

## SHAWNEE STATE UNIVERSITY RECORDS RETENTION SCHEDULE

### ACCOUNTING & FINANCE RECORDS

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
Accounts Payable and Related Files	ACC1000	Active + 4 years	Paper/Electronic	Destroy-Secure
Accounts Receivable and Related Files	ACC1000	Active + 4 years	Paper/Electronic	Destroy-Secure
Audit Reports and Supplemental Financial Spreadsheets	FIN7010	4 years	Paper	Transfer to Storage
Banking Documentation	FIN1000	4 years	Paper/Electronic	Destroy-Secure
Bad Debt/Collections Records	FIN6000	4 years	Paper	Destroy-Secure
Bids, Awarded	FIN8010	Active + 5 years	Paper	Destroy
Bids, Rejected	FIN8000	3 years	Paper	Destroy
Board of Regents Reports	EDU3000	Indefinite	Electronic	Transfer to Storage
Bond Documentation	FIN5000	Active + 6 years	Paper	Destroy
Bookstore Sales Tax Documentation	LEG5010	10 years	Paper	Destroy
Budget, Institutional	FIN2000	Active + 1 year	Paper	Transfer to Storage
Chart of Accounts	ACC3000	4 years	Paper	Destroy
Contracts	LEG2000	Active + 5 years	Paper/Electronic	Destroy
End-of-Year Financial Reports	FIN7000	4 years	Paper	Transfer to Storage
Financial Reports: Grants	LEG2000	Active + 5 years (or based on grant cycle)	Paper	Destroy-Secure
HEI Reports	EDU3000	Indefinite	Electronic	Transfer to Storage
Insurance	LEG3000	Active + 5 years	Paper	Destroy-Secure
Inventory of Capital Property	ACC2000	Active + 6 years	Paper	Destroy
Investment Documentation	FIN3000	Active + 6 years	Paper	Destroy
IPEDS Reports	EDU3000	Indefinite	Electronic	Transfer to Storage
Journal Entries	ACC1010	6 years	Electronic	Destroy
Land Documentation	LEG2000	Active + 5 years	Paper	Destroy - (Transfer upon sale)
Lease Schedule	LEG2000	Active + 5 years	Paper	Destroy
OBM Report	EDU3000	Indefinite	Paper	Transfer to Storage
Procurement Card (Pcard) Documentation	FIN8010	Active + 5 years	Paper	Destroy-Secure
Purchase Orders	FIN8010	Active + 5 years	Electronic	Destroy
Receipt Books	ACC1000	4 years	Paper	Destroy
State-required Reports	LEG5000	6 years	Paper	Destroy
Vehicle Titles and Registrations	ACC2000	Active + 6 years	Paper	Destroy (Transfer upon Sale)

EDUCATION & STUDENT RECORDS

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
<b>Admissions</b>				
Felony Applicants emails of approval or denial from VPSA	EDU1000	Indefinite	Electronic	Transfer to Storage
Inquiry & Applicant Data Base	EDU1010	Active + 1 year	Electronic	Destroy-Secure
Student Applications and Supporting Credentials	EDU1000	Indefinite	Electronic	Transfer to Storage
Summer Preview and Open House Programs	ADM9905	SUP	Electronic	Destroy-Secure
<b>Registrar</b>				
Access	EDU1030	Active + 3	Paper	Destroy-Secure
Access ( <i>Signatures</i> ) Forms	EDU1030	Active + 3	Paper	Destroy-Secure
AP ( <i>Advanced Placement</i> )	EDU1010	Indefinite	Electronic	Transfer to Storage
Calendar	EDU3000	Indefinite	Paper	Transfer to Storage
Change of Major	EDU1000	Indefinite	Electronic	Transfer to Storage
Change of Name/Address/Telephone	EDU1000	Indefinite	Electronic	Transfer to Storage
CLEP - ( <i>College Level Examination Program</i> )	EDU1010	Indefinite	Electronic	Transfer to Storage
Completed Credit by Exam	EDU1000	Indefinite	Electronic	Transfer to Storage
Course Credit by Arrangement	EDU1000	Indefinite	Electronic	Transfer to Storage
Credit by Exam	EDU1000	Indefinite	Electronic	Transfer to Storage
Degree Verification	EDUC1010	Active + 1 year	Paper	Destroy-Secure
FERPA - <i>AACRAO Policy 3.04</i>	EDU1030	Active + 3	Paper	Destroy-Secure
Graduate Petitions	EDUC1010	Indefinite	Electronic	Transfer to Storage
Graduation/ commencement processes	ADM9900	1 year	Paper	Destroy-Secure
GRE - General Test	EDU1010	Indefinite	Electronic	Transfer to Storage
Non-credit Form	EDU1000	Indefinite	Electronic	Transfer to Storage
NSC ( <i>National Student Clearinghouse</i> )	EDU3000	Indefinite	Electronic	Transfer to Storage
Official Grade Sheets	EDU1000	Indefinite	Electronic	Transfer to Storage
Pass/Non-Credit Form	EDU1000	Indefinite	Electronic	Transfer to Storage
Registration Appeal Forms	EDU1001	Indefinite	Electronic	Transfer to Storage
Registration Form / Late Add forms	EDU1000	Active + 3 years	Electronic	Destroy-Secure
Schedule Room Changes	ADM9900	1 year	Paper	Destroy
Special Grade Report Forms	EDU1000	Indefinite	Electronic	Transfer to Storage
Sports Eligibility NAIA	EDU1000	1 year	Paper	Destroy-Secure
Student Files	EDU1000	Indefinite	Electronic	Transfer to Storage
Student Re-Enrollment Forms	EDU1000	Indefinite	Electronic	Destroy-Secure
Success Challenge	EDU3000	Indefinite	Paper	Transfer to Storage
TAGS	EDU3000	Indefinite	Electronic	Transfer to Storage
TITLE III	EDU3000	Indefinite	Paper	Transfer to Storage
Withdrawal forms	EDU1000	Indefinite	Electronic	Transfer to Storage
<b>Financial Aid</b>				
Athletic Scholarships	EDU2000	Active + 6 years	Paper	Destroy-Secure
College Work study Bookkeeping	EDU2100	Active + 3 years	Electronic	Destroy-Secure
College Work Study Job Descriptions	PER990	3 years	Electronic	Destroy-Secure
College Work Study Spreadsheets	MIS1010	Active + 3 years	Electronic	Destroy-Secure
Consortium Agreement Spreadsheets	EDU2000	Active + 6 years	Electronic	Destroy-Secure
Cost Sharing Waiver	EDU1000	Active + 6 years	Paper	Transfer to Storage
Development Foundation Current Scholarship Applications and data	EDU1010	Active + 1 year	Paper	Destroy-Secure
Development Foundation Scholarship Information, Acceptance Letters	EDU2000	Active + 6 years	Paper	Destroy-Secure
Development Foundation Scholarship List of Recipients	EDU2000	Active + 6 years	Electronic	Destroy-Secure
Dual Enrollment Programs	ADM9900	1 year	Paper	Destroy-Secure
EFT Balance Sheets	EDU2010	Active + 3 years	Electronic	Destroy-Secure
EFT Private Loan Rosters	EDU2000	Active + 6 years	Paper/Electronic	Destroy-Secure
Federal Student Aid Program Participation Agreements	EDU1000	Indefinitely	Paper	Transfer to Storage
Fee Waiver Database	EDU2000	Active + 6 years	Electronic	Destroy-Secure

**EDUCATION & STUDENT RECORDS (continued)**

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
<b>Financial Aid (continued)</b>				
Fee Waivers	EDU2000	Active + 6 years	Paper	Destroy-Secure
Financial Aid Audits	FIN7010	4 years	Paper/Electronic	Transfer to Storage
FISAP Application	EDU1000	Indefinitely	Paper	Transfer to Storage
FISAP Report	EDU2100	Active + 3 years	Paper	Destroy-Secure
GRE Fee Reduction Certificates	ADM9900	1 year	Electronic	Destroy-Secure
Institutional Scholarship Information	EDU2000	Active + 6 years	Electronic	Destroy-Secure
Institutional Scholarship Probation/Suspension Lists	EDU2000	Active + 6 years	Electronic	Destroy-Secure
Institutional Scholarship Proposals	ADM9900	1 year	Paper	Destroy-Secure
IPEDS	EDU3000	Indefinitely	Paper	Destroy-Secure
NAIA reports	MIS1010	Superseded	Paper	Destroy-Secure
OBR Audits	FIN7010	4 years	Paper	Transfer to Storage
OBR Survey	EDU3000	Indefinitely	Paper	Destroy-Secure
Ohio Instruction Part Time Grant	EDU3000	Indefinitely	Paper	Destroy-Secure
Outside Scholarship Information	EDU2000	Active + 6 years	Electronic	Destroy-Secure
Outside Scholarship Return Information	EDU2000	Active + 6 years	Paper	Destroy-Secure
Pcard Transactions	FIN8010	Active + 5 years	Paper	Destroy-Secure
Pell Reconciliation	MIS1010	Superseded	Paper	Destroy-Secure
R2T4 Spreadsheet	EDU2000	Active + 6 years	Electronic	Destroy-Secure
SAIG and EDE Agreements	LEG2000	Active + 5 years	Paper	Destroy-Secure
SAIG Files	EDU2000	Active + 6 years	Electronic	Destroy-Secure
SAP Appeal Tracking Spreadsheet	EDU2000	Active + 6 years	Electronic	Destroy-Secure
Schell Loan Balance Reports	EDU2000	Active + 6 years	Electronic	Destroy-Secure
Scholarship Reconciliation	MIS1010	Superseded	Paper	Destroy-Secure
SEOG Reconciliation	MIS1010	Superseded	Paper	Destroy-Secure
Standards of Progress	EDU2000	Active + 6 years	Paper	Destroy-Secure
Standards of Progress Spreadsheet	EDU2000	Active + 6 years	Electronic	Destroy-Secure
State Grants, Loans and Scholarships (including OIG/OIP/OWO/OES/OCOG/NEALP/Bioinformatics)	EDU2000	Active + 6 years	Paper/Electronic	Destroy-Secure
Student Financial Aid Cost of Attendance	EDU2000	Active + 6 years	Electronic	Destroy-Secure
Student Financial Aid Files	EDU2100	Active + 6 years	Electronic	Destroy-Secure
Student Loan EFT Disbursement Agreements	LEG2000	Active + 5 years	Paper	Transfer to Storage
Student Loan Origination and Response Records	EDU2000	Active + 6 years	Electronic	Destroy-Secure
Student Loan Reconciliation Records	EDU2000	Active + 6 years	Paper	Destroy-Secure
TEACH Reconciliation	MIS1010	Superseded	Paper	Destroy-Secure
TEACH Spreadsheet	EDU2000	Active + 6 years	Electronic	Destroy-Secure
TEAP Information and Reconciliation	MIS1010	Superseded	Paper	Destroy-Secure
Third Party Billing Contracts and Authorizations	EDU2000	Active + 6 years	Paper/Electronic	Destroy-Secure
Transient files	ADM9905	Superseded	Paper/Electronic	Destroy-Secure
Undergrad Tuition and FA Survey	EDU3000	Indefinitely	Electronic	Destroy-Secure
Veteran Files (Active)	EDU2000	Active + 6 years	Paper/Electronic	Destroy-Secure
Work Study Applications (non awarded)	EDU1010	Active + 1 year	Paper	Destroy-Secure

**GENERAL ADMINISTRATIVE RECORDS**

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
Annual Reports	ADM9910	3 years	Paper/Electronic	Transfer to Storage
BOT materials	ADM9910	3 years	Paper/Electronic	Transfer to Storage
Institutional Research Documents	EDU3000	Indefinite	Paper/Electronic	Transfer to Storage
Meeting Minutes	ADM9910	3 years	Paper/Electronic	Transfer to Storage
Policies & Procedures	ADM3000	Active + 10	Paper	Transfer to Storage
Policies & Procedures - Accreditation	ADM3020	Active + 10	Paper	Transfer to Storage
Transient Records	ADM9905	SUP	Paper/Electronic	Destroy
University Governance Files	ADM9910	3 years	Paper	Transfer to Storage

**HUMAN RESOURCES RECORDS**

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
1099 Records	LEG5000	6 years	Paper	Destroy-Secure
ADA Records	LEG 5000	6 years	Paper	Destroy-Secure
Adm and Faculty Job Search Files - closed positions	PER 2000	3 years	Electronic	Destroy-Secure
Adm and Faculty Job Search Files - open positions	PER 2000	3 years	Paper/Electronic	Destroy-Secure
Affirmative action plan	PER2000	3 years	Paper	Destroy-Secure
Applicant/Testing records - Support Staff	PER 2000	3 years	Electronic	Destroy-Secure
Background Authorizations	PER2000	3 years	Electronic	Destroy-Secure
Complaint files	LEG4000	Active + 6 years	Paper	Destroy-Secure
Employee Benefits & Health Insurance Records - Active	PER 1020	6 years	Paper	Destroy-Secure
Employee Benefits & Health Insurance Records - Inactive	PER 1020	6 years	Paper	Destroy-Secure
General Business Correspondence	ADM9905	SUP	Paper	Destroy-Secure
General Files	LEG 2000	Active + 5 years	Paper	Destroy-Secure
Government reports/surveys	ADM9900	1 year	Electronic	Destroy-Secure
I-9 Information ( <i>Homeland Security</i> )	LEG5040	Active + 6 years	Electronic	Destroy-Secure
Insurance information, FMLA records	PER 1010	Active + 6 years	Electronic	Destroy-Secure
Job Requisitions	PER 2000	3 years	Electronic	Destroy-Secure
Motor Vehicle Reports	MIS1010	SUP	Paper	Destroy-Secure
New Employee Packet Materials	PER9900	3 years	Paper	Destroy-Secure
Payroll Bills	PER1020	6 years	Paper/Electronic	Destroy-Secure
Payroll Reports	PER6000	5 years	Electronic	Destroy-Secure
Payroll Taxes	PER6000	5 years	Paper	Destroy-Secure
Personnel Files (Archived)	PER 3000	Active + 6 years	Electronic	Destroy-Secure
Personnel Files (hired after Jan 2007)	PER 3000	Active + 6 years	Electronic	Destroy-Secure
Position Advertisements	PER 2000	3 years	Electronic	Destroy-Secure
Position classification files - Active positions	REF0000	N/A	Paper/Electronic	Destroy-Secure
Position classification files - Inactive positions	REF0000	N/A	Paper	Destroy-Secure
Retirement history records	PER1040	Active + 6 years	Electronic	Destroy-Secure
Timesheets, Leave Forms	PER6000	5 years	Electronic	Destroy-Secure
Union Membership List - Report	ACC 1000	4 years	Electronic	Destroy-Secure
Vacation/Sick Reports	PER 6000	5 years	Electronic	Destroy-Secure
W-2's	LEG 5000	6 years	Electronic	Destroy-Secure
Workers Compensation	PER 3000	Active + 6 years	Paper	Destroy-Secure

**INFORMATION TECHNOLOGY RECORDS**

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
Backup tapes	ADM 9900	Active + 10	Disk	Destroy-Secure
Computer Inventories	ADM9910	3 years	Electronic	Destroy-Secure
Data Back-Up Strategy	ADM3000	Active + 10	Electronic	Destroy-Secure
Disaster Recovery Documents	ADM3000	Active + 10	Electronic	Destroy-Secure
HEAT Records	ADM9900	Active + 10	Electronic	Destroy-Secure
Microsoft Student Vouchers	ADM9900	Active + 10	Electronic	Destroy-Secure
Pcard Documentation	FIN8010	Active + 5	Electronic	Destroy-Secure
Student Computer Inventory	ADM9910	3 years	Electronic	Destroy-Secure
UIS Guidelines	ADM3000	Active + 10	Electronic	Destroy-Secure

**LEGAL RECORDS**

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
Budget Records	ACC3000	4 years	Paper	Destroy-Secure
Committee Records	ADM9910	3 years	Paper/Electronic	Destroy-Secure
Contracts	LEG2000	Active + 5 years	Paper	Destroy-Secure
Copyright/Trademark/Patents	LEG7000	Active + 6 years	Paper	Destroy-Secure
Correspondence-External	ADM9910	3 years	Paper/Electronic	Destroy-Secure
Correspondence-Internal	ADM9910	3 years	Paper/Electronic	Destroy-Secure
Document Preliminary Drafts	ADM9905	SUP	Paper/Electronic	Destroy-Secure

## LEGAL RECORDS (continued)

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
Employee Matters	ADM9910	3 years	Paper/Electronic	Destroy-Secure
Immigration and Naturalization files	LEG5040	Active + 3 years	Paper	Destroy-Secure
Informal Communications	ADM9905	SUP	Paper/Electronic	Destroy-Secure
Insurance Liability Reports	ADM9910	4 years	Paper/Electronic	Destroy-Secure
Internal Forms/Manuals	ADM 3000	Indefinite	Paper/Electronic	Destroy-Secure
Investigative Files-External	ADM9910	3 years	Paper/Electronic	Destroy-Secure
Investigative Files-Internal	ADM9910	4 years	Paper/Electronic	Destroy-Secure
Joint Legislative Ethics Committee Records	ADM9910	3 years	Paper	Destroy-Secure
Legal Opinions	LEG6010	Active + 10 years	Paper/Electronic	Destroy-Secure
Litigation	LEG4000	Active + 6 years	Paper/Electronic	Destroy-Secure
Pre-event Correspondence	ADM9905	SUP	Paper/Electronic	Destroy-Secure
Property Management and Construction Documents	ADM2030	Active + 6 years	Paper/Electronic	Destroy-Secure
Public Records Requests and Responses	LEG9900	3 years	Paper/Electronic	Destroy-Secure
Real Estate	LEG2000	Active + 5 years	Paper	Destroy-Secure
Special Counsel Status Report	ADM9910	3 years	Paper/Electronic	Destroy-Secure
Subpoenas	LEG9900	3 years	Paper/Electronic	Destroy-Secure
Templates	ADM9900	1 year	Electronic	Destroy-Secure

## PLANT OPERATIONS &amp; MAINTENANCE RECORDS

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
Building Maintenance Records	ADM2020	Active + 6 years	Paper/Electronic	Destroy
Campus Master Plan	ADM2030	Active + 6 years	Paper/Electronic	Destroy
Grounds Equipment Inventory	ACC2000	Active + 6 years	Paper/Electronic	Destroy
Grounds Maintenance Records	ADM2020	Active + 6 years	Paper/Electronic	Destroy
Key Control Records	ADM4000	3 years	Paper/Electronic	Destroy
Project files	ADM2030	Active + 6 years	Paper/Electronic	Destroy
Safety Documentation	ADM3030	Active + 10 years	Paper/Electronic	Destroy
University Facilities Drawings	ADM2030	Active + 6 years	Paper/Electronic	Archival
University Signage	ADM2020	Active + 6 years	Paper/Electronic	Destroy
Warranties	LEG2000	Active + 5 years	Paper/Electronic	Destroy
Work orders	ADM9900	1 year	Electronic	Destroy

## PUBLICITY &amp; MARKETING RECORDS

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
Anniversary Archives	PUB3000	Indefinite	Paper	Transfer to Storage
Digital Photos	PUB3000	Indefinite	Electronic	Transfer to Storage
Job Files	PUB3000	Indefinite	Paper/Electronic	Transfer to Storage
Logos/Slogans	PUB3000	Indefinite	Electronic	Transfer to Storage
News Releases & Media Releases	PUB3000	Indefinite	Electronic	Transfer to Storage
Office Correspondence	ADM9905	SUP	Electronic	Destroy
Resource 25 (scheduling)	LEG2000	2 years	Paper/Electronic	Destroy
SSU Branding	PUB3000	Indefinite	Paper/Electronic	Transfer to Storage

## SECURITY &amp; POLICE RECORDS

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
AED Prescription	ADM3030	Active + 10 Years	Paper	Destroy
Annual Campus Security & Fire Safety Report- Working Draft	ADM 9905	Superseded	Paper/Electronic	Destroy
Annual Campus Security & Fire Safety Reports	LEG5000	Active + 6 Years	Paper/Electronic	Transfer to Storage
Arrest Records	LEG4000	Active + 6 years	Paper/Electronic	Destroy-Secure
Crime & Fire Log	LEG5000	Active + 6 Years	Paper/Electronic	Destroy-Secure
Department Policy-Working Draft Copies	ADM 9905	SUP	Paper/Electronic	Destroy
Domestic Violence Summaries	LEG4000	Active + 6 years	Paper	Destroy-Secure
Impounded Property	LEG4000	Active + 6 years	Paper	Destroy
Impounded Property Released	LEG4000	Active + 6 years	Paper	Destroy

**SECURITY & POLICE RECORDS (continued)**

Record Series	IUC Retention Code	Retention Period	Medium	Disposition Instructions
Impounded Vehicles	LEG4000	Active + 6 years	Paper	Destroy
Incident Reports	LEG4000	Active + 6 Years	Paper/Electronic	Destroy-Secure
Juvenile Arrests/Release form	LEG4000	Active + 6 years	Paper	Destroy-Secure
Lost & Found and Impounded Disposition	ADM9900	1 Year	Paper/Electronic	Destroy
Monthly Security Checklist	ADM9900	1 Year	Paper	Destroy
OH-1/Accident Reports	LEG4000	Active + 6 years	Paper	Destroy-Secure
Parking Tickets	ACC1000	4 Years	Paper	Destroy-Secure
Parking Violation Appeals	ADM9900	1 Year	Paper	Destroy-Secure
Pcard Receipts	ACC1000	5 years	Paper	Destroy
Released Vehicles	LEG4000	Active + 6 years	Paper	Destroy
Shift Logs	ADM4000	3 years	Electronic	Destroy
Summons & Complaints	LEG4000	Active + 6 years	Paper	Destroy-Secure
Traffic Citations	LEG4000	Active + 6 years	Paper	Destroy-Secure
UCR/ Uniform Crime Reporting	LEG5000	6 years	Electronic	Destroy-Secure
Vehicle Assistance Waivers	LEG4000	Active + 6 Years	Paper	Destroy-Secure

Records Retention Schedules are guided by the IUC document, *Records Retention for Public Colleges and Universities in Ohio* provided at this link:

<http://www.yzu.edu/recordsmgmt/pdfs/RecordsRetentionManual.pdf>

**General Explanation**

The SSU Records Retention Schedule is divided into nine General Categories, for ease of organization and reference. These categories include transient and non-transient records. The Categories are:

- Accounting & Finance Records
- Education & Student Records
- General Administrative Records
- Human Resources Records
- Information Technology Records
- Legal Records
- Plant Operations & Maintenance Records
- Publicity & Marketing Records
- Security & Police Records

To aid in further organization and maintain compliance with the guidelines established by the IUC, the following items are further noted within each category:

**Column Title**

- Record Series
- IUC Retention Code
- Retention Period
- Medium
- Disposition Instructions

**Explanation**

- A more specific identification than the broad category. For example, within the general category of "Accounting," there are Accounts Payable Invoices, Journal Entries, etc.
- The alpha-numeric code assigned by IUC to connect the record series categories with records retention rules.
- The amount of time the record should be retained as defined by the IUC records retention rules.
- Indicates the various mediums to which the retention rule applies (Paper, electronic).
- Indicates specific instructions as to the disposition of the item (Destroy-Secured, Destroy, Transfer to Storage, etc.).