

Academic / Non-Academic Personnel Inventory - Contract Staff	Annual printout required by the Ohio Board of Regents documenting full-time equivalent staffing levels. The summary of the inventory is sent to the Ohio Board of Regents.	1 Year	Archives Review for historical value.	ADM9900
Accreditation Files	University, college or department files documenting accreditation review by accrediting agencies.	10 Years	Archives Review for continuing administrative or historical value.	ADM3020
Audit Trail Files	Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.	3 Database/Master File Backup Cycles	Destroy	ADM9900
Automated Program Listing/Source Code	Automated program code, which generates the machine-language instructions used to operate an automated information system.	3 system update cycles after code is superseded or replaced.	Destroy.	ADM9900
Automated Tape Library System Files	Automated records used to control the location, maintenance, and disposition or magnetic media in a tape library.	Active	Destroy	ADM9900
Bicycle Registration Forms	Records decal number and issued to bicycle registered.	1 Year	Destroy	ADM9900
Blueprints		Active + 6 Years	Archives Review for continuing historical value.	ADM2030
Book Buy-Back Records	Records of purchases of used books bought from students.	4 Years	Destroy	ADM3010
Bookstore Cash Drawer Sign-Out Sheets	Record of cash drawers signed out to cashiers at the beginning of each shift.	4 Years	Destroy	ADM3010
Bookstore Cashier Balancing Form	Used for daily balancing of each cash drawer.	4 Years	Destroy	ADM3010
Bookstore Charge Forms	Forms used in completing MasterCard or VISA transactions. Information posted to daily cash register tapes and summarized on monthly statements.	4 Years	Destroy	ADM3010
Bookstore Mark-Up / Mark-Down Sheets	Monthly record of price changes of goods already in stock at the bookstore. Used in annual inventory.	4 Years	Destroy	ADM3010
Bookstore Merchandise Return Record	Record of returns by bookstore to vendors in order to receive credit.	4 Years	Destroy	ADM3010
Bookstore Special Orders	Documentation of special orders made for individuals by the	4 Years	Destroy	ADM3010

		bookstore. Does not document a financial transaction.			
Computer Run Scheduling Records		Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.	Active	Destroy	ADM9900
Computer Usage Files		Electronic files or automated logs created to monitor computer system usage including but not limited to login files, system usage files, data entry logs, and records of individual computer program usage.	3 System Backup Cycles	Destroy	ADM9900
Construction Projects - Construction Designs and Specifications		Written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto.	Active + 6 Years	Archives	ADM2030
Construction Projects - Construction Documents		Collectively, the Drawings, Specifications, Addenda, Notice to Bidders, Instructions to Bidders, Definitions, Bid Form, Contract and Attachments, Bond, Bulletins, Shop Drawings, Change Orders, Change Order Procedure and Pricing Guidelines and Standard Conditions of the Contract Assignments, if any (General and Special).	Active + 6 years	Archives	ADM2030
Construction Projects - Design Development		Design of project is fully described with regard to the basic building systems and materials as well as all specialty systems needed to support the program.	Active + 6 Years	Archives	ADM2030
Construction Projects - Design Review Committee		Minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and Master Plan.	Active + 6 Years	Archives	ADM2030
Construction Projects - Project Request/Program Statement		A request from the University community to initiate a project.	Active + 6 Years	Archives	ADM2030
Construction Projects - Schematic Design		Analysis of site impact and volumetric formation, circulation patterns and infrastructure servicing to illustrate client and architect's design vision in a definitive way.	Active + 6 Years	Archives	ADM2030
Data Documentation/Data Dictionary Records		Records generally created during development or modification and necessary to access, retrieve,	3 Years	Destroy If system is discontinued or data is migrated; review	ADM9910

	manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements.			for historical value.	
Data Processing Disaster Preparedness and Recovery Plans	Records related to the protection and reestablishment of data processing services, equipment and data (back-up files) in case of a disaster.	SUP		Destroy when revised.	ADM9900
Data Processing Hardware Documentation	Records documenting the use, operation, and maintenance of the university's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Active		Destroy when no longer used and all data is migrated to new hardware.	ADM9900
Data Processing Operating Procedures	Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.	Active.		Destroy. Review for historical value.	ADM9910
Data Processing Policies	Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.	Active + 10 years Review for historical value.		Destroy	ADM3000
Data Systems Specifications	Records necessary for using the system including user guides, system or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.	3 Years		Destroy if system is discontinued or data is migrated; review for historical value.	ADM9910
Department Assistance File - Classified Staff	Correspondence documenting Personnel Office services to university or college departments regarding classified staff positions.	1 Year		Destroy	ADM9900
Dispatch Audio Logs	Record of phone and radio transmissions from the police dispatcher.	1 Year		Destroy	ADM9900
Dispatch Logs	Records of request for service received by the dispatcher.	1 Year		Destroy	ADM9900
Employment Printouts - Student	Stipend list, updated social security number reports, 1040 hours report, termination reports, summer rehires, college work-study awards, changes chart of accounts, step increases, department summaries, CWS earnings report, time cards by	1 Year		Destroy	ADM9900

sequence number.

Health Insurance Waivers	Signed waiver indicating student's acceptance or waiver of university student health insurance.	1 Year	Destroy	ADM9910
Help Desk Telephone Logs and Reports	Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	Active	Destroy	ADM9900
Information Resources Management and Data Processing Services Plans	University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas.	Active	Destroy	ADM9910
Input Documents	Copies of records or forms designed and used solely for data input and control when the data processing unit provides centralized data input services and the program unit retains original records.	Active	Destroy after entered into system.	ADM9900
Maintenance Contracts Files - Data Processing Equipment	Includes copies of contracts, service histories, and work orders.	Active + 6 Years	Destroy	ADM9900
Monthly Standardized Report Files - Classified Staff	Periodic reports including designation by: active classified employee in alphabetical order; pay range; department listing; social security number for active employees; social security number for inactive employees; employees whose hourly wage is above a certain level.	1 Year	Destroy	Destroy
Motor Vehicle Maintenance Records		Active + 6 Years	Destroy	Destroy
Motor Vehicle Records		Active + 6 Years	Destroy	Destroy
Network Usage Reports	Summary reports and other records created to document computer usage for reporting or other purposes.	Active	Destroy	Destroy
Operating System and Hardware Conversion Plans	Records relating to the replacement of equipment or computer operating systems.	Conversion + 1 Year	Destroy	Destroy
Organizational Charts		Active + 10 Years	Archives Review fo	Archives Review fo
Parking Permit Applications	Application for parking permit/decals-non-fee.	1 Year	Destroy	Destroy
Police Daily Activity Report		1 Year	Destroy	Destroy
President / Vice President / Director / Dean / Chair Subject Files	Files of correspondence, reports, memoranda, etc., documenting activities of these offices.	3 Years	Archives Review fo administr	Archives Review fo administr value.

Promotion and Tenure Policy – Faculty	Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.	10 Years	Archives Review fo
Records Destruction Records		10 Years	Destroy
Reports (Administrative - State - Civil Service – Personnel- Accounting) - Classified Staff	Monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range / step, suspensions, terminations, etc.	1 Year	Destroy
Research Protocol Committee Files	Includes lists of protocols to be considered, new reviews, approvals, requests, and revised protocol forms.	Permanent	Archives
Site/Equipment Support Files	Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.	Active + 6 Years	Destroy
Summary Computer Usage Reports	Summary reports and other paper records created to document computer usage.	Active	Destroy
Surplus Property Records		6 Years	Destroy
System Backup Files	Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction.	3 System Backup Cycles	Destroy
System Users Access Records	Electronic or textual records created to control or monitor individual access to a system and data created for security purposes, including but not limited to user account records, security logs, and password files.	Active	Destroy
Technical Program Documentation	Copy of program code, program flowcharts, program maintenance log, system change notices, original design documents, specifications requirements, acceptance tests, and other records that document computer programs and the modifications made to computer programs.	Retain until migrated or destroyed.	Destroy. historical
Test Database/Files	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Active	Destroy
Training Course Information	Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.	SUP	Destroy
Transportation Logs	Record of rides given by student transport service or campus police officers.	1Year	Destroy
Unawarded Grants Files	Applications and proposals by faculty for grants that were not funded.	1 Year	Destroy
University Governance Files	Files of minutes of boards / committees / governance groups documenting official actions of governing bodies.	3 Years	Archives Review fo administr value.