

Alphabetical Retention Index

| Title | Description | Retention | Disposition | Function |
|--|---|------------------|-------------|------------------------|
| 1099 Forms | Federal form used to report salaries, wages, and tips of temporary employees. | 6 years | Destroy | Finance and Accounting |
| 990 Tax Forms | For NEOUCOM, NEOUCOM Fdn, AHEC Centers | 4 years | Destroy | Finance and Accounting |
| Academic Action Notifications | Communications notifying students of dismissal, academic probation, etc. | Active + 1 year | Destroy | Education |
| Academic Grievance Files | Files documenting grievances of students against faculty members. | Active + 6 years | Eperm | Administration |
| Academic Records (includes grades, course evaluations, competency assessments, etc.) | Record of academic work pursued. | Indefinite | Eperm | Education |
| Academic Review and Promotions Committee Materials | Contains copies of Academic Review and Promotions Committee Materials from ARP meetings including agendas and student information | Active + 6 years | Shred | Education |
| Academic Review and Promotions Committee Records | Contains information related to ARP actions for individual students | Active + 6 years | Shred | Education |
| Academic/Non-Academic Personnel Inventory - Contract Staff | Annual printout required by the Ohio Board of Regents documenting full-time equivalent staffing | Indefinite | Eperm | Human Resources |

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| | levels. The summary of the inventory is sent to the Ohio Board of Regents. | | | |
| Acceptance Letters and Relevant Admissions Correspondence for Applicants Who Do Matriculate | Student-specific correspondence relating to admission and enrollment at the institution. | Active + 1 year | Shred | Education |
| Acceptance Letters for Applicants Who Do Not Matriculate | Letters notifying students of acceptance or non-acceptance to the institution. | 1 year | Shred | Education |
| Accident Reports | Reports created by university or college police for traffic accidents that occur on campus. | Active + 6 years | Destroy | Environment |
| Accounts Payable | Amounts owed on open account for goods or services received. | 4 years | Destroy | Finance and Accounting |
| Accounts Payable Invoices | Bill for goods or services received | 4 years | Destroy | Finance and Accounting |
| Accounts Payable Ledgers | Ledgers of bills for goods or services received | 4 years | Destroy | Finance and Accounting |
| Accounts Payable Vouchers | Vouchers for goods or services received | 4 years | Destroy | Finance and Accounting |
| Accounts Receivable | Amounts due from others on open accounts as a result of providing goods or services. | 4 years | Destroy | Finance and Accounting |
| Accreditation Files | University, college or department files documenting accreditation review by accrediting agencies. | 10 years | Historic Archives | Administration |

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| Admission Correspondence for Applicants Who Do Matriculate | Form letters regarding admission and/or enrollment at the institution. | Active + 1 year | Shred | Education |
| Advanced Placement Records for Applicants Who Do Matriculate | Forms and records supporting consideration for transfer in course(s) where no credit is granted. Scores valid for 5 years. | Active + 1 year | Shred | Education |
| Advanced Placement Records for Applicants Who Do Not Matriculate | Forms and records supporting consideration for transfer in course(s). | 1 year | Shred | Education |
| Advertising | Public relations and marketing | 5 years | Historic Archives | Institutional Advancement |
| Affirmative Action Plan Files | Procedures and regulations to be followed, work force analysis, goals, timetables, statistics. | 6 years | Historic Archives | Human Resources |
| 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. The | 6 years | Destroy | Human Resources |

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| | classified staff portion is comprised of statistical data sent to Affirmative Action Office by Personnel Office. Under these headings, files are arranged alphabetically by department or office. | | | |
| Alien Certification Files | Records of employee requests made to the Department of Labor and Immigration and Naturalization for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation. Files arranged alphabetically. | 6 years | Destroy | Human Resources |
| Alumni Correspondence | Title self descriptive. | Indefinite | Eperm | Institutional Advancement |
| Alumni Curriculum Vitae | Title self descriptive. | Indefinite | Eperm | Institutional Advancement |
| Alumni Licensure and Verification Requests | Contains requests for verification of credentials from hospitals and various physician credentialing agencies | 2 years | Shred | Education |
| Alumni Records | Title self descriptive. | Indefinite | Eperm | Institutional Advancement |
| Annual Interim Fiscal Operations Reports | Reports to federal government on | Active + 6 years | Shred | Education |

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| | expenditures for federal student financial aid programs. | | | |
| Annuity Records | Statement of payroll deduction for employees' annuity plans. | 4 years | Destroy | Human Resources |
| Applicant Flow Data File | Statistical information, percentages dealing with race, religion, sex, etc. | 3 years | Destroy | Human Resources |
| Applicants Card File - Classified Staff | Reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions. | 3 years | Destroy | Human Resources |
| Application File - Classified Staff | Includes application form, resume, test results, referral and interview data. | 3 years | Destroy | Human Resources |
| Application File: Non-Hires - Faculty | Contains application, correspondence, resumes, etc. from applicants for positions. | 3 years | Destroy | Human Resources |
| Applications for Admission or Readmission (Reentry) for Applicants Who Do Matriculate | Forms requesting admission or readmission to the institution. | Active + 3 year | Shred | Education |
| Applications for Admission or Readmission (Reentry) for Applicants Who Do Not Matriculate | Forms requesting admission or readmission to the institution. | 1 year | Shred | Education |
| Applications for Graduation | Title self descriptive. | Active + 1 year | Shred | Education |
| Audit Authorizations | Approval forms to | Retain 1 year | Shred | Education |

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| | audit a class. | after audit. | | |
| Audit Report | Final report of state or independent auditor. | 4 years | Historic Archives | Finance and Accounting |
| Award Letters | Summarizes students' Finance/Accounting aid each year and confirms acceptance or rejection. | Active + 6 years | Shred | Education |
| Awarded Grants Files | Files containing awards, budgets, accounting information on grants received from government agencies, corporations, and private foundations. | Active + 3 years post-closing FY audit | Shred | Finance and Accounting |
| Bad Debt Actions | Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered. | 4 years | Destroy | Finance and Accounting |
| Balance Sheets | A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report. | 4 years | Destroy | Finance and Accounting |
| Bank Deposits | Record of deposits in banking institutions. | 4 years | Shred | Finance and Accounting |
| Bank Reconciliations | Explanation of differences between bank statement balance and actual balance. | 4 years | Destroy | Finance and Accounting |
| Bank Statements | Periodic statement of bank balances. | 4 years | Destroy | Finance and Accounting |
| Bids Accepted | For purchases. | Active + 5 years | Destroy | Finance and Accounting |
| Bids Rejected | For purchases. | 3 years | Destroy | Finance and |

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| | | | | Accounting |
| Blueprints | Located in the Physical Plant | Indefinite | Historic Archives | Administration |
| Bond Registers | Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc. | Active + 4 years | Destroy | Finance and Accounting |
| Bookstore Cashier Balancing Form | Used for daily balancing of each cash drawer | 2 years | Destroy | Finance and Accounting |
| Bookstore Charge Forms | Forms used in completing MasterCard or VISA transactions. Information posted to daily cash register tapes and summarized on monthly statements. | 2 years | Destroy | Finance and Accounting |
| Bookstore Mark-Up / Mark-Down Sheets | Monthly record of price changes of goods already in stock at the bookstore. Used in annual inventory. | 2 years | Destroy | Finance and Accounting |
| Bookstore Merchandise Return Record | Record of returns by bookstore to vendors in order to receive credit. | 2 years | Destroy | Finance and Accounting |
| Budget Institutional | Final, approved, yearly budget for institution, usually in printed form. | Active + 5 year | Destroy | Finance and Accounting |
| Budget Institutional Summaries | Summaries of final approved yearly budgets for institution | Indefinite | Eperm | Finance and Accounting |
| Budget Planning Documents | Budget requests, including program plans for coming year, usually by cost center. | Active + 5 year | Destroy | Finance and Accounting |
| Budget Printout - | Periodic reports of | 4 years | Destroy | Finance and |

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| Periodic | expenditures, usually by department or account | | | Accounting |
| Canceled Checks | Title self descriptive. | 4 years | Destroy | Finance and Accounting |
| Canceled Position File - Classified Staff | Application forms, correspondence sent and received concerning positions that have been canceled. | 3 years | Destroy | Human Resources |
| Canceled Registration Files | Record of canceled registrations, including amount owed, reason, etc. | 4 years | Destroy | Finance and Accounting |
| Cash Books | Record of institution's cash transactions showing a running balance | 4 years | Destroy | Finance and Accounting |
| Cash Disbursement Journals | Special journal used exclusively to record disbursements of cash | 4 years | Destroy | Finance and Accounting |
| Cash Journal | Journal of cash received | 4 years | Destroy | Finance and Accounting |
| Cash Receipts | Receipts for cash sales or cash received. | 4 years | Destroy | Finance and Accounting |
| Cash Register Tapes | Title self descriptive. | 4 years | Destroy | Finance and Accounting |
| Catalogs | Official bulletins of the institution. | Indefinite | Historic Archives | Education |
| Category Summary - Classified Staff | Computer printout listing breakdown of employment by race, sex, civil service. | 3 years | Historic Archives | Human Resources |
| Certification File - Classified Staff | Record of employees who have attained certification in their classification. May | Active + 3 years | Destroy | Human Resources |

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| | include log book and printouts. | | | |
| Change of Course Schedule (Add / Drop) | Title self descriptive. | Active + 1 year | Destroy | Education |
| Change of Grade Forms (Update Documents) | Title self descriptive. | Indefinite | Eperm | Education |
| Chart of Accounts | List of the accounts used by an organization with each account usually assigned a number or code | 4 years | Destroy | Finance and Accounting |
| Check Register | Book or original entry for all cash disbursements paid by check. | 4 years | Destroy | Finance and Accounting |
| Check Registers for Federal Loans | Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans. | Active + 6 years | Shred | Education |
| Checks | All checks | 4 years | Shred | Finance and Accounting |
| Civil Service Examinations File - Classified Staff | Old examinations used for the purpose of devising new testing programs. Also can include information and materials for Civil Service testing. | Active | Destroy | Human Resources |
| Class Schedules (Students) | Lists of classes student took a given term. | Active + 1 year | Destroy | Education |
| CMU Equipment Maintenance Records | Title self descriptive. | Life of the equipment | Destroy | Research |
| CMU Facility Monitoring Records | Title self descriptive. | 6 years | Destroy | Research |
| CMU Health Records | Title self descriptive. | 3 years beyond completion of project | Shred | Research |
| CMU Sentinel Monitoring Records | Title self descriptive. | 6 years | Shred | Research |

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| CMU USDA Regulated Acquisition Records | Title self descriptive. | 3 years beyond completion of project | Shred | Research |
| Cohort Default Rates | Federal loan default rates as reported by the Department of Education | Indefinite | Eperm | Education |
| College/Department Office Student Files | Files maintained in individual college and department offices on students enrolled in that college or department. Includes transcripts, letters of recommendation, etc. Includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled. | Active + 1 year | Shred | Education |
| Commencement Programs | Title self descriptive. | Indefinite | Historic Archives | Education |
| Complaint Files | Record of student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically. | Active + 6 years | Destroy | Education |
| Continuing Education Student Records | Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs. | Active + 6 years | Shred | Education |
| Contracts - Grants - Revenue & Subrecipient | Related awarded grant information | Active + 3 yrs post closing FY audit | Shred | Finance and Accounting |

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| Contracts - Maintenance | Title self descriptive. | Active + 5 years | Destroy | Environment |
| Correspondence for Applicants Who Do Not Matriculate | Title self descriptive. | 1 year | Shred | Education |
| Correspondence, Relevant | Student-specific correspondence (other than admissions). | Active + 1 year | Shred | Education |
| Cost Accounting | Record analyzing cost for producing certain items or performing certain tasks. | 6 years | Destroy | Finance and Accounting |
| Credit/No Credit Approvals | Title self descriptive. | Active + 1 year | Shred | Education |
| Crime Reports | Reports created by university or college police on campus criminal activity. | Active + 6 years | Historic Archives | Environment |
| Curriculum Development Files | Files documenting approval of new programs and degrees. | Indefinite | Historic Archives | Education |
| Dean's Letters/Medical Student Performance Evaluations (MSPE) | Title self descriptive. | Indefinite | Eperm | Education |
| Declinations File - Faculty | Contracts, recommendations, letters of people who have declined positions. | 3 years | Destroy | Human Resources |
| Degree Statistics | Title self descriptive. | Indefinite | Eperm | Education |
| Delinquent Accounts Report | Listing of students who owe money to university or college. | 3 years | Destroy | Finance and Accounting |
| Delivery Slips | Documents sent with purchased goods indicating item(s) shipped. | 3 years | Destroy | Finance and Accounting |
| Department Assistance File - Classified Staff | Correspondence documenting | 1 year | Destroy | Human Resources |

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| | Personnel Office services to university or college departments regarding classified staff positions. | | | |
| Development Agreements | Development records | Indefinite | Eperm | Institutional Advancement |
| Development Correspondence | Development records | Indefinite | Eperm | Institutional Advancement |
| Development Donor Files | Development records | Indefinite | Eperm | Institutional Advancement |
| Diplomas | Copies of medical school diplomas for alumni | Indefinite | Eperm | Education |
| Draft Registration Compliance Record | Testimony to draft registration by student in order to receive Finance/Accounting aid. | Active + 6 years | Shred | Education |
| Educational Benefits | Record of tuition waivers for employees and staff | 4 years | Destroy | Human Resources |
| EE-06 Report [EEOC] | Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees. | 6 years | Destroy | Human Resources |
| Elevator Certifications | Title self descriptive. | Active + 3 years | Destroy | Environment |
| Employment Files - Students | Active and inactive files. Student authorization forms, State and federal withholdings, P.E.R.S., step increases, termination notices, reclassification forms, exemptions. | Indefinite | Eperm | Human Resources |

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| Employment Printouts - Student | Stipend list, updated social security number reports, 1040 hours report, termination reports, summer rehires, college work-study awards, changes chart of accounts, step increases, department summaries, CWS earnings report, time cards by sequence number. | 1 year | Destroy | Human Resources |
| Employment Taxes | 941, City taxes, School taxes, IT942 | 6 years | Shred | Finance and Accounting |
| Endowment Fund Reports - Annual | Annual report of funds received and expended by endowment accounts. May be inform of report to donors. | Active + 4 years | Historic Archives | Finance and Accounting |
| Endowment Fund Reports - Periodic | Periodic report of funds collected or expended by endowment accounts. | Active + 4 years | Destroy | Finance and Accounting |
| Enrollment Statistics | Title self descriptive. | Indefinite | Eperm | Education |
| Entrance Examination & Placement Test Reports (ACT, SAT, MCAT scores) for Applicants Who Do Matriculate | Standardized test scores related to admission to the institution and placement test scores. | Active + 1 year | Shred | Education |
| Entrance Examination & Placement Test Reports (ACT, SAT, MCAT Scores) for Applicants Who Do Not Matriculate | Standardized test scores related to admission to the institution and placement test scores. | 1 year | Shred | Education |
| Faculty Grade Report | Copy of grade | Indefinite | Eperm | Education |

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| (Grade or narrative) | reports as submitted to registrar by faculty. | | | |
| Federal Stafford Loan Applications | Copy of loan application. | Active + 6 years | Shred | Education |
| Finance/Accounting Aid Award Disbursement Records | Statement by individual of award amounts disbursed. Contains name, type, and amount of award. | 4 years | Shred | Finance and Accounting |
| Finance/Accounting Report - Annual | Consolidated year-end report of Finance/Accounting situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and students services areas. May include audit report. | 4 years | Historic Archives | Finance and Accounting |
| Fixed Asset Disposal Forms | Title self descriptive. | 4 years | Destroy | Finance and Accounting |
| Fixed Asset Records | Title self descriptive. | 4 years after asset disposal | Destroy | Finance and Accounting |
| Foundation Meeting Minutes | Foundation records | Indefinite | Eperm | Institutional Advancement |
| Foundation Organizational Documents | Foundation records | Indefinite | Eperm | Institutional Advancement |
| Garnishment File - Classified Staff | Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases. | Active + 3 years | Shred | Finance and Accounting |
| Garnishment Files - | File contains copies | Active + 3 years | Shred | Finance and |

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| Contract Staff | of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases. | | | Accounting |
| Garnishment Files - Faculty | File contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases. | Active + 3 years | Shred | Finance and Accounting |
| General Applicant Files - Contract Staff | Resumes on file. | 3 years | Destroy | Human Resources |
| General Ledgers | Book containing a summary or detail of all transactions affecting the accounts of an institution. | 6 years | Historic Archives | Finance and Accounting |
| Grade Comment Forms | Contains back-up data for clerkship and elective evaluations including attending and resident comment forms | Active + 1 year | Shred | Education |
| Grade Reports (Registrar's Copies) | Copy of grade report as sent to student. Grade or narrative. | Indefinite | Eperm | Education |
| Grade Statistics | Title self descriptive. | Indefinite | Eperm | Education |
| Graduation Authorizations | Documents certifying completion of | Active + 1 year | Shred | Education |

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| | degree requirements. | | | |
| Graduation Lists | Title self descriptive. | Indefinite | Historic Archives | Education |
| Grants Awarded Reports | Finance/Accounting records of grant money awarded for externally funded projects. | 5 years | Eperm | Finance and Accounting |
| Hazardous Exposure Records | Title self descriptive. | Indefinite | Eperm | Human Resources |
| Health Profession/Primary Care Loan Student Files | Contains all documents relating to granting of loans, including correspondence, promissory note, confidential form, etc. | Active + 6 years | Shred | Education |
| I - 9 Forms - Student | Federal employment eligibility verification for on-campus student employees. | Active + 5 years | Destroy | Human Resources |
| IACUC Meeting Minutes | Minutes of monthly IACUC meetings | 6 years | Eperm | Research |
| IACUC Personnel Training Attendance Records | Class sign-in sheets | 4 years | Shred | Research |
| IACUC Personnel Training Log | Master list of attendees and date of training | Indefinite | Eperm | Research |
| IACUC Reports of External Reviewers | Reports from inspecting and accrediting agencies | Indefinite | Historic Archives | Research |
| IACUC Research Protocols and Significant Changes | Description of research projects and (proposed and) approved changes to them | 3 years beyond completion of project | Shred | Research |
| Immunization Records | Contains all information related to immunizations | Active + 3 years | Shred | Education |

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| | administered by the COM and other physicians | | | |
| Index System - Faculty | Cards or other reference list for all active and inactive faculty. | Active + 5 years | Historic Archives | Human Resources |
| Injury / Ill Person Reports | Reports created by university or college police on ill or injured persons transported to local hospitals from campus. | Active + 6 years | Destroy | Environment |
| Inventory Control Record | Title self descriptive. | Active + 6 years | Destroy | Finance and Accounting |
| Investment Schedules | Title self descriptive. | 4 years | Destroy | Finance and Accounting |
| IPEDS Reports (Integrated Postsecondary Education Data System) | Title self descriptive. | Indefinite | Eperm | Education |
| IRB Addendum Applications | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB All Consent Documents | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB Amendment Applications | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB Applications Completed | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB Applications Not Completed | Title self descriptive. | 3 years after closure of study | Destroy | Research |
| IRB Audit Information | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB Changes Required by IRB members | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB Completion Applications | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB Continuation Applications | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB Reviews of Applications | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB Serious Adverse Event Reports | Title self descriptive. | 3 years after closure of study | Shred | Research |

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| IRB Study Correspondence | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB Study Data | Title self descriptive. | 3 years after closure of study | Shred | Research |
| IRB Subject Documentation | Title self descriptive. | 3 years after closure of study | Shred | Research |
| Job Description File - Classified Staff | Master file of classified job descriptions. Retained for pay-range classification purposes. | Active | Destroy | Human Resources |
| Job Descriptions | No description, moved from administration | Active + 10 years | Destroy | Human Resources |
| Job Descriptions | No description | 3 years | Destroy | Human Resources |
| Journal Entries | The means of entering details of a transaction into the accounting system. Journal entries are made in a journal and later posted to a ledger. Entry also includes a brief explanation. | 4 years | Destroy | Finance and Accounting |
| Journals | The record in which Finance/Accounting transactions are first recorded before being posted as a debit or credit to an account in a ledger. A chronological documentation of transactions. | 6 years | Destroy | Finance and Accounting |
| Land Purchase Records | Copies of deeds, leases, purchase agreements, appraisals, etc. documenting purchase of land by institution. Original deed maintained by | Active + 5 years | Historic Archives | General Counsel |

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| | Auditor of State. | | | |
| Layoff File - Classified Staff | File contains printouts, rosters, and correspondence documenting university or college layoffs. Pertinent employee data, date of hire, classification, department, and retention points (performance) are included. | 5 years | Destroy | Human Resources |
| LCME 1B Reports | Finance/Accounting Aid statistics by award year reported to the Association of American Medical Colleges | Indefinite | Eperm | Education |
| Leave of Absence Authorizations | Title self descriptive. | Active + 3 years | Shred | Education |
| Leave Record - Classified Staff | Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued. | 5 years | Destroy | Human Resources |
| Leave Record - Faculty | Vacation and sick leave earned and used. | Active + 5 years | Destroy | Human Resources |
| Letter of Credit Draw Down Files | DHHS and NSF | 10 years | Destroy | Finance and Accounting |
| Letters of Recommendation for Applicants Who Do Matriculate | Letters of reference supporting application to the institution. | Active + 1 year | Shred | Education |
| Letters of Recommendation for Applicants Who Do Not Matriculate | Letters of reference supporting application to the institution. | 1 year | Shred | Education |
| Licenses and Permits | Any license or | Active + 3 years | Destroy | |

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| Loan for Disadvantaged Students (LDS) Files | Contains all documents relating to granting of loans, including correspondence, confidential information sheet, promissory note, etc. | Active + 6 years | Shred | Education |
| Medical Records for Applicants Who Do Matriculate | Medical records related to application to the institution. | Active + 1 year | Shred | Education |
| Medical Records for Applicants who Do Not Matriculate | Medical records related to application to the institution. | 1 year | Shred | Education |
| Military Scholarship Rosters (Army, Navy, Air Force, National Guard) | Lists of students receiving scholarships from the military | Active + 1 year | Shred | Education |
| Monthly Standardized Report Files - Classified Staff | Periodic reports including designation by: active classified employee in alphabetical order; pay range; department listing; social security number for active employees; social security number for inactive employees; employees whose hourly wage is above a certain level. | 1 year | Destroy | Human Resources |
| Motor Vehicle Maintenance Records | Located in the Physical Plant | 6 years | Destroy | Administration |
| Motor Vehicle Records | Located in the Physical Plant | 6 years | Destroy | Administration |
| National Guard Scholarship Rosters | Lists of students receiving | Active | Shred | Education |

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| | scholarships from the Ohio National Guard. | | | |
| National Merit Scholarship Files | Includes Correspondence and applications by finalists. | Active + 6 years | Shred | Education |
| NEOUCOM Foundation(non-endowment) billing | Title self descriptive. | Active + 3 yrs post closing FY audit | Destroy | Finance and Accounting |
| NEOUCOM Foundation(non-endowment) files | Title self descriptive. | Active + 3 yrs post closing FY audit | Destroy | Finance and Accounting |
| NEOUCOM Student Handbooks | Contains all COM policies and procedures for a given academic year | Indefinite | Historic Archives | Education |
| News Releases | Public relations and marketing | Indefinite | Eperm | Institutional Advancement |
| Newsletters/Magazines | Public relations and marketing | Indefinite | Historic Archives | Institutional Advancement |
| Non-Recipient Finance/Accounting Aid Files | Copy of FAF for students who did not receive aid or enter the university or college. | 1 year | Shred | Education |
| OBOR Reports (Ohio Board of Regents) | Title self descriptive. | Indefinite | Eperm | Education |
| Official Class Roster | Lists of students enrolled for individual classes. | Active | Shred | Education |
| Ohio Academic Scholarship Rosters | Lists of students receiving scholarships for current academic year. | Active + 6 years | Shred | Education |
| Ohio Bureau of Vocational Rehabilitation Files | Record of awards by state agency for handicapped students. | Active + 6 years | Shred | Education |
| Ohio Residency Applications | Contains information related to students requests for in-state | Active + 3 years | Shred | Education |

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| | residency status | | | |
| On-The-Job Training Records - Classified Staff | Complete training records for individuals seeking classified positions. Includes V.A. approval, progress report, record of trainee-trainer, date started, hours worked, etc. | Active + 3 years | Destroy | Human Resources |
| Organizational Charts | No longer in Office of the President | Indefinite | Historic Archives | Human Resources |
| Parking tickets - paid | Title self descriptive. | 1 year | Destroy | Finance and Accounting |
| Parking Tickets - Unpaid | Title self descriptive. | 1 year | Destroy | Finance and Accounting |
| Patents | Title self descriptive. | Active + 6 years | Historic Archives | General Counsel |
| Payroll Change Report - Classified Staff | Bi-weekly listings of payroll adjustments processed through Personnel Services concerning full-time or part-time employee status, I.e., new employee, promotion, reclassification, leave of absence, lateral transfers, and removals. Report arranged by pay period. | 4 years | Destroy | Human Resources |
| Payroll Deduction Authorizations | All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc. | Active + 6 years | Destroy | Human Resources |
| Performance Evaluation Forms - | File contains annual printouts and log | 5 years | Destroy | Human Resources |

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| Classified Staff | books, with such information as name, Social Security Number, date of hire, classification, supervisory, mid- and end- probationary dates, and department, and university or college employee performance evaluations. | | | |
| Personnel Card File - Classified Staff | File card coordinated to classified personnel files. Includes name, Social Security Number, status, classification, department, anniversary date, pay, resignation, date, sick leave, performance, etc. | Active + 5 years | Historic Archives | Human Resources |
| Personnel File - Faculty | Original faculty contracts and addenda, promotion and tenure documentation, original transcripts, hiring documentation, resumes, letters of recommendation, correspondence, teaching schedules, tax forms, sabbatical information, evaluation forms, promotion and tenure decisions. Includes part-time | Active + 5 years | Destroy. Review for administrative value. | Human Resources |

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| | and adjunct faculty files. | | | |
| Personnel Files - Classified Staff | 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, promotions, step increases, longevity, employee's inspection of personnel file form, personnel card, etc. | Active + 5 years | Destroy. Review for administrative value. | Human Resources |
| Personnel Files (Active & Inactive) - Contract Staff | Employment record maintained for full-time and part-time university or college contract employees. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contracts, performance evaluations, previous state | Active + 5 years | Destroy. Review for administrative value. | Human Resources |

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| | service forms, Social Security card, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices. | | | |
| Personnel Requisition for Classified Staff | Departmental request placed whenever a position within the department becomes vacant. | 3 years | Destroy | Human Resources |
| Petty Cash Records | Title self descriptive. | 4 years | Destroy | Finance and Accounting |
| Photo Release Forms | Signed documents for use of individual's photographs - public relations | Indefinite | Eperm | Institutional Advancement |
| Photographs | Public relations and marketing | Indefinite | Eperm | Institutional Advancement |
| Placement Files | Files maintained on alumni for purposes of career placement. Includes credentials, letters of recommendations, etc. Students pay to have credentials maintained. | Active + 1 year | Shred | Education |
| Position Description File - Faculty | Description of current positions. | Active | Destroy | Human Resources |
| Position Vacancy | Job descriptions for | 3 years | Destroy | Human |

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| Announcement - Classified Staff | each university or college position posted. | | | Resources |
| President / Vice President / Director / Dean / Chair - Subject Files | Files of important correspondence, reports, memoranda, etc., documenting activities of these offices, which affect functional, policy or procedure. | Indefinite/Destroy | Historic Archives | Administration |
| Print Advertising | Public relations and marketing | 5 years | Destroy | Institutional Advancement |
| Program Requirement Modification | Change of major forms; degree requirement waiver or substitution authorization. | Active + 1 year | Shred | Education |
| Promotion and Tenure File - Faculty | Recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file. | 5 years | Historic Archives | Human Resources |
| Promotion and Tenure Policy - Faculty | Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty. | Active + 5 | Destroy | Administration |
| Proposals -- Awarded Funded | Proposals by faculty for grants that were funded | 3 years after closure of study | Shred | Research |
| Proposals -- Submitted Unfunded | Applications and proposals by faculty | 1 year | Destroy | Research |

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| | for grants that were not funded. | | | |
| Public Employees Retirement System File - Contract Staff | Includes copies of retirement applications documenting pertinent personal, spouse and beneficiary data. Working papers and correspondence are included. | Indefinite | Eperm | Human Resources |
| Public Employees Retirement System Files - Classified Staff | Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included. | Indefinite | Eperm | Human Resources |
| Public Employees Retirement System Log - Classified Staff | Record of university or college classified employees and their date of retirement and address. | Indefinite | Eperm | Human Resources |
| Public Employees Retirement System Log - Contract Staff | Record of university or college employees, address and date of retirement. | Indefinite | Eperm | Human Resources |
| Purchase Orders | Purchasing Office's copy of order to a supplier authorizing purchase of goods. | 4 years | Destroy | Finance and Accounting |
| Purchase Requisitions | Forms used to order goods and services. | Active + 4 years | Destroy | Finance and Accounting |
| Racial/Ethnic Statistics | Title self descriptive. | Indefinite | Eperm | Education |
| Real Estate Records | Copies of deeds and leases, documenting real property purchased or leased | Active + 5 years | Historic Archives | General Counsel |

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| | by the university or college. | | | |
| Receipts | Title self descriptive. | 4 years | Destroy | Finance and Accounting |
| Reclassification Files - Classified Staff | Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation. | 5 years | Destroy | Human Resources |
| Records Destruction Records | Emailed Forms for Disposition | 3 years | Destroy | General Counsel |
| Recruitment / Search Files - Contract Staff | Contract staff search files. May contain position authorization forms, job descriptions, minutes , applicants' credentials, search chronologies, authorization to hire forms, correspondence. | 3 years | Destroy | Human Resources |
| Recruitment Materials, General | Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution. | 5 years | Historic Archives | Education |
| Registers | Title self descriptive. | 4 years | Destroy | Finance and Accounting |
| Registration/Enrollment Forms | Title self descriptive. | Active + 3 years | Shred | Education |
| Reports (Administrative - State - Civil Service - Personnel - | Monthly and annual reports listing information on classified | 1 year | Destroy | Administration |

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| Accounting) - Classified Staff | employees such as promotions, training, classifications, new hires, pay range / step, suspensions, terminations, etc. | | | |
| Requests and Disclosures of Personally Identifiable Information | Title self descriptive. | Active + 3 years | Shred | Education |
| Requests for Formal Hearings | Relates to privacy documentation. | Active + 3 years | Shred | Education |
| Royalty Payments | Title self descriptive. | 4 years | Destroy | Finance and Accounting |
| Sales Receipts | Title self descriptive. | 4 years | Destroy | Finance and Accounting |
| Schedule of Classes (Institutional) | Schedule of classes offered each term by the institution. | Indefinite | Eperm | Education |
| Scholarship for Disadvantaged Student Files | Contains all information related to granting of scholarships, including correspondence | Active + 6 years | Shred | Education |
| Search Committee Files - Faculty | Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, authorization to hire forms. | 3 years | Destroy | Human Resources |
| Selection Criteria Form - Classified Staff | Form providing an explanation as to why a person was | 3 years | Destroy | Human Resources |

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| | or was not hired for a university or college position. | | | |
| Service Center Chargeback Documentation | Reports and other records held by Service Centers detailing charges for services performed. Includes monthly billing reports, calculations for usage, copies of vouchers, bills, etc. | 4 years | Destroy | |
| Service Reports / Activity Reports - Faculty | Records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service. Data is included for full-time and part-time faculty and graduate assistants. Reports printed either alphabetically by name of faculty member or by department. | | | |