Shawnee State University

General Records Retention Schedule

Updated July 2026

INTRODUCTION

In accordance with Shawnee State University's Policy 5.34 and Ohio Revised Code 149.33(B), the University shall have a records system that covers all University departments and offices to ensure that all official records of the University, both public and exempt, are maintained and disposed in accordance with the University's records retention schedule.

A **records retention schedule** is a legally mandated tool that classifies records created, sent or received by the university, and provides instruction for records retention and disposition. Records are grouped by **record series**: related records that contain the same types of information and are filed and/or used together as a unit. Retention schedules cover records on any media format, including paper and electronic.

Shawnee State's ***General Records Retention Schedule (General Schedule)*** guides the management and disposition of university record series that are common to multiple units across campus. All SSU Departments should be familiar with the *General Schedule* and how the unit's records align to it.

DISPOSITION

Effective records management includes the timely disposition and documentation of obsolete records. There are currently four (4) general disposition options:

- **Destroy – Secured:** Record series which contain "Private" or "Restricted" information, ***must be*** destroyed in a secure manner such as incineration, maceration, shredding (most common method), pulping, or secure electronic destruction. Secure destruction is recommended but not required for information identified as "Internal".
- **Destroy:** Record series which contain no restricted information may be put in the trash, recycled, or fully deleted. The secure destruction methods above may also be used.
- **Permanent within Department or Unit:** Records series with a *demonstrated legal or administrative* need to a particular unit will be maintained permanently within the unit.
- **Archival Review:** Record series with selective content that may be of value to University Archives in documenting Shawnee State's history, and should be submitted to the Library for review. (Records sent to be reviewed for Archival should not be included on a Records Disposition Approval Form. The transfer will be noted on Archives documentation.)

Before actually disposing of the records (including deletion of electronic records or authorizing offsite storage vendors), the SSU Department Records Custodian should complete a Records Disposition Approval Form to University Records Management for review and approval. Units are strongly encouraged to conduct records purges on a routine basis, at a minimum of annually.

Disposition Forms are not required if:

- The retention period is listed as *transient*
- The records are saved to a different format (such as paper to electronic) as part of a unit's routine workflow

Note: Any records under a preservation notice, litigation hold, reasonably anticipated litigation, or in open public records requests should not be destroyed until the issue is resolved.

RETENTION TERMINOLOGY

Record retention is either a set period of time or event-driven. Below is retention period terminology and abbreviations commonly used in Ohio State University retention schedules:

Abbreviation	Definition
3 CYCLES	This retention period pertains to the retention of electronic back-up files.
3Y, 4Y, etc.	3 years, 4 years…
ACT, ACT+1, ACT+2, etc.	Active+: The final disposition clock starts once the active period is over. *Example: Strategic Plans must be retained 1 year after a new strategic plan is adopted.*
CR+1, CR+2, etc.	Creation date + 1 year, Creation date + 2 years, Creation date + 0 years/2 months
CY, CY+1, CY+2, etc.	Current Year (through December 31 of the year the record is created), Current Year + 1 year, Current Year + 2 years…
FY	Fiscal Year (July 1-June 30)
IND or INDEFINITE	Records required to be maintained for a significant period of time and possibly permanently. Their status should be reappraised periodically.
LOB	Life of Building+: Similar to “Active+” but pertains specifically to buildings. The retention period begins when a building is destroyed or sold.
PRM	Permanent
SUP	Until Superseded: Documents that are routinely updated and superseded by the current version.
TRANSIENT	Documents including telephone messages, some emails, drafts, etc., which have temporary value. Retention is not a fixed period of time and is event-driven; should be disposed of after it is superseded by the official record or no longer needed.

ELECTRONIC MESSAGES AS RECORDS

Electronic messages, *such as email, texts and instant messages*, are a convenient way that we convey information, similar to sending paper mail through the postal service. If an electronic message documents university business, it must be managed as a university record. The retention period for each message is based upon the content and informational value of the electronic message, not technology through which it is transmitted or stored. Review and evaluate messages based on the record series described in the SSU General Schedule retention schedules.

Keep in mind that electronic messages are comprised not just of the textual message and attachments, but also metadata (to, from, subject, time, date, system, etc.) about the message and its transmission.

MANAGING ELECTRONIC MESSAGES: The key to effectively managing electronic messages is to be proactive. Delete the non-records and any transient/transitory records that have outlived their administrative value so that what remains is the small percentage of records, sent and/or received, that retention schedules require to be managed on an on-going basis. The management of electronic messages should be approached in a manner similar to how "snail mail" is processed at work and home:

- Open the email, text, or electronic message and review the document's content:
  - ***If it is a non-record,*** delete the message outright, just as one would dump the "snail mail" non-record into the trash can or recycle bin;
  - ***If it is a transient/transitory record,*** place it in a folder or sub-folder (analog or digital) that is designated for periodic review and dispose of as soon as allowable. One might create a "Transient/Transitory" folder or create sub-folders of record type/series or projects for the transient/transitory messages.
  - ***If it is a record,*** place it in an appropriate folder by record type/series, project, retention time, or other filing schema that allows that unit to effectively manage the life cycle of the record.

RECORDS MAINTAINED BY CENTRALIZED CAMPUS DEPARTMENTS

The following records series are held by campus Departments and should **not** be maintained locally*:

- **Office of the Provost**
  - Promotion and Tenure documents
  - New Faculty Hire documents
- **Facilities**
  - Blueprints
  - Construction documentation
- **Office of Human Resources**
  - Background Checks
  - Benefits documentation
  - Position descriptions – maintained in NeoEd
  - Sick leave balances – retained for 10 years post separation per Ohio law
  - State Service Record
  - W-4 Forms
  - Adjunct hiring contracts
- **Office of the Registrar**
  - Course Schedules
  - New course forms
  - Student records (transcripts, change of course forms, change of grade forms)
- **Purchasing**
  - Purchase Orders maintained centrally in Oracle
  - PCard Records
  - Contracts

*It is recommended that local units retain paper documents that have been scanned for 60 days as a quality control measure.

Accounting & Finance Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Accounts Payable and Related Files	Bill for goods or services received.	CR+4	Destroy-Secure	
Accounts Receivable and Related Files	Amounts due from others on open accounts as a result of providing goods or services.	CR+4	Destroy-Secure	
Audit Reports and Supplemental Financial Spreadsheets	Final report of state or independent auditor or Internal audits	CR+4	Transfer to Storage	
Banking Documentation		CR+4	Destroy-Secure	
Bad Debt/Collections Records - Paid	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	ACT+4	Destroy-Secure	
Bad Debt/Collections Records - Unpaid	Unpaid accounts for services rendered (e.g. library fines, parking tickets, loans)	CR+15	Destroy-Secure	Verify through Bursar's Office that debt has been written off before disposition. If active payments are being made beyond 15 years, retain until paid in full or 15 years after payments cease
Bids, Awarded	For purchases	ACT+6	Destroy	
Bids, Rejected	For purchases	CR+3	Destroy	
Board of Regents Reports		IND	Transfer to Storage	
Bond Documentation	Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	ACT+6	Destroy	
Bookstore Sales Tax Documentation		10 years	Destroy	
Budget, Institutional	Budget requests, including program plans for coming year, usually by cost center. Final, approved, yearly budget for institution, usually in printed form.	ACT+1	Transfer to Storage	
Chart of Accounts	An institutional list of the accounts and their identification coding.	CR+4	Destroy	
Contracts	Contracts with external parties. Excludes contracts for the lease or sale of real property, which have a longer statute of limitations per ORC 2305.04.	ACT+6	Destroy	
End-of-Year Financial Reports		CR+4	Transfer to Storage	

Accounting & Finance Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Financial Reports: Grants		ACT+5 (or based on Grant cycle)	Destroy-Secure	
HEI Reports		IND	Transfer to Storage	
Insurance		ACT+5	Destroy-Secure	
Inventory of Capital Property	Inventory and other information maintained on capitalized assets (structures, site improvements, machinery & equipment, information systems, furniture & fixtures, and vehicles)	ACT+6	Destroy	
Investment Documentation		ACT+6	Destroy	
IPEDS Reports		IND	Transfer to Storage	
Journal Entries - Cash	Documentation of institutional cash transactions and petty cash transactions, including disbursements and receipts.	CR+4	Destroy	
Journal Entries - Ledgers, Annual	Records used to transfer charges between accounts and for summarizing account information.	CR+6		
Land Documentation		ACT+6	Destroy	
Lease Schedule		ACT+5	Destroy	
OBM Report		IND	Transfer to Storage	
Procurement Card (Pcard) Documentation	The University's Office of Finance and Administration is the office of record and is responsible for maintaining the documentation in the Oracle System	ACT+4	Destroy-Secure	
Purchase Orders	The University's Office of Finance and Administration is the office of record and is responsible for maintaining the documentation in the Oracle System	ACT+6	Destroy	
Receipt Books		CR+4	Destroy	
State-required Reports		ACT+6	Destroy	
Vehicle Titles and Registrations		ACT+6	Destroy (Transfer upon Sale)	

Administration Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Accreditation Files	University, college or department files documenting accreditation review by accrediting agencies.	CR+4	Transfer to Storage	
Annual Reports	Annual report of the originating department	CR+3	Transfer to Storage	
BOT materials		CR+3	Transfer to Storage	
Course Materials: Not used for Grading	Materials developed for and used in courses, courses, including eLearning materials. Can include, but may not be limited to Exams and assessments (templates), chats, discussions, blog postings, wiki postings, and recordings.	TRANSIENT	Destroy	
Course Materials: Used for Grading	Materials developed for and used in courses, courses, including eLearning materials. Can include, but may not be limited to Exams and assessments (templates), chats, discussions, blog postings, wiki postings, and recordings.	ACT+1	Destroy	Active = until superseded or no longer used.
Course Syllabi	Document written by instructor that outlines how the student's performance will be assessed for the course. May include prerequisites, objectives, assignments, course schedule and course policies.	CR+10	Destroy	Archives retains course descriptions published in catalogs permanently.
Curriculum Development Documentation: Local copy	Files documenting the approval of new programs and degrees.	TRANSIENT	Destroy	Local copy maintained until no longer administratively needed. Official copy in Curriculog
Institutional Research Documents	Includes, but not limited to, degrees awarded, enrollment, racial/ethnic, grades	IND	Transfer to Storage	
Meeting Minutes	Minutes of boards, committees, task forces, and other University units and organizations	CR+3	Transfer to Storage	
Organizational Charts	Review for continuing historical value and potential transfer to institutional Archives.	ACT +10	Archive	Active = while chart is still valid.
Procurement Card (Pcard) Documentation	The University's Office of Finance and Administration is the office of record and is responsible for maintaining the documentation in the Oracle System	ACT+6	Destroy-Secure	

Administration Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Policies & Procedures - University	University policies provide specific direction for operations, administration, or programs on a university-wide basis. Policies are developed through the university policy process.	SUP	Archive	Whenever a policy issuance or change becomes effective, submit the policy to the University Archives.
Records Destruction Documentation		CR+10	Destroy-Secure	
Research - Research Protocol Committee Files	Includes lists of protocols to be considered, new reviews, approvals, requests, and revised protocol forms. Review for continuing administrative and historical value and potential transfer to institutional Archives.	ACT+10	Destroy-Secure	
Research - Research Protocol Records	Includes protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file.	ACT+3	Destroy-Secure	
Research Projects - Approved	Files containing proposal, budgets, accounting information, correspondence, and reports on grants funded and non-grant funded research. Review for continuing administrative and historical value and potential transfer to institutional Archives.	ACT+6	Destroy-Secure	
Research Projects - Not Approved or Declined	Files containing proposal, budgets, accounting information, correspondence, and reports on grants funded and non-grant funded research that were not funded.	CR+1	Destroy	
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].	CR+1	Destroy-Secure	

Administration Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
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 continuing historical value and potential transfer to institutional Archives.	CR+3	Destroy-Secure	
Transient Records		SUP	Destroy	
University Governance Files	Files of minutes of boards, committees, and other governance groups documenting official actions of governing bodies. Review for continuing historical value and potential transfer to institutional Archives.	CR+3	Transfer to Storage	

Education & Student Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Admission - Felony Applicants emails of approval or denial from Dean of Students		IND	Transfer to Storage	
Admission - Inquiry & Applicant Data Base		ACT+1	Destroy-Secure	
Admission - Student Applications and Supporting Credentials	(high school transcript, standardized test results, letters of recommendation, etc.) Data is entered electronically into the CARS system, Slate CRM, and then imaged into the FEITH system. Records are still created	IND	Transfer to Storage	
Admission - Applicants, accepted	Includes letters of reference, application, biographical data and letters regarding admission and/or enrollment for applicants accepted to a program of study within the University	ACT+1	Destroy-Secure	Active = the term of admission. Form letters regarding admission and or enrolment at the institution. Application, transcripts, and other supporting documents become part of the student Files kept indefinitely by Registrar
Admission - Applicants, rejected	Includes letters of reference, application, biographical data for rejected applicants and those who did not complete Admission process	CR+1	Destroy-Secure	
Admission - Summer Preview and Open House		SUP	Destroy-Secure	
Advising Files-Undergrad	Includes notes about student, possible courses the student would take, and correspondence with student	ACT+5	Destroy-Secure	
Registrar - Access		ACT+3	Destroy-Secure	
Registrar - Access *(Signatures) Forms*		ACT+3	Destroy-Secure	
Registrar - AP *(Advanced Placement)*		IND	Transfer to Storage	
Registrar - Calendar		IND	Transfer to Storage	
Registrar - Change of Major		IND	Transfer to Storage	
Registrar - Change of Name/Address/Telephone		IND	Transfer to Storage	
Registrar - CLEP - *(College Level Examination Program)*		IND	Transfer to Storage	
Registrar - Completed Credit by Exam		IND	Transfer to Storage	
Registrar - Course Credit by arrangement		IND	Transfer to Storage	

Registrar - Credit by Exam		IND	Transfer to Storage	

Education & Student Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Registrar - Degree Verification		ACT+1	Destroy-Secure	
Registrar - FERPA - *AACRAO Policy 3.04*		ACT+3	Destroy-Secure	
Registrar - Graduate Petitions		IND	Transfer to Storage	
Registrar - Graduation/ commencement processes		1Y	Destroy-Secure	
Registrar - GRE - General Test		IND	Transfer to Storage	
Registrar - Non-credit Form		IND	Transfer to Storage	
Registrar - NSC *(National Student Clearinghouse)*		IND	Transfer to Storage	
Registrar - Official Grade Sheets		IND	Transfer to Storage	
Registrar - Pass/Non-Credit Form		IND	Transfer to Storage	
Registrar - Registration Appeal Forms		IND	Transfer to Storage	
Registrar - Registration Form / Late Add forms		ACT+3	Destroy-Secure	
Registrar - Schedule Room Changes		1Y	Destroy	
Registrar - Special Grade Report Forms		IND	Transfer to Storage	
Registrar - Sports Eligibility NAIA		1Y	Destroy-Secure	
Registrar - Student Files		IND	Transfer to Storage	
Registrar - Student Re-Enrollment Forms		IND	Destroy-Secure	
Registrar - Success Challenge		IND	Transfer to Storage	
Registrar - TAGS		IND	Transfer to Storage	
Registrar - TITLE III		IND	Transfer to Storage	
Registrar - Withdrawal forms		IND	Transfer to Storage	
Financial Aid - Athletic Scholarships		ACT+6	Destroy-Secure	
Financial Aid - College Work study Bookkeeping		ACT+3	Destroy-Secure	
Financial Aid - College Work Study Job Descriptions		ACT+6	Destroy-Secure	
Financial Aid - College Work Study Spreadsheets		ACT+3	Destroy-Secure	
Financial Aid - Consortium Agreement Spreadsheets		ACT+6	Destroy-Secure	
Financial Aid - Cost Sharing Waiver		IND	Transfer to Storage	

Education & Student Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Financial Aid - Development Foundation	Current Financial Aid - Scholarship Applications and data request letters	ACT+1	Destroy-Secure	
Financial Aid - Development Foundation	Scholarship Information, Acceptance Letters and Applications	ACT+6	Destroy-Secure	
Financial Aid - Dual Enrollment Programs		ACT+6	Destroy-Secure	
Financial Aid - Financial Aid - EFT Balance Sheets		ACT+6	Destroy-Secure	
Financial Aid - EFT Private Loan Rosters		ACT+6	Destroy-Secure	
Financial Aid - Federal Student Aid Program Participation Agreements		IND	Transfer to Storage	
Financial Aid - Fee Waiver Database		ACT+6	Destroy-Secure	
Financial Aid - Fee Waivers		ACT+6	Destroy-Secure	
Financial Aid - Financial Aid Audits		IND	Transfer to Storage	
Financial Aid - FISAP Application		IND	Transfer to Storage	
Financial Aid - FISAP Report		ACT+3	Destroy-Secure	
Financial Aid - GRE Fee Reduction Certificates		ACT+6	Destroy-Secure	
Financial Aid - Institutional Scholarship Information		ACT+6	Destroy-Secure	
Financial Aid - Institutional Scholarship Probation/Suspension Lists		ACT+6	Destroy-Secure	
Financial Aid - Institutional Scholarship Proposals		ACT+6	Destroy-Secure	
Financial Aid - IPEDS		SUP	Destroy-Secure	
Financial Aid - NAIA reports		ACT+6	Destroy-Secure	
Financial Aid - OBR Audits		IND	Transfer to Storage	
Financial Aid - OBR Survey		ACT+6	Destroy-Secure	
Financial Aid - Ohio Instruction Part Time Grant		ACT+6	Destroy-Secure	
Financial Aid - Outside Scholarship Information		ACT+6	Destroy-Secure	
Financial Aid - Outside Scholarship Return Information		ACT+6	Destroy-Secure	
Financial Aid - Pell Reconciliation		ACT+6	Destroy-Secure	
Financial Aid - R2T4 Spreadsheet		ACT+6	Destroy-Secure	

Education & Student Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Financial Aid - SAIG and EDE Agreements		ACT+6	Destroy-Secure	
Financial Aid - SAIG Files		ACT+6	Destroy-Secure	
Financial Aid - SAP Appeal Tracking Spreadsheet		ACT+6	Destroy-Secure	
Financial Aid - Schell Loan Balance Reports		ACT+6	Destroy-Secure	
Financial Aid - Scholarship Deposits		4Y	Destroy-Secure	
Financial Aid - Scholarship Reconciliation		ACT+6	Destroy-Secure	
Financial Aid - SEOG Reconciliation		ACT+6	Destroy-Secure	
Financial Aid - Standards of Progress		ACT+6	Destroy-Secure	
Financial Aid - Standards of Progress Spreadsheet		ACT+6	Destroy-Secure	
Financial Aid - State Grants, Loans and Scholarships	(including OIG/OIP/OWO/OES/OCOG/ NEALP/Bioinformatics)	ACT+6	Destroy-Secure	
Financial Aid - Student Financial Aid Cost of Attendance		ACT+6	Destroy-Secure	
Financial Aid - Student Financial Aid Files		ACT+6	Destroy-Secure	
Financial Aid - Student Loan EFT Disbursement Agreements		IND	Transfer to Storage	
Financial Aid - Student Loan Origination and Response Records		ACT+6	Destroy-Secure	
Financial Aid - Student Loan Private Loan RFI		IND	Transfer to Storage	
Financial Aid - Student Loan Reconciliation Records		ACT+6	Destroy-Secure	
Financial Aid - TEACH Reconciliation		ACT+6	Destroy-Secure	
Financial Aid - TEACH Spreadsheet		ACT+6	Destroy-Secure	
Financial Aid - TEAP Information and Reconciliation		ACT+6	Destroy-Secure	
Financial Aid - Third Party Billing Contracts and Authorizations		ACT+6	Destroy-Secure	
Financial Aid - Undergrad Tuition and FA Survey		ACT+6	Destroy-Secure	
Financial Aid - Veteran Files (Active)		ACT+6	Destroy-Secure	
Financial Aid - Work Study Applications (non awarded)		ACT+1	Destroy-Secure	

Human Resources Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
1099 Records	Federal form used to report salaries, wages, and tips of temporary employees.	CR+6	Destroy-Secure	
ADA Records		CR+6	Destroy-Secure	
Adm and Faculty Job Search Files - closed positions	Application forms, correspondence sent and received concerning positions that have been canceled.	CR+3	Destroy-Secure	
Adm and Faculty Job Search Files - open positions	Includes application form, resume, test results, referral and interview data.	CR+3	Destroy-Secure	
Affirmative Action Complaint Files	Record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically.	ACT+6		
Affirmative Action EE-06 Report [EEOC]	Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees.	CR+6		
Affirmative Action Plan Files	Procedures and regulations to be followed, work force analysis, goals, timetables, statistics. Review for continuing historical value and potential transfer to institutional Archives.	CR+6		
Affirmative Action Position Applicant Files	Record of affirmative action procedures followed for university or college position openings. Files include position request and authorization forms, job descriptions, appointment activity record, proof of citizenship, chronological data on search and correspondence. Files divided into faculty, contract and classified staff headings.	CR+6		
Applicant/Testing records - Support Staff		CR+3	Destroy-Secure	
Background Authorizations	Results of a background check for employment	CR+3	Destroy-Secure	
Collective Bargaining Agreements	Review for continuing administrative or historical value and potential transfer to institutional Archives.	ACT+6		
Complaint files		ACT+6	Destroy-Secure	
Employee Benefits & Health Insurance Records - Active		ACT+6	Destroy-Secure	
Employee Benefits & Health Insurance Records – Inactive		ACT+6	Destroy-Secure	

Human Resources Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
General Business Correspondence	Matters of official business on compensation, union, veterans, affirmative action, staff meetings, various information, etc.	SUP	Destroy-Secure	
Government reports/surveys		CR+3	Destroy-Secure	
I-9 Information *(Homeland Security)*		ACT+3	Destroy-Secure	
Immigration and Naturalization Documentation	Documentation used to verify identity and employment authorization, including but not limited to Form I-9 (eligibility for employment) and Form I-20 (visa),	ACT+3	Destroy-Secure	Per federal guidelines of the U.S. Citizenship and Immigration Services.
Job Requisitions		CR+3	Destroy-Secure	
Leaves of Absence, FMLA records	Records required to be kept as per the Family and Medical Leave Act	CR+3		
Motor Vehicle Reports	Authorization form and validation report to drive SSU students or employees on behalf of SSU in notebook	SUP	Destroy-Secure	
New Employee Packet Materials		CR+3	Destroy-Secure	
Payroll Reports		CR+4	Destroy-Secure	
Payroll Deduction Authorizations	All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.	ACT+6		
Personnel Files (Archived)		ACT+6	Destroy-Secure	
Personnel Files (hired after Jan 2007)	Employment record maintained for full-time and part-time classified employees. Files may contain applications, copies of driver's license, Social Security card, birth certificate, payroll, leave or absence requests, letters of commendation and reprimand, transfer requests, leave forms, evaluations, reclassifications, certifications	ACT+6	Destroy-Secure	
Position Advertisements	Job descriptions for each university or college position posted.	CR+3	Destroy-Secure	
Position classification files - Active positions		CR+3	Destroy-Secure	
Position classification files - Inactive positions		CR+3	Destroy-Secure	

HUMAN RESOURCES RECORDS

Record Series	Description	Retention Period	Disposition Instructions	Notes
Retirement history records	Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.	ACT+6	Destroy-Secure	
Timesheets	Record of time worked by employees.	CR+5	Destroy-Secure	
Unemployment Compensation Documentation	Consolidated file listing all employees (classified, contract and faculty) for whom an unemployment claim has been filed. This includes copies of claim forms, correspondence, costs for the institution and amount of unemployment compensation paid.	ACT+6		
Unemployment Compensation Log	Record of unemployment compensation cases.	SUP		
Classified 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.	CR+4	Destroy-Secure	
Vacation/Sick Reports	Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.	CR+5	Destroy-Secure	
W-2	Federal form reporting salaries, wages, and tips for each employee to the IRS.	CR+6	Destroy-Secure	
W-4	Forms completed by employee showing federal tax withholding exemptions.	ACT+6		
Workers Compensation		ACT+6	Destroy-Secure	

Information Technology Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Backup Files	This policy refers to backups of data including user data, database data, server data and all other servers/systems. These are files that are maintained solely for business continuity and disaster recovery purposes and SHOULD NOT be maintained as a historical archive of the information system.	SUP	Destroy - Secure	These are files that are maintained solely for business continuity and disaster recovery purposes and SHOULD NOT be maintained as a historical archive of the information system.
Disaster Recovery Documents	Records related to the protection and re-establishment of data processing services, equipment and data (back-up files) in case of a disaster.	SUP	Destroy-Secure	
IT User Requests Documents	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.	CR+1	Destroy-Secure	

Legal Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Committee Records		3Y	Destroy-Secure	
Contracts	Contracts with parties external to SSU	ACT+6	Destroy-Secure	
Copyright/Trademark/Patents		ACT+6	Destroy-Secure	
Document Preliminary Drafts		SUP	Destroy-Secure	
Employee Matters	Agreement with parties within SSU that include, but are not limited to, Memorandums of Understanding (MOUs) and Service Level Agreements (SLAs).	ACT+3	Destroy-Secure	
Immigration and Naturalization files		ACT+3	Destroy-Secure	
Informal Communications		SUP	Destroy-Secure	
Insurance Liability Reports	Reports to IUC insurance carrier re status of claims/litigation	CR+4	Destroy-Secure	
Internal Forms/Manuals		SUP	Destroy-Secure	

Investigative Files-External		CR+4	Destroy-Secure
Investigative Files-Internal		CR+4	Destroy-Secure
Joint Legislative Ethics Committee Records		CR+3	Destroy-Secure
Litigation		ACT+6	Destroy-Secure
Pre-event Correspondence		SUP	Destroy-Secure
Property Management and Construction Documents		ACT+6	Destroy-Secure
Public Records Requests and Responses		CR+3	Destroy-Secure
Real Estate	Copies of deeds, leases, purchase agreements, appraisals, etc. documenting real property purchased or leased by the institution. Original deed maintained by Auditor of State.	ACT+5	Destroy-Secure
Special Counsel Status Report		CR+3	Destroy-Secure

Plant Operations & Maintenance Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Building Maintenance Records		ACT+6	Destroy	
Campus Master Plan		ACT+6	Destroy	
Grounds Equipment Inventory		ACT+6	Destroy	
Grounds Maintenance Records		ACT+6	Destroy	
Key Control Records		CR+3	Destroy	
Project files	Minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and Master Plan.	ACT+6	Destroy	
Safety Documentation		ACT+10	Destroy	
University Facilities Drawings	The As-Built construction drawings.	LOB+6	Archival	
University Signage		ACT+6	Destroy	
Warranties		ACT+5	Destroy	
Work orders		CR+1	Destroy	

Publicity & Marketing Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
Anniversary Archives		IND	Transfer to Storage	
Digital Photos		IND	Transfer to Storage	
Job Files		IND	Transfer to Storage	
Logos/Slogans		IND	Transfer to Storage	
News Releases & Media Releases		IND	Transfer to Storage	
Office Correspondence		SUP	Destroy	
Jenzabar Events (scheduling)		CR+2	Destroy	
SSU Branding		IND	Transfer to Storage	

Security & Police Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
AED Prescription		ACT+ 10	Destroy	
Annual Campus Security & Fire Safety Report- Working Draft		SUP	Destroy	
Annual Campus Security & Fire Safety Reports		ACT+6	Destroy	
Arrest Records	Report of arrest, criminal citation, or uniform traffic citation issued to offender.	ACT+6	Destroy-Secure	
Crime & Fire Log		ACT+6	Destroy-Secure	
Department Policy-Working Draft Copies		SUP	Destroy	
Domestic Violence Summaries		ACT+6	Destroy-Secure	
Impounded Property		ACT+6	Destroy	
Impounded Property Released		ACT+6	Destroy	
Impounded Vehicles		ACT+6	Destroy	
Incident Reports	Reports of incidents or requests for service to include the officer's actions, referrals, and subsequent investigation.	ACT+6	Destroy-Secure	
Juvenile Arrests/Release form		ACT+6	Destroy-Secure	

Lost & Found and Impounded Disposition	CR+1	Destroy
Monthly Security Checklist	CR+1	Destroy
OH-1/Accident Reports	ACT+6	Destroy-Secure
Parking Tickets	CR+4	Destroy-Secure
Parking Violation Appeals	CR+1	Destroy-Secure
Released Vehicles	ACT+6	Destroy
Shift Logs	CR+1	Destroy
Summons & Complaints	ACT+6	Destroy-Secure
Traffic Citations	ACT+6	Destroy-Secure

Security & Police Records

Record Series	Description	Retention Period	Disposition Instructions	Notes
UCR/ Uniform Crime Reporting	Reports produced in compliance with federal programs. Review for continuing historical value and potential transfer to institutional Archives.	CR+6	Destroy-Secure	
Vehicle Assistance Waivers		ACT+6	Destroy-Secure	