

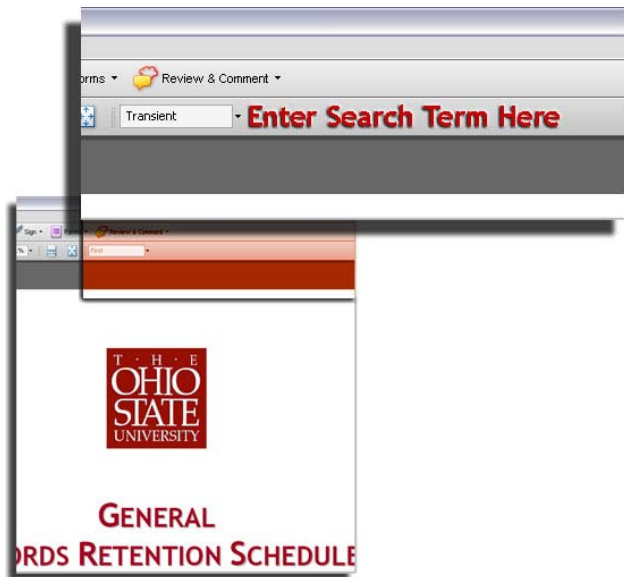


# GENERAL RECORDS RETENTION SCHEDULE

AS OF 13 FEBRUARY 2009



# GENERAL RECORDS RETENTION SCHEDULE SEARCHING INSTRUCTIONS



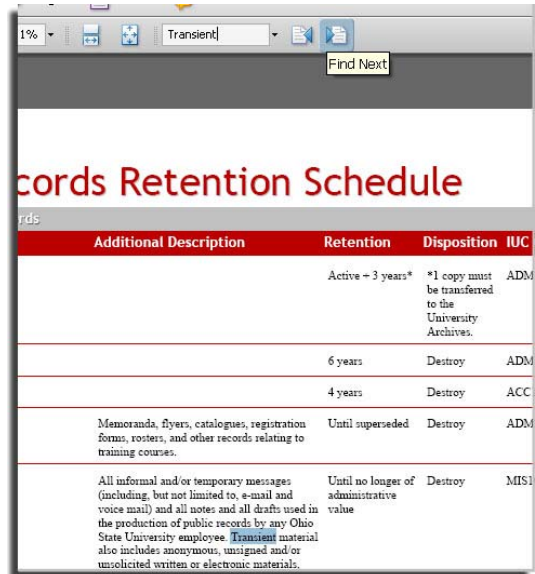
...or a more effective way to search is to utilize the "Search Box" in the Adobe Acrobat Reader Toolbar. Type a search term or terms and press the Enter Key...

...and one is taken directly to the page with the first instance of the search term highlighted...

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Strategic Plans		Active - 3 years*		ADM1020	Historical value *1 copy must be transferred to the University Archives.
Supplier Property Records		6 years	Destroy	ADM2020	n/a
Telephone Records		4 years	Destroy	ACC1000	n/a
Training Course Documentation	Memoranda, flyers, catalogs, registration forms, rosters, and other records relating to training courses.	Until superseded	Destroy	ADM4900	n/a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 unattached 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.	Until no longer of administrative value	Destroy	MS1100	n/a

# GENERAL RECORDS RETENTION SCHEDULE SEARCHING INSTRUCTIONS

...then one can “click” on the Forward & Backward buttons next to the Search Box to find more results.



The screenshot shows a web browser window with the address bar containing 'Transient|'. Below the address bar is a search box with the text 'Find Next'. The main content area displays the title 'Records Retention Schedule' in red. Below the title is a table with the following columns: 'Additional Description', 'Retention', 'Disposition', and 'IUC'. The table contains several rows of data, including entries for 'Active - 3 years\*', '6 years', '4 years', 'Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses.', and '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. Fragment material also includes anonymous, unsigned and/or unsolicited written or electronic materials.'

Additional Description	Retention	Disposition	IUC
	Active - 3 years*	*1 copy must be transferred to the University Archives.	ADM
	6 years	Destroy	ADM
	4 years	Destroy	ACC
Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses.	Until superseded	Destroy	ADM
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. <u>Fragment</u> material also includes anonymous, unsigned and/or unsolicited written or electronic materials.	Until no longer of administrative value	Destroy	MIS1

# General Records Retention Schedule

## Accounting & Financial Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
100W (Inter-Departmental Billing)		4 years	Destroy	ACC1000	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.	4 years	Destroy	ACC1000	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.	4 years	Destroy	ACC1000	n/a
Audits, External		4 years	Archives	FIN7010	Review for continuing historical value
Bad Debt Documentation	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	4 years	Destroy	FIN6000	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.	4 years	Destroy	FIN1000	n/a
Bids, Accepted	For purchases	Active + 5 years	Destroy	FIN8010	n/a
Bids, Rejected	For purchases	3 years	Destroy	FIN8000	n/a
Budget Planning File		Active + 1 year	Destroy	FIN2000	Original maintained by University Budget Office
Cash Register Tapes		4 years	Destroy	ACC1000	n/a
Chart of Accounts	An institutional list of the accounts and their identification coding.	4 years	Destroy	ACC3000	n/a
Cost Accounting Documentation	Records analyzing the cost of producing certain items or performing certain tasks.	4 years	Destroy	FIN7010	n/a

# General Records Retention Schedule

## Accounting & Financial Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Delivery Slips	Documents sent with purchased goods indicating item(s) shipped.	3 years	Destroy	FIN8020	n/a
Endowment Fund Reports, Annual	Annual report of funds received and expended by endowment accounts. May be in form of report to donors.	Active + 6 years	Archives	FIN3000	Review for continuing historical value
Endowment Fund Reports, Periodic	Periodic report of funds collected or expended by endowment accounts.	Active + 6 years	Destroy	FIN3000	n/a
Financial Accounting Statement	Issued monthly by OSU Controller who has official record; profiles record of expenses, income, and balances for each account.	4 years	Destroy	ACC3000	n/a
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.	4 years	Destroy	ADM3010	n/a
Financial Reconciliation Documentation	Reconciliation of department records to general ledger reports.	4 years	Destroy	ACC3000	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.	4 years	Destroy	FIN7000	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.	4 years	Destroy	ACC3000	n/a
Inventory Control Record		Active + 6 years	Destroy	ACC2000	n/a
Invoices		4 years	Destroy	ACC1000	n/a
Journals, Cash	Documentation of institutional cash transactions and petty cash transactions, including disbursements and receipts.	4 years	Destroy	ACC1000	n/a

# General Records Retention Schedule

## Accounting & Financial Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Journals/Ledgers, Annual	Records used to transfer charges between accounts and for summarizing account information.	6 years	Destroy	ACC1010	n/a
Payroll Certification	Form that affirms an employee is on the payroll and should receive payment.	1 year	Destroy	ADM9900	n/a
Personnel Accounting/Budget Documentation	Refers to copies of accounting and budget documentation and reports filed with or received from units of the OSU Office of Human Resources.	Current year + 1 fiscal year	Destroy	ACC1000	Office of Record is OSU Human Resources
Procurement Card (PCard) & Travel Card Documentation	Including: statements from bank regarding Pcard and Travel Card use, transaction forms, and other supporting documentation.	6 years	Destroy	FIN8010	n/a
Purchase Orders (POs)		6 years	Destroy	FIN8010	n/a
Register, Check	Book or original entry for all cash disbursements paid by check.	4 years	Destroy	FIN1000	n/a
Registers, Bond	Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	Active + 6 years	Destroy	FIN5000	n/a
Reimbursement Documentation	Reimbursement for university employees for university related business & travel.	4 years	Destroy	ACC1000	n/a
Requisitions		4 years	Destroy	ACC1000	n/a
Royalty Payments		4 years	Destroy	ACC1000	n/a

# General Records Retention Schedule

## General Administrative Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Accreditation Files	University, college or department files documenting accreditation review by accrediting agencies.	10 years	Archives	ADM3020	Review for continuing administrative or historical value
Advertising		5 years	Archives	MAR1000	Review for continuing historical value
Annual Reports	Annual report of the originating department.	3 years*	*1 copy must be transferred to the University Archives.	ADM1020	Historical Value
Audits, Internal		4 years	Destroy	ADM3010	n/a
Construction Projects Documentation (Copies)	Including organizational copies of requests from University community to initiate a project, conceptual and construction drawings, specifications, addenda, bid documentation, contracts and attachments, bonds, bulletins, change orders.	Active + 6 years	Destroy	ADM2030	University Architect's Office provides Archives with official copies
Environmental Monitoring Records		5 years	Destroy	ENV1000	n/a
General Files	Consists of correspondence, reports, email, and publications of other departments of OSU and external agencies.	1 year	Destroy	ADM9900	n/a
General Files, Upper Administrative	Consists of files of the President's Office, deans, directors, chairs and upper-level administrators including email.	3 years	Destroy all materials not documenting a signification action or interaction; transfer remainder to University Archives.	ADM9910	n/a

# General Records Retention Schedule

## General Administrative Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Minutes	Minutes of boards, committees, task forces, and other university units and organizations.	3 years	Transfer to University Archives.	ADM9910	Historical value
Motor Vehicle Records	Including copies of title, maintenance, & usage.	Active + 6 years	Destroy	ADM2020	n/a
Newspaper Clippings	Concerning the activities of an OSU department.	3 years	Transfer to University Archives.	PUB3000	n/a
Organizational Charts		Active + 10 year	*1 copy must be transferred to the University Archives.	ADM3000	Review for continuing historical value
Promotion and Tenure Policy	Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.	Until superseded	Archives	ADM3020	Review for continuing historical value
Publications	Includes newsletters, news releases, brochures, publicity photographs, etc.	Retain while Active*	*1 copy must be transferred to the University Archives.	PUB3000	Historical value
Recruitment Materials, General	Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution.	5 years	Archives	MAR1000	Review for continuing historical value
Research Projects, Approved	Files containing proposal, budgets, accounting information, correspondence, and reports for grant funded and non-grant funded research.	5 years after expiration of project	Destroy	LEG2000	OSURF has administrative responsibility.
Research Projects, Rejected	Files containing proposal and correspondence for grant funded and non-grant funded research.	1 year	Destroy	ADM9900	n/a

# General Records Retention Schedule

## General Administrative Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Strategic Plans		Active + 3 years*	*1 copy must be transferred to the University Archives.	ADM1020	Historical value
Surplus Property Records		6 years	Destroy	ADM2020	n/a
Telephone Records		4 years	Destroy	ACC1000	n/a
Training Course Documentation	Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses.	Until superseded	Destroy	ADM9900	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.	Until no longer of administrative value	Destroy	MIS1010	n/a

# General Records Retention Schedule

## Information Technology Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Data System Users Access Records	Records created to control or monitor individual access to a system for security purposes, including but not limited to user account records, security logs, and password files.	1 year after individual no longer has access to system	Destroy	ADM9900	n/a
Data Systems Audit Trail Files	Consisting of data generated during the creation of a master file or database used to validate a master file or database during a processing cycle. Retained to create a management audit trail for and to ensure the quality of data.	4 years	Destroy	ADM3010	n/a
Data 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.	3 backup cycles	Destroy	ADM9900	n/a

# General Records Retention Schedule

## Information Technology Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Data Systems Documentation	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; Data 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.).	3 years after system migration or discontinuance	Destroy	ADM9910	Review for continuing historical value

# General Records Retention Schedule

## Information Technology Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Data 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.	Active + 4 years	Destroy	ADM3010	n/a
Data Systems Input Documents	Forms used for data input and control.	Until information verified	Destroy	ADM9900	n/a
Data 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.	Active + 10 years	Destroy	ADM3000	Review for continuing historical value
Data Systems Test Databases/Files	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	3 years after system acceptance	Destroy	ADM9900	n/a
Data 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.	1 year	Destroy	ADM9900	n/a
Disaster Preparedness and Recovery Plans	Records related to reestablishment of data processing services in case of a disaster.	Active + 10 years	Destroy	ADM3000	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.	1 year	Destroy	ADM9900	n/a

# General Records Retention Schedule

## Legal Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Affirmative Action Policy	Records documenting procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	6 years	Archives	LEG5000	Review for continuing historical value
Contracts, General		Active + 5 years	Destroy	LEG2000	n/a
Laboratory Inspection Reports	Periodic inspections of laboratories.	Active + 3 years	Destroy	LEG5030	n/a
Patents		Active + 6 years	Archives	LEG7000	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.	Active + 5 years	Destroy	LEG2000	Archives receives originals from Real Estate & Property Management
Trademark Registrations		Active + 6 years	Archives	LEG7000	Review for continuing administrative or historical value

# General Records Retention Schedule

## Personnel Records (Faculty/Staff/Student)

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Affirmative Action Documentation		6 years	Destroy	LEG5000	OSU Employment Services maintains documentation for 6 years on non-faculty hiring
Application for Employment	For all classifications, including faculty.	3 years	Destroy	PER2000	OSU Employment Services maintains documentation for non-faculty positions; successful applications should become part of personnel file.
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	3 years	Destroy in a way that protects confidentiality	PER2000	n/a
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	Retain until reviewed and verification form completed	Destroy in a way that protects confidentiality	REF0000	n/a
Background Checks required by law: Results and other materials	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	3 years	Destroy in a way that protects confidentiality	PER2000	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.
Background Checks: Disclosure, Authorization, and Release Form	Consent form used to obtain a candidate's background check information	Active + 3 years	Destroy in a way that protects confidentiality	PER3000	Active + 3 means that if person is hired, retain while employee is active in college/V.P. unit + 3 years; if not hired, retain for 3 years.

# General Records Retention Schedule

## Personnel Records (Faculty/Staff/Student)

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Benefits Documentation	Includes enrollment in insurance programs.	6 years	Destroy	PER1020	OSU Benefits Administration is the office of record and maintains for a minimum of 6 years.
Check & Direct Deposit Distribution List & Forms		1 year	Destroy	ADM9900	OSU Compensation Services maintains payroll information a minimum of 4 years.
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.	5 years after termination	Destroy in a way that protects confidentiality	PER3010	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.
Disciplinary Documentation		5 years	Destroy	PER3010	Unless governed by contractual agreement or by section 8.15 of OSU Operation Manual: Personnel.
Evaluations, Personnel	Evaluation of work performance of faculty and staff (See also Evaluations, Class/Course).	5 years	Destroy	PER3010	Unless governed by contractual agreement.
Faculty Quarterly Activity Reports	Quarterly record of faculty teaching, research, and community service.	3 years	Destroy	PER3000	OSU Personnel Research and Information retains for 3 years because of a shortage of space; otherwise retention would be 5 years.
Graduate Associate Appointment		5 years	destroy	PER3010	n/a
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.	Indefinite	Indefinite	PER4030	n/a

# General Records Retention Schedule

## Personnel Records (Faculty/Staff/Student)

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Immigration and Naturalization Documentation	Including Form I-9 (eligibility for employment) and Form I-20 (visa).	3 years after date of hire OR 1 year after end of employment, whichever is longer	destroy	LEG5000	per federal guidelines of the U.S.. citizenship and immigration services.
Leave Documentation, Sick (Final)		10 years*	Destroy	PER3010	*Retained by Human Resources. Individual may have right to claim sick leave for use at a later time.
Leave Documentation, Vacation (Final)		1 year after termination	Destroy	PER3010	Retained by Human Resources.
Leave Forms, Sick & Vacation		1 year	Destroy	ADM9900	Retained by Human Resources.
Leaves of Absence	Requests and related documentation.	5 years	Destroy	PER3010	n/a
Letters, Congratulatory		5 years	Destroy	PER3010	n/a
Ohio Ethics Acknowledgment Statement		Active + 6 years	Destroy	LEG5000	n/a
Payroll Action Request (PAR)		5 years	Destroy	PER30101	OSU Compensation Service is the office of record and maintains for 5 years.
Payroll Processing Checklist, Bi-weekly and Monthly		4 years	Destroy	ADM3010	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.

# General Records Retention Schedule

## Personnel Records (Faculty/Staff/Student)

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Personal Data Records (PDR)		Until superseded	Destroy final report 5 years after termination	MIS1010	n/a
Personnel Posting Bulletin (Green Sheet)		Until superseded	Destroy	MIS1010	Does not contain positions available in the filing unit; Employment Services maintains for 10 years.
Personnel Records, Faculty		5 years after termination	Destroy non-permanent records, i.e. PARs, leaves of absence, faculty activity reports.	PER3010	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.	6 years after termination	Destroy	PER3000	n/a
Personnel Records, Student (Non Work-study)		5 years after termination	destroy	PER3000	n/a
Personnel Records, Student (Work-study)		Active + 6 years	destroy	EDU2000	n/a
Personnel Requisition for Classified Staff	Departmental request placed whenever a position within the department becomes vacant.	3 years	Destroy	PER2000	n/a
Position Description		Active + 10 years	Destroy	ADM3000	n/a
Promotion & Tenure Files	Local copy of faculty dossier that consists of copies of documentation of teaching, research, and community service.	5 years after date of decision	Destroy in a way that protects confidentiality	PER3010	Office of Academic Affairs retains official copy.
Promotion Requests		3 years	Destroy	PER2000	n/a

# General Records Retention Schedule

## Personnel Records (Faculty/Staff/Student)

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Resignation/Termination Documentation		5 years	Destroy	PER3010	n/a
Retirement System Exemption Requests		6 years	Destroy	PER1030	OSU Benefits Administration is the office of record and maintains until individual would have been 80 or deceased.
Search Committee Records	Consists of job posting, lists of candidates, final report.	3 years	Destroy	PER2000	n/a
State Service Record		Active + 6 years	Destroy	PER3000	Retained by Human Resources. Individual may have right to claim sick leave for use at a later time.
Time-keeping Documentation (Staff and/or Non Work-study Students)		5 years	Destroy	PER6000	n/a
Time-keeping Documentation (Work-study Students)		6 years	Destroy	PER6000	n/a
W-4 Forms (Copies)	Forms completed by employee showing federal tax withholding exemptions.	Active + 6 years	Destroy	PER1030	Original maintained by Human Resources.

# General Records Retention Schedule

## Student & Course Records

Series Title	Additional Description	Retention	Disposition	IUC Code	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.	Active + 1 year	Destroy	EDU1010	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.	1 year	Destroy	EDU1100	n/a
Advising Files	Includes notes about student, possible courses the student would take, and correspondence with student	Active + 1 year	Destroy	EDU1010	n/a
Annual Interim Federal Grant Fiscal Reports	Reporting to federal government on expenditures for federal grant programs.	Active + 6 years	Destroy	EDU2000	n/a
Commencement Programs		Indefinite	Archives	EDU3000	Commencement & Special Events provides Archives with official copy
Course Catalogs		Indefinite	Archives	EDU3000	Registrar provides Archives with official copy
Course Change Requests	Application to council on academic affairs to change, add, or delete a course.	Active + 6 years	Destroy	EDU3000	Archives receives permanent files for Council on Academic Affairs.
Course Schedule, Copies	Quarterly listing of courses actually given; original maintained permanently by scheduling office.	6 years	Destroy	EDU3000	n/a
Course Syllabi		Active + 6 years	Destroy	EDU3000	Archives retains course descriptions published in catalogs and bulletins permanently.
Curriculum Development Documentation	Files documenting approval of new programs and degrees.	Indefinite	Archives	EDU3000	Provost's Office provides Archives with official copy.
eLearning Course Records not used for grading		Until no longer needed	Destroy	EDU1010	n/a

# General Records Retention Schedule

## Student & Course Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
eLearning Course Records used for grading	Exams, assessments, chats, discussions, blog postings, wiki postings, etc. in CARMEN or other web-based tools.	Active + 2 quarters	Destroy	EDU1010	Material in CARMEN maintained by OSU; material elsewhere is the responsibility of the instructor.
Evaluations, Class/Course	Individual and summary evaluations of course by students.	5 years*	Destroy	PER3010	*Retain individual evaluation until summary is created; retain summary 5 years
Grade Reports	Faculty grade reports	Active + 2 quarters*	Destroy	EDU1000	*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.	Active + 1 year	Destroy	EDU1010	n/a
Ohio Board of Regents (OBOR) Reports		Indefinite	Archives	EDU3000	n/a
Requests and Disclosures of Personally Identifiable Information		Active + 3 years	Destroy	EDU1030	n/a
Roster, Class	Contains names of students for each course; issued by registration services	1 year	Destroy	EDU1010	n/a
Scholarships Administered by Colleges/Departments:	Includes information about scholarship, recipients, applications, etc.	3 years	Destroy	EDU2000	n/a
Student Records, Accepted and Enrolled	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.	Active + 6 years	Destroy	EDU1000	Registrar maintains the official record permanently.

# General Records Retention Schedule

## Student & Course Records

Series Title	Additional Description	Retention	Disposition	IUC Code	Notes
Student Records, Accepted but not Enrolled	Student-specific correspondence relating to admission and enrollment at the institution. Correspondence, recruitment, references and recommendations, entrance exams, Advanced Placement documentation.	Active + 1 year	Destroy	EDU1010	n/a
Student Records, Rejected	Letters notifying students of non-acceptance to the institution. Correspondence, recruitment, references and recommendations, entrance exams, and Advanced Placement documentation.	1 year	Destroy	EDU1100	n/a
Student Requests for Nondisclosure of Directory Information		Active + 3 years	Destroy	EDU1030	n/a
Student Statistics	Enrollment reports; grade point studies	10 years	Review for possible destruction	EDU3010	May have continuing value of department.
Student's Written Consent for Records Disclosure		Active + 3 years	Destroy	EDU1030	n/a
Tests	Examinations taken by students leading to a grade and to a posting on the official student record of the registrar.	2 quarters	Destroy	EDU1010	As per university rules 3335-7-231(B) and 3335-7-23(A).

# WHAT TO DO ABOUT EMAIL...

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## 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.