

DIVISION 475

Oregon Institute of Technology

166-475-0005

As used in division 475, Oregon University System means the Oregon State System of Higher Education as defined in Oregon Revised Statute (ORS) 352.002. This General Schedule prescribes the retention periods for public records created and maintained by the institutions of the Oregon University System. Retention periods apply to the record copy of all public records, regardless of medium or physical format, created or stored by the above specified agencies. Please note the exceptions to this General Schedule listed in OAR 166-030-0026 before disposing of records.

166-475-0010

Administrative Records

(1) **Administrative Reports** Records document the annual activity of the institution and its subdivisions. This disposition includes reports prepared for OUS by the president of the institution. Final annual reports may be printed and bound or they may be less formal unpublished documents prepared for limited distribution. Report sections may include but are not limited to: (a) Annual Report; (b) Financial Report; (c) Academic Report; (d) Student Report; (e) Faculty Report; (f) Board Report; (g) Other reports. (Retention: (a) Permanent for minutes, agendas, reports, and correspondence (b) 3 years for all other records, destroy)

(3) **Advisory Board Records** Records document the activities of boards and councils that function in an advisory capacity. Boards and councils may have as their charge highly specific or broad areas of concern and include members from outside the institution. This series may include but is not limited to meeting minutes; agendas; reports; notes; working papers; audio recordings; transcriptions; and related documentation and correspondence. (Retention: (a) Permanent for minutes, agendas, reports, and correspondence (b) 3 years for all other records, destroy)

(4) **Agency Relations Records** Records document the institutional interactions with local, state, national, and international government agencies, educational institutions, businesses and groups to gain their assistance with the development and coordination of institution research and instructional programs. This series may include but is not limited to reports; copies of publications; minutes; background information; and related documentation and correspondence. (Retention: 6 years, destroy)

(5) **Association and Organization Advisory Records** Records document the relationship and participation of institution units in professional and educational associations and other organizations. The unit's role may be one of membership on the advisory or administrative board, participation in a task force or subcommittee, or one of membership in consortia. This series may include but is not limited to: promotional information; rules and regulations; reports; proposals and planning records; workshop and conference records; surveys and questionnaires; minutes; and related documentation and correspondence. This series does not include individual faculty or staff membership information. (Retention: 3 years, destroy)

(6) **Attorney General Opinions** Records document responses of the State Attorney General's Office to legal questions posed by the institution's legal advisor and administrative officers which may have an impact on the institution's operations and policy. This series may include but is not limited to opinions and related documentation and correspondence. The State of Oregon Department of Justice (DOJ) holds statewide record copy. (Retention: 10 years, destroy)

(7) **Audit Records** Records document the unit's response to internal OUS and independent management, operations, and fiscal audits. This series may include but is not limited to audit reports; written responses showing how recommended changes will be implemented; and related documentation and correspondence. (Retention: (a) audit reports for 20 years, destroy (b) 7 years for work papers, drafts, and all other records, destroy)

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(Retention: (a) Permanent for agendas, minutes, reports, and correspondence (b) 10 years for all other records of Faculty Senate Committees, destroy (c) 2 years for all other records of other committees, destroy)

(10) **Cooperative Program Records** Records document the institution's participation in cooperative and shared educational or research programs. Such programs may share research facilities and resources or instructional programs such as programs permitting student matriculation at member institutions. This series may include but is not limited to information on requirements and application procedures;

(16) **Election Records** Records document elections held by various faculty and staff organizations. This series may include but is not limited to ballots; tabulations; and related documentation. (Retention: 1 year, destroy)

(17) **Emergency Board Request Records** Records document requests made to the Legislative Emergency Board for additional funds or authority to spend funds between legislative sessions. Records may include but are not limited to requests, schedules and agendas, exhibits, organizational charts, testimony summaries, fiscal analysis, legislative progress reports, revenue projections, reclassification plans, presentation drafts, performance measures, and correspondence. The Emergency Board maintains the official copy of this information. (Retention: 5 years, destroy)

(18) **Faculty Senate Records** Records document the proceedings and actions of an institution's faculty senate. Discussions

(23) **Institutional Addresses and Statements Records** Records document speeches and statements written and delivered by institutional faculty and staff in connection with institutional business. This series may include but is not limited to final copies; audio or video recordings of the speech presentation; drafts; source materials; and working papers. (Retention: (a) 5 years for drafts, source material, and working papers, destroy (b) Permanent for all other records)

(24) **Institutional Cooperation and Relations Records** Records document the coordination and interaction between uni

include but are not limited to rosters, applications; enrollment records; activity records; and related correspondence (Retention: (a) 5 years after superseded for program records, destroy (b) 2 years for individual student records, destroy

(28) **Lectures and Lecture Series Records** Records document the development and history of special lectures and continuing lectureships devoted to a variety of topics and disciplines sponsored by the institution. This series may include but is not limited to lecture committee notes; memoranda and planning materials; information on funding; financial support and honoraria records; patron information; programs and announcements-4.7 (e)2(o)-9.6 (n)3 (io)-c--0.7 (e)4.9 (s)-4.2 (lan)5(s)-f6 (r)5 (c)9 (o)-6)11 (m)4.5 (t)-2.

(34) **Policies and Procedures Records** Records document internal or external instructions, rules, and guidelines for current agency policies and procedures. This series may include but is not limited to: mission and policy statements; planning documents outlining responsibilities and goals; organizational charts; publications preparation guidelines; emergency procedures; job descriptions; guides for office procedures which often include completed samples of all forms; handbooks; desk manuals; and related documentation and correspondence. (Retention: (a2.2BDC /CSMma2.2BDC /.7 (-3./CSMma2.p3.2 (c)- 5fi (o)-6.6 ((p)-0.70

166-475-0015

Budget Records

(1) **Annual Budget Records** Records document the annual institutional budget provided to OUS, its planning, implementation, allocation and changes. This series includes but is not limited to: Operating Budget Expense by Categories and Functions Report; Estimated Gifts, Grants, Contracts and Clearing Account Summary Report; Student Fee Income and Application of Funds Report; Statewide Public Service Source and Application of Funds; other reports specified in yearly instructions from the Chancellor's Office; institutional budget preparation instructions; budget requests; budget status reports; budget change requests, registers and logs; budget detail reports; working papers including spread sheets, expenditure projections, salary and budget worksheets; allotment, capital outlay and equipment need reports; unit budget preparation instructions; working papers; memoranda; final summary reports and spread sheets; Budget Change Request Forms; budget change suspense records; budget change registers; authorization for budget change forms; copies of revised unit initial budgets; fund transfer notices; spread sheets; expenditure and obligation reports; allotment reports; and related documentation and correspondence. **(Retention:** (a) Permanent for Adopted Budget (b) 10 years for year end activity reports (c) 10 years for planning and preparation records (d) 4 years for change records (e) 1 year for a all other activity reports, destroy)

(2) ~~Budget Report~~ Record Referred to in the Request for Information 9-07 (s)-43 (j)-707 (n)-03 (e)-6 (r)87 (B)-36 (c)-1 (i)76 (r)-236 (c)-15 (e)-97 (r)-27 (i)-33

166-475-0020

Contracts Records

(1) **Author's and Artist's Contracts and Agreements Records** Records document the duly executed and binding contractual agreements between the institution and authors and artists concerning subjects such as royalties, pricing agreements, and copyright. Information in individual contracts or agreements may include but is not limited to terms and conditions; provisions; amendments; exhibits and addenda; and authorizing signatures. **(Retention:** (a) Permanent for authors' contracts and agreements with university presses and artists agreements (b) 6 years after expiration for all other authors' contracts and agreements, destroy)

(2) **Competitive Bid Records** Records document the evaluation and award of bids to vendors and/or agencies and provides evidence of accepted and rejected bids. Records may include but are not limited to requests for proposals, bids, and information; bid and quote lists; notices of bid opening and award; comparison summaries; spreadsheets; tabulation worksheets; bid advertising records; tally sheets; bid specifications; and vendor correspondence. **(Retention:** Retain successful bids 6 years after bid awarded or canceled, destroy (b) Retain unsuccessful bids 3 years after bid awarded, destroy).

(3) **Contracts and Agreements Records** Records document the negotiation, execution, completion, and termination of legal agreements between an agency and other parties. Records may include but are not limited to the official contract, lease, or agreement, amendmentr7.3 (m)- JJ-0.001 Tc 0.003 Tw -12.6l.6 (b)2 (t)7.4.2 (rg10

(6) **Insurance Fund Claims Records** document requests for payment of insurance claims from the Oregon Department of Administrative Services Risk Management Division. Records may include: Auto/Liability/ Property Claim Reports; estimates of repairs; accident reports; police reports; and correspondence. (Department of Administrative Services Risk Management Division maintains statewide record copy). (**Retention:** 5 years after claim paid or denied, destroy)

(7) **Insurance Policy Records** Records document insurance policies written to cover all state property, automobiles, liability, and special events. Records may include but are not limited to copies of insurance policies, riders, and endorsements; records of payment; and related documentation and correspondence. (**Retention:** (a) 10 years after policy expiration for liability, motor vehicle, special event and employee group insurance policies, destroy (b) 5 years after policy expiration for state motor vehicle insurance, non-employee medical, and bonds policies, destroy (c) 2 years after policy expiration for fire, theft, or extended coverage policies, destroy (d) 1 year after final claim payment for any policy with an outstanding claim against it when the Retention period expires, destroy)

(8) **Intramural Sports Waivers Records** document the legally and medically informed status of students,

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trademarks; licensing agreements; samples of the requesting licensees' art work; and related documentation and correspondence. (**Retention:** 6 years after expiration of licensing agreement, destroy)

166-475-0025

Curriculum and Instruction Records

(1) **Academic Program Administrative Records** Records document the daily and routine administration of academic programs of the department or college. This series may include but is not limited to: registration reports; add-drop analyses and reports; course enrollment summaries by class; graduation summaries; majors by class level; international activities; cooperativafi d

(6) **Course Records** Records document departmental course offerings and individual course contents. This series may include but is not limited to: syllabi; course descriptions; course outlines; course summaries; course requests and proposals; curriculum approval lists; lists of classes by term; bibliographies; reading lists; course announcements; handout materials; and related documentation and correspondence. (**Retention:** 3 years or until superseded or obsolete, destroy)

(7) **Course Schedule Maintenance Forms Records** documents requests for changes to be made to the course schedule. (**Retention:** 3 years or until superseded or obsolete, destroy)

(13) **Special Academic Programs Records** Records document the administrative activities of special academic programs serving and aiding institution students. Programs documented by this series range from special requirement and certification programs to programs aimed at assisting and encouraging target groups of institution students. Included are the international student program; National Student Exchange (NSE) program; English language programs; honors programs; minority scholars programs; minority student recruitment programs; disabled student programs; non-traditional student programs; educational opportunities programs; older than average student programs; Native American science programs; study abroad progr

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166-475-0030

Equipment and Supplies Records

(1) **Equipment Inventory Records** Records document the acquisition, location, transfer, and disposition of state-owned property and equipment. This series may include but is not limited to: Equipment Inventory Lists; lost/stolen property reports; Damage or Loss of State Property Claim; equipment transfer forms and memos; and related documentation and correspondence. The series may also include biennial equipment list; returned departmental equipment inventory lists with annotations concerning resolution of problems associated with the acc

(7) **Food Ordering and Delivery Records** Records document vendor deliveries, transfers of food and supplies from the housing office warehouse, updated pricing information, and other vendor information. This series may include but is not limited to direct delivery vendor invoices; and requisition forms. **(Retention: 4 years, destroy)**

(8) **Issue Tickets Records** Records document the distribution of consumable supplies such as gasoline, oil, rock, gravel, and other supplies issued for authorized use. This series may include but is not limited to issue tickets; receipts; sign-out sheets or logs; journal vouchers; purchase authorizations; and other related documentation and correspondence. **(Retention: 4 years, destroy)**

(9) **Miscellaneous Closing of Books Reports Records** document fiscal year ending reports sent to the OUS Controller annually. This series includes but is not limited to reconciliation statements; reports on non-expendable property received; museum collections; vendors invoices; storeroom physical inventories; and related documentation and correspondence. **(Retention: 6 years, destroy)**

(10) **Requisitions Records** Records document the purchase of supplies and services by the institution. This series may include but is not limited to purchase requests; State Purchase Request Forms; field purchase orders; inter-departmental requisitions for equipment, supplies, and services; and related documentation and correspondence. **(Retention: 4 years, destroy)**

(11) **Research and Teaching Drug Inventory Records** Records document the daily inventory of drugs and controlled substances held by units for clinical, instructional, and research uses. These records include daily shift inventory logs listing descriptions, quantities, and initials of pharmacists conducting the inventories. Complies with 21 CFR 1304.04(a). **(Retention: 2 years, destroy)**

(12) **Sale Inventory Records** Records document saleable items in colleges or unit's inventories. This series may include but is not limited to stock printouts; inventory reports; and related documentation and correspondence. **(Retention: 4 years, destroy)**

(13) **Shipping Lists and Packing Slips Records** document the receipt of equipment, supplies, other items and services from vendors. The series includes packing slips; shipping and container lists; and bills of lading. **(Retention: 1 year, destroy)**

(14) **Supplies Inventory Records** Records document the quantity and value of all supply items with a value of \$4999.99 or less. Supply Inventories are required by the institution on an annual basis and mandated by OUS every five years. This series may include but is not limited to a listing of institution-wide supplies inventories consolidated from each unit's submissions to the property administration office; departmental supplies inventory forms (OUS Form CO 340A); supply lists and ledgers; OUS Estimated Supplies Reports; and related reports, documentation, and correspondence. **(Retention: 4 years after superseded or obsolete, destroy)**

(15) **Surplus Property Records** Records document changes in state owned property; requests to declare items surplus, salvage, or scrap; removal and sale or disposal of excess equipment and other surplus items including proceeds from sales. Records may include but may not be limited to surplus property declaration and pick-up requests; pick-up request worksheets; State Property Disposition Requests (PDR forms); quarterly and other computer generated reports of sales to other departments, agencies, or private parties; journal vouchers; descriptive information; property sale flyers; surplus property sales

inventory lists; bills of sale; cash receipts; vehicle odometer statements; and related documentation and correspondence. **(Retention: 4 years, destroy)**

(16) **Vehicle Records** Records document departmental administration of vehicles such as cars, vans, trucks, trailers, boats, tractors, and farm vehicles for accounting and insurance purposes. It may also document the service history, accumulated mileage, and disposition of each vehicle of institutionally owned vehicles, including routine preventative maintenance, mechanical repairs, and accident damage repairs. This series may include but is not limited to registrations; vehicle warranties; maintenance agreements; service contracts; vehicle inventories containing information regarding description, dollar value, and date of purchase; maintenance and repair logs; vehicle titles; gas slips; maintenance requests and work orders; repair notices and authorizations and related documentation and correspondence. **(Retention: (a) 1 years for gas slips (b) 2 years after disposal of vehicle for all other records, destroy)**

(17) **Vendor History Reports** Records document vendor data, selection, and updating pertaining to departmental and college operations. This series may include but is not limited to: reports containing vendor numbers, payee names, invoice numbers, amounts, warrant/voucher numbers, and message comments; copies of purchase orders; requisitions; packing slips; promotional and advertising materials; product specification sheets; and related documentation and correspondence. **(Retention: (a) Until superseded or obsolete for advertising materials, destroy (b) 2 years after superseded or obsolete for all other records, destroy)**

166-475-0035

Facilities and Property Records

(1) Building Space Inventory and Valuation Records

conditions; application area; chemical applied; mix ratio; and coverage rate. (**Retention:** 30 years, destroy)

(5) **Classroom and Laboratory Utilization Reports** Records document the utilization of classroom and laboratory space. This series includes preliminary and final reports which contain class number, time of the class, and the number of students in the class. (**Retention:** (a) 5 years for final utilization reports, destroy (b) 2 years for preliminary utilization reports, destroy)

(6) **Faculty and Staff Reports** Records document the number of full time equivalent (FTE) positions in instruction, research, administration, public service, fellowships, and classified staff. This series consists of forms from departments showing FTE positions (including staff identification numbers) and office space required. The summaries include department total FTE for each of the principal activity categories listed above. (**Retention:** (a) Permanent for summaries (b) 5 years for all other records, destroy)

(7) **Land Inventory Records** Records document real property owned and leased by the various insti

166-475-0040

Fiscal — Accounts Records

(1) **Annual Fiscal Reports** Records document annual fiscal year-end status of accounts and is used to provide the office with summary information relating to its programs which may be used for planning or review. Records include Period 14 reconciliation reports; annual operating statements; schedules of rates; and related correspondence. (**Retention:** 10 years, destroy)

(2) **Building and Equipment Reserve Schedules Records** document individual account summary and to show what the balance should be, as well as the amount of current year entries needed to bring the account up to that balance. The series also serves as backup to the general ledger entries. Information may include building or equipment value, required reserve, actual balance, deficiency, and amount to transfer in the current fiscal year. (**Retention:** 6 years, destroy)

(3)

amounts; new balance; and related information. This is a closed series that was discontinued when the institution adopted the Banner Financial Information System (FIS). **(Retention:** (a) 15 years for List 13, destroy (b) 5 years for Lists 1-12, destroy)

(9) **Miscellaneous Accounting Reports Records** document the production of various accounting reports made by individual offices or departments on a daily, monthly, quarterly, or annual basis. These reports provide summary information relating to the department and its programs, and may be used for planning or review. Reports include operating statements, year-end projections, reconciliations, and expenditures by facilities, accumulated hours and dollars by employee, summaries of assets and liabilities, sales, cost accounting, and income. This series does not include the year-end Closing of the Books Reports. Records may include but are not limited to working papers; drafts; final reports; and related documentation and correspondence. **(Retention:** (a) 5 years for annual reports, destroy (b) 1 year for daily, monthly, and quarterly reports and working papers, destroy)

(10) **Operating and General Ledger Reconciliation Records** Records document monthly reconciliations with the operating ledger or general ledger. Records consist of working papers and monthly reconciliation reports. **(Retention:** 6 years, destroy)

166-475-0045

Fiscal — Cash Records

(1) **Bank Advice Statement Records** Records document discrepancies (over or short) on bank deposits made by institutional cashiers. It is also a record of discount charges and rental charges by the bank for bank card use. Records consists of bank initiated advisories received by Business Affairs for adjustments to accounts because of bank or office clerical errors. (**Retention:** 4 years, destroy) dh3 (i)2.9 (Mc)-9.9 (e66.2 (e)-1 h.8 (e)

(9) **Ticket Sales and Event Cash Reconciliation Records** Records document the printing, selling, distribution, and accounting of tickets for university-sponsored athletic, performing arts, and other events where tickets are sold for admission. A portion of athletic event receipts is shared with visiting teams. Records may include ticket stock orders; ticket type reports; ticket purchase manifest forms; box office balance sheets; ticket printing and control records; season ticket sales lists; receipts and orders for mail, phone, or in-person purchase of tickets; ticket sales summary sheets and reports; free ticket sign-up sheets; lists and reports of free tickets distributed to patrons, contributors, and others; deposit receipts; and related documentation and correspondence. Records pertaining to athletic events are kept in compliance with NCAA and state requirements. (**Retention:** 5 years, destroy).

166-475-0050

Fiscal — Payables/Receivables Records

(1) **Accounts Aging Records** Records document a cumulative listing by accounts receivable number of all receivables on the Accounts Receivable master file in the Banner Student Information System. For each receivable, the amounts that are not yet due, currently due, and overdue are indicated by fiscal year. Records consist of account listings sorted numerically by customer showing balances. Listings are generated at the end of the fiscal year and at other times upon request. (Retention: (a) 10 years for year-end listing, destroy (b) 4 years for other listings, destroy).

(2) **Accounts Payable Records** Records document a department's expenditures and purchases. The series may also be used to research, evaluate, and monitor prior transactions and/or track the budget. Records may include but are not limited to departmental purchase orders; contract release orders; balance sheets; bills; invoices; invoice vouchers; journal voucher/entry forms; price quotes; State of Oregon "B" Purchase Orders; departmental requisitions; justifications of purchases; payment authorizations; reports of receipt of goods or services; and related documentation and correspondence. (Retention: 6 years, destroy).

(9) **Collection Records** Records document the office's efforts to collect unpaid accounts. Records include collection letters; notices; letters of transmittal; and bankruptcy records. (Retention: 6 years after account is paid in full or written off, destroy).

(10) **Credit and Debit Receipts** Records document credit or debit card receipt documenting payment received by agency. Records include customer's name and account information (Retention: Retain 36 months after transaction, destroy).

(11) **Credit Card Admin**106 (od31 (s)17w6(e)79 (-9228 -13111))131 (di)-7 (C)-7 (n)5 4)06 02 -n (i)29 (p(n)5 47 (d)11f0 To

Unclaimed property is not real estate, abandoned personal property, or lost and found items.
(Retention: 3 years after the property is remitted to the Department of State Lands).

166-475-0055

Financial Aid Records

(1) Athletic Scholarship and Grant-

Title IV, HEA program audit or review, investigation, or other review: Until the resolution of that questioned loan, claim, or expenditure; or the end of the Retention period applicable to the record, whichever is longer, destroy)

(6) **Financial Aid Annual Reports Records** document cumulative loan ac

(19) **Work Study Program Administrative Records** Records document the administration of the Federal Work Study program at the institution. Records include job descriptions; award letters; pay rate change notices and related correspondence. (**Retention:** 3 years, destroy).

166-475-0060

Grants and Research Records

(1) **Commercial Companies Records** Records document cooperative relationships with commercial companies in sharing research materials and data. This series may include but is not limited to cash receipt acknowledgments; requests for sample products; acceptances of products; and related correspondence. (**Retention:** 5 years, destroy)

(2) **Conflict of Interest Forms** Records document potential conflicts of interest involving state employees. This series may include but is not limited to Conflict of Interest and Commitment Disclosure Forms and related documentation and correspondence. (1

fiscal reporting requirements, and includes billing information for accounts receivable from sponsoring agencies and from departments for gift account fees. Grants may be federal, state, corporate, or private. This series may include but is not limited to project summaries; grant authorizations; contract documents; project budget change and adjustment forms; invoices; receipts; cashier's receipts; equipment purchase orders; prior approval request forms; account request forms; vendor telephone contact logs; subcontracts; grants and contracts monthly budget summary statements; institution billings balance sheets; SF272 reports for grants and contracts that are operating on direct payments; final financial reports; property reports; patent/invention reports; contractor's release report; assignment of refunds and rebates documents; equipment disposition reports; and related documentation and correspondence. **(Retention:** 5 years after annual or final financial report is submitted unless otherwise specified as longer by the terms of the contract, destroy)

(9) **Human Subjects Records** Records document the review of research proposals that involve any type of use of human subjects. Reviews may be made by the entire review board, selected members, or the board's chair. Records may include applications for appr

(14) **Non-Grant Funded Research Project Records** Records document the research activity associated with non-grant funded projects. This series may include but is not limited to research data; working papers; research/activity reports; summary reports; and related documentation and correspondence. **(Retention:** (a) Permanent for final research report (b) 5 years for financial records, destroy (c) 1 year after close of project for all other records, destroy

(15) **Other Payroll Expenses (OPE) Reports** Records document payroll overhead costs. Information in this series may include but is not limited to employee names; social security numbers; institutions; classifications of positions; units of employment; pay periods; gross pay amounts; various withholdings; overhead amounts; and the accounts used to pay employees. **(Retention:** 6 years, destroy)

(16) **Personnel Activity Report Forms (PAR)** Records document Classified and Academic employees' efforts involving indirect activities such as instruction and departmental research, and direct activities toward externally funded projects. The series is maintained in compliance with regulations of the Federal Office of Management and Budget (OMB) as set forth in OMB Circular A21 and in agreement with the U.S. Department of Health and Human Services. The PAR system is used to produce an equitable distribution and/or substantiation report of charges for employees' activities and to distinguish the employeesd tgstemloieo(ircio f(t)-3 (m)-6.3 (p)2.3 (h)2.3 (e)-3.1 (e)6 (o)-6.6 r (o)-6.6 d to (te)10.9 (m)-3 (l

166-475-0065

laboratory licensing; Oregon Pharmacy Board Retail Drug Outlet/Controlled Substance Registration (license) and inspection reports; individual employee professional licenses; and related correspondence. **(Retention: Until superseded or obsolete, destroy)**

(9) Medical Records Records document the medical services history provided for students treated by the student health center. This series may include but is not limited to appointment request slips; summary sheets; bacteriology test results; treatment record forms; diagnosis sheets; health history/screening sheets; initial evaluation/assessment sheets; referral sheets; health center billing statements; personal health history sheets; dental examination sheets and X-rays; laboratory test results; physical therapy notes; X-ray release forms; X-ray requisitions with narrative of radiologist; notes; memoranda; and related correspondence. **(Retention: 7 years after last service or until client reaches age 21, whichever is longer, destroy)**

(10) Non-Student Medical Records Records document medical services provided to non-students by the institution's student health center, such as allergy shot, vaccines, and blood pressure checks. Records include medical history forms; notations of services provided and dates; payment information; and related correspondence. **(Retention: 7 years after last service or until client reaches age 21, whichever is longer, destroy)**

(11) Patient Logs Records document patients who visit the student health center (both in-patients and out-patients). It may also be used to create annual census reports and 3-year census comparisons. Log information may include the date and time that the patient came in; the physician assigned; diagnosis; admission/discharge date; length of stay; and remarks. **(Retention: 3 years, destroy)**

(12) Patient Satisfaction Surveys Records

correspondence relating to their coverage; and related correspondence with the insurance company.
(Retention: 2 years after expiration of policy, destroy)

(17) **Surgical Instrument Sterilization Records** Records document the sterilization of surgical instruments used by the student health center. This series may include but is not limited to autoclave recording charts and log sheets indicating date; load number; items sterilized; and temperature/time settings. (Retention: 1 year, destroy)

(18) **X-Rays** This series consists of student X-rays taken by student health center staff. X-rays are stored alphabetically in envelopes identified by year, name, and view. This series may also include but is not limited to a log of X-rays going out and coming in for professional reference and related documentation. (Retention: 7 years after date of last service, destroy).

166-475-0070

Information Management Records

(1) **Computer System Maintenance Records** Records document the maintenance of the institution's computer systems and is used to insure compliance with any warranties or service contracts, schedule regular maintenance and diagnose system or component problems, and document system backups. Records may include computer equipment inventories; hardware performance reports; component maintenance records (invoices, warranties, maintenance logs, correspondence, maintenance reports,

literature and proposals; and correspondence. **(Retention:** (a) For life of system for implemented systems, destroy (b) 3 years for unimplemented systems, destroy)

(6) **Microfilm Quality Control Records** Records document that microfilm produced by or for system institutions conforms to the specifications required by Oregon Administrative Rules 166-025-0005 to 166-025-0030. Records may include: microfilmed records lists; microfilm reel indexes; service bureau transmittals; film inspection reports; methylene blue certifications; Security Copy Depository

166-475-0075

Institutional Services Records

(1) **Authorization Code Ordering and Assignment Forms Records** document the assignment of long distance authorization codes to institution employees. This series consists of authorization code ordering and assignment forms which list an activity code; user/function name; account number; FRL code; and authorization code number for each employee assigned a code. (**Retention:** 2 years after superseded or revoked, destroy)

(2) **Automatic Call Distribution Vector Records** Records document the technical programming for each automatic call distribution (ACD) account on campus. This programming, known as vector instructions, electronically routes phmtost thnsroitr1 1a 3 (s)-1. 6 (n)2.2f (o)-6. (C)-0.6 (D)-5.6 5

(7) **Child Care Facility Food/Nutrition Service Program Records** Records document the administration of child care food programs which provide meals to children at institution child care facilities. 3 (e).5 (id) 2.3i at in at cy

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(24) **Work Orders Records** Records document requests and authorizations for needed services and/or repairs to institutional property and equipment. It may also be used as a cost reference for future jobs. This series may include but is not limited to: copy center work orders; printing orders; photographic work orders; display preparation orders; microfilming orders; telephone service/installation requests

166-475-0080

Intercollegiate Athletics Records

(1) **Annual Fund Drive Records** Records document the plans, arrangements, and results of annual athletic fund drives. This series may include but is not limited to brochures; prize lists; pledge cards; mailing arrangements; reports; fiscal summaries; and related documentation and correspondence.

(Retention: 10 years, destroy)

(2) **Athletic Eligibility Records** Records document verification by intercollegiate athletics of student athletes' academic progress to the NCAA or NAIA. These records include computer generated academic progress reports. **(Retention:** 10 years, destroy)

(3) **Catastrophic Injury Records** Records document on-going insurance activity on cases that qualified for catastrophic status by having claims of over \$50,000 for NCAA schools and \$25,000 for NAIA schools in the first two years of the claim. This series may include but is not limited to accident reports; annual insurance questionnaires; notes; claim forms; and related documentation and correspondence.

(Retention: 75 years, destroy)

(4) **Claims Payment Records** Records document the verification and payment of secondary coverage insurance claims of injured student athletes. This series may include but is not limited to lists of requests for claims payment; transmittal letters (CO 163-Rev 10/91) to the Controller's Division for reimbursement of the institution; Proof of Loss (CO-164-2/92) forms; intercollegiate athletic reports from OUS Human Resources; ledgers of providers, payment amounts, and reference numbers; and related documentation and correspondence. **(Retention:** 5 years after claim is settled, destroy)

(5) **Competition Record Forms** Records document individual games and competitions and is used to

(9) **Game Statistics Records** document the practice, playing, and attendance statistics about each game and the season for each sport by playing year. This series may include but is not limited to player academic statistics; attendance figures; player training charts; season and game player statistics; recruitment records; special teams statistics; rankings; awards information; NAIA and NCAA game statistics; media releases; all-conference nominations; spring and fall camp depth charts; numerical rosters; media guides; narrative reports on games and scrimmages; final team statistics for each game; NAIA and NCAA official scoring summaries; play-

regulations. This series may include but is not limited to the institution's football questionnaire forms with personal, scholastic, football, general, and transcript release information; information request cover sheets; grade transcripts; Information for Certification of NCAA Freshman Athletics Eligibility Compliance (with By-Law 5-1-j forms, number 40-c); letters of intent; copies of admissions forms and materials; performance reports; telephone and conversation notes; mailing lists; and related documentation and correspondence. **(Retention: 5 years or end of eligibility whichever is longer, destroy)**

(17) **Scheduling Records** Records document competition schedules set up with other institutions by coaches and the athletic director. This series may include but is not limited to correspondence; phone notes; contracts; final schedules; and related documentation and correspondence. **(Retention: 6 years after expiration of contract, destroy)** (18) **Sports Merchandising Records** Records document the sale of institutional and NCAA or NAIA-licensed merchandise at sporting events. Records may include sales reports; merchandise comment sheets; and related correspondence. **(Retention: 4 years, destroy)**

(19) **Student Athletes Academic Advising Records** Records document academic advising of prospective and current student athletes, provides records of academic progress while students are involved in athletic programs at the institution, and complies with NCAA, NAIA and conference reporting requirements. These records include letters of intent; renewals of letters of intent; transcripts; grade reports; petitions; academic evaluations; advanced standing reports; advisors' report sheets showing progress towards academic degree; program planning sheets; NCAA Progress Reports; students' requests for release from athletic programs; disciplinary memoranda; and related correspondence. **(Retention: 5 years after degree completed or last enrollment, destroy)**

(20) **Student Athletes Dining Rosters Records** document the meals consumed by student athletes as part of the training table. This series may include but is not limited to rosters with the names of athletes partaking of meals and absent from meals; menus; and related documentation and correspondence. **(Retention: 2 years, destroy)**

(21) **Student Athletes Medical Records** Records document the medic

166-475-0085

Libraries, Archives, Museums and Other Collections Records

(1) **Appraisal Records** Records document monetary value appraisals of institutional artifacts, objects, and collections that have been completed by private parties. This series may include but is not limited to appraisals and valuations reports; reference materials used by appraisers; and related documentation

(5) **Collections Control Records** Records document the maintenance of materials which typically involve accessioning, cataloguing, preserving, and/or referencing. This series may include but is not limited to: accession sheets; archives transmittal lists; accession reports; computer cataloging records; catalogs of holdings; reference guides and finding aids; request for permission to publish or reproduce images forms; (collection inquiries; budget and purchasing data;) and related documentation and correspondence. (**Retention:** Permanent)

(6) **Deaccession Records** Records document recommendations concerning deaccessioning of specific holdings and action upon those recommendations. This series may include but is not limited to transfer forms to transfer ownership/custody of materials held within institutional collections to other institutions; deaccessioning documentation which lists the artifacts by acquisition numbers and descriptions, names of persons making deaccession recommendations and dates, reasons for deaccessioning, documentation that legal searches of donor records have been done to establish that the institution is not precluded from deaccessioning and to establish whether the donors are still living, appraised values (including whether these are estimates or have been appraised), signatures of approval for deaccessioning and dates, and dispositions of materials and dates; deaccessioning and weeding listings; reports of deaccessioning; and related documentation and correspondence. (**Retention:** Permanent)

(7) **Exhibit Records** Records document the display and use of artifacts and materials held by the collection units or displays created by the units. This series may include but is not limited to research materials concerning the cultural environmental setting surrounding the artifacts; bibliographies; lists of artifacts or items considered for inclusion; drafts of exhibit descriptions or scripts; publicity or advertisements for exhibits; artifact labels; photographs of exhibits; exhibit renderings and layout diagrams; exhibit scheduling and 1ccl.6 (an).3 (is)-1.3 (p)0.7 (o)-6gs511o 1ccl.6grapr ;g7 (o7s)-1.3 e bartifa9.3 (lin)2.2 (g)2

schedule approved and authorized by the State Archivist. This series may include but is not limited to records destruction authorizations; records inventory worksheets; special records disposition schedules; records transmittal lists; guides to microfilmed records; and related documentation and correspondence. (**Retention:** (a) Permanent for records destruction authorizations, records transmittal lists, and guides to microfilmed records (b) 5 years for all other records, destroy)

(12) Reference Request Records

166-475-0090

Payroll Records

(1) **Assumed Wages Reports** Records document computation and payment of workers' compensation insurance premiums. Records document students' services performed in exchange for room and board, and volunteer and prerequisite assumed wages not paid by payroll. Information in the reports may include names, dates, social security numbers, requisition numbers, accounts to be charged, and total assumed pay for the month. (**Retention:** 4 years, destroy)

(2) **Deduction Authorization Records** Records document deductions from salary checks authorized by employees. These records include lists with notation of authorized deductions as well as actual deduction forms. This series may include but is not limited to: deduction information on medical, dental, life, and disability insurance; American Association of University Professors, GCIU, Fair Share, and Oregon Public Employees/Fair Share dues; U.S. Savings Bonds; United Way and foundation contributions; payments for library fines/lost books, parking permits, and institutional credit union accounts; Veterans Affairs; ACH Listings; personal use of state vehicles; and miscellaneous deductions. (**Retention:** 4 years after authorization expires or is superseded, destroy)

(3) **Employment Division Summary Reports** Records document the number of the institutional employees and payroll costs on a monthly basis and yearly basis. This series includes monthly reports by employee category and annual fiscal year reports which summarize the monthly data. (**Retention:** (a) 10 years for annual reports, destroy (b) 3 years for monthly reports, destroy)

(4) **Employee Time Records** Records document hours worked and leave hours accrued and taken by agency, institution and student employees. Information may include employee name and other personally identifiable information, work schedule, days and time worked, leave time, work-study related time records and approval signatures. (**Retention:** (a) 5 years after issuance of final financial report to awarding agency by the research accounting unit for records of all students paid from U.S. Dept. of Education awards, destroy (b) Retain 4 year unclassified/classified/management personnel, destroy (c) 3 years for all others, destroy)

(7) **Garnishment Records** Records document requests and court orders to withhold wages from employee earnings for garnishments, tax levies, support payments, or other reasons. This series usually includes original writs of garnishment; recapitulations of amounts withheld; and related records.

(Retention: 4 years after resolution, destroy)

(8) **Pay Authorization Records** Records document pay documents which substantiate and, in part, authorize the issuance of payroll checks for particular amounts. This series may include but is not limited to payroll/budget request forms and time cards. **(Retention:** 5 years, destroy)

(9) **Paycheck Delivery Records** Records document the locations assigned for delivery of salary payments to employees. This series may include but is not limited to paycheck deposit slips and payroll cards. **(Retention:** 3 years, destroy)

(18) **Shift Summary Sheets Records** document the time worked by employees on various jobs on a daily basis. This series is used to provide a record of time worked by employees for payroll purposes; a record of customer charges incurred for billing purposes; and cost accounting information on a real-time basis. The series may also be used as a back-up source of information for wage related grievance cases brought forth by employees. Information on the individual computer generated sheets may include: employee name; descriptions of duties performed; wages paid for each duty; time worked at each duty; output connected with each duty; and totals. **(Retention: 2 years, destroy)**

(19) **Student Loan Interest and Tuition Payment Statement Records** Records document loan interest and tuition paid by students so that deductions may be claimed on income taxes. Records may include 1098E and 1098T forms and related correspondence. This series may also include records that were attempted to be mailed or delivered but were returned or otherwise deemed undeliverable. **(Retention: 3 years, destroy)**

(20) **Student Social Security/Medicare Tax Review Reports** Records document FICA coding for student employees. The reports may include but are not limited to student name and ID number; credit hours carried. **(Retention: 5 years, destroy)**

(21) **Study Abroad Foreign Nationals Payroll Records** Records document payments to foreign nationals employed both full-time and part-time by the institution as support staff for its study abroad programs. This series may include but is not limited to agreements concerning pay rates; accounting information for payments to persons employed as secretaries and office staff, housing and transportation specialists, and food service workers; time sheets; and related correspondence. **(Retention: 75 years, destroy)**

(22) **Transaction Registers Records** document all employee database data entry transactions. This series includes daily and quarterly registers for deduction, employee, and budget transactions. The registers may include but are not limited to employee name; social security number; institution; FICA code; transaction code; nature and date of last transaction; last transaction; address; major account; class status; sex; Equal Employment Opportunity category; date of birth; ethnicity code; and related data. **(Retention: (a) 4 years for quarterly registers, destroy (b) Until superseded or obsolete for daily, daily registers, destroy)**

(23) **Wage and Tax Statement Records** Records document data reported on the annual wage and tax statements for institutional employees, corrections to these statements, and a record of transmittal to the federal government. Records include print-outs from the Controllers Division by year in social security number order which include names, social security numbers, tax subject earnings, other data required by law, and summary transmittal forms. Forms include IRS forms W-2, W-2C, W-3, and W-3C. This series also includes records that were attempted to be delivered but were returned or otherwise deemed undeliverable. **(Retention: 5 years, destroy).**

166-475-0095

Personnel Records

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(8) **Certificates of Eligible's Records** document the names of applicants currently eligible for hire for specific classified positions. The list is supplied by the personnel office to departments seeking to fill vacancies. Data elements on this list may include but are not limited to name; address; telephone number; and rank or exam results. Copies of Employment Applications and Skill Code Sheets may be included with this record series. (**Retention:** (a) 3 year1(n7 (f-3 (f)10. ()JJ/TT1 1 8.nbt10.6 9 (-6 (s)-4.3(n) S)-1.5 (2f-3 (f)1

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Retention: (a) 3 year1(n7 (f-3 (f)10. ()JJ/TT1 1 8.nbt10.6 9 (-6 (s)-4.3(n) S)-1.5 (2f-3 (f)1

(14) **Classified Unsolicited Applications Records** document unsolicited requests for consideration for

audiometric (hearing) test records: Until employee's termination date (29 CFR 1910.95(m)) (c) Retain other employee medical records: 3 years after employee separation, destroy).

(20) **Employees Benefits Records** Records document an individual employee's benefit information such as selection of insurance plans, retirement, pension, and disability plans, deferred compensation plans, and other benefit program information. Records may include but are not limited to plan selection and application forms, enrollment records, contribution and deduction summaries, personal data records, authorizations, beneficiary information, and related documentation. Records may be filed with the individual Employee Personnel Records. SEE ALSO Employee Payroll Records in the Payroll section.

(Retention: (a) Retain PERS enrollment records: 75 years, destroy (b) Retain optional plan enrollment records 75 years, destroy (c) Retain all other benefits records: 3 years after employee separation or eligibility expired, destroy).

(21) **Employees Training Records** Records document employee participation in training courses or programs for development purposes. Records may include but are not limited to staff fee requests to take classes; course agendas, descriptions, and syllabi; course outlines and materials; enrollment and attendance records; training requests and authorizations; certificates of completion; and related documentation and correspondence. **(Retention:** 3 years, destroy).

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(38) **Recruiting Pool Records** Records document prospective applicants for faculty and staff positions drawn from either previous recruitments or unsolicited applications. Records may include but are not limited to curriculum vitae or resumes; cover letters; Applications for Employment; interview materials; position announcements; evaluations of prospective employees; and related correspondence. **(Retention: 3 years, destroy).**

(39) **Residential Advisor (RA) Employees Records** Records document the selection process, requirements, and work history of residential advisors. RAs apply in the Winter Term for the following school year. After preliminary screening and approval applicants are required to enroll in a course designed for potential RAs taught by student housing staff. Records may include but are not limited to application forms; transcripts; recommendations; interviewers' notes; notification letters; contracts which give duties and responsibilities, enrollment hours limitations, and signatures; papers or projects completed in the required RA course; staff evaluations of applicants and term-by-term evaluations of appointees; and related documentation and correspondence. **(Retention: 5 years after employee separation, destroy).**

(40) **Retirement Incentive Program Records** Records document the cost of incentive programs providing benefits for university employees who choose early retirement. Records include agreements between the university and employees for lump sum, monthly, or annual payments; records of actual payments; and related correspondence. **(Retention: 6 years after final payment, destroy).**

(41) **Sabbatical Leave Records** Records document sabbatical leave activities of institution faculty. Records may include but are not limited to reports; applications; contracts; and related documentation and correspondence. **(Retention: (a) Permanent for reports (b) all other records 75 years, destroy).**

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announcements; memoranda; and related documentation and correspondence. **(Retention:** 2 years after superseded or obsolete, destroy).

(44) **Social Security Number Records** Records document international students' and scholars' acquisition of social security numbers. This series may include but is not limited to social security number applications; Statement of Information — Social Security Account Number forms (CO-204); photocopies of social security cards; Controllers Division reports; and related documentation and correspondence. **(Retention:** 3 years, destroy).

(45) **Student and Classified Employees Compensation Records** Records document and defines pay rates for classified and student employees. Records may include but are not limited to compensation plans; conversion tables for annual, monthly, hourly, and overtime rates; records concerning extra merit increase, merit pay system, overtime pay, shift differential, student pay, variable rate pay, and working out of class; and related documentation and correspondence. **(Retention:** Until superseded or obsolete, destroy).

(46) **Student Employees Personnel Records** Records document the student employee's work history from the supervisor's perspective. This series may contain records for work-study and/or regular departmental budgeted student employees. This series may include resumes; interview questionnaires and notes; work referral forms; Student Schedule Slips; Financial Aid Employment Reference Forms; Student Employment Registration Forms; Personnel Actions Forms; Pay/Budget Action Forms; Work-Study Time Certificates; Performance Evaluations; Employee Withholding Allowance Certificate (W-4) forms; Payroll Check Delivery Authorizations; Requests for Emergency Payroll Draw Forms; commendations; recommendations; reprimands or notices of disciplinary action; notices of layoff; letters of resignation; work permits; copies of visas and related immigration status information; Student Driver Authorization Forms; Employment Eligibility Forms (I-9); home address/telephone disclosure authorizations; and related correspondence and documents. The series may also include photocopies of each employee's drivers license; birth certificate; or Certificate of Student Employment Registration. **(Retention:** (a) 5 years after employee separation for work-study student records, destroy (b) 3 years after date of hire or one year after separation, whatever is longer for Employment Eligibility Forms (I-9),

(49) **Volunteer Program Records** Records document the activities and administration of volunteer programs in the agency and institutions. Records may include but are not limited to volunteer applications, emergency notification forms, volunteer hour statistics, volunteer program publicity records, insurance requirement information,

166-475-0100

Publications, Promotions and Alumni Records

(1) **Alumni Records** Records document the activities of an institution or department's alumni and may also provide alumni offices with information on alumni. Records may be used to create a network of support from alumni, primarily through organized alumni groups; to track alumni; to monitor their achievements, activities, and recognitions; to create statistics; to reply to information requests; and to provide information on the accomplishments of previous students. This series may include but is not limited to memberships lists with names, addresses, employer names and addresses, and positions; minutes, by-laws and directories of clubs in many Oregon communities and several major cities throughout the United States; promotional materials concerning annual gatherings; homecoming plans and programs; data cards and files for individual alumni; degree recipient lists; outstanding alumni lists; student leader lists; class officer lists; foreign student rosters; international alumni club records; and notes, memoranda, and related correspondence concerning general alumni affairs. (**Retention:** Permanent)

(2) **Alumni Association Board Records** Records document the activities of the alumni association board

recruitment and orientation, fund-raising, publicity, research, or teaching. This series may include but is not limited to identified and labeled audio/video records.

NOTE: Contingencies must be made for transferring information to a more stable medium. (Retention: Permanent)

(8) **Fund-Raising Records** Records document institutional efforts to raise funds to support program functions and facilities. This series may include but is not limited to requests for fund-raising; individual benefactors and prospective donors files; public relations records; event planning and arrangement records; gift history reports; background on previous donations; pledges; and related documentation and correspondence. (**Retention:** 6 years, destroy)

(9) **Hometown Information Records** Records document newspapers published in Oregon and is used to promote the institution. It is arranged alphabetically by town name and county and refers to the appropriate newspaper and its location. This series includes Oregon town and county names that refer to the serving newspaper; brief descriptions of scholarship awards offered on this campus; and all state high schools by town, county, and phone number. (**Retention:** Until superseded or obsolete, destroy)

(10) **News Release Records** Records document newsworthy events of the institution. This series may include but is not limited to news releases issued by institution news and communications units arranged by topic and/or date of issue. The news releases may contain but are not limited to the source of the information; title; byline; activity location and dates; and specified time of release. (**Retention:** (a) Permanent for releases pertaining to significant events and policy matters (b) 10 years foy1 (t)-6.6 (u)2.3 (r)13 (iv)-.3 (e)-3

contact; and related documentation and correspondence. (

compounds, asbestos, lead, or excessive noise. Medical examinations of workers are made at the beginning and termination of institution employment and periodically throughout the career course as well as immediately following an accident or potential exposure incident. This series may include but is not limited to medical examinations; laboratory test records and results; and related documentation and correspondence. (**Retention:** 30 years after employee separation, destroy)

(16) **Non-Staff Accident and Injuries** e ie c113 () 1 Tf-0001 Tw 1728 0 T0791Re5(s)-19 (id)23 (r p)131 ,yidu22 (t)-3 (is

(21) **Radiation Safety Committee Records** Records document the establishment of policy and procedure by the committee. Records include agendas; minutes; reports; notes; working papers and related correspondence. (**Retention:** Permanent)

(22) **Safety Training Records** Records document employee training and certification such as for equipment operation, hazardous material handling and emergency procedures, driver training, CPR and first aid training, and asbestos awareness training for removal, abatement, or transportation. This series may include but is not limited to sign off sheets indicating that employees have received training; acknowledgment of safety rules; instruction sheets; copies of hazardous material data sheets; informational materials; and related documentation and correspondence. (**Retention:** 30 years after employee separation, destroy)

(23) **Security Records** Records document reporting of suspicious and criminal incidents at the institution. Records may include incident reports containing names, dates, case numbers, dollar values, locations, descriptions of incident, and personnel taking report; identification cards created when reports of suspicious behavior are made to the office; warnings records; copies of reports filed by the Oregon State Police or other law enforcement agencies; notes; and related documentation. (**Retention:** (a) 2 years for copies of reports filed by law enforcement agencies, destroy (b) 7 years for annual Clery act report records, destroy (c) 5 years for all other records, destroy)

(24) **Student Incident Records** Records document incidents of injury to residence hall occupants, vandalism, and other infractions of housing rules. The series also documents the disposition of such incidents. This series may include but is not limited to incident report forms usually filed by resident advisors; housing director's written decisions; student appeals of decisions; and related documentation and correspondence. (**Retention:** (a) If incident results in a claim: transfer to appropriate claim file (b) If no claim results: retain 10 years, destroy)

(25) **Vehicle Accident Records** Records document accidents involving vehicles owned by the institution. This series may include but is not limited to vehicle accident reports; vehicle accident claims; damage or loss of state property reports and related documentation and correspondence. Information may include vehicle type and identification number; name of party using the vehicle; notation of condition before and after use; and authorizing signatures. (**Retention:** 4 years, destroy).

166-475-0110

Student Records

(1) **Academic Standing Reports Records** document student academic standing, including academic deficiency and the status changes of academically deficient students. Records may include reports containing student names, grade point averages (GPAs), grade point deficiencies, and numbers of previous suspensions and probations; student petitions for re-evaluation; report of student progress toward academic readmission/removal of probation status at other institutions; academic honors and awards; and related documentation and correspondence. (**Retention:** 3 years, destroy)

(2) **Admissions Reports Records** document summary information relating to student admission programs which may be used for control, planning or review. Records may include but are not limited to working papers; drafts; transitory reports; final reports; and related documentation and reports. Typical report subject categories include the number of new students, advanced placement, and Grade Point Averages summaries. (**Retention:** (a) Permanent for final reports (b) 5 years for all other records, destroy)

(3) **Certification Records** Records document the preparation of students earning degrees and/or certification for licenses or certificates to enter a profession and forms the basis of the initial certification for various professions. Records may include applications for admission to a program; registration for practicum hours and evidence of the completion of the practicum; transcripts; narrative evaluations on practicum; notice of completion of hours required for certification; recommendations and evaluations; and related correspondence. (**Retention:** 5 years after initial certification, destroy)

(4) **Class Lists Records** document official record of students enrolled in courses taught. The series is used to cross-check students who have enrolled against those who have registered as well as in the generation of statistical reports. Information in the series includes student names; Student ID Number; term; and enrollment/registration status. (**Retention:** 1 term, destroy)

(5) **Commencement Records** Records document commencement program planning and implementation at the institution. Records may include but are not limited to commencement attendance forms; planning records created by commencement committees or other planning groups; and related documentation and correspondence. (**Retention:** (a) Permanent for commencement programs (b) Until degrees conferred for commencement attendance forms, destroy (c) 2 years for all other records, destroy)

(6) **Diploma Mailing Verification Records** Records document students' requests to have diplomas and other graduation records distributed to specific addresses. Records include signed cards listing permanent addresses for diplomas to be mailed to; indicating that fees have been paid.1 (d)2.33;0.9 (o)-9 Ver pbe-9.3 oo

(8) **Examinations, Tests, Term Papers, and Homework Records** Records document work of student subject mastery in institution courses not returned to the student. Records may include but are not limited to examinations and answers; quizzes and answers; homework assignments; course papers; term

may include but are not limited to instructors' grade books; grade confirmation reports; grade confirmation and change records; and final grade rosters. (**Retention:** 2 years, destroy)

(19) **International Students Records** Records document institution assistance to international students who have been admitted to academic programs. These records primarily concern institution admissions, immigration issues, and other non-academic matters. Records may include but are not limited to copies

series applies are Science and Mathematics Investigative Learning Experiences (SMILE), Upward Bound, High School Equivalency, and other non-institution programs. Records may include but are not limited to application and admission documentation; personal and family information; medical and health documentation; selection and decision making documentation; Educational Opportunity Program (EOP) documentation; notification of admission and non-admission; recommendations and evaluative materials; copies of academic records; counseling and advising notes and documentation; housing and conduct documentation; federal student aid reports; risk release and insurance forms; immigration and citizenship documentation; financial responsibility records; reports; and related documentation and correspondence. (**Retention:** 3 years after separation from program, destroy)

(25) Placement ~~94EAPRR2730:1%0901W1sRmpeHyVEa121frMm2631jy/EgB6ncA2eA0z8BpaBw16q~~

letters of recommendation; counseling interview notes and referrals; and related documentation and correspondence. (**Retention:** 5 years after last contact, destroy)

(31) **Scholarship Records** Records document the application, recruitment, selection, processing and awarding of private and public scholarships to individual students based upon a predetermined selection criteria. Records may include but not limited to correspondence, applications, disbursement documentation, selection criteria and related documentation. (**Retention:** a) Until superseded for award selection criteria, application forms, etc, destroy b) 6 years after award disbursed for individual awarded scholarships, destroy)

(32) **Special Academic Programs Student Records**

academic transcripts from other institutions; test scores; letters of admittance; and related

information forms and resumes; test scores; academic transcripts; and related documentation and correspondence. **(Retention: 5 years, destroy)**

(42) **Student Status Cards Records** document the status of students who are enrolled or have been enrolled and graduated from the academic program. Information on the individual cards may include but is not limited to name; date entered; department; change of school; graduation dates; degrees; previous schools attended; notation of activities and honors; and photographs of individuals. **(Retention: 20 years, destroy)**

(43) **Students (Undergraduate) Denied Admissions/No Show Records** Records document undergraduate students who have been denied entry into degree or certificate programs or who have been admitted but have not enrolled or withdrawn. Records may include but are not limited to: admission applications; academic transcripts from other institutions; test scores; letters of admittance; and related documentation and correspondence. **(Retention: (a) 2 years after denial of admission, destroy (b) 1 year after notification of admission if applicant fails to enroll, destroy)**

(44) **Student Statistical Reports Records** document student status and enrollment at the institution. Records may include specialized listings and statistical reports pertaining to departmental and college registration, course changes, add/drops, geographical distribution of students, student age and gender data, mortality of classes, student transfers from other schools, student body grade point averages and GPAs of living groups, and veterans enrollment; reports documenting student and enrollment by term; and reports on other topics. **(Retention: (a) Permanent for summary and annual reports (b) 3 years for all other records, destroy)**

(45) **Student Tracking Records** Records document student enrollment in courses and changes in enrollment. The series also documents admission status changes, affiliation and registration in colleges or schools, and changes in grading basis. Records may include but are not limited to registration forms; registration change forms (add/drop forms); withdrawal forms; application for re-admission forms; change of schools (within the institution) forms; and grading basis (unsatisfactory/satisfactory) change forms. **(Retention: 1 year, destroy)**

(46) **Supplemental Grade Report Records** Records document grade changes submitted by instructors through the academic departments to the Registrar. Records may include but are not limited to supplemental grade reports (SGRs); removal of I and E forms; and related documentation and correspondence. **(Retention: (a) 5 years for records created after implementation of the Student Information System, destroy (b) 25 years for records created before implementation of the Student Information System, destroy)**

(47) **Theses and Dissertations Records** Records document the completion and academic acceptance of graduate theses and dissertations presented to colleges in fulfillment of requirements for graduate degrees. This series includes but is not limited to final and accepted copies of theses and dissertations and final and terminal projects. **(Retention: Permanent)**

(48) **Transcript Hold or Encumbering Authorization Forms Records** document holds on transcripts and academic reporting information placed by the institution for a number of reasons. This series consists of forms authorizing the holding of academic records and information until a specific action is taken by the subject of the academic record. **(Retention: Until release of the hold authorization, destroy)**

(49) **Transcript Request Forms Records** document students' requests for transcripts to be sent to other institutions. Information on the individual form includes student's present name and other name(s) under which the student attended; social security number; vault number (used in locating the transcript in the Student Record series); home address; phone number; student signature; number of copies of transcript requested; fee status; whether official or unofficial transcripts are desired; date of request; and destination(s) of transcript(s). (**Retention:** 6 months, destroy)

(50) **Undergraduate Degree Audit and Application for Graduation Records** Records document student completion of degree requirements. Records may include but are not limited to work sheets; transcripts; and transfer course evaluations. The series may also include official graduation audit forms that list students' names; colleges; majors; degrees; minors; the course loads taken by the applicants for previous thrsat lisds 5s;.9t-3.3 (i)2.7 (n)16.2 (ts)h0.9 (s) (e a)2.7ad7 (i)2.10.9 (so) Tgsent3.1 (s)t3.3 (s)1.7 (ta)1..5 (e7 (i)2.