

Cleveland State University Record Retention Schedule Index

| Record Series | Page | Official Keeper |
|---|-------------|--|
| AAUP Faculty Data | 18 | Academic Affairs |
| Academic Action Notifications (Student Disciplinary Files) | 57 | Student Life |
| Academic Grievance Records | 51 | Student Life |
| Academic Personnel Inventory | 10 | Academic Affairs |
| Academic Records (Student Records) | 26 | Registrar's Office |
| Accelerated/Executive Masters Business Administration Records | 18 | AMBA/EMBA Programs |
| Acceptance Letters (Applicants who do Matriculate) | 26 | Admissions |
| Acceptance Letters (Applicants who do not Matriculate) | 37 | Admissions |
| Access To See Letters of Recommendation Waiver – applicants who matriculate | 37 | Admissions |
| Access To See Letters of Recommendation Waiver – applicants who do not matriculate | 28 | Admissions |
| Accident/Injury Reports | 49 | |
| Account Adjustments | 4 | Controller's Office |
| Accounting Billing Letters | 5 | Financial Aid |
| Accounts Payable Invoices | 3 | |
| Accounts Payable | 4 | Conference Services |
| Accounts Payable Ledgers | 3 | |
| Accounts Payable Vouchers | 3 | |
| Accounts Receivable | 3 | |
| Accounts Receivable – Rentals | 4 | Conference Services |
| Accounting Records | 3 | |
| Accreditation Files | 18 | Senior VP/College Deans |
| Activity/Service Reports – Faculty (FAAR's) | 62 | Academic Departments |
| Administration – Project Records | 15 | Capital Planning-Architects |
| Administrative Records - Employment Law Clinic | 23 | Law Clinic |
| Administrative Records – Police Department | 21 | Police Department |
| Administrative State Civil Service, Personnel, Accounting for Classified Employees – Reports | 19 | Human Resources and Development |
| Administrative Records – Planning/Forecasting | 10 | Police Department |
| Admission Documents – do not enroll | 29 | Honors College |
| Advanced Placement Records (Applicants who do Matriculate) | 26 | Admissions |
| Advanced Placement Records | | |

| | | |
|---|-------------|---------------------------------------|
| (Applicants who do not Matriculate) | 27 | Admissions |
| Record Series | Page | Official Keeper |
| Advertising | 55 | University Marketing |
| Advising Records, Tutoring Records | 36 | Advising/Tutoring |
| Advising Records – Non Permanent & Permanent (Disabled Students) | 25 | Advising Center |
| Affirmative Action Complaint Records | 52 | Institutional Diversity |
| Affirmative Action EE-06 Report | 52 | Institutional Diversity |
| Affirmative Action Plan Records | 52 | Institutional Diversity |
| Affirmative Action Position Applicant Records | 53 | Institutional Diversity |
| Agreements – (See Contracts) | 45 | General Counsel |
| Alien Certification Records – Employment (Immigration) | 46 | General Counsel |
| Alumni Data | 23 | Alumni Affairs/ Alumni Association |
| Animal Research Facility - Technical Activities Records | 55 | Office of Research |
| Analysis EEO/Affirmative Action | 52 | Institutional Diversity |
| Analysis Report Records | 47 | Graduate Studies/ Research |
| Annual Interim Fiscal Operations Report – Non-U.S. Department of Education Funding | 31 | Financial Aid |
| Annuity Records | 8 | Controllers - Payroll |
| Appeals - (See Parking Fine Adjustments) | 8 | Parking Services |
| Applicant Card Files (Classified Staff) | 58 | Human Resources |
| Applicant Flow Data Record | 59 | Institutional Diversity |
| Application Development Project | 12 | Information Services |
| Application Files (Classified Staff) | 38 | Human Resources |
| Applicant Files – Non Hires | 66 | |
| Annual Interim Fiscal Operations Report | 31 | Controller’s Office |
| Applications for Admission or readmission – applicants who do not matriculate, do not enroll, file incomplete or denied | 28 | Admissions |
| Applications for Admission or Readmission (Applicants who do Matriculate) | 26 | Admissions |
| Applications – Awaiting Decisions | 34 | International Services |
| Appointment Sheets | 33 | Health and Wellness Services |
| Arrest Reports | 51 | Police Department |
| Asbestos Abatement | 49 | Capital Planning-Architects |
| Athletic Grants | 29 | Controller’s Office |

| | | |
|--|-------------|---|
| Athletic Medical Records | 64 | Athletics Department |
| Audit and Project Work Papers | 18 | Audits |
| Audit Authorizations | 33 | Audits |
| | | |
| Record Series | Page | Official Keeper |
| Audit Report – External | 44 | Audits |
| Audit Reports – Internal | 18 | Audits |
| Audit Trail Files (Information Systems) | 15 | Information Services |
| Automated Program Listing/Source Code | 12 | Information Services |
| Automated Tape Library System Records | 12 | Information Services |
| Award Letters | 38 | Financial Aid |
| Backup Files – Information Systems | 14 | Information Services |
| Bad Debt Actions | 44 | |
| Balance Sheets | 9 | |
| Bank Deposits | 42 | |
| Bank Reconciliations | 42 | |
| Bank Statements | 42 | |
| | | Treasury Services/ General Counsel |
| Bankruptcies | 46 | |
| Batch Deposit Control Sheets (See: Bank Deposits) | 42 | Treasury Services |
| Benefit Plans | 57 | Human Resources |
| Benefit Records – Contributions/Benefits Provided | 58 | Human Resources and Development |
| Benefit Report – Employee | 58 | Human Resources |
| Bicycle Registration Forms | 20 | Parking Services |
| Bids Accepted | 44 | |
| Bids Rejected | 44 | Purchasing |
| Billing Runs | 4 | Controller’s Office |
| Birth Control Log | 33 | Health and Wellness Services |
| Blueprints | 14 | Capital Planning-Architects |
| Bond Registers | 44 | |
| Board and Committee Minutes | 17 | Board of Trustees |
| Board and University Policies | 17 | Board of Trustees |
| Book Orders/Textbooks (See Accounting Records) | 2 | |
| Boot Log | 20 | Parking Services |
| Budget (Institutional) | 43 | Budget and Financial Analysis |
| Budget Books (Annual) | 42 | Controller’s Office |
| Budget Planning Documents | 43 | Budget and Financial Analysis |
| Building Records | 10 | Facilities Services |
| Building and Project Plans | 16 | Capital Planning-Architects |

| | | |
|---|-------------|--|
| Building Specifications | 15 | Capital Planning-Architects |
| Business Plans | 44 | Campus Support |
| Canceled Checks | 42 | Controller’s Office |
| Canceled Check Records | 5 | Financial Aid |
| | | |
| Record Series | Page | Official Keeper |
| Canceled Position Records | 59 | Human Resources |
| Capital Encumbrance Requests | 4 | Controller’s Office |
| Capital Funded Equipment Cards | 43 | Capital Planning |
| Capital Funded Purchase Orders | 42 | Controller’s Office |
| Case Files | 50 | Student Conduct |
| Cash Books | 3 | |
| Cash Disbursement Journal | 3 | |
| Cash Journals | 3 | |
| Cash Receipts | 3 | |
| Cash Register Tapes | 3 | |
| Catalogs | 39 | |
| Categorical Summary – Classified Staff | 47 | Human Resources |
| Cauldron | 67 | |
| Certificate of Occupancy | 49 | Facilities Services |
| Certification/Licensure Records | 30 | |
| Change of Course Schedule (Add/Drop) | 28 | |
| Change of Grade Forms | 26 | Registrar’s Office |
| Change Report – Classified Staff | 9 | Controllers - Payroll |
| Chargeback Billing Records | 3 | |
| Chart of Accounts | 9 | Budget and Financial Analysis |
| Check Register/Log | 42 | Controller’s Office |
| Check Registers (U.S. Dept. of Education Funding Federal Loan) | 32 | Financial Aid |
| Check Runs | 42 | Controller’s Office |
| Children’s Files | 49 | Pre-School Program |
| Chronological Files | 23 | General Counsel |
| Civil Service Exam Records | 68 | Human Resources |
| Class Schedules (Students) | 39 | |
| Classified Staff Applicant Card Files | 59 | Human Resources |
| Classified Staff Report | 20 | Human Resources |
| Classified Staff Report – Surveys, Wage and Fringe Benefit | 61 | Human Resources and Development |
| Client Records (ELC) | 50 | Law Clinic |
| Clinic Trust Fund Accounts | 9 | Law Clinic |

| | | |
|--|-------------|---|
| Clinical Records | 65 | Speech & Hearing Clinic |
| Clinical Billings/Receipts | 8 | Speech & Hearing Clinic |
| Collective Bargaining Agreements | 47 | Human Resources |
| Commencement Programs | 39 | College Deans/Archives |
| Complaint Records (see: Affirmative Action Complaint) | 52 | Institutional Diversity Division |
| | | |
| Record Series | Page | Official Keeper |
| Complaint Records – Professional Misconduct | 50 | |
| Comprehensive Examinations | 23 | |
| Computer Case Records | 50 | Law Clinic |
| Computer Run Scheduling Records | 56 | Information Services |
| Computer Usage Records – Information Systems | 56 | Information Services |
| Computer Usage Reports –Summary | 12 | Information Services |
| Computer Usage Chargeback Billing Records | 12 | Information Services |
| Consent for Records Disclosure (see: Student’s Written Consent) | 37 | |
| Construction Projects – Construction Designs and Specifications | 16 | Capital Planning – Architects |
| Construction Projects – Construction Documents | 16 | Capital Planning - Architects |
| Construction Projects – Design Development | 16 | Capital Planning - Architects |
| Construction Projects – Design Review Committee | 16 | Capital Planning – Architects |
| Construction Projects – Environmental Impact Assessment | 52 | Capital Planning/ Environmental Health |
| Construction Projects – Project Request/Program Statement | 16 | Capital Planning – Architects s |
| Construction Projects – Schematic Design | 15 | Capital Planning - Architects |
| Continuing Education Student Files | 36 | Continuing Education |
| Continuous Orders | 8 | Purchasing |
| Contracts- Affiliation Agreements | 46 | General Counsel |
| Convocation Center Reports (Wolstein Center) | 23 | Support Services |
| Contracts – General | 42 | General Counsel |
| Controlling Board Requests | 39 | |
| Co-Op Files | 25 | |
| Cooperating Teacher Surveys | 64 | College of Education |
| Copyright Disclosure Records | 46 | General Counsel |
| Correspondence (Applicants who do Matriculate) | 26 | Admissions |
| Correspondence (Applicants who do not Matriculate) | 27 | Admissions |

| | | |
|---|-------------|----------------------------------|
| Correspondence (Student Records) | 35 | Academic Departments |
| Correspondence (Students) - No Response | 36 | Admissions/Honors College |
| Cost Accounting Files | 44 | Education Services Center |
| Counseling Records | 28 | Counseling Center |
| Course Evaluations (See: Teacher Evaluations) | 64 | Academic Departments |
| Course Inventory | 39 | Academic Affairs |
| Course Materials/Final Examinations | 24 | Academic Departments |
| Course Syllabi | 23 | Academic Departments |
| | | |
| Record Series | Page | Official Keeper |
| Credit/No Credit Approvals | 36 | |
| Credit Card Sales Receipts | 5 | |
| Cross Registration | 35 | Registrar’s Office |
| CSU Foundation Documents | 42 | CSU Foundation |
| Curricular Change Forms | 39 | Senior VP/Deans |
| Curriculum Development Records | 39 | Senior VP/Deans |
| Customer Evaluation Sheets | 19 | |
| Daily Activity Police Reports | 21 | Police Department |
| Daily Crime Log | 21 | Police Department |
| Daily Energy Reports | 11 | Facilities Services |
| Daily Income Records | 7 | Parking Services |
| Data Documentation and Data Dictionary Records | 13 | Information Services |
| Data Processing Hardware Documentation | 12 | Information Services |
| Data Processing Operating Procedures | 13 | Information Services |
| Data Processing Policies | 11 | Information Services |
| Data Processing Procurement Records | 6 | Information Services |
| Data Processing Service Plans | 13 | Information Services |
| Data Systems Specifications | 13 | Information Services |
| Declinations Records (Faculty) | 62 | |
| Delinquent Account Reports | 44 | |
| Delivery Slips | 44 | |
| Department Assistance File – Classified Staff | 20 | Human Resources |
| Disability/Veteran Status Forms | 28 | Disability Services |
| Disabled Parking Permits | 20 | Parking Services |
| Disaster Preparedness and Recovery Plans | 24 | Business Continuity |
| Disbursement Records – Student Accounting | 5 | Financial Aid |
| Distinguished Faculty/Staff Awards | 24 | Academic Affairs |
| Disciplinary Records | 47 | Human Resources |
| Dispatch Logs | 21 | Police Department |
| Dissertations (See: Professional Publications) | 24 | |

| | | |
|---|-------------|--------------------------------|
| Donor Gifts | 37 | Development |
| Dorm Contracts – Student | 8 | Residence Life |
| Dorm Contracts Release Files | 8 | Residence Life |
| ECM Status Reports | 20 | |
| EE-06 Report | 52 | Institutional Diversity |
| Elevator Certifications | 49 | Facilities Services |
| Emails | 2 | |
| Emergency Tuition Adjustment Requests | 8 | Treasury Services |
| Emeritus Status Paperwork | 63 | Academic Affairs |
| | | |
| Record Series | Page | Official Keeper |
| Employment Files – Students | 22 | Student Employment |
| Employment Forms (I-9 Students) | 59 | Student Employment |
| Employment Forms (1099) | 53 | Controller s- Payroll |
| Employment Forms (W-4) | 61 | Controllers - Payroll |
| Endowment Fund Reports Annual | 44 | |
| Endowment Fund Reports Periodic | 44 | |
| Energy Conservation Projects | 10 | Facilities Services |
| Entrance Examination & Placement Test Reports (Applicants who Matriculate) | 27 | Admissions |
| Entrance Examination & Placement Test Reports (Applicants who do not Matriculate) | 27 | Admissions |
| Environmentally Hazardous Substances | 41 | Environmental Health |
| Environmental Monitoring/ Safety Records | 41 | Environmental Health |
| Exam Reports – Praxis I and II | 30 | |
| Faculty Activity and Service Reports (FAAR’s) | 62 | Academic Departments |
| Faculty Application Records – Non- Hires | 62 | |
| Faculty Declination Records | 62 | |
| Faculty Employment Reports Index System | 62 | |
| Faculty Files | 63 | General Counsel |
| Faculty Grade Reports | 25 | |
| Faculty Maintained Records on Students | 22 | Academic Departments |
| Faculty Search Committee Records | 63 | |
| Faculty Senate Minutes | | Faculty Senate Office |
| Faculty/Staff Awards – Distinguished | 23 | |
| Fair Employment Practices Clinic Records | 50 | Law Clinic |
| Federal Refund Adjustments | 42 | Controller |
| Field Sheets | 11 | Facilities Services |
| Financial Aid Award Disbursement Records | 5 | Financial Aid |
| Financial Aid Authorization Forms | 30 | Financial Aid |

| | | |
|--|-------------|-------------------------------------|
| Financial Aid Canceled Check Records | 5 | Financial Aid |
| Financial Aid - Non Recipient Records | 30 | Financial Aid |
| Financial Aid Adjustments | 5 | Financial Aid |
| Financial Reports – Monthly | 4 | Controller’ Office |
| Financial Reports – Annual | 42 | Controller’s Office |
| Financial Statements Submitted to Government Agencies | 42 | |
| Fire Prevention Information | 17 | |
| Fiscal Operations Reports (U.S. Dept. of Education Funding General Administrative Annual Interim) | 31 | Financial Aid |
| Record Series | Page | Official Keeper |
| Floor Plans and Space Manual | 68 | |
| Foreign Student Forms – Applicants who Matriculate | 33 | International Services and Programs |
| Foreign Student Forms – Applicants who do not Matriculate | 54 | International Services and Programs |
| Fund Raisers | 37 | |
| Gallery Show Information | 19 | Art Gallery |
| Garnishment Documentation | 53 | Controllers - Payroll |
| General Administrative Annual Interim Fiscal Operations Reports – Non U.S. Dept. of Education Funding | 31 | Financial Aid |
| General Application Records – Non Hires | 66 | |
| General Ledgers | 9 | |
| Generator Test Records | 10 | Facilities Services |
| Gifts/Donations | 38 | Development |
| Grade Change Forms | 26 | |
| Grade Disputes | 25 | |
| Grade Reports (Registrar’s Copies) | 25 | University Registrar |
| Grade Statistics | 39 | |
| Graduate Assistant Applications | 61 | |
| Graduate Assistant Contracts | 38 | |
| Graduate Council Minutes | 23 | Graduate Studies College |
| Graduate Scholarship/Assistantship Awards | 38 | Financial Aid |
| Graduate Student Petitions | 25 | |
| (Graduate Studies) Analysis Report | 45 | Graduate Studies College |
| Graduate Tuition Grant Services Agreement | 38 | |
| Graduation Applications | 33 | |

| | | |
|---|-------------|--|
| Graduation Authorizations | 33 | |
| Graduation Lists | 39 | |
| Grants In Aid Records | 29 | Athletics Department |
| Grant Records – Awarded | 48 | |
| Grant Records (not awarded) | 22 | |
| Grievance Records - Academic | 50 | |
| Guaranteed Student Loan Applications | 31 | Financial Aid |
| H1B Investigation Files | 33 | General Counsel |
| Hardware and software Conversion Plans | 13 | Information Services |
| Hazardous Materials Exposure Documentation | 65 | Environmental Health and Safety |
| Hazardous Materials Radioactive Materials Authorized Users | 65 | Environmental Health and Safety |
| | | |
| Record Series | Page | Official Keeper |
| Hazardous Materials Exposure Documentation Radioactive Materials Incident Report | 66 | Environmental Health and Safety |
| Hazardous Materials Exposure Documentation Radioactive Materials | 65 | Environmental Health and Safety |
| Hazardous Materials Program Tests | 23 | Environmental Health |
| Hazardous Materials Radiation Safety Workers | 66 | Environmental Health |
| Health Insurance Waivers | 19 | |
| HIV Anonymous Charts | 64 | Health and Wellness Services |
| | | International Services/ |
| Homeland Security Forms 0037 | 38 | General Counsel |
| Honorary Degrees | 18 | Board of Trustees |
| Housing Policy Research Program Records | 39 | Urban Affairs |
| | | Human Resources/ |
| I-9 Forms | 59 | Student Employment |
| Immigration Files (See Alien Certification Files) | 46 | General Counsel/ International Services |
| Incident Reports | 96 | |
| Index System – Faculty | 62 | English Department |
| Information Systems Maintenance Contract Records | 11 | Information Services and Technology |
| Information Systems Tape Library Control Records | 56 | Information Services and Technology |
| Insurance Claims | 49 | Environmental Health |
| Insurance Records – Student (Health Insurance) | 19 | |
| Insurance – Student (Liability) | 19 | |

| | | |
|---|-------------|---|
| IPEDS Reports | 39 | |
| Input Documents | 20 | |
| Intake Sheets and Superbills | 5 | Health and Wellness Services |
| IUC Purchasing Group Contract Bids | 44 | Purchasing |
| Intellectual Property Disclosure Records/Patents | 54 | Technology Transfer/ General Counsel |
| Inventory Records | 9 | Athletics |
| Inventory Control Records | 10 | |
| Inventory Control Records | 9 | Property Control |
| Investigative Reports (See: Legal Claims) | 93 | General Counsel |
| Invoices | 6 | |
| Invoices – Outside the University | 7 | Parking Services |
| Job Descriptions | 59 | Human Resources |
| Journal Entries | 9 | Controller’s Office |
| Journal Vouchers | 7 | Parking Services |
| | | |
| Record Series | Page | Official Keeper |
| Journals | 9 | |
| Laboratory Safety Agreements | 65 | Academic Departments |
| Lab Slips | 45 | Health and Wellness Services |
| Land and Building Records | 45 | General Counsel |
| Layoff Documentation – Classified Staff | 60 | Human Resources |
| Layoff Records | 61 | Human Resources |
| Layoff Files – Classified Staff | 60 | Human Resources |
| Lease Agreements – equipment/vehicles | 48 | |
| Leave Record – Faculty | 63 | |
| Leave Record – Staff | 64 | |
| Legal Billings (see: Legal Claims) | 46 | General Counsel |
| Legal Claims | 46 | General Counsel |
| Legal Clinic Criminal Section Files | 50 | Employment Law Clinic |
| Legal Clinic Civil Section Records | 49 | Employment Law Clinic |
| Legal Clinic Closed Records | 50 | Law School |
| Legal Compliance Records | 46 | General Counsel |
| Legal Records - General | 46 | General Counsel |
| Legal Opinions/Legal Projects | 46 | General Counsel |
| Letters of Recommendation – Applicants who do Matriculate | 27 | Admissions |
| Letters of Recommendation – Applicants who do not Matriculate | 29 | Admissions |

| | | |
|--|-------------|--|
| Letters of Recommendations – Waiver Access To (See: Applicants who do matriculate) | 37 | Admissions |
| Letters of Recommendations – Waiver Access To (See: Applicants who do not matriculate) | 37 | Admissions |
| Library Database | 20 | Libraries |
| Library Community Users forms | 20 | Libraries |
| Library Gift Files | 20 | Libraries |
| Library Annual Reports | 20 | Libraries |
| Library Statistics | 35 | Libraries |
| Library Student Files | 34 | Libraries |
| Link Program Student Records | 68 | |
| Lists/Directories | 24 | |
| Litigation Records/Legal Claims | 46 | General Counsel |
| Loan Disclosures | 31 | Financial Aid |
| Loans – Emergency | 31 | Financial Aid |
| Mail Room Accountables | 6 | Mail Room |
| Maintenance Contracts Files – Data Processing Equipment | 12 | Information Services and Technology |
| | | |
| Record Series | Page | Official Keeper |
| Maintenance Records | 10 | Facilities Services |
| Management and Data Processing Services Plans | 13 | Information Services |
| Market Salary Adjustment Information | 63 | Academic Affairs |
| MBE Quarterly Report | 9 | |
| Medical Records – Applicants who do Matriculate | 35 | |
| Medical Records – Applicants who do NOT Matriculate | 35 | |
| Medical Records | 65 | Health and Wellness Services |
| Memorandums of Understanding | 45 | General Counsel |
| Merit Recognition Awards – Faculty/Staff | 24 | |
| Miscellaneous – Convenience Copies | 57 | |
| Miscellaneous – Periodic Replacement Records | 57 | |
| Miscellaneous – Special Projects | 57 | |
| Mobile Campus Loan Forms | 12 | Information Services |
| Mobile Campus Equipment Use and Liability Policy Forms | 12 | Information Services and Technology |
| Motor Vehicle Records | 14 | Motor Pool |
| National Guard Scholarship Rosters – Non U.S. Dept. of Education Funding | 30 | Financial Aid |
| Newsletters | 67 | |
| News Releases | 67 | University Marketing |

| | | |
|---|-------------|--|
| Network Usage Reports | 14 | Information Services |
| Non Immigrant Worker Public Inspection Files | 33 | General Counsel |
| Non-Instructional Workforce Analysis | 68 | |
| Non-Resident Alien Tax Exemption Forms | 61 | Controllers - Payroll |
| Non-US Dept. of Education Fiscal Operations Reports | 31 | Financial Aid |
| Nursing Loan Student Records | 38 | Financial Aid |
| Off Campus Use of University Equipment Approval Forms | 22 | Property Control |
| Official Class Roster | 36 | Academic Departments |
| Ohio Board Of Regents Report (OBOR) | 40 | |
| Ohio Academic Scholarships Rosters – Non U.S. Dept. of Education Funding | 38 | Financial Aid |
| Ohio Board of Regents Annual FTE Report | 19 | |
| Ohio Bureau of Criminal Identification and Investigation Authorization | 35 | |
| Ohio Bureau of Vocational Rehabilitation Grant Files – Non U.S. Dept. of Education Funding | 31 | Financial Aid |
| Ohio Civil Rights Commission Report | 46 | General Counsel |
| Ohio Instructional Grants Files – Non U.S. Dept. of Education Funding | 23 | Financial Aid |
| Record Series | Page | Official Keeper |
| Ombudsperson Records (See: Complaint Files) | | |
| Open Voucher Lists | 43 | Parking Services |
| Operations and Enforcement records | 21 | Parking Services |
| Operating Procedures – Hardware Conversion Plans | 14 | Information Services and Technology |
| Ohio Legislative Service Commission Rules | 54 | Compliance |
| Orders Awarded Minority Vendors | 43 | |
| Organizational Charts | 17 | Financial Aid |
| Outside Source Awards | 31 | Financial Aid |
| Overpayment of Educational Expense Billing | 9 | Treasury Services |
| Parking Fine Adjustments (see: Also Appeals) | 7 | Parking Services |
| Parking Permit Applications | 21 | Parking Services |
| Parking Tax Remittance Records | 54 | Parking Services |
| Pass/Fail Request - Classes | 35 | |
| Patents/Intellectual Property | 46 | Technology Transfer |
| Patent Review Committee Activity | 48 | Technology Transfer |
| Payments related to W-2 Forms | 53 | Controller - Payroll |
| Payroll Checks | 43 | Controller - Payroll |

| | | |
|---|-------------|--|
| Payroll Deduction Authorizations | 61 | Controller - Payroll |
| Payroll Expense Reports | 7 | Controller - Payroll |
| Payroll Records | 61 | Controller - Payroll |
| Peer Data Records | 40 | Institutional Research |
| Pending Award Records | 21 | |
| PeopleSoft Access Forms | 12 | Information Services |
| Performance Evaluation – Classified Staff | 60 | Human Resources |
| Perkins Journal Entries | 5 | Financial Aid |
| Permit Applications | 21 | Parking Services |
| PERS/STRS Information | 58 | Human Resources |
| Personnel Accounting for Classified Employees (see Reports-Administrative, State Civil Service, Personnel, Accounting for Classified Employees | 20 | Human Resources and Development |
| Personnel Records – Faculty | 63 | Academic Affairs |
| Personnel Records – Staff | 58 | Human Resources |
| Personnel Records – Student Employees | 62 | Financial Aid/ Student Employment |
| Personnel Requisitions | 62 | Human Resources |
| Personnel Requisitions | 62 | Human Resources |
| Personnel Reports | 20 | Human Resources |
| Pesticide Application Records | 41 | |
| Petitions (see: Student Petitions) | 26 | |
| Petty Cash Records | 7 | |
| Record Series | Page | Official Keeper |
| Photographs | 67 | University Marketing |
| Placement Records | 28 | Alumni Affairs |
| Placement Records | 28 | Admissions |
| Placement Records | 25 | College of Education – Field Services |
| Planning Documents | 10 | |
| Planning/Forecasting Administrative Records | 10 | |
| Plant Operations and Maintenance Blueprints | 15 | Capital Planning-Architects |
| Plant Operations and Maintenance Construction Projects Construction Designs and Specifications | 10 | Capital Planning- Architects |
| Planning Models | 10 | Planning, Assessment and Information Resource |
| Plant Operations and Maintenance Construction Projects Environmental Impact Assessment | 41 | Capital Planning- Architects |
| Plant Operations and Maintenance Construction Projects Project Request and Program Statement | 16 | Capital Planning - Architects |

| | | |
|--|-------------|---|
| Plant Operations and Maintenance Residence Halls - UD Reports | 48 | Campus Support |
| Police Reports | 51 | Police Department |
| Police Reports – Accidents | 51 | Police Department |
| Police Reports – Arrests | 51 | Police Department |
| Police Reports - Campus Security Act and Uniform Crime | 51 | Police Department |
| Police Reports – Crime | 51 | Police Department |
| Police Reports – Daily Activity | 21 | Police Department |
| Police Department Transportation Logs, Student | 21 | Police Department |
| Policies and Procedures | 18 | |
| Position Applicant Records | 47 | Institutional Diversity |
| Position Descriptions – Classified Staff | 68 | Human Resources |
| Position Descriptions – Faculty | 68 | Human Resources |
| Position Descriptions - General | 59 | Human Resources |
| Position Descriptions Student Job Cards | 68 | Student Employment – Financial Aid |
| Position Vacancy Announcement | 59 | Human Resources |
| Postal Transactions | 6 | Controllers - Mail Room |
| Prescription Log Book | 31 | Health and Wellness Services |
| Press Records | 67 | Art Gallery/Marketing |
| Procurement Records - Hardware and Software | 6 | Information Services |
| Professional Leave Applications | 24 | |
| Professional Publications, Theses & Dissertations | 24 | |
| | | |
| Record Series | Page | Official Keeper |
| Program Evaluations | 26 | |
| Programs | 67 | Music Department |
| Program Requirement Modification (Student Records) | 36 | |
| Program Assessment Materials | 25 | |
| Program Development Proposals | 40 | |
| Promotion and Tenure Record – Faculty | 64 | Academic Affairs |
| Promotion and Tenure Policy - Faculty | 18 | Academic Affairs |
| Property Maintenance Records | 10 | Facilities Services |
| Proposal Approvals – Thesis and Dissertations | 24 | Academic Departments |
| Proposals – Funded/Pending | 48 | |
| Publications/Periodicals | 23 | Institutional Research |
| Public Affairs Records | 67 | Government Relations |
| Public Employees Retirement System Files – Staff | 47 | Human Resources |

| | | |
|--|-------------|------------------------------------|
| Public Employees Retirement System Log – Classified Staff | 59 | Human Resources and Development |
| Public Employees Retirement System Log – Staff | 58 | Human Resources |
| Public Inspection Files (see Non-Immigrant Worker Public Inspection files | 33 | General Counsel |
| Public Records Request Records | 47 | General Counsel |
| Public Safety Notices/ Campus Alerts/Clery Warning | 51 | |
| Publicity News Releases | 67 | University Marketing |
| Publicity Photographs | 67 | University Marketing |
| Purchase Orders | 44 | Purchasing |
| Racial Ethnic Statistics | 40 | Institutional Research |
| Radiation Safety Records | 65 | Environmental Health |
| Radiation Safety Committee | 54 | Environmental Health |
| Radioactive Materials Transportation Records | 41 | Environmental Health |
| Radioactive Materials/Infectious Waste Records | 54 | Environmental Health |
| Real Estate Records | 46 | General Counsel |
| Receipts | 8 | |
| Reconciliation Records | 43 | Parking Services |
| Records Destruction Records | 18 | General Counsel |
| Recruitment Materials | 55 | Athletics Department |
| Recruitment Materials – Publicity | 55 | University Marketing |
| Recruitment Materials (Personalized) - Applicants Who Do Matriculate | 28 | Admissions |
| Recruitment Materials (Personalized) – Applicants who do not Matriculate | 28 | Admissions |
| Record Series | Page | Official Keeper |
| Recruitment/Search Records | 62 | |
| References | 68 | |
| Registers | 8 | |
| Registers | 61 | Controllers - Payroll |
| Registration/Enrollment Forms | 35 | University Registrar |
| RFP's [Requests for Proposals] (See: Bids) | 44 | |
| Renovation Project Folders | 15 | Capital Planning -Architects |
| Reports/Surveys | 40 | |
| Requests and Disclosures of Personally Identifiable Information | 37 | |
| Requisitions | 8 | |
| Research Records – individual and corporate | 48 | Office of Research |

| | | |
|--|-------------|---|
| Research Protocol - Research Animals | 48 | Office of Research |
| Research Protocol Committee Records | 18 | Office of Research |
| Research Proposals (see: Research Protocol Committee) | 18 | Office of Research |
| Researchers' Finished Program (see: Research Files) | 48 | Office of Research |
| Reservation Forms | 19 | Conference Services |
| Residency Approval | 53 | |
| Residency Review | 53 | |
| Residency Status Documents for Applicants who do not Matriculate | 52 | Admissions |
| Return Authorizations | 4 | Controller's Office |
| Returned Student Loan Proceeds | 32 | Financial Aid |
| Royalty Payments | 8 | |
| Sales Receipts | 4 | |
| Schedule of Classes | 39 | |
| Scholar Loan Database | 39 | Financial Aid |
| Scholarships | 33 | Financial Aid |
| Scholarship/Fellowship Print Outs | 32 | Financial Aid |
| Scholarship/Grant Information | 29 | Education College - Student Service Center |
| Security Reports – Annual | 22 | Police Department/ Student Conduct |
| Selection Files | 59 | Human Resources |
| Selection Criteria Form - Classified Staff | 62 | Institutional Diversity |
| Sewer Charge Exemption | 11 | Facilities Services |
| Shop Drawings | 16 | Capital Planning-Architects |
| Show Posters | 67 | Art Gallery |
| Record Series | Page | Official Keeper |
| Site Equipment Support Files | 6 | Information Services |
| Small Scale Floor Plans – Administration | 15 | Capital Planning |
| Space Utilization Files | 17 | Capital Planning-Architects |
| Special Event Lot Revenue and Expense Sheets | 7 | Parking Services |
| Special Event Tickets | 22 | |
| Sponsored Student Account Files | 33 | Student Employment |
| Sport Reports | 18 | Athletics |
| Staff Development Forms | 61 | Treasury Services |
| Staff Grievance Files | 47 | Human Resources |
| Staff Reclassification Files | 60 | Human Resources |

| | | |
|---|---------------|--|
| Staff Reclassification Files – Classified Staff | 60 | Human Resources |
| State Budget and Management Monthly Reports on Capital Funds | 43 | Capital Planning-Architects |
| State Classification Files – Classified Staff | 56 | Human Resources |
| State Encumbrance/Voucher Files | 3 | Capital Planning-Architects |
| Statement of Charges | 6 | Libraries |
| Statistics – Degree | 40 | Planning, Assessment and Information Resource |
| Statistics – Enrollment | 40 | Planning, Assessment and Information Resource |
| Statistics – Racial/Ethnic | 40 | Planning, Assessment and Information Resource |
| Stop Payment Forms | 8 | Purchasing |
| Student Account Reports – Miscellaneous | 4 | Controller’s Office |
| Student Account Files | 4 | Treasury Services |
| Student Conduct Verifications | 37 | |
| Student Disciplinary Files | 51 | Student Conduct |
| Student Disciplinary Files Requests for Formal Hearings | 37 | Student Conduct |
| Student Disciplinary Files – Written Decisions of Hearing Panels | 37 | Student Conduct |
| Student Education Portfolio | | |
| Student Employee Summary Report | 22 | Student Employment |
| Student Employment Files | 62 | Student Employment/ Work Areas |
| Student Summer Contracts | 68 | Student Employment |
| Student Fee Authorizations | 58 | Human Resources |
| Student Files | 23, 35 | Academic Departments |
| Student Files | 29 | Athletics Department |
| Record Series | Page | Official Keeper |
| Student Files – Non Permanent | 34 | College of Law |
| Student Files | 34 | College of Law |
| Student Files- Cooperative Education | 25 | |
| Student Files | 28 | Disability Services |
| Student Files – Library | 34 | Libraries |
| Student Files | 63 | General Counsel |
| Student Files – completed teach, never applied, problem, dismissed | 29 | Education Student Services Center |

| | | |
|--|-------------|-----------------------------------|
| Student Files – provisional, potential | 29 | Education Student Services Center |
| Students Files – Actively Enrolled | 29 | Education Student Services Center |
| Student Files | 36 | Teacher Education |
| Student Files –U.S. Dept. of Education Funding | 32 | Financial Aid |
| Student Files – Non U.S. Dept. of Education Funding | 31 | Financial Aid |
| Student Records – Academic Records | 26 | Registrar’s Office |
| Student Financial Aid Files – Non Recipients | 30 | Financial Aid |
| Student Financial Aid Files | 34 | College of Law |
| Student Financial Aid Files | 77 | Financial Aid |
| Student Notice of Completion of Degree | 29 | |
| Student Petitions | 25, 26 | |
| Student Records Continuing Education | 36 | Continuing Education |
| Student Statements Regarding Hearing Panel Decisions | 37 | Student Life - Student Conduct |
| Student Waivers for Rights of Access To (see: Letters of Recommendation for Admission for Applicants who Matriculate | 37 | |
| Student Work Product Files | 49 | Employment Law Clinic |
| Student’s Written Consent For Records Disclosure | 33 | General Counsel |
| Study Carrel Registers | 20 | Libraries |
| Subject Files – Administrative General, President, Vice President, Director, Dean or Chair | 23 | |
| Subject Files – General Administrative | 18 | |
| Subpoenas (see: legal claims and litigation) | 46 | General Counsel |
| Subsidiary Ledgers | 8 | |
| Summer Employment Files | 60 | Human Resources |
| Super Bill Files | 5 | Health and Wellness Services |
| Surplus Property Documentation | 10 | Property Control |
| Surveillance Video/Tapes | 22 | Police Department |
| Record Series | Page | Official Keeper |
| Suspension Files – Classified Staff | 59 | Human Resources |
| Syllabi (see: Course syllabi) | 23 | Academic Departments |
| System Back Up Files | 14 | Information Services |
| System Users Access Records | 22 | Information Services |
| Tax Files (copies of parents) | 31, 32 | Financial Aid |
| Tax Files | 54 | Controller’s Office |

| | | |
|---|-------------|---|
| Theater Productions | 24 | Dramatic Arts |
| Theses (see: professional publications) | 24 | |
| Thesis/Dissertation Proposal Forms | 86 | |
| Teaching Evaluations, Course Evaluations, (bubble sheets and summaries), | 64 | Academic Departments |
| Teacher Surveys – Cooperating | 64 | College of Education |
| Technical Program Documentation | 13 | Information Services |
| Telephone Expense Records | 8 | |
| Test Administration Records | 22 | Testing Center |
| Test Database and Files | 14 | Information Services |
| Test Scores – Student Who Matriculate | 36 | |
| Test Scores – Students Who do not Matriculate | 36 | |
| Testing Reports – Construction | 49 | Capital Planning-Architects |
| Theater Productions | 24 | Dramatic Arts |
| Tickets – Paid | 7 | Parking Services |
| Tickets – Unpaid | 43 | Parking Services |
| Ticket Stubs | 8 | Dramatic Arts |
| Time Cards (Staff or Student) | 61, 66 | Controllers - Payroll |
| Towing Records | 21 | Parking Services |
| Trademark Registrations | 54 | Technology Transfer/ General Counsel |
| Training Records – On-The-Job, Classified Staff | 60 | Human Resources |
| Training Documentation – Classified Staff | | Human Resources and Development |
| Civil Service Examinations File | 68 | |
| Transfer Credit Evaluations – Applicants who do Matriculate | 27 | Admissions |
| Transfer Credits – Study Abroad | 34 | International Services |
| Transcripts, High School – Applicants who do Matriculate | 27 | Admissions |
| Transcripts, High School – Applicants who do not Matriculate | 28 | Admissions |
| Transcripts, Other Institutions of Higher Learning – Applicants who do Matriculate | 27 | Admissions |
| | | |
| Record Series | Page | Official Keeper |
| Transcripts, Other Institutions of Higher Learning – Applicants who do not Matriculate | 28 | Admissions |
| Transcript Requests (other than student requested) | 35 | Registrar’s Office |
| Transportation Logs – Injury/Ill Person | 51 | Police Department |

| | | |
|---|-------------|-------------------------------------|
| Transportation Logs - Student | 21 | Police Department |
| Travel Expenses | 8 | |
| Trustee Appointment Files | 17 | Board of Trustees |
| Tuition and Fee Schedule | 40 | Treasury Services |
| Tuition Remission Applications | 9 | Treasury Services |
| Union Dues Membership List | 4 | |
| Unemployment Compensation Documentation | 47 | Human Resources |
| Unemployment Insurance Payments | 9 | |
| University Medical Records | 65 | Health and Wellness Services |
| University Supervisor Survey – Dean’s Office | 25 | College of Education |
| User Logins | 22 | |
| Utilities Budget Requests/Calculations | 44 | |
| Utility Charges – Parking Depart/Contractors | 21 | Parking Services |
| Utility Company Invoices | 9 | |
| Utility Problem Files | 22 | Facilities Services |
| Utility Rates/Contracts | 48 | Facilities Services |
| Utility Records/Readings | 11 | Facilities Services |
| Utility Reports – Annual Use/Cost | 23 | Facilities Services |
| Vending Commission Income Records | 9 | |
| Vendor Files | 3 | Campus Support Services |
| Vets 100 Reports | 52 | Financial Aid |
| Veterans Administrative Records | 37 | |
| Videos | 18 | |
| View books | 55 | |
| Videos | 18 | |
| View books | 55 | |
| Vike Health and Well-being | 11 | Human Resources |
| Visiting Committee Files | 17 | Board of Trustees |
| Vouchers | 3 | |
| Voucher Register | 9 | |
| W-2 Forms | 53 | Controllers - Payroll |
| W-9 Taxpayer Information Forms | 61 | Controllers - Payroll |
| 1099 Copies and Back Up | 53 | Controllers - Payroll |
| Waivers – Health Insurance | 19 | |
| | | |
| Record Series | Page | Official Keeper |
| Waivers – Health Insurance | 19 | |
| Waivers – For Release of Liability | 24 | |
| Weather Forecasts | 11 | Facilities Services |
| Whiskey Island Magazine | 67 | |

| | | |
|---|-----------|---|
| Withdrawal Authorizations | 35 | |
| Women’s Law Fund Cases | 50 | Law Clinic |
| Workforce Analysis | 39 | Academic Affairs |
| Work Orders | 9 | Facilities Services |
| Work Study Student Files – U.S. Dept. of Education Funding | 32 | Financial Aid |
| Worker’s Compensation Files | 60 | Human Resources |
| Worker’s Compensation Payments | 7 | Controllers - Payroll |
| Working Building Drawings | 17 | Capital Planning- Architects |