Use of University Equipment		
Approval Forms	22	Property Control
	i	

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Official Class Roster	37	Academic Departments
Ohio Board Of Regents Report (OBOR)	40	
Ohio Academic Scholarships Rosters –	38	
Non U.S. Dept. of Education Funding		Financial Aid
Ohio Board of Regents Annual FTE Report	19	
Ohio Bureau of Criminal Identification and		
Investigation		
Ohio Bureau of Vocational Rehabilitation Grant	31	
Files – Non U.S. Dept. of Education Funding		
Ohio Civil Rights Commission Report	46	General Counsel
Ohio Instructional Grants Files – Non U.S. Dept.		
of Education Funding	23	Financial Aid
Ombudsperson Records (See: Complaint Files)	81, 98	
Open Voucher Lists	43	Parking
Operating Procedures – Hardware Conversion		
Plans	14	IS&T
Ohio Legislative Service Commission Rules	54	Compliance
Orders Awarded Minority Vendors	43	
Organizational Charts	17	
Outside Source Awards	31	Financial Aid
Overpayment of Educational Expense Billing	9	Treasury Services
Parking Fine Adjustments (See Also Appeals)	7	Parking
Parking Permit Applications	21	Parking
Parking Tax Remittance Records	54	Parking
Pass/Fail Request - Classes	35	
Patents/Intellectual Property	46	Tech Transfer
Patent Review Committee Activity	48	Tech Transfer
Payments related to W-2 Forms	53	Controller - Payroll
Payroll Checks	43	Controller-Payroll
Payroll Deduction Authorizations	61	Controller-Payroll
Payroll Expense Reports	7	Controller-Payroll
Payroll Records	61	Controller-Payroll
Peer Data Records	40	Institutional Research
Pending Award Records	21	
PeopleSoft Access Forms	12	IS&T
Performance Evaluation – Classified Staff	60	Human Resources
Perkins Journal Entries	5	Financial Aid
Permit Applications	21	Parking
PERS/STRS Information	58	Human Resources
	50	

5/2017 cial Keeper

Record	Page	Official Keeper
Personnel Accounting for Classified Employees		
(See Reports-Administrative, State Civil Service,	20	Human Resources
Personnel, Accounting for Classified Employees		
Personnel Records – Faculty	63	Academic Affairs
Personnel Records – Staff	58	Human Resources
		Financial Aid/
Personnel Records – Student Employees	62	Student Employment
Personnel Requisitions	62	Human Resources
Personnel Reports	20	Human Resources
Pesticide Application Records	41	
Petitions (See: Student Petitions)	26	
Petty Cash Records	7	
Photographs	67	Marketing
Placement Records	28	Alumni Affairs
Placement Records	28	Admissions
		College of Education –
Placement Records	25	Field Services
Planning Documents	10	
Planning/Forecasting Administrative Records	10	
Plant Operations & Maintenance Blueprints	15	Capital Planning-Architects
Plant Operations & Maintenance Construction		
Projects Construction Designs and Specifications	10	Capital Planning-Architects
Plant Operations & Maintenance Construction	10	
Projects Design Review Committee	15	Capital Planning-Architects
		Planning, Assessment
Planning Models	10	& Information Resource
Plant Operations & Maintenance Construction		
Projects Environmental Impact Assessment	41	Capital Planning-Architects
Plant Operations & Maintenance Construction	••	• • • • • • • • • • • • • • • • • • • •
Projects Project Request & Program Statement	16	Capital Planning -Architects
Plant Operations & Maintenance Residence Halls	10	
HUD Reports	48	Campus Support
Police Reports	51	Police Department
Police Reports – Accidents	51	Police Department
Police Reports – Arrests	51	Police Department
	51	
Police Reports Campus Security Act & Uniform	51	Police Department
Crime Delice Deports - Crime	51	Police Department
Police Reports – Crime	51	Police Department
Police Reports – Daily Activity	21	Police Department

CSU	Records	Retention	Schedule	Index
-----	---------	-----------	----------	-------

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Police Department Transportation Logs, Student	21	Police Department
Policies & Procedures	18	All Areas
Position Applicant Records	47	Institutional Equity
Position Descriptions – Classified Staff	68	Human Resources
Position Descriptions – Faculty	68	Human Resources
Position Descriptions - General	59	Human Resources
		Financial Aid –
Position Descriptions Student Job Cards	68	Student Employment
Position Vacancy Announcement	59	Human Resources
Postal Transactions	6	Controllers/Mail Room
Prescription Log Book	31	Health & Wellness
Press Records	67	Art Gallery/Marketing
Procurement Records-Hardware and Software	6	IS&T
Professional Leave Applications	24	
Professional Publications, Theses & Dissertations	24	
Program Evaluations	26	
Programs	67	Music Department
Program Requirement Modification (Student		
Records)	36	
Program Assessment Materials	25	
Program Development Proposals	40	
Promotion and Tenure Record – Faculty	64	Academic Affairs
Promotion and Tenure Policy - Faculty	18	Academic Affairs
Property Maintenance Records	10	Facilities
Proposal Approvals – Thesis & Dissertations	24	Academic Departments
Proposals – Funded/Pending	48	-
Proposals – Not Funded	22	
Publications/Periodicals	23	Institutional Research
Public Affairs Records	67	Government Relations
Public Employees Retirement System Files – Staff	47	Human Resources
Public Employees Retirement System Log –		
Classified Staff	58	Human Resources
Public Employees Retirement System Log – Staff	58	Human Resources
Public Inspection Files (see Non-Immigrant		
Worker Public Inspection files	33	General Counsel
Public Records Request Records	47	General Counsel
Public Safety Notices/Campus Alerts/Clery	51	
Warning		
Publicity News Releases	67	Marketing
		~

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Publicity Photographs	67	Marketing
Purchase Orders	44	Purchasing
Racial Ethnic Statistics	40	Institutional Research
Radiation Safety Records	65	Environmental Health
Radiation Safety Committee	54	Environmental Health
Radioactive Materials Transportation Records	41	Environmental Health
Radioactive Materials/Infectious Waste Records	54	Environmental Health
Real Estate Records	46	General Counsel
Receipts	8	
Reconciliation Records	43	Parking
Records Destruction Records	18	General Counsel
Recruitment Materials	55	Athletics
Recruitment Materials – Publicity	55	Marketing
Recruitment Materials (Personalized) -		
Applicants Who Do Matriculate	28	Admissions
Recruitment Materials (Personalized) –		
Applicants who do not Matriculate	28	Admissions
Recruitment/Search Records	62	Search Committee Chair
References	68	All Departments
Registers	8	
Registers	61	Controllers-Payroll
Registration/Enrollment Forms	35	Registrar's
RFP's (Requests for Proposals) See Bids	44	
Renovation Project Folders	15	Capital Planning -Architects
Reports/Surveys	40	
Requests and Disclosures of Personally		
Identifiable Information	37	
Requisitions	8	
Research Records – individual and corporate	48	VP Research
Research Protocol Committee Records	18	VP Research
Research Proposals		
(see: Research Protocol Committee)	18	VP Research
Researchers' Finished Program (See: Research Files)	48	VP Research
Reservation Forms	19	Conference Services
Residency Approval	53	
Residency Review	53	
Residency Status Documents for Applicants who		
do not Matriculate	52	Admissions
Return Authorizations	4	Controller
	•	•

CSO Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Returned Student Loan Proceeds	32	Financial Aid
Royalty Payments	8	
Sales Receipts	4	
Schedule of Classes	39	
Scholar Loan Database	39	Financial Aid
Scholarships	33	Financial Aid
Scholarship/Fellowship Print Outs	32	Financial Aid
		Education Student Service
Scholarship/Grant Information	29	Center
		Police Department/
Security Reports – Annual	22	Student Conduct
Selection Files	59	Human Resources
Selection Criteria Form-Classified Staff	62	Institutional Equity
Sewer Charge Exemption	11	Facilities
Shop Drawings	3	Capital Planning-Architects
Show Posters	67	Art Gallery
Site Equipment Support Files	6	IS&T
Small Scale Floor Plans – Administration	15	Capital Planning
Special Event Reservations	21	Parking
Special Event Lot Revenue and Expense Sheets	7	Parking
Special Event Tickets	22	
Sponsored Student Account Files	33	Student Employment
Sport Reports	18	Athletics
Staff Development Forms	62	Treasury Services
Staff Grievance Files	47	Human Resources
Staff Reclassification Files	60	Human Resources
Staff Reclassification Files – Classified Staff	60	Human Resources
State Budget and Management Monthly Reports	00	Capital Planning-
on Capital Funds	43	Architects
State Classification Files – Classified Staff	56	Human Resources
State Encumbrance/Voucher Files	3	Capital Planning-Architects
Statement of Charges	6	Libraries
		Planning, Assessment &
Statistics – Degree	40	Information Resource
	••	Planning, Assessment &
Statistics – Enrollment	40	Information Resource
	10	Planning, Assessment
Statistics – Racial/Ethnic	40	& Information Resource
Steam Consumption	11	Facilities
	11	

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Stop Payment Forms	8	Purchasing
Student Account Reports – Miscellaneous	4	Controller
Student Account Files	4	Treasury Services
Student Conduct Verifications	37	
Student Disciplinary Files	51	Student Conduct
Student Disciplinary Files Requests for Formal		
Hearings	37	Student Conduct
Student Disciplinary Files - Written Decisions of		
Hearing Panels	37	Student Conduct
Student Education Portfolio		
Student Employee Summary Report	22	Student Employment
		Student Employment/
Student Employment Files	62	Work Areas
Student Summer Contracts	68	Student Employment
Student Fee Authorizations	58	Human Resources
Student Files	23, 35	Academic Departments
Student Files	29	Athletics
Student Files – Non Permanent	34	College of Law
Student Files	34	College of Law
Student Files-Co Op	25	
Student Files	28	Disability Services
Student Files – Library	34	Libraries
Student Files	63	General Counsel
Student Files – completed teach, never applied,		Education Student
problem, dismissed	29	Services Center
		Education Student
Student Files – provisional, potential	29	Services Center
		Education Student
Students Files – Actively Enrolled	29	Services Center
Student Files	36	Teacher Education
Student Files –U.S. Dept. of Education Funding	32	Financial Aid
Student Files –		
Non U.S. Dept. of Education Funding	31	Financial Aid
Student Records – Academic Records	26	Registrar
Student Financial Aid Files – Non Recipients	30	Financial Aid
Student Financial Aid Files	34	College of Law
Student Financial Aid Files	77	Financial Aid
Student Notice of Completion of Degree	29	
Student Petitions	25, 26	

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Student Records Continuing Education	36	Continuing Education
Student Statements Regarding Hearing Decisions		Student Life
Panel	37	Student Conduct
Student Waivers for Rights of Access To See		
Letters of Recommendation for Admission for	37	
Applicants who do Matriculate		
Student Work Product Files	49	Employment Law Clinic
Student's Written Consent For Records		
Disclosure	33	General Counsel
Study Carrel Registers	20	Libraries
Subject Files – Administrative General -President,		All Departments
Vice President, Director, Dean or Chair	23	-
Subject Files – General Administrative	19	All Departments
Subpoenas (see: legal claims and litigation)	46	General Counsel
Subsidiary Ledgers	8	
Summer Employment Files	60	Human Resources
• •		Health & Wellness
Super Bill Files	5	Services
Surplus Property Documentation	10	Property Control
Surveillance Video/Tapes	22	Police Department
Suspension Files – Classified Staff	59	Human Resources
Syllabi (see: Course syllabi)	23	Academic Departments
System Back Up Files	14	IS&T
System Users Access Records	22	IS&T
Tax Files (copies of parents)	31, 32	Financial Aid
Tax Files	54	Controller
Theater Productions	24	Dramatic Arts
Theses (see: professional publications)	24	
Thesis/Dissertation Proposal Forms	86	
Teaching Evaluations, Course Evaluations,		
(bubble sheets & summaries),	64	Academic Departments
Teacher Surveys – Cooperating	64	College of Education
Technical Program Documentation	13	IS&T
Telephone Expense Records	8	
Test Administration Records	22	Testing Center
Test Database and Files	14	IS&T
Test Scores – Student Who Matriculate	36	
Test Scores – Students Who do not Matriculate	36	
Testing Reports – Construction	49	Capital Planning-Architects
		- 0

CSU Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Theater Productions	24	Dramatic Arts
Tickets – Paid	7	Parking
Tickets – Unpaid	43	Parking
Ticket Stubs	8	Dramatic Arts
Time Cards (Staff or Student)	61, 66	Payroll
Towing Records	21	Parking
		Tech Transfer/
Trademark Registrations	54	General Counsel
Training Documentation/ Training Courses	61	
Training Records – On-The-Job, Classified Staff	61	Human Resources
Training Documentation – Classified Staff Civil		
Service Examinations File	68	Human Resources
Transfer Credit Evaluations- Applicants who do		
Matriculate	27	Admissions
Transfer Credits – Study Abroad	34	International Services
Transcripts, High School – Applicants who do		
Matriculate	27	Admissions
Transcripts, High School – Applicants who do not		
Matriculate	28	Admissions
Transcripts, Other Institutions of Higher		
Learning – Applicants who do Matriculate	27	Admissions
Transcripts, Other Institutions of Higher		
Learning – Applicants who do not Matriculate	28	Admissions
Transcript Requests (other than student		
requested)	35	Registrar
Transportation Logs – Injury/Ill Person	51	Police Department
Transportation Logs- Student	21	Police Department
Travel Expenses	8	
Trustee Appointment Files	17	Board of Trustees
Tuition and Fee Schedule	40	Treasury Services
Tuition Remission Applications	9	Treasury Services
Union Dues Membership List	4	
Unemployment Compensation Documentation	47	Human Resources
Unemployment Insurance Payments	9	
University Governance Files	24	Trustees/President
University Medical Records	65	Health Services
University Supervisor Survey – Dean's Office	25	College of Education
User Logins	22	
Utilities Budget Requests/Calculations	44	
Ŭ A	ι	

CSO Records Retention Schedule Index		5/2017
Record	Page	Official Keeper
Utilities Cost and Use Data	68	Facilities
Utility Charges – Parking Depart/Contractors	21	Parking Department
Utility Company Invoices	9	
Utility Problem Files	22	Facilities
Utility Rates/Contracts	48	Facilities
Utility Records/Readings	11	Facilities
Utility Reports – Annual Use/Cost	23	Facilities
Vending Commission Income Records	9	
Vendor Files	3	Campus Support Services
Vets 100 Reports	52	Financial Aid
Veterans Administrative Records	37	
Videos	18	
View books	55	
Visiting Committee Files	17	Board of Trustees
Vouchers	3	
Voucher Register	9	
W-2 Forms	53	Controllers - Payroll
W-9 Taxpayer Information Forms	62	Payroll
1099 Copies & Back Up	53	Payroll
Waivers – Health Insurance	19	
Waivers – For Release of Liability	24	
Weather Forecasts	11	Facilities
Whiskey Island Magazine	67	
Withdrawal Authorizations	35	
Women's Law Fund Cases	50	Law Clinic
Workforce Analysis	39	Academic Affairs
Work Orders	9	Facilities
Work Study Student Files –		
U.S. Dept. of Education Funding	32	Financial Aid
Worker's Compensation Files	60	Human Resources
Worker's Compensation Payments	7	Payroll
Working Building Drawings	17	Capital Planning-Architects