

Academic Grievance Files	Files documenting grievances of students against faculty members.	Active + 6 Years	Archives Review for continuing administrative or historical value.	LEG4000
Accident Reports	Reports created by university or college police for traffic accidents that occur on campus.	Active + 6 Years	Destroy	LEG4000
Affirmative Action Plan Files	Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	6 Years	Archives Review for historical value.	LEG5000
Affirmative Action Position Applicant Files	Record of affirmative action procedures followed for university or college position openings. Files include position request and authorization forms, job descriptions, appointment activity record, proof of citizenship, chronological data on search and correspondence. Files divided into faculty, contract and classified staff headings. The classified staff portion is comprised of statistical data sent to Affirmative Action Office by Personnel Office. Under these headings, files are arranged alphabetically by department or office.	6 Years	Destroy	LEG5000
Alien Certification Files	Records of employee requests made to the Department of Labor and Immigration and Naturalization for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation. Files arranged alphabetically.	6 Years	Destroy	LEG5000
Applicant Flow Data File	Statistical information, percentages dealing with race, religion, sex, etc.	6 Years	Destroy	LEG5000
Arrest Reports	Report of arrest, criminal citation, or uniform traffic citation issued to offender.	Active + 6 Years	Destroy	LEG4000
Awarded Grants Files	Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations.	Active + 5 Years	Archives Review for continuing administrative or historical value.	LEG2000
Campus Security Act Reports and Uniform Crime Reports	Reports produced in compliance with federal programs.	6 Years	Archives Review for historical value.	LEG5000
Category Summary - Classified Staff	Computer printout listing breakdown of employment by race, sex, civil service.	6 Years	Archives Review for historical value.	LEG5000
Change in Meal Plan	Records of changes on board contracts.	Active + 5 Years	Destroy	LEG2000
Child Care Licensing Files	Records related to obtaining Food License,	Active + 5 Years	Destroy	LEG2000

License to Run a Nursery/Day Care, and Building Operations License.

Collective Bargaining Agreements		Active + 5 Years	Archives Review for continuing administrative or historical value.	LEG2000
Complaint Files	Record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically.	Active + 6 Years	Destroy	LEG4000
Contracts - General		Active + 5 Years	Destroy	LEG2000
Crime Reports	Reports created by university or college police on campus criminal activity.	Active + 6 Years	Archives Review for continuing administrative or historical value.	LEG4000
EE-06 Report [EEOC]	Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees.	6 Years	Destroy	LEG5000
Elevator Certifications		Active + 3 Years	Destroy	LEG5020
Environmental Impact Assessment-Construction Projects	Used to determine potential environmental concerns existing at site prior to demolition and construction.	Life of Building + 6 Years	Destroy	LEG5000
Garnishment File-Classified Staff	Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.	Active + 3 Years	Destroy	LEG5030
Garnishment File-Staff	File contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.	Active + 3 Years	Destroy	LEG5030
Garnishment Files- Faculty	File contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.	Active + 3 Years	Destroy	LEG5030
Grants Awarded	Financial records of grant money awarded for research projects.	Active + 5 Years	Destroy	LEG2000
Head Start	Documents of Head Start meetings and grantee level matters.	Active + 5 Years	Destroy	LEG2000
HUD Reports	Annual reports filed with the federal government concerning operation of residence halls.	6 Years	Archives Review for historical value.	LEG5000
Injury / Ill Person Reports	Reports created by university or college	Active + 6 Years	Destroy	LEG4000

		police on ill or injured persons transported to local hospitals from campus.			
Laboratory Inspection Reports		Periodic inspections of laboratories.	Active + 3 Years	Destroy	LEG5030
Land Purchase Records		Copies of deeds, leases, purchase agreements, appraisals, etc. documenting purchase of land by institution. Original deed maintained by Auditor of State.	Active + 5 Years	Archives Review for historical value.	LEG2000
Patents			Active + 6 Years	Archives Review for continuing administrative or historical value.	LEG7000
Police Reports		Reports of incidents or requests for service to include the officer's actions, referrals, and subsequent investigation.	Active + 6 Years	Shred	LEG4000
Pre-School Attendance Records		Pre-School Attendance and Emergency Sheets.	Active + 6 Years	Shred	LEG4000
Pre-School Children's Files		Includes screening evaluation forms, contracts, parental and developmental information, reports from outside agencies, examples of student work, health records from physicians, and information from Social Services coordinator.	Indefinite		LEG3010
Radioactive Materials Waste Records		RAM use cards, specific use, and disposal information.	Active + 3 Years	Destroy	LEG5020
Real Estate Records		Copies of deeds and leases, documenting real property purchased or leased by the university or college.	Active + 5 Years	Archives Review for continuing administrative or historical value.	LEG2000
Research Protocol Records		Includes protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file.	Active + 3 Years	Destroy	LEG5020
Residency Status Documents for Applicants Who Do Matriculate		Documents supporting determination of legal domicile (residency).	6 Years	Destroy	LEG5000
Student Disciplinary Files		Files maintained by student affairs on students who have been accused of disciplinary violations.	Active + 6 Years	Destroy	LEG4000
Testing Reports-Construction		Geotechnical and material testing and reports to insure strength of materials, compaction and construction acceptability.	Active + 6 Years	Archives	LEG5000
Trade Mark Registrations			Active + 6 Years	Archives Review for continuing	LEG7000

administrative or
historical value.

Unemployment Compensation Files	Consolidated file listing all employees (classified, contract and faculty) for whom an unemployment claim has been filed. This includes copies of claim forms, correspondence, costs for the institution and amount of unemployment compensation paid.	Active + 6 Years	Destroy	LEG4000
W-2 Forms	Federal form reporting salaries, wages, and tips for each employee to the IRS.	6 Years	Destroy	LEG5000
1099 Forms	Federal form used to report salaries, wages, and tips of temporary employees.	6 Years	Destroy	LEG5000

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