



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 (e.g. invoices, ledgers, vouchers & voucher registers).	4	ACC1000	IUC-ACC-00-01
	Annuity Records Statement of payroll deduction for employees' annuity plans.	4	ACC1000	IUC-ACC-00-05
	Cash Accounting Records Includes documentation regarding the disbursement and receipts of cash. Includes: Cash Book (record of institution's cash transactions showing a running balance); Cash Disbursement Journals (special journal used exclusively to record disbursements of cash); Cash Journal (journal of cash received); Cash Register Tapes; & Receipts	4	ACC1000	IUC-ACC-00-06
	Petty Cash Records	4	ACC1000	IUC-ACC-00-08
	Requisitions Forms used to order good and services.	4	ACC1000	IUC-ACC-00-09
	Royalty Payments	4	ACC1000	IUC-ACC-00-10
	Travel Reimbursement Records Documentation of expenses incurred on official institutional travel.	4	ACC1000	IUC-ACC-00-11
	Unemployment Insurance Payments	4	ACC1000	IUC-ACC-00-12
	Accounts Receivable Records Documentation of amounts due from others on open accounts as a result of providing goods or services.	4	ACC1000	IUC-ACC-10-01
	Subsidiary Ledgers A book of accounts of an institution.	4	ACC1000	IUC-ACC-30-08



Records Retention Schedule

Accounting	Record Series	Retention	Retention Code	Retention ID
	Payroll Records	4	ACC1000	IUC-ACC-40-02
	Payroll documentation including checks, payroll deduction authorizations (All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.) and change reports (Bi-weekly listings of payroll adjustments processed through Personnel Services concerning full-time, part-time and student employee status, i.e., new employee, promotion, reclassification, leave of absence, lateral transfers, and removals. Report arranged by pay period.)			
	Workers Compensation Payments	4	ACC1000	IUC-ACC-40-03
	Student Accounting Records	4	ACC1000	IUC-ACC-50-01
	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.			
	Student Accounting Records - Financial Aid	4	ACC1000	IUC-ACC-50-05
	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)			
	Student Accounting Records - Insurance Records	4	ACC1000	IUC-ACC-50-08
	Record of students enrolled in university or college health program.			
	Telephone Expense Records	4	ACC1000	IUC-ACC-99-01
	Periodic reports of long distance and local phone charges.			
	Vending Commission Income Records	4	ACC1000	IUC-ACC-99-02
	Record of money received as commission on vending contracts.			



Records Retention Schedule

Accounting	Record Series	Retention	Retention Code	Retention ID
	Cash and Credit Card Receipts Cash and Credit card receipts created through the sales of goods and services by the university, including but not limited to, the use of PCard, Travel Card, transaction forms, and other supporting documentation.	4	ACC1005	IUC-ACC-15-01
	General Ledgers A book containing a summary or detail of all transactions affecting the accounts of an institution. <i>Review for historical value and potential transfer to Archival Services.</i>	6	ACC1010	IUC-ACC-30-04
	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 surplusd	ACT+6	ACC2000	IUC-ACC-20-01
	Chart of Accounts A list of the accounts used by an organization with each account usually assigned a number or code.	4	ACC3000	IUC-ACC-30-01
	Balance Sheets A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.	4	ACC3000	IUC-ACC-30-02
	Expenditure Report Periodic reports of expenditures, usually by department or account.	4	ACC3000	IUC-ACC-30-03
	Journals The record in which financial transactions are first recorded before being posted as a debt or credit to an account in a ledger. A chronological documentation of transactions.	4	ACC3000	IUC-ACC-30-06
	Cost Accounting Records Record analyzing cost for producing certain items or performing certain tasks.	4	ACC3000	IUC-ACC-60-01



Records Retention Schedule

Accounting	Record Series	Retention	Retention Code	Retention ID
	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+2	FIN6000	UA-ACC-10-09
	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



Records Retention Schedule

Education & Student	Record Series	Retention	Retention Code	Retention ID
	Research, Protocol Records	ACT+10	ADM3000	IUC-EDU-50-01
	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.			
	<i>Review for continuing administrative and historical value and potential transfer to Archival Services.</i>			
	Requests, Health Insurance Waivers	1	ADM9900	IUC-EDU-00-13
	Signed waiver indicating student's acceptance or waiver of university student health insurance.			
	Research - Grant Records, Not Awarded, Internal & External	1	ADM9900	IUC-EDU-50-11
	Includes: applications and proposals by faculty for grants that were not funded, including protocol records.			
	Credit by Examination Records	IND	EDU1000	IUC-EDU-35-02
	Documentation of course credit earned through "Credit by Examination" program			
	Grade Reports	IND	EDU1000	IUC-EDU-35-10
	Includes: Faculty grade reports (grade or narrative) as submitted to registrar by faculty and change of grade forms.			
	Student Permanent Record	IND	EDU1000	IUC-EDU-35-30
	Record of academic work pursued, including: major, degree type, grades, course evaluations, competency assessments, etc.			
	Placement Files	ACT+1	EDU1010	IUC-EDU-00-20
	Files maintained on alumni for purposes of career placement. Includes credentials, letters of recommendations, etc. Students pay to have credentials maintained.			



Records Retention Schedule

Education & Student	Record Series	Retention	Retention Code	Retention ID
	<p>Admission Applicant Records</p> <p>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)</p>	ACT+1	EDU1010	IUC-EDU-10-01
	<p>Classes, Pass/Fail Request</p> <p>Class Schedules (Students) Lists of classes student took a given term.</p>	ACT+1	EDU1010	IUC-EDU-35-04
	<p>Grades - Student Grade Reports, Copy</p> <p>Copy of grade report (grade or narrative) as sent to student and maintained by the Registrar</p>	ACT+1	EDU1010	IUC-EDU-35-11
	<p>Graduation Records</p> <p>Includes: applications for graduation and graduation authorizations (documentation certifying completion of degree requirements)</p>	ACT+1	EDU1010	IUC-EDU-35-20
	<p>Files of graduated students that do not contain original agreements</p> <p>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), change of major forms, degree requirement waiver or substitution authorization, etc.</p>	ACT+1	EDU1010	IUC-EDU-35-31



Records Retention Schedule

Education & Student	Record Series	Retention	Retention Code	Retention ID
	Files of graduated students that contain original agreements	ACT+8	LEG2000	UA-EDU-35-42
	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), change of major forms, degree requirement waiver or substitution authorization, etc.			
	Files of inactive Associate & Undergraduate students that do not contain original agreements	ACT+2	EDU1010	UA-EDU-35-43
	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), change of major forms, degree requirement waiver or substitution authorization, etc.			
	Files of inactive Masters students that do not contain original agreements	ACT+6	EDU1010	UA-EDU-35-44
	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), change of major forms, degree requirement waiver or substitution authorization, etc.			
	Files of inactive Masters students that contain original agreements	ACT+8	LEG2000	UA-EDU-35-45
	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), change of major forms, degree requirement waiver or substitution authorization, etc.			



Records Retention Schedule

Education & Student	Record Series	Retention	Retention Code	Retention ID
	Files of inactive Doctoral students	ACT+10	EDU1010	UA-EDU-35-46
	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), change of major forms, degree requirement waiver or substitution authorization, etc.			
	Course Administration Records	ACT+3	EDU1015	IUC-EDU-35-01
	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)			
	Student Records - Continuing Education	ACT+3	EDU1015	IUC-EDU-35-35
	Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.			
	Admission Applicant Records, Personalized Recruitment Materials	ACT+3	EDU1020	IUC-EDU-10-06
	Student-specific letters related to encouraging potential student to attend the institution			
	Student Records - Veterans Administration Records and Correspondence	ACT+3	EDU1020	IUC-EDU-35-32
	Disclosure Request Records	ACT+3	EDU1030	IUC-EDU-00-10
	Includes documentation of disclosures of personally identifiable information (PII); student's written consent for records disclosure and non-disclosure of directory information			
	Admission Applicant Records, Access To See Letters of Recommendations Waiver	ACT+3	EDU1030	IUC-EDU-10-13
	Student waivers for rights of access to see Letters of Recommendation for Admission.			



Records Retention Schedule

Education & Student	Record Series	Retention	Retention Code	Retention ID
	Transcript Request Records Requests for student transcripts made by organizations or individuals other than the student.	ACT+3	EDU1030	IUC-EDU-35-36
	Financial Aid - Non-Recipient Files Copy of FAFSA (formerly FAF) for students who did not receive aid or enter the university or college.	1	EDU1100	IUC-EDU-20-20
	Financial Aid - Non-Federal Funding, Student Files 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.	ACT+6	EDU2000	IUC-EDU-20-01



Records Retention Schedule

Education & Student	Record Series	Retention	Retention Code	Retention ID
	<p>Financial Aid - Federal Funding</p> <p>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).</p>	ACT+3	EDU2100	IUC-EDU-20-10
	<p>Statistics</p> <p>Includes statistic records regarding grades, degrees, enrollment, race, ethnicity, and Integrated Post-secondary Education Data System (IPEDS) Reports</p> <p><i>Review for continuing administrative and historical value and potential transfer to Archival Services.</i></p>	IND	EDU3000	IUC-EDU-00-01
	<p>Ohio Board of Regents (OBOR) Report</p> <p><i>Review for historical value and potential transfer to Archival Service.</i></p>	IND	EDU3000	IUC-EDU-00-05
	<p>Tuition and Fee Schedule</p> <p>Listing of fee charges for each term by an institution.</p> <p><i>Review for historical value and potential transfer to Archival Service.</i></p>	IND	EDU3000	IUC-EDU-00-06
	<p>Curriculum Development Records</p> <p>Documentation of the approval of new programs and degrees.</p> <p><i>Review for historical value and potential transfer to Archival Service.</i></p>	IND	EDU3000	IUC-EDU-30-01



Records Retention Schedule

Education & Student	Record Series	Retention	Retention Code	Retention ID
	Course Catalog/Bulletin Official listing of curriculum and courses offered, per academic year. <i>Review for historical value and potential transfer to Archival Service.</i>	IND	EDU3000	IUC-EDU-30-02
	Schedule of Classes Master schedule (sections, days, time) of classes offered, per term. <i>Review for historical value and potential transfer to Archival Service.</i>	IND	EDU3000	IUC-EDU-30-03
	Graduation Lists <i>Review for administrative and historical value and potential transfer to Archival Services.</i>	IND	EDU3000	IUC-EDU-35-22
	Commencement Programs <i>Review for administrative and historical value and potential transfer to Archival Services.</i>	IND	EDU3000	IUC-EDU-35-23
	Head Start Documents of Head Start meetings and grantee level matters.	ACT+10	LEG2000	IUC-EDU-00-30
	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. protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file. <i>Review for administrative and historical value and potential transfer to Archival Services.</i>	ACT+10	LEG2000	IUC-EDU-50-10



Records Retention Schedule

Education & Student	Record Series	Retention	Retention Code	Retention ID
	<p>Student Disciplinary Records</p> <p>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.</p> <p><i>Review for administrative value.</i></p>	ACT+6	LEG4000	IUC-EDU-40-01
	<p>Academic Grievance Records</p> <p>Files documenting grievances of students against faculty members.</p> <p><i>Review for administrative value.</i></p>	ACT+6	LEG4000	IUC-EDU-40-10
	<p>Admission Applicant Records, Residency Status Documents</p> <p>Documents supporting determination of legal domicile (residency).</p>	6	LEG5000	IUC-EDU-10-12
	<p>Admissions - Applicant Flow Data File</p> <p>Statistical information, percentages dealing with race, religion, sex, etc.</p>	6	LEG5000	IUC-EDU-10-20
	<p>Admission Applicant Records, Foreign Student Forms</p> <p>I-20 and other forms for students from foreign countries</p>	ACT+5	LEG5040	IUC-EDU-10-11



Records Retention Schedule

Environmental	Record Series	Retention	Retention Code	Retention ID
	Environmental Monitoring Records	5	ENV1000	IUC-ENV-00-01
	Radioactive Materials, Transportation Records DOT transfer record; Authorization for shipment of RAM; and Off-site transfers.	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
	Audit Report - Internal Final report internal auditor.	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).	4	FIN1000	IUC-FIN-10-01
	Budget Records Final, approved, yearly budget for institution, usually in printed form, along with planning documents, which include budget requests and program plans for coming year <i>Review for historical value and potential transfer to Archival Services.</i>	1	FIN2000	IUC-FIN-00-04
	Endowment Fund Reports Periodic and annual report of funds received and expended by endowment accounts. May be in form of report to donors. <i>Review for historical value and potential transfer to Archival Services.</i>	ACT+6	FIN3000	IUC-FIN-30-02
	Bond Registers Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	ACT+6	FIN5000	IUC-FIN-30-01
	Tax-Exempt Bonds	ACT+6	FIN5000	UA-FIN-30-10
	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. <i>Review for historical value and potential transfer to Archival Services.</i>	4	FIN7000	IUC-FIN-00-01



Records Retention Schedule

Finance	Record Series	Retention	Retention Code	Retention ID
	Audit Report - External Final report of state or independent auditor. <i>Review for historical value and potential transfer to Archival Services.</i>	4	FIN7010	IUC-FIN-00-02
	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+8	FIN8010	IUC-FIN-20-03
	Delivery Slips Record sent with purchased goods indicating item(s) shipped.	3	FIN8020	IUC-FIN-20-04



Records Retention Schedule

General Administrative	Record Series	Retention	Retention Code	Retention ID
	Strategic Plans	ACT+1	ADM1020	IUC-ADM-00-06
	<i>Review for historical value and potential transfer to Archival Services.</i>			
	Organizational Charts	ACT+10	ADM3000	IUC-ADM-00-04
	<i>Review for historical value and potential transfer to Archival Services.</i>			
	Bookstore Management Records	4	ADM3010	IUC-ADM-40-01
	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.			
	Accreditation Records	10	ADM3020	IUC-ADM-10-01
	University, college or department files documenting accreditation review by accrediting agencies. <i>Review for historical value and potential transfer to Archival Services.</i>			
	Records Destruction Documentation	10	ADM3020	IUC-ADM-20-01
	Subject Files - General Administrative	1	ADM9900	IUC-ADM-00-02
	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).			
	Input Documents	SUP	ADM9905	IUC-ADM-00-03
	Copies of records or forms designed and used solely for data input and control.			



Records Retention Schedule

General Administrative	Record Series	Retention	Retention Code	Retention ID
	<p>University Policy</p> <p>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 statutes, regulations, bylaws, or rules.</p> <p><i>Review for historical value and potential transfer to Archival Services.</i></p>	SUP	ADM9905	IUC-ADM-00-07
	<p>Subject Files - President, Vice President, Director, Dean, or Chair</p> <p>Files of correspondence, reports, memoranda, etc., documenting activities of these upper level administrative offices.</p> <p><i>Review for historical value and potential transfer to Archival Services.</i></p>	3	ADM9910	IUC-ADM-00-01
	<p>University Governance Files</p> <p>Board of Trustee and Board Committee Files and meeting minutes documenting official actions of governing bodies.</p>	IND	ADM9910	IUC-ADM-00-05
	<p>Incident/Accident Reports</p>	3	ADM9910	IUC-ADM-55-01
	<p>Syllabi, College/Department</p> <p>Course syllabi created and maintained by the individual colleges and departments</p> <p><i>Review for administrative and historical value and potential transfer to Archival Services.</i></p>	3	ADM9910	UA-ADM-00-08
	<p>College and department meeting records</p> <p>Files documenting college and department level meetings, activities, and actions taken.</p> <p><i>Review for administrative and historical value and potential transfer to Archival Services.</i></p>	3	ADM9910	UA-ADM-00-09



Records Retention Schedule

General Administrative	Record Series	Retention	Retention Code	Retention ID
	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. <i>Review for historical value and potential transfer to Archival Services.</i>	IND	LEG3010	IUC-ADM-50-02
	Pre-School Program, Attendance Records Pre-School Attendance and Emergency Sheets.	ACT+6	LEG4000	IUC-ADM-50-01



Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	University Medical Records	6	PER4010	IUC-HR-30-01
	<p>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.</p> <p><i>Review for administrative and historical value and potential transfer to Archival Services.</i></p>			
	Union Dues Membership List	4	ACC1000	IUC-HR-20-24
	<p>Copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department.</p>			
	Department Assistance Records	1	ADM9900	IUC-HR-20-16
	<p>Correspondence documenting Human Resources services to university or college departments regarding staff positions.</p>			
	Ohio Board of Regents Annual FTE Report	1	ADM9900	IUC-HR-20-20
	<p>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.</p> <p><i>Review for administrative and historical value and potential transfer to Archival Services.</i></p>			
	Staff Reports	1	ADM9900	IUC-HR-20-21
	<p>Monthly and annual reports listing information on staff employees such as promotions, training, classifications, new hires, pay range/step, suspensions, terminations, etc.</p>			
	Personnel Files - Student Employee, Summary Report	1	ADM9900	IUC-HR-40-26
	<p>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.</p>			



Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	<p>Departmental Promotion & Tenure Policy</p> <p>Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.</p> <p><i>Review for administrative and historical value and potential transfer to Archival Services.</i></p>	SUP	ADM9905	IUC-HR-40-30
	<p>Training Course Records</p> <p>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.</p>	SUP	ADM9905	IUC-HR-40-60
	<p>Background Checks - Not required by law and where decision to hire IS NOT affected</p>	Transient	ADM9906	IUC-HR-40-16
	<p>Background Checks - Required by law and where decision to hire IS affected</p> <p>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</p>	ACT+6	PER3000	IUC-HR-40-17
	<p>Collective Bargaining Agreements</p> <p><i>Review for administrative and historical value and potential transfer to Archival Services.</i></p>	ACT+8	LEG2000	IUC-HR-20-01
	<p>Employee Ethics Cards</p> <p>Forms that require employee signature i.e. Ethics Cards</p>	ACT+8	LEG2000	UA-HR-50-23
	<p>Affirmative Action - Compliant Files</p> <p>Record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically.</p>	ACT+6	LEG4000	IUC-HR-10-04
	<p>Unemployment Compensation Records</p> <p>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.</p>	ACT+6	LEG4000	IUC-HR-50-20



Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	Workers Compensation Claims Application, filing, determination, correspondence, etc.	ACT+6	LEG4000	UA-HR-50-22
	Affirmative Action Records Includes Affirmative Action Plan files that identify procedures and regulations for position applicant files, work force analysis, goals, timetables, statistics, and U.S. Equal Employment Opportunity Commission annual report documenting information on race, sex, salary, tenure, etc. for different groups of employees. <i>Review for historical value and potential transfer to Archival Services.</i>	6	LEG5000	IUC-HR-10-01
	Staff Report - Categorical Summary Listing of civil service employees categorized by race and sex. <i>Review for administrative and historical value and potential transfer to Archival Services.</i>	6	LEG5000	IUC-HR-20-22
	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.	6	LEG5000	IUC-HR-40-15
	Employment Forms - 1099 Federal form used to report salaries, wages, and tips of temporary employees.	6	LEG5000	IUC-HR-50-01
	Employment Forms - W-2 Federal form reporting salaries, wages, and tips for each employee to the IRS.	6	LEG5000	IUC-HR-50-03
	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



Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	Employment Forms - I-9 (Student) Federal employment eligibility verification for on-campus student employees.	ACT+3	LEG5040	IUC-HR-50-02
	Position Description Records Master file of position descriptions for faculty and staff. Retained for pay-range classification, job performance, and job re-evaluation purposes.	SUP	MIS1010	IUC-HR-20-10
	State Classification File Lists of classification by pay range as directed by the State Department of Administrative Services for classified staff.	SUP	MIS1010	IUC-HR-20-14
	Unemployment Compensation Log Record of unemployment compensation cases.	SUP	MIS1010	IUC-HR-50-21
	Employee Health and Life Insurance Benefits Records Selection of Health and Life Insurance options	ACT+6	PER1010	UA-HR-60-02
	Explanation of Benefits (EOBs) Summary or statement of benefits paid by health insurance provider	ACT+6	PER1020	UA-HR-60-01
	Employment Forms - W-4 Forms completed by employee showing federal tax withholding exemptions.	ACT+6	PER1030	IUC-HR-50-04
	Retirement Records Documentation regarding an employees retirement plan including, Public Employees Retirement System (PERS), 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
	Leave Records, Sick Leave Balances	ACT+10	PER1050	IUC-HR-00-03
	Position Vacancy Announcement, Staff Job descriptions for each university or college position posted.	3	PER2000	IUC-HR-20-15



Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	<p>Employment Application Records</p> <p>Employment application documentation for faculty, staff, and student worker recruitment, search and hire. Documentation may include: applicant credentials (application, correspondence, resume, test results, referrals/letters of recommendation, etc.); staff applicant card files (reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for staff positions); personnel requisition (departmental request placed whenever a position within the department becomes vacant); position authorization forms; position description; position announcement; search committee minutes; correspondence; authorization to hire forms; selection criteria forms; and declinations files (contracts, recommendations, letters of people who have declined positions).</p>	3	PER2000	IUC-HR-40-01
	<p>Faculty Employment Reports</p> <p>Includes: 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.</p> <p><i>Review for administrative and historical value and potential transfer to Archival Services.</i></p>	ACT+6	PER3000	IUC-HR-20-26
	<p>Employment - Residence Hall Advisers, Selected</p> <p>Files on candidates selected for employment as residence hall advisers.</p>	ACT+6	PER3000	IUC-HR-40-12



Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	<p>Personnel Files - Faculty & Staff</p> <p>Primary employment records 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.</p> <p><i>Review for administrative value.</i></p>	ACT+6	PER3000	IUC-HR-40-20
	<p>Self Disclosure of Criminal Convictions Records</p> <p>Documentation required of employees to self-disclose convictions if they occur while employed with the university. This documentation may include but is not limited to: e-mail, word processed document, or hand written note.</p>	ACT+6	PER3000	IUC-HR-40-27
	<p>Personnel Action Forms (PAF)</p> <p>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</p> <p><i>Review for administrative and historical value and potential transfer to Archival Services.</i></p>	IND	PER3000	UA-HR-40-29
	<p>Leave Records, Vacation and Sick</p> <p>Records used to document vacation and sick leave. Includes hiring date, longevity date, amount of vacation and sick leave accrued and used.</p>	ACT+6	PER3000	IUC-HR-00-01
	<p>Suspension File Records</p> <p>Record of suspended university employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.</p>	5	PER3010	IUC-HR-20-23



Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
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Retention, Tenure and Promotion (RTP) Records

IND

PER3000

IUC-HR-40-31

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.

Review for administrative and historical value and potential transfer to Archival Services.

Performance Evaluation, Faculty - Teaching Evaluation Records

5

PER3010

IUC-HR-40-32

Student evaluations of teacher's performance. Used for tenure and non-tenure faculty, reappointment, promotion, and tenure.

Layoff Documentation - Staff

5

PER3010

IUC-HR-40-50

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.

Hazardous Materials Records

IND

PER4030

IUC-HR-30-10

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).



Records Retention Schedule

Human Resources	Record Series	Retention	Retention Code	Retention ID
	<p>On-the-Job Training Records</p> <p>Complete training records for individuals seeking classified staff positions. Includes V.A. approval, progress report, record of trainee-trainer, date started, hours worked, etc.</p>	ACT+3	PER5000	IUC-HR-40-62
	<p>Employment - Staff Certification Files</p> <p>Record of employees who have attained certification in their classification. May include log book and printouts.</p>	ACT+3	PER5010	IUC-HR-40-09
	<p>Time Keeping Records</p> <p>Record of time worked by employees.</p>	5	PER6000	IUC-HR-50-10
	<p>Surveys, Wage and Fringe Benefit</p> <p>Surveys conducted by the university or college with area organizations in an effort to acquire comparative data regarding wage and fringe benefit programs.</p>	3	PER9900	IUC-HR-20-25
	<p>Employment - Student, Summer</p> <p>Flyers for on- and off-campus employment opportunities.</p>	ACT	REF0000	IUC-HR-40-14
	<p>Civil Service Examinations File</p> <p>Old examinations used for the purpose of devising new testing programs. Also can include information and materials for Civil Service testing.</p>	ACT	REF0000	IUC-HR-40-61
	<p>Personnel Files - Faculty, Staff & Student</p> <p>Secondary employment files 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.</p>	ACT	REF0000	UA-HR-40-28
	<p><i>Review for administrative and historical value and potential transfer to Archival Services.</i></p>			



Records Retention Schedule

Information Technology	Record Series	Retention	Retention Code	Retention ID
	Information Systems - Disaster Preparedness and Recovery Plans Records related to reestablishment of data processing services in case of a disaster.	ACT+10	ADM3000	IUC-IT-00-02
	Information Systems - Documentation Records Application Development records created and used in the development, redesign, or modification of an automated system or application. These may include project management records, status reports, draft system or subsystem specifications, draft user requirements, specifications, memoranda and correspondence. Source Code for system specifications (User and operational documentation describing how an application system operates. Records documenting data entry, manipulation, output, retrieval, user guides, system or sub-system definitions, system flowcharts, program descriptions, job control or work flow, system input and output specifications, data element dictionary, file layout, code book or table, and other records. Hardware and software records documenting the use, operation, and maintenance of an agency's data processing systems, and Conversion/Migration Plans (Records that deal with the replacement of these systems due to obsolescence or maintenance).	ACT+3	ADM9920	IUC-IT-10-01
	Information Systems - Equipment Support Files Information on data processing equipment, software, and other products and their vendors. Record of support services provided for specific data processing equipment, including site visit reports, service reports, service histories, and correspondence.	ACT+3	ADM9920	IUC-IT-10-04
	Information Systems - Policies Policies for data processing, including access, security, systems development, data retention and disposition, and data ownership. 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. <i>Review for historical value and potential transfer to Archival Services.</i>	ACT+10	ADM3000	IUC-IT-10-06



Records Retention Schedule

Information Technology	Record Series	Retention	Retention Code	Retention ID
	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 - Backup Files Copies of master files or databases, application software, logs, directories, and other documentation needed to restore a system in case of a disaster or inadvertent destruction.	SUP	ADM9926	IUC-IT-15-02
	Information Systems - Users Access Records Electronic or paper-based records created to control or monitor individual access to a system and its data created for administrative and security purposes.	ACT+6	PER3000	IUC-IT-15-03
	Information Systems Records - Log Files	90 days	ADM9921	IUC-IT-15-06
	Information Systems - Usage Records Records created to monitor computer system and network usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.	90 days	ADM9921	IUC-IT-30-03
	Help Desk Logs and Reports Consists of 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 to compile monthly and annual statistics, and for reference for planning, management analysis, and other administrative purposes.	1	ADM9900	IUC-IT-30-05



Records Retention Schedule

Legal	Record Series	Retention	Retention Code	Retention ID
	Contracts, External Contracts with parties external to the institution.	ACT+8	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
	Litigation Files	ACT+6	LEG4000	IUC-LEG-20-01
	Legal Aid Clinic Criminal Case Files, With NO Chance of Appeal Including, but not limited to, Appellate Review Cases & Client Appeal Documents for Closed Cases with no chance for appeal	ACT+7	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
	Bankruptcy Files Non-Student loan bankruptcies	ACT+10	LEG4000	UA-LEG-20-04
	Patents and Copyright Certificates <i>Review for administrative and historical value and potential transfer to Archival Services.</i>	ACT+6	LEG7000	IUC-LEG-10-01
	Trademark Registrations <i>Review for administrative and historical value and potential transfer to Archival Services.</i>	ACT+6	LEG7000	IUC-LEG-10-02
	Research Science Records Scientific research documentation; does not include Contracted Services where full ownership is held by the client	IND	LEG7000	UA-LEG-10-03
	Public Records Request Files <i>Review for administrative value.</i>	3	LEG9900	IUC-LEG-30-01



Records Retention Schedule

Medical & Counseling	Record Series	Retention	Retention Code	Retention ID
	<p>Patient/Client Files - Adults</p> <p>Record of patient/client medical treatment provided to the general public, university employees and students, at university facilities.</p> <p><i>ACT period ends with last visit + 10 years</i></p>	ACT+10	MED2020	UA-MED-01-01
	<p>Patient/Client Files - Minors</p> <p>Record of patient/client medical treatment provided to the general public, university employees and students, at university facilities.</p> <p><i>ACT period ends when minor is an adult + 7 years</i></p>	ACT+7	MED2020	UA-MED-01-02
	<p>Student Accessibility Files</p> <p>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</p>	ACT+7	MED2020	UA-MED-20-01
	<p>Counseling Files</p> <p>Record of counseling services to the general public, university employees and students</p>	ACT+7	MED2020	UA-MED-30-01



Records Retention Schedule

Plant Operations & Maintenance	Record Series	Retention	Retention Code	Retention ID
	Plant Operations & Maintenance - Blueprints The As-Built construction drawings. <i>Review for historical value and potential transfer to Archival Services.</i>	LOB+6	ADM2030	IUC-POM-00-01
	Plant Operations & Maintenance - Construction Projects, Project Request & Program Statement A request from the University community to initiate a project. <i>Review for historical value and potential transfer to Archival Services.</i>	LOB+6	ADM2030	IUC-POM-00-02
	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. <i>Review for historical value and potential transfer to Archival Services.</i>	LOB+6	ADM2030	IUC-POM-00-03
	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. <i>Review for historical value and potential transfer to Archival Services.</i>	LOB+6	ADM2030	IUC-POM-00-04



Records Retention Schedule

Plant Operations & Maintenance	Record Series	Retention	Retention Code	Retention ID
	Plant Operations & Maintenance - Construction Projects, Environmental Impact Assessment	LOB+6	ENV1010	IUC-POM-00-05
	Used to determine potential environmental concerns existing at site prior to demolition and construction.			
	<i>Review for historical value and potential transfer to Archival Services.</i>			
	Plant Operations & Maintenance - Real Estate Records	ACT+8	LEG2000	IUC-POM-10-01
	Copies of deeds, leases, purchase agreements, appraisals, etc. documenting real property purchased or leased by the institution. Original deed maintained by Auditor of State.			
	<i>Review for historical value and potential transfer to Archival Services.</i>			
	Plant Operations & Maintenance - Elevator Certifications	ACT+3	LEG5020	IUC-POM-20-01
	Plant Operations & Maintenance - Laboratory Inspection Reports	ACT+3	LEG5030	IUC-POM-20-02
	Periodic inspections of laboratories.			
	Plant Operations & Maintenance - Residence Halls, HUD Reports	6	LEG5000	IUC-POM-30-01
	Annual reports filed with the federal government concerning operation of residence halls.			
	<i>Review for historical value and potential transfer to Archival Services.</i>			
	Plant Operations & Maintenance - Residence Halls, Change in Meal Plan	ACT+8	LEG2000	IUC-POM-30-02
	Records of changes on board contracts.			
	Plant Operations & Maintenance - Child Care Licensing Files	ACT+8	LEG2000	IUC-POM-40-01
	Records related to obtaining Food License, License to Run a Nursery/Day Care, and Building Operations License.			
	Telephone System Plans	ACT+6	ADM2050	IUC-POM-50-01
	Information regarding the placement of telephone lines and equipment throughout campus			
	<i>Review for historical value and potential transfer to Archival Services.</i>			



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 repair of property.	ACT+6	ADM2020	UA-POM-60-01



Records Retention Schedule

Publicity & Marketing	Record Series	Retention	Retention Code	Retention ID
	Publicity Records May include: Advertising, news releases, newsletters, photographs & recruitment materials (videos, publications, posters, etc.). <i>Review for administrative and historical value and potential transfer to Archival Services.</i>	5	MAR1000	IUC-PUB-00-01
	Alumni Association Records <i>Review for historical value and potential transfer to Archival Services.</i>	IND	PUB3000	UA-PUB-00-08



Records Retention Schedule

Security & Police	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 - Daily Activity	1	ADM9900	IUC-SEC-00-02
	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 - Crime Reports created by university or college police on campus criminal activity. <i>Review for administrative and historical value and potential transfer to Archival Services.</i>	ACT+6	LEG4000	IUC-SEC-00-06
	Police Reports - Campus Security Act and Uniform Crime Reports produced in compliance with federal programs. <i>Review for historical value and potential transfer to Archival Services.</i>	6	LEG5000	IUC-SEC-00-05
	Dispatch Logs Records of request for service received by the dispatcher, including phone and radio transmissions and audio logs.	1	ADM9900	IUC-SEC-00-07
	Bicycle Registration Forms Records decal number and issued to bicycle registered.	1	ADM9900	IUC-SEC-10-01
	Transportation Logs - Student Record of rides given by student transport service or campus police officers.	1	ADM9900	IUC-SEC-20-01
	Transportation Logs - Injury / 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 & Police	Record Series	Retention	Retention Code	Retention ID
	<p>Criminal Trespass Warnings (CTW)</p> <p>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</p>	6	LEG4000	UA-SEC-00-08
	<p>Webcheck logs</p> <p>Hard copy logs detail why someone was being printed, track webchecks, where the results are sent, and are used for data entry</p>	1	ADM9900	UA-SEC-15-01
	<p>Requests to work Special events</p>	1	ADM9900	UA-SEC-15-02
	<p>Building Access Records</p> <p>Correspondence detailing the times buildings are open</p>	1	ADM9900	UA-SEC-15-03
	<p>Lost Property Records - Disposal Letters</p> <p>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</p>	1	ADM9900	UA-SEC-15-04
	<p>Evidence Log</p> <p>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.</p> <p><i>Review for administrative value.</i></p>	ACT	ADM9900	UA-SEC-15-05
	<p>Departmental rules, regulations, policy and procedures</p> <p>Used when police officers conduct is questioned, or if an officer has a question of how to conduct him/herself in particular situations.</p>	SUP	ADM9905	UA-SEC-25-01
	<p>Surveillance Tapes/Files</p> <p>Transient Records including, but not limited to, Surveillance Tapes/Files; Video recordings created by video or digital cameras located throughout the campus.</p>	SUP	ADM9905	UA-SEC-25-02



Records Retention Schedule

Security & Police	Record Series	Retention	Retention Code	Retention ID
	Webchecks/Background Checks The information compiled for requests are retrieved from systems used by the university police to provide background check and fingerprinting services <i>Review for administrative value.</i>	ACT	REF1000	UA-SEC-30-01
	Daily logs Created from police reports the logs are used for data entry into the UAPD website <i>Review for administrative value.</i>	ACT	REF1000	UA-SEC-30-02
	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 <i>Review for administrative value.</i>	ACT	REF1000	UA-SEC-30-03
	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 . <i>Review for administrative value.</i>	ACT	REF1000	UA-SEC-30-04
	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. <i>Review for administrative value.</i>	ACT	REF1000	UA-SEC-30-05
	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	4	ACC3000	UA-SEC-35-01
	Invoices for overtime worked	4	ACC1000	UA-SEC-35-02



Records Retention Schedule

Security & Police	Record Series	Retention	Retention Code	Retention ID
	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. <i>Review for administrative value.</i>	6	PER3000	UA-SEC-40-01
	Time Cards - External Time Cards submitted by offices from external organizations that worked university special events	5	PER6000	UA-SEC-40-02
	Police Officers Education and Training records Used as recognition of training; Determine bargaining members pay grade according to current FOP contract	ACT+3	PER5000	UA-SEC-40-03
	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



Records Retention Schedule

Transportation & Parking	Record Series	Retention	Retention Code	Retention ID
	Parking - Tickets, Paid	4	ACC1000	IUC-TRA-00-03
	Motor Vehicle Records Includes title, insurance, and maintenance documentation.	ACT+6	ADM2050	IUC-TRA-00-01
	Parking - Permit Applications Application for parking permit/decal-non-fee.	1	ADM9900	IUC-TRA-00-02
	Parking - Tickets, Unpaid	4	FIN6000	IUC-TRA-00-04