Title of Series	Description	Retention

ACCOUNTING AND FINANCIAL RECORDS

Title of Series	Description	Retention
Accounts Payable	Amounts owed on open account for goods or services received.	4 Years
Accounts Payable Invoices	Bill for goods or services received	4 Years
Accounts Payable Ledgers		4 Years
Accounts Payable Vouchers		4 Years
Accounts Receivable	Amounts due from others on open accounts as a result of providing goods or services.	4 Years
Annuity Records	Statement of payroll deduction for employees annuity plans.	4 Years
Balance Sheets	A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.	4 Years
Bad Debt Actions	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	4 Years
Cash Books	A record of institution s cash transactions showing a running balance.	4 Years
Cash Disbursement Journals	A record of institution s cash transactions showing a running balance.	4 Years
Cash Journal	Journal of cash received.	4 Years
Cash Register Tapes		4 Years
Cash Receipts	Receipts for cash sales or cash received.	4 Years
Chart of Accounts	A list of the accounts used by an organization with each account usually assigned a number or code.	4 Years
Computer Center Time Billing Records (University specific)	Reports and other records from campus computer centers detailing charges for computer services. Includes monthly billing reports, copies of vouchers and bills.	4 Years

Credit Card Statements	Periodic statements detailing card transactions	4 Years
Data Processing Procurement Files (University specific)	Records used in the procurement of system hardware and software including request for proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.	Active + 6 Years
Data Processing Product/Vendor and Contracts Reference Files (University specific)	Information on data processing equipment, software, and other products and their vendors.	Active + 6 Years
Dorm Contract Release Files (University specific)	Includes application, correspondence, and record of decision reached concerning request to break contracts for room and board.	4 Years
Expenditure Report	Periodic reports of expenditures, usually by department or account	4 Years
Financial Aid Award Disbursement Records (University specific)	Statement by individual of award amounts disbursed. Contains name, type, and amount of award.	4 Years
Financial Aid Canceled Check Records (University specific)	Canceled checks, check stubs, and check journals showing payments for financial aid made to students.	4 Years
Fixed Assets Records	Inventory and other information maintained on capitalized assets (structures, site improvements, machinery & equipment, information systems, furniture and fixtures, and vehicles	Active + 6 Years
General Ledgers	A book containing a summary or detail of all transactions affecting the accounts of an institution.	6 Years
Inter-Departmental Charge (IDC) Records	Forms and supporting documentation for IDC's	4 Years
Inventory Control Record (University specific)		Active + 6 Years

Invoices	Bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment.	4 Years
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
Journals	The record in which financial transactions are first recorded before being posted as a debt or credit to an account in a ledger. A chronological documentation of transactions.	4 Years
Parking Tickets - Paid		4 Years
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
Payroll Checks	Checks paid employees for services they perform	4 Years
Petty Cash Records		4 Years
Promissory Notes	Student Loan Contracts	6 Years After Paid in Full
Purchase Requisitions, Orders, and Billing Records for Data Processing Services (University specific)	Records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for private service providers including copies of purchase orders, involve requests, receipts, agency vouchers, service reports, and other supporting documents.	4 Years
Receipts		4 Years
Records of Chargebacks to Computer Services Users (University specific)	Electronic and manual records used to document, calculate costs and bill program units for computer usage and data processing services.	4 Years
Registers		4 Years
Requisitions	Forms used to order goods and services.	4 Years

Return to Title IV (R2T4)	Federal funding such as the Pell grant and federal Student loans like, Perkins and Parent PLUS loans. Students that have officially or unofficially withdrawn from the University R2T4.	4 Years After Award Year
Royalty Payments		4 Years
Sales Receipts		4 Years
Sales Tax Records	Active = date due	Active + 4 years
Student Dorm Contracts/ Release Files	Actual agreement between students and residence halls governing room and board and fee payment agreements. Includes meal plan authorizations. Includes application, correspondence, and record of decision reached concerning request to break contracts for room and board.	4 Years
Student Account Files	Files on individual students paid and unpaid accounts, including loan applications, correspondence, account activity record, etc. Also includes overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	4 Years after paid in full
Student Account Departmental Exemption Requests	Request to process exemptions from departments for student accounts.	4 Years After End Academic Year
Student Account Final Payment Contract (FPC)	Legal Payment agreement for student accounts	Until Paid in Full
Student Award/Advance File	(Perkins, Nursing, HPSL, Institutional Loans) Award/advance files uploaded to 3rd party loan servicer.	Active + 6 Years
Student Financial Aid Accounting Records - Billing Letters	Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money.	4 Years
Student Financial Aid Accounting Records - Canceled Check Records	Canceled checks, check stubs, and check journals showing payments for financial aid made to students.	4 Years
Student Financial Aid Accounting Records - Disbursement Records	Statement by individual of award amounts disbursed. Contains name, type, and amount of award.	4 Years
Student Accounting Records - Insurance	Record of students enrolled in university or college health program.	4 Years

Student Accounting Records - Tuition Remission Application	Record of tuition waiver for employees and dependents	4 Years
Subsidiary Ledgers	A book of accounts of an institution.	4 Years
Super Bill Files (University specific)	Record given to each person who visits university health services. Records diagnosis, treatment, and charges or lack of charges. Used for insurance claims.	4 Years
Tax Returns	Federal, State, and local tax returns and supporting documents. Active = Date of filing.	Active + 3 Years
Telephone Expense Records	Periodic reports of long distance and local phone charges and cell phone records, including authorization records.	4 Years
Travel Expenses	Record of expenses incurred on official travel. Used to receive reimbursement.	4 Years

Title of Series	Description	Retention
Unemployment Insurance Payments		4 Years
Union Dues Membership List - Classified Staff (University specific)	Copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department.	4 Years
Vending Commission Income Records	Record of money received as commission on vending contracts.	4 Years
Voucher Register	A journal in which accounts payable and their payments are recorded.	4 Years
Vouchers	A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction.	4 Years
Workers Compensation Payments		4 Years

Academic Grievance Files	Files documenting grievances by students against faculty members	Active + 6 Years
Admissions - Applicant Flow Data File	Statistical information, percentages dealing with race, religion, sex. ect.	6 Years
Admissions - Applicants who do matriculate - advanced placement records	Forms and records supporting consideration for advanced placement in course(s) where no credit is granted.	Active + 1 Year
Admissions - Applicants who do matriculate - applications for admission or readmission	Forms requesting admission or readmission to the institution	Active + 1 Year
Admissions - Applicants who do Matriculate Correspondence	Form letters regarding admission and/or enrollment at the institution.	Active + 1 Year
Admissions - Applicants who do Matriculate - Entrance Examination & Placement Test Reports	Standardized test scores related to admission to the institution and placement test scores	Active + 1 Year.
Admissions - Applicants who do matriculate - Letters of Recommendation	Letters of reference supporting application to the institution	Active + 1 Year
Admissions - Applicants who do matriculate - Medical Records	Medical records related to application to the institution	Active + 1 Year

Admissions - Applicants who do matriculate - Personalized Recruitment Materials	Student-specific letters related to encouraging potential student to attend the institution	Active + 3 Years
Admissions - Applicants who do matriculate - High School Transcripts	Note: Some documents in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant	Active + 1 Year
Admissions - Applicants who do matriculate - Transcripts, Other Institutions of Higher Learning	Records of course taken at other post-secondary institutions and documents supporting prior learning, including credit for military training. See note above.	Active + 1 Year
Admissions - Applicants who do matriculate - Transfer Credit Evaluations		Active + 1 Year
Admissions - Applicants who do not matriculate - Acceptance Letters	Student-specific correspondence relating to admission and enrollment at the institution	Active + 1 Year
Admissions - Applicants who do not matriculate - Acceptance Letters	Letters notifying students of acceptance or non-acceptance to the institution	1 Year

Admissions - Applicants who do not matriculate - Access to See Letters of Recommendation Waiver	Student waivers for rights of access to see Letters of Recommendation for Admission	Active + 3 Years
Admissions - Applicants who do not matriculate - Advanced Placement Records	Forms and records supporting consideration for advanced placement in course(s) where no credit is granted	1 Year
Admissions - Applicants who do not matriculate - Applications for Admission or Readmission	Forms requesting admission or readmission to the institution.	1 Year
Admissions - Applicants who do not matriculate - Correspondence	Forms requesting admission or readmission to the institution.	1 Year
Admissions - Applicants who do not matriculate - Entrance examination & Placement Test Reports	Standardized test scores related to admission to the institution and placement test scores.	1 Year
Admissions - Applicants who do not matriculate - Foreign Student Forms	I-20s and other forms. Note: Since many items included in foreign students' records are to be retained for at least five years. It is recommended that Immigration and Naturalization Service documentation also be retained five years	Active + 3.
Admissions - Applicants who do not matriculate - letters of recommendation	Letters of reference supporting application to the institution.	1 Year

Admissions - Applicants who do not matriculate - medical records	Medical records related to application to the institution.	1 Year
Admissions - Applicants who do not matriculate - Personalized Recruitment Materials	Student-specific letters related to encouraging potential student to attend the institution. Note: VA regulations require that all recruitment materials be retained 3 years.	Active + 3
Admissions - Applicants who do not matriculate - Residency Status Documents	Documents supporting determination of legal domicile (residency)	6 Years
Admissions - Applicants who do not matriculate - Transcripts High School	Note: Some document from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.	1 Year
Admissions - Applicants who do not matriculate - Transcripts, Other institutions of higher learning	Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.	1 Year
Annual Interim Fiscal Operations Reports (University specific)	Reports to federal government on expenditures for federal programs.	Active + 6 Years
Classes - Audit Authorizations	Approval forms to audit a class	Active + 3 Year
Classes - Change of Course Schedule (Add/Drop)		Active + 1 Year

Classes - Class Schedules (Students)	List of classes student took a given term	Active + 1 Year
Classes - Credit by Examination Form		Indefinite
Classes - Credit/No Credit Approvals	Note: Review for continuing administrative and historical value and potential transfer to institutional archives	Active + 3 Years
Classes - Graded Coursework	Graded papers, exams and other coursework not picked up by the student	1 year
Classes - Official Class Roster	Lists of students enrolled for individual classes	Active + 3 Years
Classes - Pass/Fail Request	Active + 1 Year	Active + 1 Year
Classes - Registration/Enrollment Forms	Active + 3 Years	Active + 3 Years
Classes - Withdrawal Authorizations	Active + 3 Years	Active + 3 Years
Curriculum - Catalogs	Official course bulletins of the institution. Note: Review for continuing historical value and potential transfer to institutional archives	Indefinite

Curriculum - Development Files	Files documenting approval of new programs and degrees. Note: Review for continuing historical value and potential transfer to institutional archives	Indefinite
Curriculum - Schedule of Classes (Institutional)	Schedule of classes offered each term by the institution.	Indefinite
Financial Aid - General - Non-Recipient Files	Copy of FAF for students who did not receive aid or enter the university or college	1 Year
Financial Aid - Non U.S. Dept. of Education Funding - General Administrative - Annual Interim Fiscal Operations Report	Reports to federal government on expenditures for federal programs. Note: Review for continuing administrative or historical value and potential transfer to institutional archives.	Active + 6 Years
Financial Aid - Non U.S. Dept. of Education Funding - National Guard Scholarship Rosters	List of students receiving scholarships from the Ohio National Guard. Note: Review for continuing administrative and historical value and potential transfer to institutional archives.	Active + 1 Year
Financial Aid - Non U.S. Dept. of Education Funding - Ohio Academic Scholarship Rosters	Lists of students receiving scholarships for current academic year	Active + 1 Years

Financial Aid - Non U.S. Dept. of Education Funding - Ohio Bureau of Vocational Rehab Grants Files	Record of awards by state agency for students with disabilities	Active + 6 Years
Financial Aid - Non U.S. Dept. of Education Funding - Ohio Instructional Grants - Files	Record submitted by student for payment of fees. Eventually sent to OBOR for payment. Note: Review for continuing administrative and historical value and potential transfer to institutional archives.	Active + 1 Year
Financial Aid - Non U.S. Dept. of Education Funding - Ohio Instructional Grants - Rosters	List of students receiving grants for current academic year.	Academic + 6 Years
Financial Aid - Non U.S. Dept. of Education Funding - Student Files	Files on recipients, including: FAF's, and FAF need analysis reports, parental tax files, award letters, Statement of Educational Progress, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, National Merit Scholarships, graduate assistantships, sponsored student accounts	Active + 6 Years

Financial Aid - Non U.S. Dept. of Education Funding - Work-Study Student Files	Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program	Active + 6 Years
Financial Aid - U.S. Dept. of Education Funding - Federal Loan Check Registers	Records of checks sent to students for National Direct Student Loans and Health Education Assistance Loans	Active + 3 Years
Financial Aid - U.S. Dept. of Education Funding - General Administrative - Annual Interim Fiscal Operations Report	Reports to federal government on expenditures for federal programs. Note: Review for continuing administrative or historical value and potential transfer to institutional archives.	Active + 3 Years

Financial Aid - U.S. Dept of Education Funding - Student Files	Files on recipients, including: FAF's, and FAF need analysis reports, parental tax files, draft registration compliance record, award letters, State of Educational Progress, Basic Education Opportunity Grant (Pell) Files, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, graduate assistantships, sponsored student accounts.	Active + 3 Years
Financial Aid - U.S. Dept. of Education Funding - Work-Study Student Files	Contains application, PERS exemption form, and evaluations of students employed under Work-Study program.	Active + 3 Years
Grades - Change of Grade Forms (Update Documents)		Indefinite
Grades - Faculty Grade Report (Grade or narrative)	Copy of grade reports as submitted to registrar by faculty	Indefinite
Grades - Grade Reports (Registrar's Copies)	Copy of grade report as sent to student. Grade or narrative	Active + 1 Year
Grades - Grade Statistics	Note: Review for continuing administrative and historical value and potential transfer to institutional archives	Indefinite

Graduation - Application for Graduation		Active + 1 Year
Graduation - Commencement Programs	Note: Review for continuing administrative and historical value and potential transfer to institutional archives	Indefinite
Graduation - Graduation Authorizations	Documents certifying completion of degree requirements	~~Active + 1 Year~~ Active + 5 Years
Graduation - Graduation Lists	Note: Review for continuing administrative and historical value and potential transfer to institutional archives	Indefinite
Grants-In-Aid Records (University specific)	Authorizations from Athletic Department including copies of quarterly billings and payments.	Active + 6 Years
Head Start	Documents of Head Start meetings and grantee level matters.	Active + 5 Years
Health Profession Loan Student Files (University specific)	Contains all documents relating to granting of loans, including correspondence, promissory note, confidential form, etc.	Active + 6 Years

IPEDS Reports (Integrated Postsecondary Education Data System)		Indefinite
OBOR Reports (Ohio Board of Regents)		Indefinite
Ohio Academic Scholarship Rosters (University specific)	Lists of students receiving scholarships for current academic year.	Active
~~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~~
Requests - Disclosures of Personally Identifiable Information	~~Active + 3 Years~~	Active + 3 Years
Requests - Health Insurance Waivers	Signed waiver indicating student's acceptance or waiver of university student health insurance.	1 Year
Requests - Student Requests for Nondisclosure of Directory Information		Active + 3 Years
Requests - Student's Written Consent for Records Disclosure		Active + 3 Years

Research - Grants Files - Awarded	Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations. Note: Review for continuing administrative and historical value and potential transfer to institutional archives.	Active + 5 Years
Research - Grants Files - Not Awarded	Applications are proposals by faculty for rants that were not funded.	1 Year
Research - Research Protocol Committee Files	Includes lists of protocols to be considered, new reviews, approvals, requests, and revised protocol forms. Note: Review for continuing administrative and historical value and potential transfer to institutional archives	Active + 10 Years

Research - Research Protocol Records	Includes protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file.	Active + 3 Years
Sponsored Student Account Files	Record of students sponsored by corporations and special scholarships, including authorizations, transactions, account numbers, etc.	Active + 6 Years
Statement of Educational Progress (University specific)	Confirms individual student's progress toward degree to maintain federal financial aid.	Active + 6 Years
Statistics - Degree		Indefinite
Statistics - Enrollment		Indefinite
Statistics - Racial/Ethnic		Indefinite

Student Accessibility Services Student Files	Files maintained by Student Accessibility Services regarding services provided to specific students. Active = period during which services are requested and or received.	Active + 7 years
Student Disciplinary Files	Files maintained by student affairs on students who have been accused of disciplinary violations	Active + 6 Years
Student Disciplinary Files - Academic Action Notifications	Communications notifying students of dismissal, academic probation, etc.	Active + 1 Year
Student Disciplinary Files - Requests for Formal Hearings		Active + 3 Years
Student Disciplinary Files - Student Statements Regarding Hearing Panel Decisions	Student statements on content of records regarding hearing panel decisions	Active + 3 Years
Student Disciplinary Files - Written Decisions of Hearing Panels		Active + 3 Years
Student Records - Academic Records	Record of academic work pursued, including: grades, course evaluations, competency assessments, etc.	Indefinite

Student Records - College or Departmental Office 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
Student Records - Continuing Education	Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.	Active + 3 Years
Student Records - Correspondence	Student-specific correspondence relating to student records (other than admissions)	Active + 1 Year
Student Records - Program Requirement Modification	Change of major forms; degree requirement waiver or substitution authorization	Active + 1 Year
Student Records - Transcript Requests (other than student requested)		Active + 3 Years

Student Records - Veterans Administration Records and Correspondence		Active + 3 Years
Student's Written Consent for Records Disclosure (University specific)		Active + 3 Years
Transfer Credit Evaluations (University specific)		Active + 1 Year
Tuition and Fee Schedule	Listing of fee charges for each term by an institution.	Indefinite
Tuition Refund Appeals	All relevant documentation considered in the deliberation and decision of the Committee, including: Completed appeal applications, letter of appeal, supporting documents, and email communication of the Committee's decision, regardless of the outcome.	4 Years after paid in full

Title of Series	Description	Retention
Environmental Monitoring Records		5 Years
Radioactive Materials Transportation Records	DOT transfer record; Authorization for shipment of RAM; and Off-site transfers.	Indefinite
Radioactive Materials Waste Records	RAM use cards, specific use, and disposal information	Active + 3 Years

Title of Series	Description	Retention

Annual Financial Report	Consolidated year-end report of financial situation showing assets and liabilities. Usually broken down by major funding area, such as academic and student services areas. May include audit report.	4 Years
Audit Report - External	Final report of state or independent auditor.	4 Years
Audit Report - Internal	Final report of the internal auditor	4 Years
Bad Debt Actions (University specific)	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	4 Years
Bank Deposits	Record of deposits in banking institutions.	4 Years
Bank Reconciliations	Explanation of differences between bank statement balance and actual balance.	4 Years
Bank Statements	Periodic statement of bank balances.	4 Years
Bids Accepted	For purchases.	Active + 5 Years
Bids Rejected	For purchases.	3 Years
Bond Registers	Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc. Active = Life of bond.	Active + 6 Years
Budget Planning Documents	Budget requests, including program plans for coming year, usually by cost center.	Active + 1 Year
Budget - Institutional	Final, approved, yearly budget for institution, usually in printed form.	Active + 1 Year
Canceled Checks		4 Years
Check Register (University specific)	Book or original entry for all cash disbursements paid by check.	4 Years
Cost Accounting (University specific)	Record analyzing cost for producing certain items or performing certain tasks.	4 Years
Delinquent Accounts Report (University specific)	Listing of students who owe money to university or college.	4 Years
Delivery Slips	Documents sent with purchased goods indicating item(s) shipped.	3 Years
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
Endowment Fund Reports - Periodic	Periodic report of funds collected or expended by endowment accounts.	Active + 6 Years

Parking Tickets - Unpaid (University specific)		4 Years
Purchase Orders	Purchasing Office's copy of order to a supplier authorizing purchase of goods.	Active + 5 Years

Title of Series	Description	Retention
Academic / Non-Academic Personnel Inventory - Contract Staff (University specific)	Annual printout required by the Ohio Board of Regents documenting full-time equivalent staffing levels. The summary of the inventory is sent to the Ohio Board of Regents.	1 Year
Accreditation Files	University, college or department files documenting accreditation review by accrediting agencies.	4 Years
Bicycle Registration Forms (University specific)	Records decal number and issued to bicycle registered.	1 Year
Blueprints (University specific)		Active + 6 Years
Bookstore Management Documentation	Including buy-back records, cash drawer sign-out sheets, cashier balancing forms, charge forms, mark-up/mark-down sheets, merchandise return records, and special orders.	4 Years
Department Assistance File - Classified Staff (University specific)	Correspondence documenting Personnel Office services to university or college departments regarding classified staff positions.	1 Year
Grant Records	Financial, educational, and other records related to the administration of a grant	7 Years, unless required longer by the grant or other section of this schedule

Input Documents	Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and the program unit retains original records.	Until Superseded
Organizational Charts		Active + 10 Years
Records Destruction Records		10 Years
Subject Files - General Administrative	Files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices [Note: excludes President, Vice President, Director of a School and/or Program, Dean, or Chair and other upper level administrative officers.]	1 Year
Subject Files - President, Vice President, Director of a School and/or Program, Dean, or Chair	Files of correspondence, reports, memoranda, etc., documenting activities of these upper level administrative offices.	3 Years
Surplus Property Records		Active + 6 Years
Transient Records	Records with short-limited administrative, legal, or fiscal value that do not otherwise fall into another retention category. Including, but not limited to, most drafts, copies, notes, third party publications, scheduling records, and superseded records.	May be destroyed when no longer of value to the institution.
University Governance Files	Files of minutes of boards / committees / governance groups documenting official actions of governing bodies.	3 Years

Title of Series	Description	Retention
Affirmative Action - Complaint Files	Record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically.	Active + 6 Years
Affirmative Action - EE-06 Report [EEOC]	Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees.	6 Years
Affirmative Action - Plan Files	Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	6 Years
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 classified staff portion is comprised of statistical data sent to Affirmative Action Office by Human Resources. Under these headings, files are arranged alphabetically by department or office.	6 Years
Classified Staff Report	Monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range/step, suspensions, terminations, etc.	1 Year
Classified Staff Report - Categorical Summary	Listing of civil service employees categorized by race and sex.	6 Years

Classified Staff Report - Surveys, Wage and Fringe Benefits	Surveys conducted by the university or college with area organizations in an effort to acquire comparative data regarding wage and fringe benefit programs.	3 Years
Classified Staff Report - Suspension Files	Record of suspended university or college employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.	5 Years
Classified Staff Report - Union Dues Membership List	Copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department.	4 Years
Collective Bargaining Agreements		Active + 5
Department Assistance File - Classified Staff	Correspondence documenting Personnel Office services to university or college departments regarding classified staff positions.	1 year
Employment - Immigration Files	Public Access File required by 20 CFR 655.760(c) for filing of the I-129 petition for H-1B status.	Active +1
Employment - Classified Staff - Applicant Card Files	Reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions.	3 Years
Employment - Classified Staff - Application Files	Includes application form, resume, test results, referral and interview data.	3 Years
Employment - Classified Staff - Canceled Position File	Application forms, correspondence sent and received concerning positions that have been canceled.	3 Years
Employment - Classified Staff - Certification Files	Record of employees who have attained certification in their classification. May include log book and printouts.	Active + 3 Years

Employment - Classified Staff - Personnel Requisitions	Department request placed whenever a position within the department becomes vacant.	3 Years
Employment - Classified Staff -Selection Criteria Form	Form providing an explanation as to why a person was or was not hired for a university or college position.	3 Years
Employment - Faculty - Application Files - Non-hires	Contains application, correspondence, resumes, etc. from applicants for positions	3 Years
Employment - Faculty - Declinations Files	Contracts, recommendations, letters of people who have declined positions.	3 Years
Employment - Faculty - Search Committee	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
Employment - Residence Hall Advisers - Not selected	Files on candidates not selected as residence hall advisors	3 Years
Employment - Residence Hall Advisers - Selected	Files on candidates selected for employment as residence hall advisors	Active + 6
Employment - Staff - Applicant Files	Resumes on file.	3 Years
Employment - Staff - Recruitment/Search	Staff search files. May contain position authorization forms, job descriptions, minutes, applicants' credentials, search chronologies, authorization to hire forms, correspondence.	3 Years
Employment - Student - Summer Contracts	Flyers for on- and off-campus employment opportunities	Active
Employment - 1099	Federal form used to report salaries, wages, and tips of temporary employees.	6 Years
Employment Forms - I-9 (student)	Federal employment eligibility verification for on-campus student employees	Active + 3 Years

Employment Forms - Payroll Deduction Authorizations	All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.	Active + 6 Years
Employment Forms - W-2	Federal form reporting salaries, wages, and tips for each employee to the IRS.	6 Years
Employment Forms - W-4	Forms completed by employee showing federal tax withholding exemptions.	Active + 6 Years
Faculty Employment Reports - Activity & Service	Records for the academic years 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.	Active + 6 Years
Faculty Employment Reports - Index System	Cards or other reference list for all active and inactive faculty.	Active + 6 Years
Garnishment Documentation - 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
Garnishment Documentation - Faculty	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
Garnishment Documentation - 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
Hazardous Materials - Exposure Documentation		Indefinite

Hazardous Materials - Exposure Documentation - Radioactive Materials	Files of monthly reports of persons exposure to Radioactive Materials.	Indefinite
Hazardous Materials - Exposure Documentation - Radioactive Materials Incident Report	Report of Radioactive Materials incident	Indefinite
Hazardous Materials - Radiation Safety Workers	Includes training records, exposure records, applications and authorizations, documents of Authorized Users Lab; Specific RW Training/Interview; Emergency Notification, and Declaration of Pregnancy forms.	Indefinite
Hazardous Materials - Radioactive Materials Authorized Users	Includes applications for non-human use of RM; Statement of prior Training and Experience; Authorization of Internal Transfer of Material between AUs; Room Surveys; Application for Clinical Use of RAM; Emergency Notification; Application for Investigational Human Use of RAM.	Indefinite
Layoff Documentation - 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
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
Leave Record – Faculty	Vacation and sick leave earned and used.	Active + 6 Years
Leave Record - 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
Ohio Board of Regents Annual FTE Report	Annual printout required by the Ohio Board of Regents documenting full-time equivalent staffing levels. The summary of the inventory is sent to the Ohio Board of Regents.	1 Year

Performance Evaluation - Classified Staff	File contains annual printouts and log books, with such information as name, SSN, date of hire, classification, supervisory, mid-and end-probationary dates, and department, and university or college employee performance evaluations	5 Years
Performance Evaluation - Classified Staff - Reclassification Files	Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation	5 Years
Performance Evaluation - Faculty - Promotion & Tenure Files	Recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent positions file.	5 Years
Performance Evaluation - Faculty - Promotion & Tenure Policy	Copy of departmental guidelines, policies, procedures, notice of guidelines, administrative memos, lists of eligible faculty	10 Years
Performance Evaluation - Faculty - Teaching Evaluations	Student evaluations of teacher's performance. Used for Reappointment, Promotion and Tenure.	5 Years
Performance Evaluation - Staff	Files contains annual printouts and log books, with such information as name, SSN, date of hire, classification, supervisory, mid-and end-probationary dates, and department, and university or college employee performance evaluations.	5 Years
Performance Evaluation - Staff - Reclassification Files	Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence, and final decision documentation.	5 Years

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, P.E.R.S. forms, employee's inspection of personnel file form, personnel card, etc.	Active + 6 Years
Personnel Files - Classified Staff - Card Files	File card coordinated to classified personnel files. Includes names, SSN, status, classification, department, anniversary date, pay, resignation, date, sick leave, performance, etc.	Active + 6 years
Personnel Files - Classified Staff - Summer Employment	Record of employees with alternative summer job responsibilities usually in dining halls, union, health center, residence halls and custodial	5 Years
Personnel Files - 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, supervisor/department evaluation forms, STRS forms, promotion and tenure decisions. Includes part-time and adjunct faculty files.	Active + 6 Years

Personnel Files (Active & Inactive) - ~~Contract~~ Unclassified 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, P.E.R.S. forms, previous state 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.	Active + 6 Years
Personnel Files - Student Employee	Active and inactive files. Student authorization forms, state and federal withholdings, PERS, step increases, termination notices, reclassification forms, exemptions	Active + 6 Years
Personnel Files - Student Employee - Summary Report	Stipend list, updated SSN 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
Position descriptions - Classified Staff	Master file of classified job descriptions. Retained for pay-range classification purposes.	Active
Position descriptions - Faculty	Description of current positions	Active
Position descriptions - General		3 Years
Position descriptions - Student Job Cards	Job descriptions for campus and off-campus positions which have been filled or are no longer offered.	Active
Position Vacancy Announcement - Classified Staff	Job descriptions for each university or college position posted.	3 Years

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.	Active + 6 Years
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.	Active + 6 Years
Public Employees Retirement System File - Independent Contractor Forms for PERS (PEDACKN)	Record of form completed and received by university within 30 days of the date of which the independent contractor commences services, a copy of which must be sent to OPERS at the time of receipt.	Indefinitely
Public Employees Retirement System Log - Classified Staff	Record of university or college classified employees and their date of retirement and address.	Active + 6 Years
Public Employees Retirement System Log - Contract Staff	Record of university or college employees, address and date of retirement.	Active + 6 Years
State Classification File - Classified Staff	List of classification by pay range as directed by the State DAS	Until superseded
Super Bill Files	Record given to each person who visits university health services. Records diagnostics, treatment, and charges or lack of charges. Used for insurance claims.	4 Years
Time Cards	Record of time worked by employees.	5 Years
Time Cards - Student Employees	Record of hours worked by student employees	5 Years
Training Documentation - Classified Staff - Civil Service Examinations Files	Old examinations used for the purpose of devising new testing programs. Also can include information and materials for Civil Service testing.	Active
Training Documentation - Classified Staff - On-the-Job Training Records	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

Training Documentation - Training Courses	Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.	1 Year
Unemployment Compensation Log	Record of unemployment compensation cases	Until Superceded
Unemployment Compensation Documentation	Consolidated listing all employees (classified, contract and faculty) for whom an unemployment claim has been filed. This includes copies of claim forms, correspondence, costs for the institution and amount of unemployment compensation paid.	Active + 6 Years
University Medical Records	Files of medical charts for students, university employees and their spouses. Includes medical histories, medical exams, progress sheets, x-rays, lab work, and related correspondence.	6 Years

Title of Series	Description	Retention
Information Systems - Audit Trail Files	Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.	3 Cycles
Information Systems - Backup Files	Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destructions.	3 Cycles
Information Systems - Computer Run Scheduling Reports	Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Until Superceded
Information Systems - Computer Usage - Chargeback Billing Records	Reports and other records from campus computer centers detailing charges for computer services. Includes monthly billing reports, copies of vouchers and bills	4 Years

Information Systems - Computer Usage - Files	Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logo, and records of individual computer program usage.	3 Cycles
Information System - Computer Usage - Files - Summary	Summary reports created to document computer usage	Until Superceded
Information Systems - Data Documentation & Data Dictionary Records	Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including 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, user guides, system or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.	Active + 3 Years
Information Systems - Disaster Preparedness and Recovery Plans	Records related to the protection and re-establishment of data processing services, equipment and data (back-up files) in case of a disaster.	Active + 3 Years
Information Systems - Hardware & Software Conversion Plans	Records relating to the replacement of equipment or computer operating systems	Active + 3 Years
Information Systems - Hardware Documentation	Records documenting the use, operation, and maintenance of the university's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems	Active + 3 Years

Information Systems - Help Desk Logs and Reports	Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	1 Year
Information Systems - Information Resources Management and Data Processing Services Plans	University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas.	Active + 3 Years
Information Systems - Maintenance Contract Files	Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda	Active + 6 Years
Information Systems - Operating Procedures	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 + 3 Years
Information Systems - Policies	Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.	Active + 10 Years
Information Systems - Procurement Records - Hardware & Software	Records used in the procurement of system hardware and software including request for proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.	Active + 6 Years

Information Systems - Procurement Records - Services	Records created to initiate the purchasing process, authorize, and provide funds for, or satisfy claims and expedite payments for private service providers including copies of purchasing orders, involve requests, receipts, agency vouchers, service reports, and other supporting documents.	4 Years
Information Systems - Software Documentation	Copy of program code, program flowcharts, program maintenance log, system change notices, original design documents, specifications requirements, acceptance tests, and other records that document computer programs and the modifications made to computer programs.	Active + 4 Years
Information Systems - Tape Library Control Records	Records used to control disposition of magnetic media in a tape library	Until Superceded
Information Systems - Test Database and Files	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Active + 3 Years
Information Systems - Users Access Records	Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.	Active + 3 years

Title of Series	Description	Retention
Contracts - General		Active + 5 Years
Litigation Files		Active + 6 Years
HIPAA Compliance Records	Department policies, compliance and complaint records	Active + 6 Years
Patents		Active + 6 Years
Public Records Request Files		3 Years

Trademark Registrations		Active + 6 Years
Waivers, "Hold Harmless Forms"(Class/Activity)		Active + 3 Years

Title of Series	Description	Retention
Plant Operations & Maintenance - Blueprints	The As-Built construction drawings.	Life of Building + 6 Years
Plant Operations & Maintenance - Child Care Licensing Files	Records related to obtaining Food License, License to Run a Nursery/Day Care, and Building Operations License.	Active + 5 Years
Plant Operations & Maintenance - Construction Projects - Construction Designs and Specifications	Written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto, including: Analysis of site impact and volumetric formation, circulation patterns and infrastructural servicing to illustrate client and architect s design vision in a definitive way; Drawings, Specifications, Addenda, Notice to Bidders, Instructions to Bidders, Definitions, Bid Form, Contract and Attachments, Bond, Bulletins, Shop Drawings, Change Orders, Change Order Procedure and Pricing	Active + 6 Years
Plant Operations & Maintenance - Construction Projects - Design Review Committee	Minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and Master Plan.	Active + 6 Years

Plant Operations & Maintenance - Construction Projects - Environmental Impact Assessment	Used to determine potential environmental concerns existing at site prior to demolition and construction	Life of Building + 6 Years
Plant Operations & Maintenance - Construction Projects - Project Request & Program Statement	A request from the University community to initiate a project.	Active + 6 Years
Plant Operations & Maintenance - Elevator Certifications		Active + 3 Years
Plant Operations & Maintenance - Laboratory Inspection Reports	Periodic inspections of laboratories	Active + 3 Years
Plant Operations & Maintenance - Real Estate Records	Copies of deeds, leases, purchase agreements, appraisals, etc. documenting real property purchased or leased by the institution. Original deed maintained by Auditor of the State.	Active + 5 Years
Plant Operations & Maintenance - Residence Halls - Change in Meal Plan	Records of changes on board contracts.	Active + 5 Years
~~Plant Operations & Maintenance - Residence Halls - HUD Reports~~	~~Annual reports filed with the federal government concerning operation of residence Halls~~	~~6 Years~~

Titles of Series	Description	Retention
Publicity - Advertising		5 Years
Publicity - News Releases		Indefinite
Publicity - Newsletters		Indefinite

Publicity - Photographs		Indefinite
Publicity - Recruitment Materials	Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution	5 Years
Publicity - Viewbooks	Document utilized for Recruitment	5 Years

Title of Series	Description	Retention
*Accreditation	CALEA documentation, proofs, applications, inspections, audits	4 years +current Accreditation cycle
Alarm Information	Alarm account and server records	Active + 1 year
Arrest Warrants	Arrest warrants issued by Portage Courts	Until served or recalled by court
~~Police Reports - Arrests~~	~~Report of arrest, criminal citation, or uniform traffic citation issued to offender.~~	
~~Bicycle Registration Forms~~	~~Records decal number and issued to bicycle registered~~	~~1 Year~~
Bond Receipt Book	Court rovided bond receipt book	Until full
Breathtesting Instrument Documents	All records associated with Departmental Breathtesting instruments	Current + 3 years
Clery Records	Crime statistics and documentation, Daily Crime and Fire Logs	Current + 7 years
Confidential Files	CI and drug investigation files	Active + 4 years
Complaint Files	Complaints against the department or its employees	6 weeks after employee separation from department
Dispatch Activity Logs	~~Records of request for service received by the dispatcher, including phone and radio transmissions and audio logs.~~ Form for recording Dispatch Activity when CAD system is inoperable	~~1 Year~~ UNLU
Expunged Records	Case records expunged/sealed by court order	Current + 4 years
LEADS - Other	Leads logs, audit and validation documents	According to LEADS schedule
LEADS Printouts	Printouts of LEADS responses to inquiries	UNLU

Logs	Signout sheets (EX: key equipment, records, supervisor, Etc), call off sheets	4 years + current
OPOTA Certification	OPOTA forms documenting sworn status of LE personnel	Active + 1 year
Personnel Training Records	Training certificates, training summaries, unapproved training requests	1 year after separation
Property Records	Sign in/out logs for evidence storage, Property sheets	Indefinite
~~Police Reports - Campus Security Act and Uniform Code~~	~~Reports produced in compliance with federal programs.~~	
~~Police Reports - Crime~~	~~Reports created by university or college police on campus criminal activity~~	
~~Police Reports - Daily Activity~~		~~1 Year~~
Police Reports - Felony	Felony reports and arrests, cases involving possible DNA evidence retained pursuant to Ohio SB 77	Indefinite
Police Reports - Misdemeanor	Misdemeanor reports and arrests	10 years after disposition
Police Reports - non-criminal	Non-criminal reports; Accident reports with no associated charges	Current + 4 years
Report Review Forms	Documenting reports returned for completion	Current + 4 years
*Selection Records	Classified staff hiring records, examination results, backgrounds, interview data, summary spread sheets	4 years + Current
Shift Requests and employee schedules	Annual selection of shift preference documents, monthly work schedules	4 years + current
~~Transportation Logs - Student~~	~~Records of rides given by student transport service or campus police officers~~	~~1 Year~~
~~Transportation Logs - Injury/Ill Person~~	~~Reports created by university or college police on ill or injured persons transported to local hospitals from campus.~~	

Training Course Records	Requests for internal and external training, course descriptions, Course attendance records and course payment records	4 years + current
Unsecured Building Cards	Cards for recording broken or unsecured doors or windows on campus	Current + 1 year
Written Directives	General Commmunications, Personnel and Special Orders, Training Bulletins; Order Approvals	Active + 4 years

Title of Series	Description	Retention
Motor Vehicle Records	Includes title, insurance, and maintenance documentation	Active + 6 Years
Parking - Permit Applications	Application for parking permit/decal-non-fee	1 Year
Parking - Tickets - Paid		4 Years
Parking - Tickets -Unpaid		4 Years

Fraternities and Sororities	Correspondence, charters, organizational reports (membership and activities), social media sites	1 Year
Student Association and Organizations	Constitutions, by-laws, newlstters, minutes, brochures, announcements, reports, social media sites	1 Year
Undergraduate Student Government Association	Constitution, by-laws, committee files, correspondence, fiscal records, meeting minutes, annual reports, socila media sites	1 Year
Graduate Student Senate	Constitution, by-laws, committee files, correspondence, fiscal records, meeting minutes, annual reports, social media sites	1 year

Disposition	Retention Group (Removed from Website)	
Disposition	Retention Group	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC3000	
Destroy	FIN6000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC3000	
Destroy	ACC1000	

Destroy		
Destroy	ACC2000	
Destroy	ACC2000	
Destroy	ACC1000	
Destroy	ACC3000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC2000	
Archives. Review for historical value.	ACC1010	
Destroy		
Destroy	ACC2000	

Destroy	ACC1000	
Destroy	ACC3000	
Destroy	ACC3000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	FIN1000	
Destroy	ACC1000	
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Disposition	Retention Group	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	
Destroy	ACC1000	

Destroy. Review for continuing administrative and historical value and potential transfer to Institutional Archives	LEG4000	
Destroy	LEG5000	
Destroy	EDU1010	
Destroy	EDU1100	
Destroy	EDU1010	
Destroy	EDU1010	
Destroy	EDU1010	
Destroy	EDU1010	

Destroy	EDU1020	
Destroy	EDU1010	
Destroy	EDU1010	
Destroy	EDU1010	
Destroy	EDU 1010	
Destroy	EDU1100	

Destroy	EDU1030	
Destroy	EDU1100	
Destroy	EDU1100	
Destroy	EDU 1100	
Destroy	EDU1100	
Destroy	LEG5040	
Destroy	EDU1100	

Destroy	EDU1100	
Destroy	EDU1020	
Destroy	LEG5000	
Destroy	EDU1100	
Destroy	EDU1100	
Archives. Review for historical value.	EDU2000 (See Note 3)	
Destroy	EDU1015	
Destroy	EDU1010	

Destroy	EDU1010	
Permanent	EDU1000	
Destroy		
Destroy		
Destroy	EDU1015	
Destroy	EDU1010	
Destroy	EDU1015	
Destroy	EDU3000	
Permanent	EDU3000	

Permanent	EDU3000	
Permanent	EDU3000	
Destroy	EDU1100	
Destroy	EDU2000	
Destroy	EDU1010	
Destroy	EDU1010	

Destroy	EDU2000	
Destroy	EDU1010	
Destroy	EDU2000	
Destroy	EDU2000	

Destroy	EDU2000	
Destroy	EDU2100	
Destroy	EDU2100	

Destroy	EDU2100	
Destroy	EDU2100	
Permanent	EDU1000	
Permanent	EDU1000	
Destroy	EDU1010	
Permanent	EDU3000	

Destroy	EDU1010	
Permanent	EDU3000	
Destroy	EDU1010	
Permanent	EDU3000	
Destroy	EDU2000 (See Note 3)	
Destroy	LEG2000	
Destroy	EDU2000 ~~(See Note 3)~~	

Archives	EDU3000	
Archives	EDU3000	
Destroy. Review for continuing administrative or historical value.	EDU3010	
~~Destroy~~	~~EDU1010~~	
Destroy	EDU1030	
Destroy	ADM9900	
Destroy	EDU1030	
Destroy	EDU1030	

Destroy	LEG2000	
Destroy	ADM9900	
Destroy	ADM3000	

Destroy	LEG5020	
Destroy	EDU2000 (See Note 3)	
Destroy	EDU2000 (See Note 3)	
Archives	EDU3000	
Archives	EDU3000	
Archives	EDU3000	

Archives		
Destroy	LEG4000	
Destroy	EDU1010	
Destroy	EDU1030	
Destroy	EDU1030	
Destroy	EDU1030	
Archive	EDU1000	

Destroy	EDU1010	
Destroy	EDU1015	
Destroy	EDU1010	
Destroy	EDU1010	
Destroy	EDU1030	

Destroy	EDU1020	
Destroy	EDU1030	
Destroy	EDU1010	
Archives	EDU3000	
Destroy	ACC1000	

Disposition	Retention Group	
Destroy	ENV1000	
Archives	ENV2010	
Destroy	LEG5020	

Disposition	Retention Group	

Review for continuing historical value and potential transfer to institutional archives.	FIN7000	
Archives. Review for historical value.	FIN7010	
Destroy	ADM3010	
Destroy	FIN6000	
Destroy	FIN1000	
Destroy	FIN1000	
Destroy	FIN1000	
Destroy	FIN8010	
Destroy	FIN8000	
Destroy	FIN5000	
Archives. Review for historical value.	FIN2000	
Archives. Review for historical value.	FIN2000	
Destroy	FIN1000	
Destroy	FIN1000	
Destroy	FIN7010	
Destroy	FIN6000	
Destroy	FIN8020	
Archives. Review for historical value.	FIN3000	
Destroy	FIN3000	

Destroy	FIN6000	
Destroy	FIN8010	

Disposition	Retention Group	
Archives. Review for historical value.	ADM9900	
Archives. Review for continuing administrative or historical value.	ADM3010	
Destroy	ADM9900	
Archives. Review for continuing historical value.	ADM2030	
Destroy	ADM3010	
Destroy	ADM9900	
Destroy		

Destroy after entered into system.	ADM9900	
Review for continuing historical value and potential transfer to institutional Archives.	ADM9900	
Destroy	ADM3020	
Destroy	ADM9900	
Review for continuing historical value and potential transfer to institutional Archives	ADM9910	
Destroy	ADM2020	
Destroy		
Archives. Review for continuing administrative or historical value.	ADM9910	

Disposition	Retention Group	
Destroy	LEG4000	
Destroy	LEG5000	
Destroy. Review for continuing historical value and potential transfer to institution Archives	LEG5000	
Destroy	LEG5000	
Destroy	ADM9900	
Review for continuing administrative or historical value and potential transfer to institutional archives.	LEG5000	

Destroy	PER9900	
Destroy	PER3010	
Destroy	ACC1000	
Review for continuing administrative or historical value and potential transfer to institutional archives.	LEG2000	
Destroy	ADM9900	
Destroy	LEG5000	
Destroy	PER2000	
Destroy	PER2000	
Destroy	PER2000	
Destroy	PER5010	

Destroy	PER2000	
Destroy	PER2000	
Destroy	PER2000	
Destroy	PER2000	
Destroy	PER2000	
Destroy	PER2000	
Destroy	PER3000	
Destroy	PER2000	
Destroy	PER2000	
Destroy	PER0000	
Destroy	LEG5000	
Destroy	LEG5040	

Destroy	PER1030	
Destroy	LEG5000	
Destroy	PER1030	
Review for continuing administrative or historical value and potential transfer to institutional archives	PER3000	
Review for continuing administrative or historical value and potential transfer to institutional archives	PER3000	
Destroy	LEG5030	
Destroy	LEG5030	
Destroy	LEG5030	
Archives	PER4030	

Archives	PER4030	
Archives	PER4030	
Archives	PER4030	
Archives	PER4030	
Destroy	PER3010	
Destroy	PER3010	
Destroy	PER3000	
Destroy	PER3010	
Review for continuing administrative or historical value and potential transfer to institutional archives	ADM9900	

Destroy	PER3010	
Destroy	PER3010	
Review for continuing administrative or historical value and potential transfer to institutional archives	PER3010	
Review for continuing administrative or historical value and potential transfer to institutional archives	ADM3020	
OR, 1 Year if summaries are made based upon Records Retention Rules MIS1010.	PER3010	
Destroy	PER3010	
Destroy	PER3010	

Destroy. Review for administrative value.	PER3000	
Destroy	PER3000	
Destroy	PER3010	
Review for continuing administrative value	PER3000	

Destroy. Review for administrative value.	PER3000	
Archives. Review for historical value.	PER3000	
Destroy	ADM9900	
Destroy	REF0000	
Destroy	REF0000	
Destroy	PER2000	
Destroy	REF0000	
Destroy	PER2000	

Destroy	PER1040	
Destroy	PER1040	
N/A	PER1040	
Destroy	PER1040	
Destroy	PER1040	
Destroy	MIS1010	
Destroy	ACC1000	
Destroy	PER6000	
Destroy	PER6000	
Destroy	REF0000	
Destroy	PER5000	

Destroy	ADM9900	
Destroy	MIS1010	
Destroy	LEG4000	
Review for continuing administrative or historical value and potential transfer to institutional archives.	PER4010	

Disposition	Retention Group	
Destroy	ADM9925	
Destroy	ADM9925	
Destroy	MIS1010	
Destroy	ACC1000	

Destroy	ADM9925	
Destroy	MIS1010	
Review for continuing historical value if not all data migrated or destroyed.	ADM9920	
Destroy	ADM9920	
Destroy	ADM9920	
Destroy	ADM9920	

Destroy	MIS1000	
Review for continuing historical value and potential transfer to institutional archives	ADM9920	
Destroy	ADM2020	
Review for continuing historical value and potential transfer to institutional archives	ADM9920	
Review for continuing historical value and potential transfer to institutional archives	ADM3000	
Destroy	ACC2000	

Destroy	AC1000	
Review for continuing historical value if not all data migrated or destroyed	ADM9920	
Destroy	MIS1010	
Destroy	ADM9920	
Destroy	ADM9920	

Disposition	Retention Group	
Destroy	LEG2000	
Destroy	LEG4000	
Destroy	LEG4000	
Archives. Review for continuing administrative or historical value.	LEG7000	
Destroy	LEG9900	

Archives. Review for continuing administrative or historical value.	LEG7000	
Destroy	LEG9900	

Disposition	Retention Group	
Destroy	ADM2035	
Destroy	LEG2000	
Review for continuing historical value and potential transfer to institutional archives.	ADM2030	
Review for continuing historical value and potential transfer to institutional archives.	ADM2030	

Review for continuing historical value and potential transfer to institutional archives.	ENV1010	
Review for continuing historical value and potential transfer to institutional archives.	ADM2030	
Destroy	LEG5020	
Destroy	LEG5030	
Review for continuing historical value and potential transfer to institutional archives	LEG2000	
Destroy	LEG2000	
~~Review for continuing historical value and potential transfer to institutional archives~~	LEG5000	

Disposition	Retention Group	
Review for continuing historical value and potential transfer to institutional archives	MAR1000	
Review for continuing historical value and potential transfer to institutional archives	PUB3000	
Review for continuing historical value and potential transfer to institutional archives	PUB3000	

Review for continuing historical value and potential transfer to institutional archives	PUB3000	
Review for continuing historical value and potential transfer to institutional archives	MAR1000	
Review for continuing historical value and potential transfer to institutional archives	MAR1000	

Disposition	Reason	Offical Record Holder
Destroy	CALEA	206, 208, 214
Destroy		211
Return to Court	Court Regulations	104
~~Destroy~~	~~LEG4000~~	
~~Destroy~~	~~ADM9900~~	
Return to Court	Court Regulations	104
Destroy	ODH Admin Code 3701-53-01	117
Historical or destroy	DOE Audit Retention	206
Destroy	CALEA	211
Destroy		109B
Destroy	ADM9900	104
Destroy	CALEA	208
Destroy	4501-2-10-1-14 LEADS Regulations	104
Destroy	4501-2-10-1-14 LEADS Regulations	104

Destroy	CALEA	214
Destroy	OPOTA	213
Hard copy offered to employee then destroyed	CALEA	211
Destroy	ORC	208
~~Review for continuing historical value and potential transfer to institutional archives~~	~~LEG5000~~	
~~Review for continuing historical value and potential transfer to institutional archives~~	~~LEG4000~~	
~~Destroy~~	~~ADM9900~~	
Destroy	Ohio Revised Code (ORC)	207, 214
Destroy		207, 214
Destroy	CALEA	207, 214
Destroy	CALEA	207, 214
Destroy	CALEA	211
Destroy	CALEA	213
~~Destroy~~	~~ADM9900~~	
~~Destroy~~	~~LEG4000~~	

Destroy	CALEA	211
Destroy		203A
Destroy Hard Copies	CALEA	213

Disposition	Retention Group	
Destroy	ADM2020	
Destroy	ADM9900	
Destroy	ACC1000	
Destroy	FIN6000	

Review for continuing historical value and potential transfer to institutional archives		
Review for continuing historical value and potential transfer to institutional archives		
Review for continuing historical value and potential transfer to institutional archives		
Review for continuing historical value and potential transfer to institutional archives		