



GENERAL RECORDS RETENTION SCHEDULE

AS OF 14 JUNE 2010

INTRODUCTION:

A record series is a group of related records filed and/or used together as a unit and therefore evaluated as a unit for retention and disposition purposes. A records retention schedule is a comprehensive list of record series, indicating for each the length of time the series is to be maintained and its disposition.

Ohio State's *General Records Retention Schedule (General Schedule)* accounts for the management and disposition of university record series that are common to many units across campus. In addition, there are units on campus that have record series that are unique to their operations and therefore have a unique records retention schedule in addition to the *General Schedule*. All schedules, general or unique, are developed by the University Archives in consultation with campus and unit representatives.

All Ohio State units must familiarize themselves with the *General Schedule*, and have an understanding of what records—paper-based and electronic—they create and/or receive and are required to manage. Units must conduct an inventory of their records and map them to the *General Schedule*.

If a unit identifies record types that do not map to the *General Schedule*, the unit should contact the University Archives to discuss the creation of a unique schedule. All unit unique schedules must be signed by the University Archivist and an appropriate unit representative.

The following are several records series that are held by centralized campus units, and should not be maintained locally:

- **OFFICE OF HUMAN RESOURCES**
 - Benefits documentation
 - Sick leave documentation (final) - retained for 10 years per Ohio law
 - Position descriptions - maintained in PeopleSoft
 - Retirement Systems Exemption Requests
 - State Service Record
 - W-4 Forms
- **OFFICE OF THE REGISTRAR**
 - Student records (transcripts, change of course forms, change of grade forms)
 - New course forms
 - Student Evaluation of Instruction forms (SEI)
- **OFFICE OF FACILITY DESIGN AND CONSTRUCTION**
 - Blueprints
 - Construction documentation
- **OFFICE OF ACADEMIC AFFAIRS**
 - Promotion and Tenure documents

DISPOSITION:

Part of any effective records management program is the timely disposition of obsolete records and the documentation thereof. The Ohio State General Schedule currently identifies five (5) general disposition options:

- **Destroy - Secured:** If the record series contains restricted information, as defined in Ohio State's Policy on Institutional Data (http://cio.osu.edu/policies/institutional_data/), the records must be destroyed in a secure manner such as incineration, maceration, shredding, pulping, or secure electronic destruction—the most common method being that of shredding.
- **Destroy:** If the record series does not contain restricted information, the records may be destroyed by placing in trash or recycling, or via electronic destruction, as well as in the manner described for secured destruction.
- **Permanent within Department or Unit:** Records series that have a demonstrated legal or administrative need to a particular unit on campus to be maintained permanently.
- **Archival Review:** Record series that have selective content that may be of value to the University Archives in documenting Ohio State's history, and should be submitted to the University Archives for review prior to destruction.
- **University Archives:** Records series that have significant value in documenting Ohio State's history must be transferred to the University Archives. If the unit has determined that records should be transferred to the Archives, please follow the procedures detailed at:
<http://library.osu.edu/sites/archives/retention/disposition.php#transfer>.

Before actually disposing of the records, the Ohio State unit should complete and forward a Certificate of Records Destruction (CRD) (<http://library.osu.edu/sites/archives/retention/disposition.php#destruction>) to the University Archives for review and permanent retention. Units are strongly encouraged to conduct a records purge at a minimum of an annual basis.

Due to the low informational value, high volume, and frequency of disposal, a CRD does not need to be completed for the routine disposal of records identified as transient (XIENT) in the retention schedules.

RETENTION TERMINOLOGY:

Record retention periods can either be a set period of time or it can be an event-driven period. Below is an explanation of retention period terminology:

- **Active+:** This retention period indicates that the final disposition clock does not start until the active period is over. *Example: Strategic Plans must be retained Active + 1 year; after a new strategic plan is adopted the final 1 year of retention begins.*
- **Life of Building+:** This retention period is similar to "Active+" but pertains specifically to buildings. The final retention period begins when a building is destroyed or sold.
- **Until Superseded:** This retention period pertains to documents that are routinely updated and therefore superseded by the current version.
- **3 cycles:** This retention period pertains to the retention of electronic back-up files.
- **Indefinite:** This retention period pertains to records that are required to be maintained for a significant period of time and possibly permanently. However it is not yet known whether they truly need to be maintained forever, and at some point in the future their status must be reappraised.
- **Transient:** Documents including telephone messages, some emails, drafts and other documents, which serve to convey information of a temporary value, have a very short lived administrative, legal and/or fiscal value and should be disposed in an appropriate manner once that administrative, legal or fiscal use has expired. Typically the retention is not a fixed period of time and is event driven; it maybe as short as a few hours and could be as long as several days or weeks.

IS EMAIL A RECORD? WELL THAT DEPENDS...

...what we have to understand is that email is not a record type or series, but is a means of conveying information similar to the United States Postal Service. As such, its retention is based upon the content of the email message, not the fact that it is an email message.

WHAT IS EMAIL? An email (electronic mail) message is comprised of the following components:

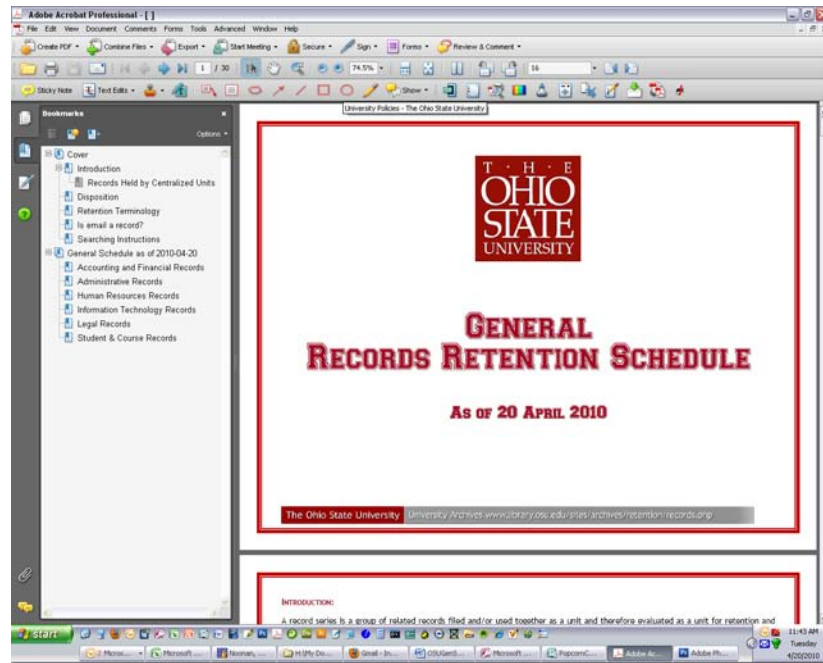
- textual message
- metadata (To, From, Subject, Time, Date, System, etc.)
- attachments

As such, each component is part of the record or non-record, as the case may be. In many instances, email has taken over the role of "general correspondence" and memorandums, as well as the telephone message. If an email message meets the criteria of a record, it must be managed as such, with as much effort, and vigilance as one would a "traditional" record, *however, keep in mind there are only a small percentage that we have to manage for any significant period of time.*

EMAIL MANAGEMENT: The key to effectively managing email is to get rid of the non-records and any transient/transitory records that have outlived their administrative/legal/fiscal value as quick as possible so that one is left with a small percentage, of what they have sent and/or received, that truly needs to be managed on an on-going basis. One should approach the management of email in a manner similar to how they handle processing their "snail mail" at work and home:

- Open the email and review the document's content; this may mean thoroughly reading the document, but more often than not, one is able to judge just by a cursory look at the document, the subject line, and/or the sender:
 - *If it is a non-record*, one should 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*, then 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 works for one's office/organization and allows that unit to effectively manage the life cycle of the record.

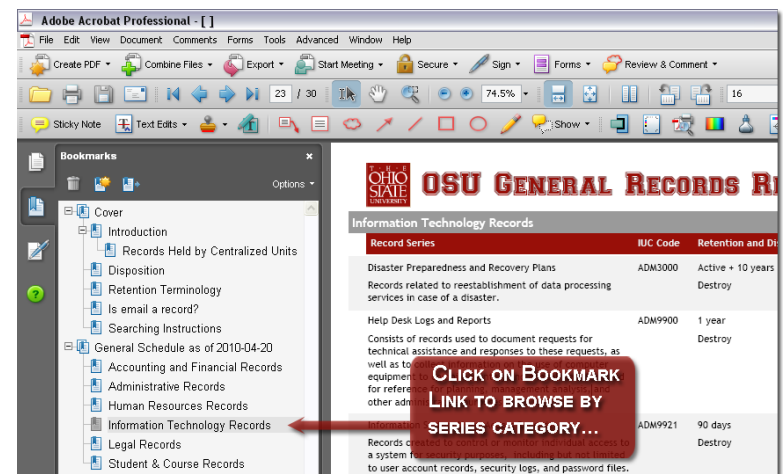
SEARCHING INSTRUCTION:

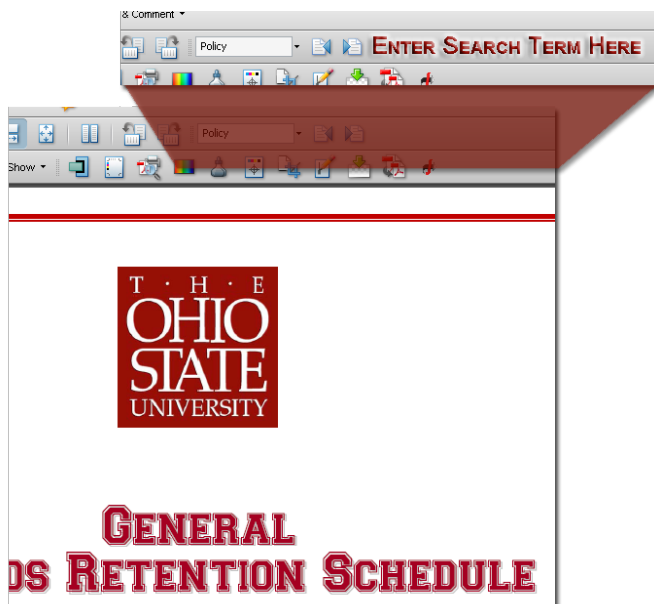


This PDF Opens in “Full Page” View with Bookmarks along the left-hand side.

One can page through or scroll through the document manually browsing and searching...

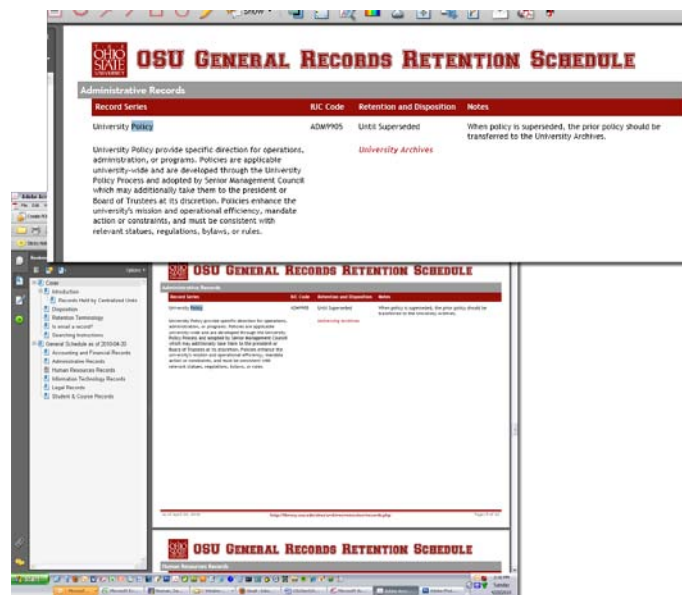
...or one can “click” on a Bookmark and conduct a more targeted browsing search...





...or a more effective way to search is to utilize the "Search Box" in the Adobe Acrobat Reader Toolbar. Type a search term or terms and press the Enter Key...

...and one is taken directly to the page with the first instance of the search term highlighted...then one can "click" on the Forward & Backward buttons next to the Search Box to find more results.





OSU GENERAL RECORDS RETENTION SCHEDULE

Accounting & Financial Records

Record Series	IUC Code	Retention and Disposition	Notes
100W (Inter-Departmental Billing)	ACC1000	4 years Destroy	n/a
Accounts Payable Documentation Records related to payment of financial obligations. Includes vouchers, vendor invoices and statements; payroll and payroll deductions, contributions, and other income.	ACC1000	4 years Destroy	n/a
Accounts Receivable Documentation Records related to receipt of revenues. Includes vouchers, vendor invoices and statements; payroll and payroll deductions, contributions, and other income.	ACC1000	4 years Destroy	n/a
Audits, External	FIN7010	4 years <i>Archival Review</i>	Review for continuing historical value
Bad Debt Documentation Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	FIN6000	4 years Destroy	n/a
Banking Documentation Including records of deposits, periodic statements of balance, canceled checks (including access to checks imaged under the authority granted in Check21) and reconciliation documentation.	FIN1000	4 years Destroy	n/a
Bids, Accepted For purchases	FIN8010	Active + 5 years Destroy	n/a
Bids, Rejected For purchases	FIN8000	3 years Destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Accounting & Financial Records

Record Series	IUC Code	Retention and Disposition	Notes
Budget Planning File	FIN2000	Active + 1 year Destroy	Original maintained by University Budget Office
Cash Register Tapes	ACC1000	4 years Destroy	n/a
Chart of Accounts An institutional list of the accounts and their identification coding.	ACC3000	4 years Destroy	n/a
Cost Accounting Documentation Records analyzing the cost of producing certain items or performing certain tasks.	FIN7010	4 years Destroy	n/a
Credit Card Receipts	ACC1005	2 Years <i>Destroy - Secured</i>	n/a
Delivery Slips Documents sent with purchased goods indicating item(s) shipped.	FIN8020	3 years Destroy	n/a
Endowment Fund Reports, Annual Annual report of funds received and expended by endowment accounts. May be in form of report to donors.	FIN3000	Active + 6 years <i>Archival Review</i>	Review for continuing historical value
Endowment Fund Reports, Periodic Periodic report of funds collected or expended by endowment accounts.	FIN3000	Active + 6 years Destroy	n/a
Financial Accounting Statement Issued monthly by OSU Controller who has official record; profiles record of expenses, income, and balances for each account.	ACC3000	4 years Destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Accounting & Financial Records

Record Series	IUC Code	Retention and Disposition	Notes
Financial Disclosure Statement "Related party/Conflict of Interest Disclosure Statement" or form to show compliance with Ohio Ethics Law, generally accepted accounting principles, and OSU Human Resources Policy 1.30.	ADM3010	4 years Destroy	n/a
Financial Reconciliation Documentation Reconciliation of department records to general ledger reports.	ACC3000	4 years Destroy	n/a
Financial Report, Annual Consolidated year-end report of financial documentation showing assets and liabilities, broken down by major funding areas, such as academic and student services areas.	FIN7000	4 years Destroy	Review for continuing historical value; Vice President of Business & Finance's Office provides Archives with official copy.
Financial Reports, Interim A report of institutional assets, liabilities, expenditures, income and equities. A periodic report, not the year-end report.	ACC3000	4 years Destroy	n/a
Inventory Control Record	ACC2000	Active + 6 years Destroy	n/a
Invoices	ACC1000	4 years Destroy	n/a
Journals, Cash Documentation of institutional cash transactions and petty cash transactions, including disbursements and receipts.	ACC1000	4 years Destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Accounting & Financial Records

Record Series	IUC Code	Retention and Disposition	Notes
Journals/Ledgers, Annual Records used to transfer charges between accounts and for summarizing account information.	ACC1010	6 years Destroy	n/a
Payroll Certification Form that affirms an employee is on the payroll and should receive payment.	ADM9900	1 year Destroy	n/a
Payroll Processing Checklist, Bi-weekly and Monthly Monthly	ADM3010	4 years Destroy	Departments are required to the complete monthly and/or biweekly checklists when processing each payroll and retain them with the reports used to reconcile to the general ledger each month. The employee timesheets and leave forms need not be attached to the checklist when you file this information.
Procurement Card (PCard) & Travel Card Documentation Including: statements from bank regarding PCard and Travel Card use, transaction forms, and other supporting documentation.	FIN8010	Active + 5 years Destroy	n/a
Purchase Orders (POs)	FIN8010	Active + 5 years Destroy	n/a
Register, Check Book or original entry for all cash disbursements paid by check.	FIN1000	4 years Destroy	n/a
Registers, Bond Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	FIN5000	Active + 6 years Destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Accounting & Financial Records

Record Series	IUC Code	Retention and Disposition	Notes
Reimbursement Documentation Reimbursement for university employees for university related business & travel.	ACC1000	4 years Destroy	n/a
Requisitions	ACC1000	4 years Destroy	n/a
Royalty Payments	ACC1000	4 years Destroy	n/a
Time-keeping Documentation Includes documentation of staff, work-study students, and non-work-study students	PER6000	5 years Destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Administrative Records

Record Series	IUC Code	Retention and Disposition	Notes
Accreditation Files University, college or department files documenting accreditation review by accrediting agencies.	ADM3020	10 years <i>Archival Review</i>	Review for continuing administrative or historical value
Advertising	MAR1000	5 years <i>Archival Review</i>	Review for continuing historical value
Annual Reports Annual report of the originating department.	ADM9910	3 years <i>University Archives</i>	One (1) copy must be transferred to the University Archives. All others may be destroyed.
Audits, Internal	ADM3010	4 years Destroy	n/a
Environmental Monitoring Records	ENV1000	5 years Destroy	n/a
General Files Consists of correspondence, reports, email, and publications of other departments of OSU and external agencies.	ADM9900	1 year Destroy	n/a
General Files, Upper Administrative Consists of files of the President's Office, deans, directors, chairs and upper-level administrators including email.	ADM9910	3 years <i>Archival Review</i>	Destroy all materials not documenting a signification action or interaction; transfer remainder to University Archives.
Minutes Minutes of boards, committees, task forces, and other university units and organizations.	ADM9910	3 years <i>University Archives</i>	Transfer to University Archives.



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Administrative Records

Record Series	IUC Code	Retention and Disposition	Notes
Motor Vehicle Records Including copies of title, maintenance, & usage.	ADM2050	Active + 6 years Destroy	n/a
Newspaper Clippings Concerning the activities of an OSU department.	PUB3000	Indefinite <i>University Archives</i>	Transfer to University Archives after 3 years.
Organizational Charts	ADM3000	Active + 10 years <i>University Archives</i>	One (1) copy must be transferred to the University Archives. Review for continuing historical value.
Promotion and Tenure Policy Departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.	ADM9905	Until Superseded <i>University Archives</i>	Transfer to University Archives when superseded. Review for continuing historical value.
Public Records Request Files	LEG9900	3 years Destroy	n/a
Publications Includes newsletters, news releases, brochures, publicity photographs, etc.	PUB3000	Indefinite <i>University Archives</i>	Transfer to University Archives after 3 years.
Records Destruction Documentation Records documenting the destruction of university records as per university General Records Retention Schedule or unit specific schedule. Includes but is not limited to the Certificate of Records Destruction.	ADM9909	Indefinite <i>University Archives</i>	n/a
Recruitment Materials, General Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution.	MAR1000	5 years <i>Archival Review</i>	Review for continuing historical value



OSU GENERAL RECORDS RETENTION SCHEDULE

Administrative Records

Record Series	IUC Code	Retention and Disposition	Notes
Research Projects, Approved Files containing proposal, budgets, accounting information, correspondence, and reports for grant funded and non-grant funded research.	LEG2000	Active + 5 years Destroy	OSURF has administrative responsibility.
Research Projects, Rejected Files containing proposal and correspondence for grant funded and non-grant funded research.	ADM9900	1 year Destroy	n/a
Strategic Plans	ADM1020	Active + 1 year <i>University Archives</i>	One (1) copy must be transferred to the University Archives.
Surplus Property Records	ADM2050	Active + 6 years Destroy	n/a
Telephone Records	ACC1000	4 years Destroy	n/a
Training Course Documentation Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses.	ADM9905	Until Superseded Destroy	n/a
Transient Materials All informal and/or temporary messages (including, but not limited to, e-mail and voice mail) and all notes and all drafts used in the production of public records by any Ohio State University employee. Transient material also includes anonymous, unsigned and/or unsolicited written or electronic materials, including, but not limited to, anonymous student complaints, anonymous writings from individuals inside or outside the institution, and voice mail messages.	ADM9906	Transient Destroy	n/a



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Administrative Records

Record Series	IUC Code	Retention and Disposition	Notes
University Policy	ADM9905	Until Superseded	When policy is superseded, the prior policy should be transferred to the University Archives.
<p>University Policy provide specific direction for operations, administration, or programs. Policies are applicable university-wide and are developed through the University Policy Process and adopted by Senior Management Council which may additionally take them to the president or Board of Trustees at its discretion. Policies enhance the university's mission and operational efficiency, mandate action or constraints, and must be consistent with relevant statues, regulations, bylaws, or rules.</p> <p style="text-align: center;"><i>University Archives</i></p>			



OSU GENERAL RECORDS RETENTION SCHEDULE

Human Resources Records

Record Series	IUC Code	Retention and Disposition	Notes
Affirmative Action Documentation	PER2000	3 years Destroy	Office of Human Resources maintains documentation for non-faculty hirings for 3 years
Application for Employment: Hired Including faculty, A&P staff, CCS staff, graduate associates, and students assistants.	PER3000	Active + 6 years Destroy	Applications should become part of personnel file.
Application for Employment: Non-hired Student Assistants	ADM9900	1 year Destroy	n/a
Application for Employment: Non-hired Including faculty, A&P staff, CCS staff, and graduate associates.	PER2000	3 years Destroy	n/a
Background Checks not required by law and where decision to hire is affected: Results and other materials. All other documentation and materials (background check results, letters to/from candidate, fingerprint cards, etc.) used to assess a candidate's eligibility for employment. This excludes the Background Check Disclosure, Authorization, and Release Form	PER2000	3 years <i>Destroy - Secured</i>	Destroy in a way that protects confidentiality
Background Checks not required by law and where decision to hire is NOT affected: Results and other materials All other documentation and materials (background check results, letters to/from candidate, fingerprint cards, etc.) used to assess a candidate's eligibility for employment. This excludes the Background Check Disclosure, Authorization, and Release Form	ADM9906	Transient <i>Destroy - Secured</i>	Destroy in a way that protects confidentiality after reviewed and verification process completed.



OSU GENERAL RECORDS RETENTION SCHEDULE

Human Resources Records

Record Series	IUC Code	Retention and Disposition	Notes
Background Checks required by law: Results and other materials	PER2000	3 years	Code of Federal Regulations (29 CFR 1627.3) requires this class of record to be maintained for 1 year, however the Inter-University Council has chosen to maintain this record class for a minimum of 3 years. This record series may be required to be maintained longer than 3 years if a relevant law or regulation exists. Destroy in a way that protects confidentiality
All documentation and materials (background check results, letters to/from candidate, fingerprint cards, etc.) used to assess a candidate's eligibility for employment where required by law. This excludes the Background Check Disclosure, Authorization, and Release Form		<i>Destroy - Secured</i>	
Background Checks: Disclosure, Authorization, and Release Form	PER3000	Active + 6 years	Retained by Background Check Coordinator. Active + 6 means that if person is hired, retain while employee is active in college/V.P. unit + 6 years; if not hired, retain for 6 years. Destroy in a way that protects confidentiality
Consent form used to obtain a candidate's background check information		<i>Destroy - Secured</i>	
Benefits Documentation	PER1020	6 years	OSU Benefits Administration is the office of record and maintains for a minimum of 6 years.
Includes enrollment in insurance programs.		Destroy	
Check & Direct Deposit Distribution List & Forms	ADM9900	1 year Destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Human Resources Records

Record Series	IUC Code	Retention and Disposition	Notes
Declaration of Material Assistance Form Required to be completed by new employees (hired after 14 April 2006) and received by the hiring unit/department prior to the new employee's start date.	PER3000	Active + 6 years <i>Destroy - Secured</i>	Unit/departments forward the original DMA form to the college/VP unit human resource office to maintain in a separate DMA form file. If an employee transfers to another unit within the university, a copy of the employee's personnel file including the DMA form must be forwarded to the new employing unit. Destroy in a way that protects confidentiality.
Disciplinary Documentation	LEG4000	Active + 6 years Destroy	n/a
Evaluations, Personnel Evaluation of work performance of faculty and staff (See also Evaluations, Class/Course).	PER3010	5 years Destroy	Unless governed by contractual agreement.
Hazardous Materials Handling Documentation Includes applications and authorizations, documents of authorized users labs, training records, transfer and transportation documents, disposals documentation, materials incident reports, monthly exposure records, and emergency notifications.	ENV2010	Indefinite Permanent w/in Department or Unit	n/a
Immigration and Naturalization Documentation Including Form I-9 (eligibility for employment) and Form I-20 (visa).	LEG5040	Active + 3 years destroy	Per federal guidelines of the U.S.. citizenship and immigration services; "Active" means term of employment.
Leave Forms, Sick & Vacation	ADM9900	1 year Destroy	Retained by departmental Human Resources.



OSU GENERAL RECORDS RETENTION SCHEDULE

Human Resources Records

Record Series	IUC Code	Retention and Disposition	Notes
Leaves of Absence Requests and related documentation.	PER3010	5 years Destroy	n/a
Leaves of Absence: Family and Medical Leave Act (FMLA) Records required to be kept as per the Family and Medical Leave Act	PER1055	3 years <i>Destroy - Secured</i>	n/a
Letters, Congratulatory	PER3010	5 years Destroy	n/a
Notification of Essential Personnel Status As per the Disaster Preparedness and University State of Emergency Policy, Section 4.A, each departmental HR unit must inform their personnel of their status annually.	ADM9905	Until Superseded Destroy	n/a
Ohio Ethics Acknowledgment Statement	PER3000	Active + 6 years Destroy	n/a
Personnel Records, Faculty	PER3000	Active + 6 years <i>Archival Review</i>	Departments transfer files to University Archives after weeding of non-permanent records, i.e. PARs, leaves of absence, faculty activity reports.
Personnel Records, Non-Faculty Records of and summary of employee's service in unit of employment.	PER3000	Active + 6 years Destroy	n/a
Personnel Records, Student Includes documentation of work-study and non-work-study students.	PER3000	Active + 6 years destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Human Resources Records

Record Series	IUC Code	Retention and Disposition	Notes
Personnel Requisition for Classified Staff Departmental request placed whenever a position within the department becomes vacant.	PER2000	3 years Destroy	n/a
Position Description	ADM3000	Active + 10 years Destroy	n/a
Promotion & Tenure Files: Local Copy Local copy of faculty dossier that consists of copies of documentation of teaching, research, and community service.	PER3010	5 years <i>Destroy - Secured</i>	Office of Academic Affairs is the "office of record." Destroy in a way that protects confidentiality
Search Committee Records Consists of job posting, lists of candidates, final report.	PER2000	3 years Destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Information Technology Records

Record Series	IUC Code	Retention and Disposition	Notes
Disaster Preparedness and Recovery Plans Records related to reestablishment of data processing services in case of a disaster.	ADM3000	Active + 10 years Destroy	n/a
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.	ADM9900	1 year Destroy	n/a
Information System Users Access Records Records created to control individual access to a system for administrative and security purposes.	PER3000	Active + 6 years Destroy	n/a
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.	ADM9925	3 Cycles Destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Information Technology Records

Record Series	IUC Code	Retention and Disposition	Notes
<p>Information Systems Documentation</p> <p>Including: Application Development Files (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 and specifications, and memoranda and correspondence.); Source Code; Information Systems Specifications (User and operational documentation describing how an application system operates from a functional user and data processing point of view. May include records documenting data entry, manipulation, output and retrieval, records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.); Data Documentation (Records necessary to access, retrieve, manipulate and interpret data in an automated system. May include data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.); Hardware Documentation (Records documenting the use, operation, and maintenance of an agency's data processing equipment.); and Conversion/Migration Plans (Records that deal with the replacement of equipment or computer operating systems due to hardware/software obsolescence or maintenance.).</p>	ADM9920	Active + 3 years Destroy	Review for continuing historical value



OSU GENERAL RECORDS RETENTION SCHEDULE

Information Technology Records

Record Series	IUC Code	Retention and Disposition	Notes
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.	ADM9920	Active + 3 years Destroy	n/a
Information Systems Input Documents Forms used for data input and control.	ADM9905	Until Superseded Destroy	Destroy after input information is verified.
Information Systems Log Files	ADM9921	90 days Destroy	n/a
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.	ADM3000	Active + 10 years Destroy	Review for continuing historical value
Information Systems Usage Files 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.	ADM9921	90 days Destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Legal Records

Record Series	IUC Code	Retention and Disposition	Notes
Affirmative Action Policy Records documenting procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	LEG5000	6 years <i>Archival Review</i>	Review for continuing historical value
Contracts, General	LEG2000	Active + 5 years Destroy	n/a
Laboratory Inspection Reports Periodic inspections of laboratories.	LEG5030	Active + 3 years Destroy	n/a
Patents	LEG7000	Active + 6 years <i>Archival Review</i>	Review for continuing administrative or historical value
Real Estate Records (Copies) Copies of deeds and leases, documenting real property purchased or leased by the university or college.	LEG2000	Active + 5 years Destroy	Archives receives originals from Real Estate & Property Management
Trademark Registrations	LEG7000	Active + 6 years <i>Archival Review</i>	Review for continuing administrative or historical value



OSU GENERAL RECORDS RETENTION SCHEDULE

Student & Course Records

Record Series	IUC Code	Retention and Disposition	Notes
Admission Files, 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.	EDU1010	Active + 1 year Destroy	Form letters regarding admission and/or enrollment at the institution.
Admission Files, Rejected Includes letters of reference, application, and biographical data for rejected applicants and those who did not complete dossier.	EDU1100	1 year Destroy	n/a
Advising Files Includes notes about student, possible courses the student would take, and correspondence with student	EDU1010	Active + 1 year Destroy	n/a
Annual Interim Federal Grant Fiscal Reports Reporting to federal government on expenditures for federal grant programs.	EDU2000	Active + 6 years Destroy	n/a
Course Change Requests: Local Copy Application to Council on Academic affairs to change, add, or delete a course.	ADM9911	Active + 1 year Destroy	Office of Academic Affairs is the "office of record"
Course Schedule: Local Copy Quarterly listing of courses actually given; original maintained permanently by scheduling office.	ADM9911	Active + 1 year Destroy	Registrar is the "office of record"
Course Syllabi	ADM9901	10 years Destroy	Archives retains course descriptions published in catalogs and bulletins permanently.



OSU GENERAL RECORDS RETENTION SCHEDULE

Student & Course Records

Record Series	IUC Code	Retention and Disposition	Notes
Curriculum Development Documentation Files documenting approval of new programs and degrees.	EDU3000	Indefinite <i>University Archives</i>	Provost's Office provides Archives with official copy.
eLearning Course Records not used for grading	ADM9906	Transient Destroy	n/a
eLearning Course Records used for grading Exams, assessments, chats, discussions, blog postings, wiki postings, etc. in CARMEN or other web-based tools.	EDU1011	Active + 2 terms Destroy	Material in CARMEN maintained by OSU; material elsewhere is the responsibility of the instructor.
Evaluations, Class/Course Summary evaluations of course by students.	PER3010	5 years Destroy	n/a
Grade Reports Faculty grade reports	EDU1011	Active + 2 terms Destroy	Registrar maintains the official record permanently per university rules 3335-7-231(B) and 3335-7-23(A).
Graduation Authorizations Documents certifying completion of degree requirements.	EDU1010	Active + 1 year Destroy	n/a
Requests and Disclosures of Personally Identifiable Information	EDU1030	Active + 3 years Destroy	n/a
Roster, Class Contains names of students for each course; issued by registration services	ADM9900	1 year Destroy	n/a
Scholarships Administered by Colleges/Departments: Administrative information regarding local scholarship programs including applications, awards, recipients, etc., but not fiscal data.	ADM9910	3 years Destroy	n/a



OSU GENERAL RECORDS RETENTION SCHEDULE

Student & Course Records

Record Series	IUC Code	Retention and Disposition	Notes
<p>Student Coursework</p> <p>Student tests, examinations, quizzes, papers, projects, etc. leading to a grade and to a posting on the official student record of the registrar.</p>	EDU1011	<p>Active + 2 terms</p> <p>Destroy</p>	As per university rules 3335-7-231(B) and 3335-7-23(A).
<p>Student Records, Accepted and Enrolled</p> <p>Record of academic work pursued. Correspondence, recruitment, references and recommendations, entrance exams, Advanced Placement documentation (scores valid for 5 years), residency documentation, Form I-20 (visa) for foreign students, application for graduation, and placement documentation.</p>	EDU1010	<p>Active + 1 year</p> <p>Destroy</p>	Registrar is the "office of record"
<p>Student Records, Accepted but not Enrolled</p> <p>Student-specific correspondence relating to admission and enrollment at the institution. Correspondence, recruitment, references and recommendations, entrance exams, Advanced Placement documentation.</p>	EDU1010	<p>Active + 1 year</p> <p>Destroy</p>	n/a
<p>Student Records, Rejected</p> <p>Letters notifying students of non-acceptance to the institution. Correspondence, recruitment, references and recommendations, entrance exams, and Advanced Placement documentation.</p>	EDU1100	<p>1 year</p> <p>Destroy</p>	n/a
<p>Student Requests for Nondisclosure of Directory Information</p>	EDU1030	<p>Active + 3 years</p> <p>Destroy</p>	n/a
<p>Student's Written Consent for Records Disclosure</p>	EDU1030	<p>Active + 3 years</p> <p>Destroy</p>	n/a