Records Retention Schedule

Accounting	Record Series	Retention	Retention Code	Retention ID
	Accounts Payable Records Documentation regarding amounts owed on open account for goods or services received. Includes bills for goods or services received, the journals in which accounts payable and their payments are recorded, controlled, and approved (e.g. AP invoices, ledgers, vouchers & voucher registers).	ACT+4	ACC1000	IUC-ACC-00-01
	Accounts Receivable Records Records of amounts due from others on open accounts as a result of providing goods or services. Includes: Cash Books (a periodic report of institutional assets, liabilities and equities); Cash Journals (Journal of cash received); Cash Receipts (Receipts for cash sales or cash received); Cash Register Tapes; Receipts; Sales Receipts	ACT+4	ACC1000	IUC-ACC-10-01
	Annuity Records Statement of payroll deduction for employees' annuity plans.	ACT+4	ACC1000	IUC-ACC-00-05
	Balance Sheets A periodic report of institutional assets, liabilities, and equities. Not the year-end report.	ACT+4	ACC3000	IUC-ACC-30-02
	Cash Disbursement Journals A record of an institutions cash transactions made showing a running balance.	ACT+4	ACC1000	IUC-ACC-00-06
	Chart of Accounts A list of the accounts used by an organization with each account usually assigned a number or code.	ACT+4	ACC3000	IUC-ACC-30-01
	Cost Accounting Records Record analyzing cost for producing certain items or performing certain tasks.	ACT+4	ACC3000	IUC-ACC-60-01
	Debt Recovery Records Amounts owed to the University including Promissory Notes, NSF notifications, student accounts, library fines, parking tickets, loans, payments for services rendered, overdue receivables, etc. *ACT period ends with the debt being satisfied*	ACT+4	FIN6000	UA-ACC-10-09
	Expenditure Report Periodic reports of expenditures, usually by department or account.	ACT+4	ACC3000	IUC-ACC-30-03
	Fixed Assets Records Inventory and other information maintained on capitalized assets (site improvements, machinery, equipment, information systems, furniture, fixtures, and vehicles) including assets whether they are disposed of or surplused	ACT+6	ACC2000	IUC-ACC-20-01

Records Retention Schedule

Accounting	Record Series	Retention	Retention Code	Retention ID
	General Ledgers A book containing a summary or detail of all transactions affecting the accounts of an institution. *Review for historical value and potential transfer to University Archives*	ACT+6	ACC1010	IUC-ACC-30-04
	Journals The record in which financial transactions are first recorded before being posted as a debt or credit to an account in a ledger. A chronological documentation of transactions.	ACT+4	ACC3000	IUC-ACC-30-06
	Payroll - Change Report 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.	ACT+4	ACC1000	IUC-ACC-40-02
	Payroll - Checks Payroll Checks - Checks paid employees for services they perform.	ACT+4	FIN1000	IUC-ACC-40-01
	Petty Cash Records	ACT+4	ACC1000	IUC-ACC-00-08
	Requisitions Forms used to order good and services.	ACT+4	ACC1000	IUC-ACC-00-09
	Royalty Payments	ACT+4	ACC1000	IUC-ACC-00-10
	Student Accounting Records Documentation on individual students' paid and unpaid accounts; records of canceled registrations, including amount owed and reason; correspondence; account activity record; insurance records; tuition remission records.	ACT+4	ACC1000	IUC-ACC-50-01
	Student Accounting Records - Dorm Contracts and Contract Releases Actual agreement and Release Files between students and residence halls governing room and board and fee. Includes application, correspondence, meal plan authorizations and record of decision reached concerning request to break contracts.	ACT+8	LEG2000	IUC-ACC-50-03
	Student Accounting Records - Financial Aid Includes documentation of award amounts disbursed (containing name, type, and amount of award); canceled checks, check stubs, and check journals showing payments for financial aid made to students; Accounting Billing Letters (concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money)	ACT+4	ACC1000	IUC-ACC-50-05
	Student Accounting Records - Insurance Records Record of students enrolled in university or college health program.	ACT+4	ACC1000	IUC-ACC-50-08

Records Retention Schedule

Accounting	Record Series	Retention	Retention Code	Retention ID
	Student Accounting Records - Tuition Remission Applications Record of tuition waiver for employees and dependents	ACT+4	ACC1000	IUC-ACC-50-09
	Subsidiary Ledgers A book of accounts of an institution.	ACT+4	ACC1000	IUC-ACC-30-08
	Telephone Expense Records Periodic reports of long distance and local phone charges.	ACT+4	ACC1000	IUC-ACC-99-01
	Travel Expenses Record of expenses incurred on official institutional travel. Used to receive reimbursement.	ACT+4	ACC1000	IUC-ACC-00-11
	Unemployment Insurance Payments	ACT+4	ACC1000	IUC-ACC-00-12
	Vending Commission Income Records Record of money received as commission on vending contracts.	ACT+4	ACC1000	IUC-ACC-99-02
	Workers Compensation Payments	ACT+4	ACC1000	IUC-ACC-40-03

Records Retention Schedule

Administration	Record Series	Retention	Retention Code	Retention ID
	Accreditation Records University, college or department files documenting accreditation review by accrediting agencies. *Review for historical value and potential transfer to University Archives*	ACT+10	ADM3020	IUC-ADM-10-01
	Bookstore Management Records Including buy-back records, cash drawer sign-out sheets, cashier balancing forms, charge forms, mark-up/mark-down sheets, merchandise return records, and special orders.	ACT+4	ADM3010	IUC-ADM-40-01
	Camp and Program Registration Records Application and registration information for short-term camps and academic programs attended by minors and others not enrolled as University of Akron students. Information may include, but may not be limited to: applications, letters of recommendation, supporting documentation, and registration information. Note: If incident occurs, record is covered under retention for “incident/accident reports” *Destroy - Secured*	CR+2		
	College and department meeting records Files documenting college and department level meetings, activities, and actions taken. *Review for administrative or historical value & transfer to University Archives*	ACT+3	ADM9910	UA-ADM-00-09
	Conflict of Interest Reporting Conflict of Interest Disclosure Statement, or form to show compliance with Ohio Ethics Law	CR+4		
	Incident/Accident Reports	ACT+3	ADM9910	IUC-ADM-55-01
	Input Documents Copies of records or forms designed and used solely for data input and control. *Until Superseded*	SUP	ADM9905	IUC-ADM-00-03
	Organizational Charts *Review for historical value and potential transfer to University Archives*	ACT+10	ADM3000	IUC-ADM-00-04
	Pre-School Program, Attendance Records Pre-School Attendance and Emergency Sheets.	ACT+6	LEG4000	IUC-ADM-50-01
	Pre-School Program, Children's Files Includes screening evaluation forms, contracts, parental and developmental information, reports from outside agencies, examples of student work, health records from physicians, and information from Social Services coordinator. *Indefinite*	IND	LEG3010	IUC-ADM-50-02

Records Retention Schedule

Administration	Record Series	Retention	Retention Code	Retention ID
	Records Destruction Documentation	ACT+10	ADM3020	IUC-ADM-20-01
	Strategic Plans *Review for historical value and potential transfer to University Archives*	ACT+1	ADM9900	UA-ADM-00-06
	Subject Files - Forms Includes administrative forms, including international travel registry, capturing basic information for administrative offices.	ACT+1	ADM9900	IUC-ADM-00-02
	Subject Files - General Administrative Files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices (Note: excludes President, Vice President, Director, Dean, or Chair and other upper level administrative offices).	ACT+1	ADM9900	IUC-ADM-00-02
	Subject Files - President, Vice President, Director, Dean, or Chair Files of correspondence, reports, memoranda, etc., documenting activities of these upper level administrative offices. *Review for historical value and potential transfer to University Archives*	ACT+3	ADM9910	IUC-ADM-00-01
	Surplus Property Documentation	ACT+6	ADM2020	IUC-ADM-30-01
	Syllabi, College/Department Course syllabi created and maintained by the individual colleges and departments *Review for administrative or historical value & transfer to University Archives*	ACT+3	ADM9910	UA-ADM-00-08
	University Governance Files Board of Trustee and Board Committee Files and meeting minutes documenting official actions of governing bodies. *Indefinite - Review for historical value and transfer to University Archives*	IND	ADM9910	IUC-ADM-00-05
	University Policy University Policy provides specific direction for operations, administration, or programs. Policies are applicable university-wide and are developed through the University Policy Process and adopted by Senior Management Council which may additionally take them to the president or Board of Trustees at its discretion. Policies enhance the university's mission and operational efficiency, mandate action or constraints, and must be consistent with relevant statues, regulations, bylaws, or rules. *Until Superseded-Review for historical value and transfer to University Archives*	SUP	ADM9905	UA-ADM-00-07

Records Retention Schedule

Education	Record Series	Retention	Retention Code	Retention ID
	Academic Grievance Records Files documenting grievances of students against faculty members. *Review for administrative value.*	ACT+6	LEG4000	IUC-EDU-40-10
	Admissions - Applicant Flow Data File Statistical information, percentages dealing with race, religion, sex, etc.	ACT+6	LEG5000	IUC-EDU-10-20
	Admissions - Applicant Records Includes forms requesting admission or readmission to the institution; correspondence; standardized test scores related to admission to the institution and placement test scores; letters of reference supporting application to the institution; Medical records related to application to the institution; medical records related to application to the institution; transcripts from high schools and other post-secondary institutions, and other documents supporting prior learning, including credit for military training; transfer credit evaluations; records supporting consideration for advanced placement in course(s); and acceptance letters (student-specific correspondence relating to acceptance or non-acceptance to the institution *Destroy -- ACT=Time dictated by university bulletins*	ACT+1	EDU1010	IUC-EDU-10-01
	Admissions - Applicant Records, Access To See Letters of Recommendations Waiver Student waivers for rights of access to see Letters of Recommendation for Admission.	ACT+3	EDU1030	IUC-EDU-10-13
	Admissions - Applicant Records, Foreign Student Forms I-20 and other forms for students from foreign countries. Since many items included in foreign students records are to be retained for at least five years, it is recommended that Immigration and Naturalization Service documentation also be retained five years.	ACT+5	LEG5040	IUC-EDU-10-11
	Admissions - Applicant Records, Personalized Recruitment Materials Student-specific letters related to encouraging potential student to attend the institution. VA regulations require that all recruitment materials be retained 3 years.	ACT+3	EDU1020	IUC-EDU-10-06
	Admissions - Applicant Records, Residency Status Documents Documents supporting determination of legal domicile (residency).	ACT+6	LEG5000	IUC-EDU-10-12
	Classes - Class Schedule Records Lists of classes student took a given term; Change of Course Schedule (Add/Drop) and Pass/Fail request	ACT+1	EDU1010	IUC-EDU-35-04

Records Retention Schedule

Education	Record Series	Retention	Retention Code	Retention ID
	Classes - Course Administration Records Documentation of the registration, enrollment, audit authorization (approval forms to audit a class), credit/no credit approvals, withdrawal authorizations, and official class roster (lists of students enrolled for individual classes)	ACT+3	EDU1015	IUC-EDU-35-01
	Classes - Credit by Examination Records Documentation of course credit earned through "Credit by Examination" program *Indefinite - Review for historical value and transfer to University Archives*	IND	EDU1000	IUC-EDU-35-02
	Curriculum - Development & Publications Documentation of the approval of new programs and degrees, Master Schedule of classes offered per term, and Official Course Catalog/Bulletin of courses offered. *Indefinite - Review for historical value and transfer to University Archives*	IND	EDU3000	IUC-EDU-30-01
	Disclosure Request Records Includes documentation of disclosures of personally identifiable information (PII); student's written consent for records disclosure and non-disclosure of directory information	ACT+3	EDU1030	IUC-EDU-00-10
	Financial Aid - Federal Funding Student Records Files on recipients, including: ISIR records and need analysis reports, tax files, draft registration compliance record, award letters, Standards of Academic Progress appeal and documentation, professional judgment appeal and documentation, Pell Files, grants-in aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, graduate assistantships, sponsored student accounts; Work-Study Student Files (contains application, PERS exemption form, and evaluations of students employed under Work-Study Program); Annual Interim Fiscal Operations Reports (Reports to federal government on expenditures for federal programs); and Federal Loan Check Registers (Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans).	ACT+3	EDU2100	IUC-EDU-20-10
	Financial Aid - Non-Federal Funding Student Records Files on recipients who receive State of Ohio, institutional, private or other non-federal funding, including: ISIR records and need analysis reports, tax files, award letters, Standards of Academic Progress Appeals, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, National Merit Scholarships, graduate assistantships, sponsored student accounts, etc.	ACT+6	EDU2000	IUC-EDU-20-01
	Financial Aid - Non-Recipient Files Copy of FAF for students who did not receive aid or enter the university or college.	ACT+1	EDU1100	IUC-EDU-20-20

Records Retention Schedule

Education	Record Series	Retention	Retention Code	Retention ID
	Grades - Grade Reports (Registrar's Copy) Copy of grade report (grade or narrative) as sent to student	ACT+1	EDU1010	IUC-EDU-35-11
	Grades - Reports and Forms Includes: Faculty grade reports (grade or narrative) as submitted to registrar by faculty and change of grade forms. *Indefinite - Review for historical value and transfer to University Archives*	IND	EDU1000	IUC-EDU-35-10
	Graduation - Application and Authorization Includes: applications for graduation and graduation authorizations (documentation certifying completion of degree requirements)	ACT+1	EDU1010	IUC-EDU-35-20
	Graduation - Commencement Programs *Indefinite - Review for historical value and transfer to University Archives*	IND	EDU3000	IUC-EDU-35-23
	Graduation - Lists *Indefinite - Review for historical value and transfer to University Archives*	IND	EDU3000	IUC-EDU-35-22
	Head Start Documents of Head Start meetings and grantee level matters. *Review for administrative or historical value & transfer to University Archives*	ACT+10	LEG2000	IUC-EDU-00-30
	Ohio Board of Regents (OBOR) Report *Indefinite - Review for historical value and transfer to University Archives*	IND	EDU3000	IUC-EDU-00-05
	Placement Files Files maintained on alumni for purposes of career placement. Includes credentials, letters of recommendations, etc. Students pay to have credentials maintained.	ACT+1	EDU1010	IUC-EDU-00-20
	Requests, Health Insurance Waivers Signed waiver indicating student's acceptance or waiver of university student health insurance.	ACT+1	ADM9900	IUC-EDU-00-13
	Research - Grant Records, Awarded, Internal & External Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies, and private foundations. *Review for administrative or historical value & transfer to University Archives*	ACT+10	LEG2000	IUC-EDU-50-10
	Research - Grant Records, Not Awarded, Internal & External Includes: applications and proposals by faculty for grants that were not funded, including protocol records.	ACT+1	ADM9900	IUC-EDU-50-11

Records Retention Schedule

Education	Record Series	Retention	Retention Code	Retention ID
	Research - Protocol Records Includes lists of protocols to be considered, new reviews, approvals, requests, revised protocol forms, protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file. *Review for administrative or historical value & transfer to University Archives*	ACT+10	ADM3000	IUC-EDU-50-01
	Statistics Includes statistic records regarding grades, degrees, enrollment, race, ethnicity, and Integrated Post-secondary Education Data System (IPEDS) Reports *Indefinite - Review for historical value and transfer to University Archives*	IND	EDU3000	IUC-EDU-00-01
	Student Class Records Records maintained by faculty members detailing students progress throughout the semester.	ACT+5	EDU1010	UA-EDU-35-37
	Student Disciplinary Records Files maintained on students who have been accused of disciplinary violations including, but not limited to, request for formal hearing, student statements, written decisions of the hearing panels, communications notifying students of dismissal, academic probations, etc. Should investigation lead to civil and or criminal investigation these records become part of the investigation file. *Review for administrative value.*	ACT+6	LEG4000	IUC-EDU-40-01
	Student Records - Academic Records Permanent record of academic work pursued, including: major, degree type, grades, course evaluations, competency assessments, etc. *Indefinite*	IND	EDU1000	IUC-EDU-35-30
	Student Records - Continuing Education Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.	ACT+3	EDU1015	IUC-EDU-35-35
	Student Records – Education Abroad Files maintained in the Education Abroad Office on students who participate or have participated in education abroad and/or programs abroad. Includes applications, letters of recommendation, consent forms, health and emergency medical information forms, etc. (Note: excludes transcripts).	ACT+1	EDU1010	IUC-EDU-35-34

Records Retention Schedule

Education	Record Series	Retention	Retention Code	Retention ID
	Student Records - Files of graduated students that contain original agreements Files maintained in individual college and department offices on students enrolled in that college or department. Includes: transcripts, letters of recommendation, student-specific correspondence (other than admissions), etc.	ACT+8	LEG2000	UA-EDU-35-42
	Student Records - Files of graduated students that do not contain original agreements Files maintained in individual college and department offices on students enrolled in that college or department. Includes: transcripts, letters of recommendation, student-specific correspondence (other than admissions), etc.	ACT+1	EDU1010	IUC-EDU-35-31
	Student Records - Files of inactive Associate & Undergraduate students that do not contain original agreements Files maintained in individual college and department offices on students enrolled in that college or department. Includes: transcripts, letters of recommendation, student-specific correspondence (other than admissions), etc.	ACT+2	EDU1010	UA-EDU-35-43
	Student Records - Files of inactive Doctoral students Files maintained in individual college and department offices on students enrolled in that college or department. Includes: transcripts, letters of recommendation, student-specific correspondence (other than admissions), etc.	ACT+10	EDU1010	UA-EDU-35-46
	Student Records - Files of inactive Masters students that contain original agreements Files maintained in individual college and department offices on students enrolled in that college or department. Includes: transcripts, letters of recommendation, student-specific correspondence (other than admissions), etc.	ACT+8	LEG2000	UA-EDU-35-45
	Student Records - Files of inactive Masters students that do not contain original agreements Files maintained in individual college and department offices on students enrolled in that college or department. Includes: transcripts, letters of recommendation, student-specific correspondence (other than admissions), etc.	ACT+6	EDU1010	UA-EDU-35-44
	Student Records - Program Requirement Modification Change of major forms: degree requirement waiver or substitution.	ACT+1	EDU1010	IUC-EDU-35-33
	Student Records - Transcript Request Requests for student transcripts made by organizations or individuals other than the student.	ACT+3	EDU1030	IUC-EDU-35-36
	Student Records - Veterans Administration Records and Correspondence	ACT+3	EDU1020	IUC-EDU-35-32

Records Retention Schedule

Education	Record Series	Retention	Retention Code	Retention ID
	Tuition and Fee Schedule Listing of fee charges for each term by an institution. *Indefinite - Review for historical value and transfer to University Archives*	IND	EDU3000	IUC-EDU-00-06

Records Retention Schedule

Environmental	Record Series	Retention	Retention Code	Retention ID
	Environmental Monitoring Records	ACT+5	ENV1000	IUC-ENV-00-01
	Radioactive Materials, Transportation Records DOT transfer record; Authorization for shipment of RAM; and Off-site transfers. *Indefinite*	IND	ENV2010	IUC-ENV-00-02
	Radioactive Materials, Waste Records RAM use cards, specific use, and disposal information.	ACT+3	LEG5020	IUC-ENV-00-03

Records Retention Schedule

Finance	Record Series	Retention	Retention Code	Retention ID
	Annual Financial Report Consolidated year-end report of financial situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and student services areas. May include audit report. *Review for historical value and potential transfer to University Archives*	ACT+4	FIN7000	IUC-FIN-00-01
	Audit Report - External Final report of state or independent auditor. *Review for historical value and potential transfer to University Archives*	ACT+4	FIN7010	IUC-FIN-00-02
	Audit Report - Internal Final report internal auditor.	ACT+4	ADM3010	IUC-FIN-00-03
	Bank Records Includes: check register (documentation for all cash disbursements paid by check), record of deposits in banking institutions, bank statements, canceled checks and reconciliations (explanation of differences between bank statement balance and actual balance).	ACT+4	FIN1000	IUC-FIN-10-01
	Bids Accepted For purchases.	ACT+6	FIN8010	IUC-FIN-20-01
	Bids Rejected For purchases.	ACT+3	FIN8000	IUC-FIN-20-02
	Bond Registers Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	ACT+6	FIN5000	IUC-FIN-30-01
	Budget Records - Institutional Final, approved, yearly budget for institution, usually in printed form, along with planning documents, which include budget requests and program plans for coming year *Review for historical value and potential transfer to University Archives*	ACT+1	FIN2000	IUC-FIN-00-04
	Delivery Slips Record sent with purchased goods indicating item(s) shipped.	ACT+3	FIN8020	IUC-FIN-20-04
	Endowment Fund Reports Periodic and annual report of funds received and expended by endowment accounts. May be in form of report to donors. *Review for historical value and potential transfer to University Archives*	ACT+6	FIN3000	IUC-FIN-30-02

Records Retention Schedule

Finance	Record Series	Retention	Retention Code	Retention ID
	Purchase Orders Record issued by a buyer to a vendor authorizing purchase of goods or services, that indicates types, quantities, and agreed prices for products or services the supplier will provide.	ACT+6	FIN8010	IUC-FIN-20-03
	Tax-Exempt Bonds	ACT+6	FIN5000	UA-FIN-30-10

Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	Affirmative Action - Compliant Records Record of staff or student grievances based on equal opportunity and affirmative action regulations including Affirmative Action Plan files and U.S. Equal Employment Opportunity Commission's annual report. Also includes, but not limited to, Title IX sexual harassment, complaints, investigation materials, determinations , disciplinary sanctions, resolutions, remedies, reports, and training sessions.	ACT+7	LEG4000	IUC-HR-10-04
	Collective Bargaining Agreements *Review for administrative or historical value & transfer to University Archives*	ACT+6	LEG2000	IUC-HR-20-01
	Department Assistant, Staff Correspondence documenting Human Resources services to university or college departments regarding staff positions.	ACT+1	ADM9900	IUC-HR-20-16
	Employee Ethics Cards Forms that require employee signature i.e. Ethics Cards	ACT+8	LEG2000	UA-HR-50-23
	Employee Health and Life Insurance Benefits Records Selection of Health and Life Insurance options	ACT+6	PER3000	UA-HR-60-02
	Employee Retirement Records Documentation regarding an employees retirement plan including, Ohio Public Employees Retirement System (OPERS), State Teachers Retirement Systems (STRS) and alternative retirement systems. Documentation may include: copies of retirement applications documenting pertinent personal, spouse, and beneficiary data, as well as working papers, logs and correspondence.	ACT+6	PER1040	IUC-HR-00-04
	Employment - Alien Certification Files Records of employee requests made to the Department of Labor and Immigration and Naturalization for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation.	ACT+6	LEG5000	IUC-HR-40-15
	Employment - Background Checks - Not required by law and where decision to hire IS NOT affected *Review for administrative value.*	ACT	REF0000	UA-HR-40-16
	Employment - Background Checks - Required by law and where decision to hire IS affected All documentation and materials (background check results, letters to/from candidate, fingerprint cards, etc.) used to assess a candidate's or employee's eligibility for employment, including Disclosure, Authorization, and Release Form	ACT+6	PER3000	UA-HR-40-17

Employment - Recruitment and Application Records Documentation for the recruitment and hire of faculty and staff. May include: applicant credentials (application, correspondence, vita, resume, publications, test results, referrals, letters of recommendation, etc.), personnel requisition (departmental request whenever a position within the department becomes vacant), position authorization and hire forms, position description and announcement, search committee minutes, selection criteria forms; correspondence; and declinations files (communications declining positions).	ACT+3	PER2000	IUC-HR-40-01
Employment - Residence Hall Advisers, Not Selected Files on candidates not selected as residence hall adviser.	ACT+3	PER2000	IUC-HR-40-13
Employment - Residence Hall Advisers, Selected Files on candidates selected for employment as residence hall advisors.	ACT+6	PER3000	IUC-HR-40-12
Employment - Selection Files Form providing an explanation as to why a person was or was not hired for a university or college position, and correspondence sent and received concerning positions that have been canceled.	ACT+3	PER2000	IUC-HR-40-10
Employment - Staff Certification Files Record of employees who have attained certification in their classification. May include log book and printouts.	ACT+3	PER5010	IUC-HR-40-09
Employment - Student, Summer Flyers for on- and off-campus employment opportunities.	ACT	REF0000	IUC-HR-40-14
Employment Forms - 1099 Federal form used to report salaries, wages, and tips of temporary employees.	ACT+6	LEG5000	IUC-HR-50-01
Employment Forms - I-9 (Student) Federal employment eligibility verification for on-campus student employees.	ACT+3	LEG5040	IUC-HR-50-02
Employment Forms - Payroll Deduction Authorizations All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.	ACT+6	PER1030	IUC-HR-50-05
Employment Forms - W-2 Federal form reporting salaries, wages, and tips for each employee to the IRS.	ACT+6	LEG5000	IUC-HR-50-03
Employment Forms - W-4 Forms completed by employee showing federal tax withholding exemptions.	ACT+6	PER1030	IUC-HR-50-04

Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	Explanation of Benefits (EOBs) Summary or statement of benefits paid by health insurance provider	ACT+6	PER3000	UA-HR-60-01
	Faculty Employment Reports Includes: Reference list of all active and inactive faculty; Activity & service records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service. Data is included for full-time and part-time faculty and graduate assistants. *Review for administrative or historical value & transfer to University Archives*	ACT+6	PER3000	IUC-HR-20-26
	Garnishment Records Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.	ACT+3	LEG5030	IUC-HR-40-40
	Hazardous Materials Records Includes exposure documentation (monthly exposure reports & incident reports); radioactive materials (RAM); authorized users (includes applications for non-human use of RAM; statement of prior training and experience; authorization for internal transfer of RAM between unauthorized users; room surveys; application for clinical use of RAM; emergency notification; application for investigational human use of RAM); and radiation safety workers documentation (Includes training records, exposure records, applications and authorizations, documents of authorized users lab; specific radiation safety worker training/interview; emergency notification, and declaration of pregnancy forms). *Indefinite*	IND	PER4030	IUC-HR-30-10
	Layoff Documentation - Staff File contains printouts, rosters, and correspondence documenting university or college layoffs. Pertinent employee data, date of hire, classification, department, and retention points (performance) are included.	ACT+5	PER3010	IUC-HR-40-50
	Leave Records, Vacation and Sick Records used to document vacation and sick leave. Includes hiring date, longevity date, amount of vacation and sick leave accrued and used.	ACT+6	PER3000	IUC-HR-00-01
	Ohio Board of Regents Annual FTE Report Annual report 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. *Review for administrative or historical value & transfer to University Archives*	ACT+1	ADM9900	IUC-HR-20-20

Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	On-the-Job Training Records Complete training records for individuals seeking classified staff positions. Includes V.A. approval, progress report, record of trainee-trainer, date started, hours worked, etc.	ACT+3	PER5000	IUC-HR-40-62
	Performance Evaluation - Faculty Promotion & Tenure Policy Departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty. *Until Superseded-Review for historical value and transfer to University Archives*	SUP	ADM9905	IUC-HR-40-30
	Performance Evaluation - Faculty Teaching Evaluations Student evaluations of teacher's performance. Used for tenure and non-tenure faculty, reappointment, promotion, and tenure.	ACT+5	PER3010	IUC-HR-40-32
	Performance Evaluation - Retention, Tenure and Promotion (RTP) Records Academic units review the performance of the bargaining-unit faculty each year. These reviews include: non-tenure track faculty for consideration for reappointment; tenure-track faculty as they progress toward or reach their tenure decision; and faculty seeking promotion. Each eligible faculty member submits their RTP application along with the material detailing their achievements and contributions in the areas of Teaching, Research, Scholarship, Intellectual Contributions, and Service that supports their application for appointment, reappointment or promotion. The Application and the decision documents are retained indefinitely. All supporting documentation returned to the applicant once the decision has been finalized. *Indefinite - Review for historical value and transfer to University Archives*	IND	PER3000	IUC-HR-40-31
	Performance Evaluation - Staff Employee performance evaluation records, with such information as name, Social Security Number, date of hire, classification & reclassification, probationary documentation, job audit reviews & appeals, etc.	ACT+5	PER3010	IUC-HR-40-33
	Personnel Action Forms (PAF) Original Personnel Action Forms (PAF), maintained by the Board of Trustees, denotes employee status change such as promotion, termination, etc., for full time, part time and non-credit faculty, staff, and graduate assistants *Indefinite*	IND	PER3000	UA-HR-40-29

	Personnel Files - Faculty & Staff Primary employment records are normally maintained by Human Resources for full-time and part-time employees. Files may contain position descriptions, applications, copies of letters of appointment or change, personnel data, notice of salary rate, birth certificate, annual contracts, performance evaluations, previous state service forms, Social Security card, reclassification notices, letters of commendation or reprimand, promotion and tenure documentation and decisions, teaching schedules, tax forms, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices, etc. *Review for administrative value.*	ACT+6	PER3000	IUC-HR-40-20
	Personnel Files - Faculty, Staff & Student Secondary employment files are normally created and maintained by the individual colleges and departments for full-time and part-time employees. Files can contain position descriptions, applications, copies of letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contracts, performance evaluations, previous state service forms, copies of Social Security card, reclassification notices, letters of commendation or reprimand, promotion and tenure documentation and decisions, teaching schedules, tax forms, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices. *Review for administrative or historical value & transfer to University Archives*	ACT	REF0000	UA-HR-40-28
	Personnel Files - Student Primary student employment records are normally maintained by Student Services. Files contain Student employment forms, I-9 forms, Student Employee Confidentiality Agreements, Resumes, authorization forms, State and federal withholdings, OPERS, SERS, step increases, termination notices, reclassification forms, exemptions, etc. *Review for continuing administrative value.*	ACT+6	PER3000	IUC-HR-40-25
	Personnel Files - Student Employee, Summary Report Stipend list, updated social security number reports, 1040 hours report, termination reports, summer rehires, college work-study awards, changes chart of accounts, step increases, department summaries, CWS earnings report, time cards by sequence number.	ACT+1	ADM9900	IUC-HR-40-26
	Position Description Records Master file of position descriptions for faculty and staff. Retained for pay-range classification, job performance, and job re-evaluation purposes. *Until Superseded*	SUP	MIS1010	IUC-HR-20-10
	Position Vacancy Announcement Job descriptions for each university or college position posted.	ACT+3	PER2000	IUC-HR-20-15

Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	Staff Report Monthly and annual reports listing information on staff employees such as promotions, training, classifications, new hires, pay range/step, suspensions, terminations, etc.	ACT+1	ADM9900	IUC-HR-20-21
	Staff Report Categorical Summary Listing of civil service employees categorized by race and sex. *Review for administrative or historical value & transfer to University Archives*	ACT+6	LEG5000	IUC-HR-20-22
	Staff Report Surveys, Wage and Fringe Benefit Surveys conducted by the university or college with area organizations in an effort to acquire comparative data regarding wage and fringe benefit programs.	ACT+3	PER9900	IUC-HR-20-25
	Staff Report Suspension Files Record of suspended university employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.	ACT+5	PER3010	IUC-HR-20-23
	Staff Report Union Dues Membership List Copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department.	ACT+4	ACC1000	IUC-HR-20-24
	State Classification File, Classified Staff Lists of classification by pay range as directed by the State Department of Administrative Services for classified staff. *Until Superseded*	SUP	MIS1010	IUC-HR-20-14
	Timecards Record of time worked by employees. *Review for administrative value per Ohio Pension Program Service Requirements*	ACT+5	PER6000	IUC-HR-50-10
	Training Course Records Includes: memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit. *Until Superseded*	SUP	ADM9905	IUC-HR-40-60
	Unemployment Compensation Documentation Consolidated file listing all employees (faculty and staff) 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.	ACT+6	LEG4000	IUC-HR-50-20
	Unemployment Compensation Log Record of unemployment compensation cases. *Until Superseded*	SUP	MIS1010	IUC-HR-50-21

Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	University Medical Records Files of medical charts for students, university employees and their spouses. Includes medical histories, medical exams, progress sheets, x-rays, lab work, and related correspondence. Does not include patient/client files created and used for medical treatment. *Destroy - Secured*	ACT+6	PER4010	IUC-HR-30-01
	Workers Compensation Claims Application, filing, determination, correspondence, etc.	ACT+6	LEG4000	UA-HR-50-22

Records Retention Schedule

Information Technology	Record Series	Retention	Retention Code	Retention ID
	Information Systems - Audit Trial, Backup and Usage Files Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle. Copies of master files, databases, system applications, directories, etc., needed to restore a system in case of a disaster or inadvertent destruction. Files created to monitor computer system usage including but not limited to login files, system usage files, data entry logs, and records of individual computer program usage. *3 CYCLES*	3 CYCLES	ADM9925	IUC-IT-15-01
	Information Systems - Computer Run Scheduling Records Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run. *Until Superseded*	SUP	MIS1010	IUC-IT-30-01
	Information Systems - Computer Usage Charge Back Billing Records Reports and other records from campus computer centers detailing charges for computer services. Includes monthly billing reports, copies of vouchers and bills	ACT+4	ACC1000	IUC-IT-30-02
	Information Systems - Computer Usage Files Summary Summary reports created to document computer usage. *Until Superseded*	SUP	MIS1010	IUC-IT-30-04
	Information Systems - Disaster Preparedness and Recovery Plans Records related to the protection and re-establishment of data processing services, equipment and data (back-up files) in case of a disaster.	ACT+10	ADM3000	IUC-IT-00-02
	Information Systems - Documentation Records Records documenting the use, operation, and maintenance of the university's data processing equipment including operating manuals, system requirements, hardware configurations, and equipment control systems. Records of program code, flowcharts, maintenance logs, system change notices, original design documents, specifications requirements, acceptance tests, etc. that document computer programs and modifications. Records generally created during development or modification necessary to access, retrieve, manipulate and interpret data including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements, user guides, system or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system input and output specifications. Records relating to the replacement of equipment or computer operating systems. *Review for continuing historical value if not all data migrated or destroyed.*	ACT+3	ADM9920	IUC-IT-10-01

Records Retention Schedule

Information Technology	Record Series	Retention	Retention Code	Retention ID
	Information Systems - Help Desk Logs and Reports Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	ACT+1	MIS1000	IUC-IT-30-05
	Information Systems - Information Resources Management and Data Processing Services Plans University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas. *Review for historical value and potential transfer to University Archives*	ACT+3	ADM9920	IUC-IT-00-01
	Information Systems - Maintenance Support Files Records documenting support services provided for specific data processing equipment, software, services, and their vendors, including site visit reports, service reports, service histories, correspondence and memoranda.	ACT+6	ADM2020	IUC-IT-10-04
	Information Systems - Network Usage Reports Summary reports and other records created to document computer usage for reporting or other purposes.	ACT+3	ADM9920	IUC-IT-15-04
	Information Systems - Operating Procedures Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation. *Review for historical value and potential transfer to University Archives*	ACT+3	ADM9920	IUC-IT-10-05
	Information Systems - Policies Records of data processing policies, including those covering access and security, systems development, data retention and disposition, and data ownership. *Review for historical value and potential transfer to University Archives*	ACT+10	ADM3000	IUC-IT-10-06
	Information Systems - Procurement Records - Hardware, Software and Services Records used in the procurement of system hardware, software and services including request for proposals, quotations and bids, Records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for private service providers, etc.. Benchmark/acceptance testing information, correspondence, duplicate copies of contracts, technical reviews, and vendor information including references and literature on the firm or product line, and other supporting documents.	ACT+6	ACC2000	IUC-IT-20-01

Records Retention Schedule

Information Technology	Record Series	Retention	Retention Code	Retention ID
	Information Systems - Tape Library Control Records Records used to control disposition of magnetic media in a tape library. *Until Superseded*	SUP	MIS1010	IUC-IT-15-05
	Information Systems - Test Database and Files Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	ACT+3	ADM9920	IUC-IT-10-08
	Information Systems - Users Access Records Records created to control or monitor individual access to a system and its data created for administrative and security purposes.	ACT+3	ADM9920	IUC-IT-15-03

Records Retention Schedule

Legal	Record Series	Retention	Retention Code	Retention ID
	Bankruptcy Files Non-Student loan bankruptcies	ACT+10	LEG4000	UA-LEG-20-04
	Contracts, External Contracts with parties external to the institution.	ACT+6	LEG2000	IUC-LEG-00-01
	Contracts, Internal Contracts with parties within the institution that includes but are not limited to Memorandums of Understanding (MOUs) and Service Level Agreements (SLAs), and simple memos that set out the responsibilities of the parties	ACT+3	LEG2005	IUC-LEG-00-02
	Law School Clinic Case Files Including, but not limited to, Reentry Clinic, Ohio Governor's Expedited Pardon Project, Civil Litigation Clinic, and Small Entrepreneur and Economic Development Clinic case files	ACT+10	LEG4000	UA-LEG-20-02
	Legal Aid Clinic Criminal Case Files, With Possibility of Appeal Including, but not limited to, Appellate Review Cases & Client Appeal Documents for Open Cases with possibility of appeal	ACT+60	LEG4000	UA-LEG-20-03
	Litigation Files	ACT+6	LEG4000	IUC-LEG-20-01
	Participant Waivers/Releases Waivers/releases signed by program or event participants, guests, or parents/guardians for minor participants. Note: If incident occurs, record is covered under retention for "incident/accident reports" *Destroy - Secured*	CY+2		
	Patents and Copyright Certificates *Review for administrative or historical value & transfer to University Archives*	ACT+6	LEG7000	IUC-LEG-10-01
	Public Records Request Files *Review for administrative value.*	ACT+3	LEG9900	IUC-LEG-30-01
	Research Science Records Scientific research documentation; does not include Contracted Services where full ownership is held by the client *Indefinite*	IND	LEG7000	UA-LEG-10-03
	Trademark Registrations *Review for administrative or historical value & transfer to University Archives*	ACT+6	LEG7000	IUC-LEG-10-02

Records Retention Schedule

Medical & Counseling	Record Series	Retention	Retention Code	Retention ID
	Counseling Files Record of counseling services to the general public, university employees and students	ACT+7	MED2020	UA-MED-30-01
	Counseling Supervisor Files Record of counseling supervision including training supervision plans and co-supervision agreements, dates of supervision meetings, and notes regarding supervision, including specific clients/cases reviewed and evidence of training activities.	ACT+5		
	Patient/Client Files - Adults Record of patient/client medical treatment provided to the general public, university employees and students, at university facilities. *ACT period ends with last visit + 10 years*	ACT+10	MED2020	UA-MED-01-01
	Patient/Client Files - Minors Record of patient/client medical treatment provided to the general public, university employees and students, at university facilities. *ACT period ends when minor is an adult + 7 years*	ACT+7	MED2020	UA-MED-01-02
	Student Accessibility Files Files contain documentation from medical professionals pertaining to and verifying status of students disabilities; Request for Release of Student Information; Medical & Psychological examinations from internal and external sources; Interview Record; Disability Verification Form; Determination of Eligibility; Registration Form; Letter of Classroom Accommodation; Class Schedule, and Misc. internal and external correspondence	ACT+7	MED2020	UA-MED-20-01

Records Retention Schedule

Plant Operations & Maintenance	Record Series	Retention	Retention Code	Retention ID
	Administration - Property Management, Maintenance & Repair Work Orders and other records related to the maintenance and minor repairs of property.	ACT+6	ADM2020	UA-POM-60-01
	Plant Operations & Maintenance - Blueprints The As-Built construction drawings. *Review for historical value and potential transfer to University Archives*	LOB+6	ADM2035	IUC-POM-00-01
	Plant Operations & Maintenance - Child Care Licensing Files Records related to obtaining Food License, License to Run a Nursery/Day Care, and Building Operations License.	ACT+8	LEG4000	IUC-POM-40-01
	Plant Operations & Maintenance - Construction Projects, Construction Designs and Specifications Written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto, including: Analysis of site impact and volumetric formation, circulation patterns and infrastructural servicing to illustrate client and architect's design vision in a definitive way; Drawings, Specifications, Addenda, Notice to Bidders, Instructions to Bidders, Definitions, Bid Form, Contract and Attachments, Bond, Bulletins, Shop Drawings, Change Orders, Change Order Procedure and Pricing Guidelines and Standard Conditions of the Contract Assignments, if any (General and Special); Geotechnical and material testing and reports to insure strength of materials, compaction and construction acceptability. *Review for historical value and potential transfer to University Archives*	LOB+6	ADM2035	IUC-POM-00-04
	Plant Operations & Maintenance - Construction Projects, Design Review Committee Minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and Master Plan. *Review for historical value and potential transfer to University Archives*	LOB+6	ADM2035	IUC-POM-00-03
	Plant Operations & Maintenance - Construction Projects, Environmental Impact Assessment Used to determine potential environmental concerns existing at site prior to demolition and construction. *Review for historical value and potential transfer to University Archives*	LOB+6	ENV1010	IUC-POM-00-05
	Plant Operations & Maintenance - Construction Projects, Project Request & Program Statement A request from the University community to initiate a project. *Review for historical value and potential transfer to University Archives*	ACT+6	ADM2030	IUC-POM-00-02

Records Retention Schedule

Plant Operations & Maintenance	Record Series	Retention	Retention Code	Retention ID
	Plant Operations & Maintenance - Elevator Certifications	ACT+3	LEG5020	IUC-POM-20-01
	Plant Operations & Maintenance - Laboratory Inspection Reports Periodic inspections of laboratories.	ACT+3	LEG5030	IUC-POM-20-02
	Plant Operations & Maintenance - Real Estate Records Copies of deeds, leases, purchase agreements, appraisals, etc. documenting real property purchased or leased by the institution. Original deed maintained by Auditor of State. *Review for historical value and potential transfer to University Archives*	ACT+8	LEG4000	IUC-POM-10-01
	Plant Operations & Maintenance - Residence Halls, Change in Meal Plan Records of changes on board contracts.	ACT+8	LEG4000	IUC-POM-30-02
	Plant Operations & Maintenance - Residence Halls, HUD Reports Annual reports filed with the federal government concerning operation of residence halls. *Review for historical value and potential transfer to University Archives*	ACT+6	LEG5000	IUC-POM-30-01
	Telephone System Plans Information regarding the placement of telephone lines and equipment throughout campus	ACT+6	ADM2020	UA-POM-50-01

Records Retention Schedule

Publicity	Record Series	Retention	Retention Code	Retention ID
	Alumni Association Records *Indefinite - Review for historical value and transfer to University Archives*	IND	PUB3000	UA-PUB-00-08
	Publicity - Advertising, Recruitment Materials and Viewbooks Videos, publications, posters, advertisements, etc. used for the recruitment of students *Review for administrative or historical value & transfer to University Archives*	ACT+5	MAR1000	IUC-PUB-00-01
	Publicity - News Releases, Newsletters, and Photographs *Indefinite - Review for historical value and transfer to University Archives*	IND	PUB3000	IUC-PUB-00-04

Records Retention Schedule

Security	Record Series	Retention	Retention Code	Retention ID
	Bicycle Registration Forms Records decal number and issued to bicycle registered.	ACT+1	ADM9900	IUC-SEC-10-01
	Body Worn Video - Administrative Investigations Video retained for use-of-force or for other administrative investigations or purposes *Destroy - Secured*	CR+2		
	Body Worn Video - Evidence Video retained for criminal report or traffic court cases or Student Code of Conduct proceedings *Destroy after completion of criminal case or as otherwise required by law*	VAREV		
	Body Worn Video - Training Video used to demonstrate good practices of the Division or training	CR+2		
	Body Worn Video - Uncategorized Video obtained during patrol activity that does not fit any specific category *Destroy - Secured*	TRANSIENT		
	Building Access Records Correspondence detailing the times buildings are open	ACT+1	ADM9900	UA-SEC-15-03
	Check-off list to Seal an Arrest Record A check-off list of the steps taken to comply with a court order to seal an arrest record . *Review for administrative value.*	ACT	REF0000	UA-SEC-30-04
	Criminal Trespass Warnings (CTW) Tickets given to students and non-students for trespassing on university property. Issued for a variety of reasons and purposes including being banned from a specific building or the entire campus. Subjects given a CTW may also be arrested for criminal trespass depending on the severity and frequency of the violation, and the discretion of the officer	ACT+6	LEG4000	UA-SEC-00-08
	Daily logs Created from police reports the logs are used for data entry into the UAPD website *Review for administrative value.*	ACT	REF0000	UA-SEC-30-02
	Departmental rules, regulations, policy and procedures Used when police officers conduct is questioned, or if an officer has a question of how to conduct him/herself in particular situations. *Until Superseded*	SUP	ADM9905	UA-SEC-25-01

Records Retention Schedule

Security	Record Series	Retention	Retention Code	Retention ID
	Dispatch Logs Records of request for service received by the dispatcher, including phone and radio transmissions and audio logs.	ACT+1	ADM9900	IUC-SEC-00-07
	Evidence Log A log of items collected at a crime scene and turned over to the UAPD evidence room to be stored until needed for court proceedings. *Review for administrative value.*	ACT	REF0000	UA-SEC-15-05
	Invoices for overtime worked	ACT+4	ACC1000	UA-SEC-35-02
	Key Request Cards Paper application cards to request a key be made to access a particular area on campus. The Locking Systems Department uses the Key Request Cards to identify and track what employee was given keys to access what areas.	ACT+6	ADM2020	UA-SEC-45-01
	Lost Property Records - Disposal Letters Letters detail unusable items that have not been claimed, accompany the items being donated, signed by individuals delivering and receiving the items, and then used to enter the information into the database	ACT+1	ADM9900	UA-SEC-15-04
	Lost Property Records - Property Tags/Forms Used to compile information on lost items that are released to the owner or when the owner is notified but fails to pick up the lost item, the information is then entered into the database *Review for administrative value.*	ACT	REF0000	UA-SEC-30-03
	Money logs Logs are completed by the police dispatchers when they receive payment from persons requesting a Webcheck, to verify payments, and reconcile payments and deposits	ACT+4	ACC3000	UA-SEC-35-01
	Personnel Records Employment record maintained for full-time and part-time employees. Files can contain position descriptions, applications, personnel data, notice of salary rate, copies of birth certificate, annual contracts, performance evaluations, Social Security card, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices. *Review for administrative value.*	ACT+6	PER3000	UA-SEC-40-01
	Police Officers Education and Training records Used as recognition of training and helps determine bargaining members pay grade according to current FOP contract	ACT+3	PER5000	UA-SEC-40-03

Records Retention Schedule

Security	Record Series	Retention	Retention Code	Retention ID
	Police Reports Reports of incidents or requests for service to include the officer's actions, referrals, and subsequent investigation.	ACT+6	LEG4000	IUC-SEC-00-01
	Police Reports - Accidents Reports created by university or college police for traffic accidents that occur on campus.	ACT+6	LEG4000	IUC-SEC-00-03
	Police Reports - Arrests Report of arrest, criminal citation, or uniform traffic citation issued to offender.	ACT+6	LEG4000	IUC-SEC-00-04
	Police Reports - Campus Security Act and Uniform Crime Reports produced in compliance with federal programs. *Review for historical value and potential transfer to University Archives*	ACT+6	LEG5000	IUC-SEC-00-05
	Police Reports - Crime Reports created by university or college police on campus criminal activity. *Review for administrative or historical value & transfer to University Archives*	ACT+6	LEG4000	IUC-SEC-00-06
	Police Reports - Daily Activity	ACT+1	ADM9900	IUC-SEC-00-02
	Requests to work Special events	ACT+1	ADM9900	UA-SEC-15-02
	Sealed Arrest Records Letter Copies of letters sent to all necessary departments informing them that their records should not reflect the subject has been arrested. The letters are accompanied by a copy of the court order to seal the arrest record. *Review for administrative value.*	ACT	REF0000	UA-SEC-30-05
	Surveillance Tapes/Files Transient Records including, but not limited to, Surveillance Tapes/Files; Video recordings created by video or digital cameras located throughout the campus. *Until Superseded*	SUP	ADM9905	UA-SEC-25-02
	Time Cards - External Time Cards submitted by offices from external organizations that worked university special events	ACT+5	PER6000	UA-SEC-40-02
	Transportation Logs - Injury or Ill Person Reports created by university or college police on ill or injured persons transported to local hospitals from campus.	ACT+6	LEG4000	IUC-SEC-20-02

Records Retention Schedule

Security	Record Series	Retention	Retention Code	Retention ID
	Transportation Logs - Student Record of rides given by student transport service or campus police officers.	ACT+1	ADM9900	IUC-SEC-20-01
	Webcheck logs Hard copy logs detail why someone was being printed, track Webchecks, where the results are sent, and are used for data entry	ACT+1	ADM9900	UA-SEC-15-01
	Webchecks/Background Checks The information compiled for requests are retrieved from systems used by the university police to provide background check and fingerprinting services *Review for administrative value.*	ACT	REF0000	UA-SEC-30-01

Records Retention Schedule

Transportation	Record Series	Retention	Retention Code	Retention ID
	Motor Vehicle Records Includes title, insurance, and maintenance documentation.	ACT+6	ADM2020	IUC-TRA-00-01
	Parking - Permit Applications Application for parking permit/decal-non-fee.	ACT+1	ADM9900	IUC-TRA-00-02
	Parking - Tickets, Paid	ACT+4	ACC1000	IUC-TRA-00-03
	Parking - Tickets, Unpaid	ACT+4	FIN6000	IUC-TRA-00-04