

Cleveland State University

Records Retention Schedule

MAY 2017

UNDERSTANDING THE RECORDS RETENTION SCHEDULE

Definitions of words listed in the DISPOSITION column of the retention schedule

The disposition will either be “destroy” or archive.

Review for continuing historical value and potential transfer to University Archives - records are to be reviewed and a determination made by the area if

Cleveland State University **Records Retention Schedule**
Retention Periods Pertain To Paper and Electronic Formats

official keeper of record and required to retain record for entire retention period

Record Series	IUC No.	Retain	Disposition
<u>Classified Staff Report Union Dues Membership List</u> (biweekly listing of university employees paying dues to unions, including pertinent personal data, classification and department)	ACC1000	4 years	Destroy
<u>Conference Services Accounts Payable</u> (rental equipment ordered for events on campus for both on campus groups and outside organizations)	ACC1000	1 year (from date of rental return)	Destroy
<u>Conference Services Accounts Receivable Rentals</u> (rental contracts with full set up and billing information regarding events from an outside organization utilizing university facilities)	ACC1000	Active + 4 years	Destroy
	ACC1000		

Return Authorizations

(forms for returned goods bought on PO, returned for repair or replacement, etc includes RA#'s and credit memos if applicable)

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Record series	IUC No.	Retain	Disposition
Parking	ACC1000	4 years	
<u>Daily Income Records</u>			

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entire retention period

Record series	IUC No.	Retain	Disposition
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Record series	IUC No.	Retain	Disposition
<p>Facilities Management <u>Daily Energy Reports</u> (total campus electric and steam, projected monthly electric use and cost compared to budget)</p>	ADM9900	5 years	Destroy

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Record series	IUC No.	Retain	Disposition
<p>IS&T <u>Automated Program Listing/Source Code</u> (automated program code which generates machine language instructions used to operate information system)</p>	ADM9900	3 system update cycles after code is superseded or replaced	Destroy
<p>IS&T <u>Automated Tape Library System</u> (automated records used to control location, maintenance, and disposition of magnetic media in a tape library)</p>	ADM9900	Active	Destroy
<p>IS&T <u>Computer Usage Chargeback Billings</u></p>	ADM9900	Retain 3 system backups	Destroy
<p>IS&T <u>Computer Usage Reports - Summaries</u> (computer center records created to document computer usage)</p>	ADM9900	Active	Destroy
<p>IS&T <u>Data Processing Hardware Documentation</u> Records documenting operation of equipment; includes control systems, configurations and manuals</p>	ADM9900	Until obsolete	Destroy when no longer used & all data is migrated to new hardware.
<p>IS&T <u>Maintenance Contracts Files Data Processing Equipment</u> (includes copies of contracts, service histories and work orders)</p>	ADM9900	Active + 6 years	Destroy
<p>IS&T <u>Mobile Campus Equipment Use & Liability Policy Forms</u></p>			

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Record series	IUC No.	Retain	Disposition
Capital Planning Blueprints	ADM 2030	Active + 6 years	Archives
Capital Planning Building Specifications (campus planning requirements for Stilwell Hall, Science and Science II)	ADM 2030	Active + 6 years	Life of building
Capital Planning Construction Projects <u>Design Review</u>			



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Record series	IUC No.	Retain	Disposition
<p><u>Capital Planning-Architects Building and Project Plans</u> (original building plans and details for new buildings, building renovations and original building documents Pre-CSU)</p>	ADM2030	Active + 6 years (inactive when no longer referenced)	Archives (Retain for life of building)
<p><u>Capital Planning - Architects Construction Projects Construction Designs and Specifications</u> (written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto)</p>	ADM2030	Active + 6 years	Permanent
<p><u>Capital Planning - Architects Construction Projects Design Review Committee</u> (minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and master plan)</p>	ADM2030	Active + 6 years	Review for continued value and possible transfer to archives
<p><u>Capital Planning - Architects Construction Projects Construction Documents</u> (collectively, the drawings, specifications, addenda, definitions, notice to bidders, bid form, contract and attachments, bond, bulletins, shop drawings, change orders, change order procedures and pricing guidelines and standard conditions of the contract assignments if any – general and special)</p>	ADM2030	Active + 6 years	Permanent
<p><u>Capital Planning - Architects Construction Projects Design Development</u> (design of project is fully described with regard to the basic building systems and materials as well as all special systems needed to support the program)</p>	ADM2030	Active + 6 years	Archives
<p><u>Capital Planning-Architects Construction Project Request & Program Statement</u> (request from the University community to initiate a project)</p>	ADM2030	Active + 6 years	Review for continued value and possible transfer to archives

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Record series	IUC No.	Retain	Disposition
Ohio Board of Regents Annual FTE Report (required annual report to OBOR documenting full time equivalent staffing levels. Summary			



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Record series	IUC No.	Retain	Disposition
Human Resources <u>Administrative State Civil Service, Personnel Accounting for Classified Employees</u>	ADM9900	1 year	Destroy
Human Resources <u>Classified Staff Report</u> (monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range/step, suspensions, terminations, etc.)	ADM9900	1 year	Destroy
Human Resources <u>Department Assistance File</u> <u>Classified Staff</u> (correspondence documenting personnel office services to university or college department regarding classified staff positions)	ADM9900	1 year	Destroy
Human Resources <u>Personnel Reports</u> (vacancy tracking system; promotions tracking system and other administrative processes)	ADM9900	5 years	Destroy
Input Documents (copies of records or forms designed and used solely for data input and control)	ADM9900	Until verified	Destroy
Libraries <u>Annual Library Reports</u>	ADM9900	SUP	Archives
Libraries <u>Library Database</u>	ADM9900	Until Obsolete	Destroy
Libraries <u>MMS Media Lab Daily Log</u>	ADM9900	Active + 1 year	Destroy
Libraries <u>MMS Reserve Request Sheets</u>	ADM9900	Active + 1 year	Destroy
Library <u>Study Carrel Registers</u> (record of study carrel and whom assigned – individual forms and master list)	ADM9910	3 years	Destroy
Library <u>Subject Guides</u> (HTML documents updated by CDM staff)	ADM9910	3 years	Destroy
Parking & Transportation <u>Bicycle Registration Forms</u>	ADM9900	1 year	Destroy

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Record series	IUC No.	Retain	Disposition
<p>Admissions Applicants who do Matriculate <u>Letters of Recommendation</u></p>	<p>EDU1010</p>	<p>Active + 3 years</p>	<p>Destroy</p>

Admissions

Applicants who do Matriculate Transcripts, High School

(documents from facilities in other countries may be originals and difficult for the applicant to replace. You may consider returning these to the applicantM 503.1hETQ0 T54.24 503.11 242.4

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Record series	IUC No.	Retain	Disposition
<p>Education Student Services Center <u>Student Files</u> <i>Actively enrolled undergraduate, postgraduate and second area certification, master's education specialist, and non-degree graduate</i></p>	EDU1010)	Active (until program completed or inactivity determined)	Move to inactive or program complete files/follow appropriate disposition
<p>Education Student Services Center <u>Student Files</u> <i>(Completed teach preparation, never applied for certification; problem students; academically dismissed undergraduate/post baccalaureate, master's educational specialist, non-degree graduate \</i></p>	EDU1010	IND	Permanent
<p>Education Student Services Center <u>Student Files</u> <i>(Provisional Master's, Educational Specialist, potential Candidates Graduate Counseling, denied admissions Master's and Education Specialist, Undergraduate, Post Baccalaureate and second area certification</i> Education Student Services Center</p>	EDU1010	Active + 2 years Retain 7 years those likely to bear upon a dispute	Destroy

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Record series	IUC No.	Retain	Disposition
<u>Certification/Licensure Records</u> (pertaining to Education Student Services Center)			

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Record series	IUC No.	Retain	Disposition
Financial Aid <u>Guaranteed Student Loan Applications</u> (copy of student loan application, which is			

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Record series	IUC No.	Retain	Disposition
<u>International Services Applications Awaiting Decisions</u>	EDU1010	Active + 2 years	Destroy
<u>International Services Transfer Credits-Study Abroad</u> (includes letters of credential evaluation)	EDU1010	Active + 2 years	Destroy
<u>Law, College of Student Files</u> (Official			

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Record series	IUC No.	Retain	Disposition
Libraries <u>Library Statistics</u> (usage of periodicals,			

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Record	IUC No.	Retain	Disposition
<u>Official Class Roster</u> (lists of students enrolled for individual classes)	EDU1015	Active + 3 years	Destroy (review for historical value)
<u>Student Records Veterans Administration Records and Correspondence</u>	EDU1020	Active + 3 years	Destroy
<u>Requests and Disclosures of Personally Identifiable Information</u>	EDU1020	Active + 3 years	Destroy
<u>Student Conduct Verifications</u>	EDU1030	Active + 3 years (inactive at end of semester)	Destroy
<u>Student Conduct Student Disciplinary Files Requests for Formal Hearings</u>	EDU1030	Active + 3 years	Destroy
<u>Student Conduct Student Disciplinary Files Written Decisions of Hearing Panels</u>	EDU1030	Active + 3 years	Destroy
<u>Student Conduct Student Statements Regarding Hearing Panel Decisions</u> (student statements on content of records regarding hearing panel decisions)	EDU1030	Active + 3 years	Destroy
<u>Student Waivers for Rights of Access To See Letters of Recommendation for Admission for Applicants who do Matriculate Honors College Admission Documents</u> (students who do not enroll, includes transcripts, etc.)	EDU1030	Active + 3 years	Destroy

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IUC No. Retain

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Record	IUC No.	Retain	Disposition
<u>Environmental Health & Safety</u> Environmental Monitoring/Safety Records			

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Record	IUC No.	Retain	Disposition
<u>Bank Deposits</u> (record of deposits in banking institutions, includes batch deposits and control sheets)	FIN1000	4 years	Destroy
<u>Bank Reconciliations</u> (explanation of differences between bank statement balance and actual balance)	FIN1000	4 years	Destroy
<u>Bank Statements</u> (periodic statement of bank balances)	FIN1000	4 years	Destroy
<u>CSU Foundation</u> <u>CSU Foundation Documents</u>	FIN1000	Active + 6 years	Destroy
<u>Check Runs</u> (checks issued from student's accounts, includes account history, check register, check edit, list of checks to be voided or refunded)	FIN1000	4 years	Destroy
<u>Canceled Checks</u>	FIN1000	4 years	Destroy

Check Register/Log

(handwritten listing of vendor, amount, date and check number-

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Record	IUC No.	Retain	Disposition
<u>Minority Vendors Orders Awarded</u> (computer printout from IS&T showing purchase orders issued to vendors flagged a MDE's in our vendor file – monthly)	FIN8010	Active + 5 years	Destroy
<u>Payroll Payroll Checks</u> (checks paid employees for services performed)	FIN1000	4 years	Destroy
<u>Parking Reconciliation Records</u> (record of daily tickets issued and returned and funds balance)	FIN1000	4 years	Destroy
<u>Parking Open Voucher Lists</u> (list of tickets in collection)	FIN6000	4 years	Destroy
<u>Parking Tickets Unpaid</u>	FIN6000	1 year	Destroy
<u>Capital Planning- State Budget and Management Monthly Reports on Capital Funds</u> (reports of monthly activity by capital appropriation fund, open encumbrance reports and State warrant (checks issued) reports)	FIN1000	Active + 6 years	Destroy
<u>Capital Planning-Architects Capital Funded Equipment Cards</u> (records of capital funded purchases of equipment grouped by capital project numbers)	FIN8010	Active + 5 years	Destroy
<u>Budget & Analysis Office Budget Institutional</u> (final, approved, yearly budget for university, usually in printed form)	FIN2000	Active + 1 year	Destroy – Review for historical value and transfer to Archives
<u>Budget & Analysis Office Budget Planning Documents</u> (budget requests, including program plans for coming year, usually by cost center)	FIN2000	Active + 1 year	Destroy – Review for

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Department
entire retention period

Record	IUC No.	Retain	Disposition
General Counsel Public Records Request Files	LEG9900	3 years from date request processed	Destroy
Graduate Studies/Research Analysis Reports Files	LEG2000	IND	Archives
Human Resources Collective Bargaining Agreements	LEG2000	Active + 5 years	Review for continued value and potential transfer to archives
Human Resources Disciplinary Files	LEG4000	Active + 6 years	Destroy

Human Resources

LEG4000

Unemployment Compensation

Documentation

(consolidated file listing all employees: classified, contract and faculty, for whom an unemployment claims has been filed)

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Record	IUC No.	Retain	Disposition
<u>Lease Agreements</u> (paperwork concerning leased equipment and vehicles)	LEG2000	Active + 6 years	Destroy
<u>LINK Program Student Files</u> (files pertaining to the LINK program; contains student, mentor, or alumni and corporate information and events, includes students who have graduated, actively enrolled, chronological files, banquet files, summer prep files and advisor files)	LEG2000	Active + 5 years	Destroy
<u>Proposals Funded/Pending</u> (includes financial records)	LEG2000	Active + 4 years	Archives

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Record	IUC No.	Retain	Disposition
Facilities Management <u>Elevator Certificates</u> (inspections and safety tests)	LEG5020	Active + 3 years	Destroy
Facilities Management <u>Certificate of Occupancy</u> (upon completion of building projects, building certified safe for occupancy – includes permits, licenses)	LEG5020		

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Record	IUC No.	Retain	Disposition
Grievance Files Academic (documenting grievances of students against faculty members)	LEG4000	Active + 6 years	Archives
Law Legal Clinic Closed Files ELC (odd closed cases of legal clinic, includes client’s correspondence, pleadings, discovery, attorney/student work products, transcripts, exhibits, final settlements and judgments)	LEG4000	6 years	

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Record	IUC No.	Retain	Disposition
Police Department <u>Police Reports Accidents</u> (reports created by university police for traffic accidents that occur on campus)	LEG4000	Active + 6 years	Destroy
Police Department <u>Police Reports Arrests</u> (report of arrest, criminal citation, or uniform traffic citation issued to offender)	LEG4000	Active + 6 years	Destroy



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Record	IUC No.	Retain	Disposition
Human Resources <u>State Classification Files - Classified Staff</u> (lists of classification by pay range as directed by the State Department of Administrative Services)	MIS1010	SUP	Destroy
IS&T Information Systems <u>Help Desk Logs and Reports</u> (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)	MIS1000	1 year	Destroy
IS&T Information Systems <u>Computer Run Scheduling Records</u> (records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run)	MIS1010	SUP	Destroy
IS&T Information Systems <u>Computer Usage Files</u> (electronic files or automated logs created to monitor computer system usage including but not limited to log in files, system usage files, data entry logs, and records of individual computer program usage)	MIS1010	SUP	Destroy
IS&T Information Systems <u>Tape Library Control Records</u> (records used to control disposition of magnetic media in a tape library)	MIS1010	SUP	Destroy

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Record	IUC No.	Retain	Disposition
<p><u>Financial Aid Student Employment Personnel Files - Student Employees</u> (active and inactive files. Student authorization forms, termination notices, State and federal withholdings, reclassification forms, step increases, exemptions, PERS).</p>	PER3000	Active + 6 years	Destroy
<p><u>General Counsel Faculty Files</u> (files collected by the legal department concerning active and inactive staff)</p>	PER3000	Active + 6 years	Destroy
<p><u>General Counsel Student Files</u> (files collected by the legal department concerning active and inactive students)</p>	PER3000	Active + 6 years	Destroy
<p><u>Leave Record - Faculty</u> (vacation and sick leave earned and used)</p>	PER3000	Active + 6 years	Destroy
<p><u>Market Salary Adjustment Information</u> (lists of eligible faculty and salary amounts, letters requesting applications, applications with abbreviated vita, summary reports of faculty that applied)</p>	PER3000	Active + 6 years	Destroy Archive: lists of eligible faculty with salary amounts, award letters and summary reports

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Record	IUC No.	Retain	Disposition
<p data-bbox="155 367 440 401">Health and Wellness</p> <p data-bbox="155 403 537 436"><u>University Medical Records</u></p> <p data-bbox="155 438 630 476">(files of medical charts for university)</p>			

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Record	IUC No.	Retention	Disposition
<p>Environmental Health & Safety Hazardous Materials Exposure Documentation Radioactive Materials Incident Report (report of radioactive materials incident)</p>	<p>PER4030</p>	<p>IND</p>	<p>Permanent (may be sent to Archives)</p>



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Record	IUC No.	Retain	Disposition
Government Relations Public Affairs Records (records related to activities and proposed laws)	PUB2000	Active + 5 years	Destroy
Art Gallery/Marketing Press Files (all press releases)	PUB3000	IND	Archives
Cauldron (back issues)	PUB3000	IND	Archives
Cleveland Stater (back issues)	PUB3000	IND	Archives
Marketing Publicity News Releases	PUB3000	IND	Permanent - send to Archives
Marketing Publicity photographs	PUB3000	IND	Permanent send to Archives
Music Department Programs (programs of concerts and recitals performed at CSU)	PUB3000	IND	Archives
All Departments Newsletters	PUB3000	IND	Destroy
Whiskey Island Magazine (back issues)	PUB3000	IND	Archives

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Record	IUC No.	Retain	Disposition
<p>Facilities Management <u>Utilities Cost and Use Data</u> (electric, water, gas, and steam consumption and cost data)</p>	REF0000	IND (minimum 5 years)	