

# **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

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





**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

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

**Cleveland State University** Records Retention Schedule Page 8  
**Retention Periods Pertain To Paper Copies and Electronic Formats**

entire retention period

<b>Record series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
----------------------	----------------	---------------	--------------------







**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

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

**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

<b>Record series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b>IS&amp;T</b>  <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><b>IS&amp;T</b>  <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><b>IS&amp;T</b>  <u>Computer Usage Chargeback Billings</u></p>	ADM9900	Retain 3 system backups	Destroy
<p><b>IS&amp;T</b>  <u>Computer Usage Reports - Summaries</u>                      (computer center records created to document computer usage)</p>	ADM9900	Active	Destroy
<p><b>IS&amp;T</b>  <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><b>IS&amp;T</b>  <u>Maintenance Contracts Files Data Processing Equipment</u>                      (includes copies of contracts, service histories and work orders)</p>	ADM9900	Active + 6 years	Destroy
<p><b>IS&amp;T</b>  <u>Mobile Campus Equipment Use &amp; Liability Policy Forms</u></p>			





**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

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



**Cleveland State University Records Retention Schedule**

**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

<b>Record series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b><u>Capital Planning-Architects Building and Project Plans</u></b>                      (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><b><u>Capital Planning - Architects Construction Projects Construction Designs and Specifications</u></b>                      (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><b><u>Capital Planning - Architects Construction Projects Design Review Committee</u></b>                      (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><b><u>Capital Planning - Architects Construction Projects Construction Documents</u></b> (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><b><u>Capital Planning - Architects Construction Projects Design Development</u></b>                      (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><b><u>Capital Planning-Architects Construction Project Request &amp; Program Statement</u></b>                      (request from the University community to initiate a project)</p>	ADM2030	Active + 6 years	Review for continued value and possible transfer to archives







**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

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



**Cleveland State University Records Retention Schedule**

**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

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







**C**



**C**



**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

Record series	IUC No.	Retain	Disposition
<p><b>Admissions</b>  <b>Applicants who do Matriculate <u>Letters of Recommendation</u></b></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



C

**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

<b>Record series</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b>Education Student Services Center</b>  <b><u>Student Files</u></b>  <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><b>Education Student Services Center</b>  <b><u>Student Files</u></b>  <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><b>Education Student Services Center</b>  <b><u>Student Files</u></b>  <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>  <b>Education Student Services Center</b></p>	EDU1010	Active + 2 years  Retain 7 years those likely to bear upon a dispute	Destroy

**Retention Periods Pertain To Paper Copies and Electronic Formats**

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

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

**Retention Periods Pertain To Paper Copies and Electronic Formats**

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

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



# **Cleveland State University**



**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

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

**Retention Periods Pertain To Paper Copies and Electronic Formats**

official keeper of record and required to retain record for

entire retention period

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



**Cleveland State University** Records Retention Schedule Page 37  
**Retention Periods Pertain To Paper Copies and Electronic Formats**

entire retention period

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

**Cleveland State University**

entire retention period

**Record**

**IUC No. Retain**





**Cleveland State University** Records Retention Schedule Page 41  
**Retention Periods Pertain To Paper Copies and Electronic Formats**

entire retention period

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

**Cleveland State University** Records Retention Schedule Page 42  
**Retention Periods Pertain To Paper Copies and Electronic Formats**

entire retention period

<b>Record</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Bank Deposits</u></b> (record of deposits in banking institutions, includes batch deposits and control sheets)	FIN1000	4 years	Destroy
<b><u>Bank Reconciliations</u></b> (explanation of differences between bank statement balance and actual balance)	FIN1000	4 years	Destroy
<b><u>Bank Statements</u></b> (periodic statement of bank balances)	FIN1000	4 years	Destroy
<b><u>CSU Foundation</u></b> <b><u>CSU Foundation Documents</u></b>	FIN1000	Active + 6 years	Destroy
<b><u>Check Runs</u></b> (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
<b><u>Canceled Checks</u></b>	FIN1000	4 years	Destroy

**Check Register/Log**

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

**Cleveland State University** Records Retention Schedule Page 43  
Retention Periods Pertain To Paper Copies and Electronic Formats

entire retention period

<b>Record</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Minority Vendors Orders Awarded</u></b> (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
<b><u>Payroll Payroll Checks</u></b> (checks paid employees for services performed)	FIN1000	4 years	Destroy
<b><u>Parking Reconciliation Records</u></b> (record of daily tickets issued and returned and funds balance)	FIN1000	4 years	Destroy
<b><u>Parking Open Voucher Lists</u></b> (list of tickets in collection)	FIN6000	4 years	Destroy
<b><u>Parking Tickets Unpaid</u></b>	FIN6000	1 year	Destroy
<b><u>Capital Planning- State Budget and Management Monthly Reports on Capital Funds</u></b> (reports of monthly activity by capital appropriation fund, open encumbrance reports and State warrant (checks issued) reports)	FIN1000	Active + 6 years	Destroy
<b><u>Capital Planning-Architects Capital Funded Equipment Cards</u></b> (records of capital funded purchases of equipment grouped by capital project numbers)	FIN8010	Active + 5 years	Destroy
<b><u>Budget &amp; Analysis Office Budget Institutional</u></b> (final, approved, yearly budget for university, usually in printed form)	FIN2000	Active + 1 year	Destroy – Review for historical value and transfer to Archives
<b><u>Budget &amp; Analysis Office Budget Planning Documents</u></b> (budget requests, including program plans for coming year, usually by cost center)	FIN2000	Active + 1 year	Destroy – Review for





**Cleveland State University**

**Retention Periods Pertain To Paper Copies and Electronic Formats**

Department  
entire retention period

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

LEG4000

**Human Resources  
Unemployment Compensation  
Documentation**

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



**Retention Periods Pertain To Paper Copies and Electronic Formats**

of record and required to retain record for

entire retention period

<b>Record</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b><u>Lease Agreements</u></b> (paperwork concerning leased equipment and vehicles)	LEG2000	Active + 6 years	Destroy
<b><u>LINK Program Student Files</u></b> (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
<b><u>Proposals Funded/Pending</u></b> (includes financial records)	LEG2000	Active + 4 years	Archives

**Cleveland State University** Records Retention Schedule Page 49  
**Retention Periods Pertain To Paper Copies and Electronic Formats**

entire retention period

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

**Retention Periods Pertain To Paper Copies and Electronic Formats**

entire retention period

<b>Record</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Grievance Files Academic</b> (documenting grievances of students against faculty members)	LEG4000	Active + 6 years	Archives
<b>Law Legal Clinic</b> <b>Closed Files ELC</b> (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	

**Retention Periods Pertain To Paper Copies and Electronic Formats**

entire retention period

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













**Retention Periods Pertain To Paper Copies and Electronic Formats**

<b>Record</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<b>Human Resources</b> <b><u>State Classification Files - Classified Staff</u></b> (lists of classification by pay range as directed by the State Department of Administrative Services)	MIS1010	SUP	Destroy
<b>IS&amp;T</b> <b>Information Systems</b> <b><u>Help Desk Logs and Reports</u></b> (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
<b>IS&amp;T</b> <b>Information Systems <u>Computer Run Scheduling Records</u></b> (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
<b>IS&amp;T</b> <b>Information Systems <u>Computer Usage Files</u></b> (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
<b>IS&amp;T</b> <b>Information Systems <u>Tape Library Control Records</u></b> (records used to control disposition of magnetic media in a tape library)	MIS1010	SUP	Destroy

**Retention Periods Pertain To Paper Copies and Electronic Formats**

**Cleveland State University** **Records Retention Schedule**









**Retention Periods Pertain To Paper Copies and Electronic Formats**

<b>Record</b>	<b>IUC No.</b>	<b>Retain</b>	<b>Disposition</b>
<p><b><u>Financial Aid Student Employment Personnel Files - Student Employees</u></b>                      (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><b><u>General Counsel Faculty Files</u></b>                      (files collected by the legal department concerning active and inactive staff)</p>	PER3000	Active + 6 years	Destroy
<p><b><u>General Counsel Student Files</u></b>                      (files collected by the legal department concerning active and inactive students)</p>	PER3000	Active + 6 years	Destroy
<p><b><u>Leave Record - Faculty</u></b>                      (vacation and sick leave earned and used)</p>	PER3000	Active + 6 years	Destroy
<p><b><u>Market Salary Adjustment Information</u></b>                      (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



**Cleveland State University**

**Retention Periods Pertain To Paper Copies and Electronic Formats**

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

**Retention Periods Pertain To Paper Copies and Electronic Formats**

record for

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



**Retention Periods Pertain To Paper Copies and Electronic Formats**

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

**Retention Periods Pertain To Paper Copies and Electronic Formats**

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