

	A	B	C	D	E	F
1	UPDATED: August 10, 2026					
2						
3	CATEGORY	SUB-CATEGORY	TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION: Beyond the date identified -any record or document that may have historical or enduring value should be reviewed by University Archives prior to any destruction.	ADDITIONAL COMMENTS
4	Academic, student					
5			Academic actions (dismissals, etc.)	Registrar	5 years after last attendance	imaged
6			Academic integrity violations	Executive Vice President & Provost	permanent	paper
7			Student Assessments	Departmental office	10 years, then shred*	
8			Change of Registration Forms	Registrar	1 year after term	imaged
9			Change of Grade forms	Registrar	permanent	imaged
10			Change of Student ID number	Registrar	permanent	imaged
11			Class lists, original	Registrar	permanent	sis
12			Consent to release personally identifiable information (Requests for non disclosure)	Registrar	permanent	imaged
13			Course offerings	Registrar	permanent	sis
14			Curriculum change authorizations	Registrar	5 years after last attendance	imaged
15			Student Requests	Registrar	permanent	sis
16			Enrollment verifications	Registrar	1 year after verification	
17			Student Requests	Registrar	permanent	imaged
18			Grade sheets	Registrar	permanent	sis and imaged
19			Registration hold	Registrar	until released	sis
20			Name changes	Registrar	5 years after last attendance	imaged
21			Student class schedules	Registrar	permanent	sis

	A	B	C	D	E	F
22			Student Registration records	Registrar	permanent	sis
23			Mid-term grade reports	Registrar	permanent	sis
24			Transcripts	Registrar	permanent	sis
25			Transcript requests	Registrar	1 year	imaged
26			Transfer Credit evaluations	Admissions	permanent	As part of student official transcript
27			Veterans Administration Certifications	Registrar	3 years after last attendance	paper
28			Student withdrawal	Registrar	2 years after last attendance	imaged
29			Records of non credit courses	Continuing Education	10 years	
30						
31						
32	Academic, Publications and documents					
33			Degree, Grade, Enrollment and Racial/Ethnic Statistics	Registrar	permanent	sis and imaged
34			Schedule of Classes	Registrar	permanent	sis
35			Catalogs	Registrar	permanent	sis
36			Commencement Programs	Registrar	permanent	safe and sis
37						
38						
39	Admissions (not enrolled)					

	A	B	C	D	E	F
40			Advanced Placement Records, Applications for Admission or re-admission, relevant Office Correspondence of an Official Nature, Entrance Exam reports (ACT, etc.) Residency forms, Letters of recommendation, transcripts (high school or other colleges)	Admissions	1 year	
41						
42						
43	Admissions (enrolled)					
44			Data used to establish student's admission, enrollment status, and period of enrollment	Admissions	3 years for Title IV Purposes	
45			Advanced Placement Records, applications for admission or readmission, relevant Office Correspondence of an Official Nature, Entrance Exam reports (ACT, etc.)	Admissions	4 year	remove advanced placement and readmission
46			Advanced Placement	Registrar	Permanent	In SIS
47			application for readmission	Registrar	5 years after last action	
48			Residency change documents	Registrar	5 years from last attendance	imaged
49			Student waivers for Right of Access	Registrar	until revoked	paper
50			Transcripts -high school and other colleges	Registrar	Permanent	evaluated and stored in sis
51			International student forms (visa documentation, etc.)	International Programs	Permanent	

	A	B	C	D	E	F
52						
53						
54	Advancement Division- Alumni and Foundation		See http://www.uni-foundation.org/			See link for Foundation guidelines
55			Alumni records	Alumni Relations	Permanent	
56						
57						
58	Athletics - Administration					
59			Accounting Records	Athletics Administration	7 Years	
60			Athletically Related Outside Income Reports	Athletics Administration	CY + 5 Years	
61			Academic Progress Rate Information	Athletics Compliance/Registr ar	6 Years	
62			Budget Materials	Athletics Administration	7 Years	
63			Business Records	Athletics Administration	7 Years	
64			Compliance Audits Materials	Athletics Compliance	6 Years	
65			Compliance Educational Sessions	Athletics Compliance	6 Years	
66			Complimentary Admissions	Athletics Administration	6 Years	
67			Contracts - Apparel	Athletics Administration	10 years after expiration of contract	
68			Contracts - Game	Athletics Administration	10 years after expiration of contract	
69			Contracts - Game (Other)	Athletics Administration	10 years after expiration of contract	
70			Contracts - Personnel	Athletics Administration	Permanent	

	A	B	C	D	E	F
71			Contracts - Shoe	Athletics Administration	10 years after expiration of contract	
72			Eligibility Letters	Athletics Compliance/Registrar	6 Years + current	
73			Eligibility Reports	Athletics Compliance/Registrar	6 Years + current	
74			Equity in Athletics Disclosure Act (EADA) Survey	Financial Accounting and Reporting Services/Athletics Administration	10 Years	
75			Expense Reports	Athletics Administration	7 Years	
76			Foundation Payment Authorizations	Athletics Administration	7 Years	
77			Game Sponsorship	Athletics Administration	Life of Agreement Plus 3 Years	
78			Licensing Agreements	Athletics Administration	Life of Agreement Plus 3 Years	
79			Marketing Rights Agreements	Athletics Administration	Life of Agreement Plus 3 Years	
80			Medical Insurance Records	HPELS/Athletic Training	7 Years	
81			Medical Records	HPELS/Athletic Training	7 Years	
82			NCAA Agreed-Upon Procedures	Financial Accounting and Reporting Services/Athletics Administration	10 Years	

	A	B	C	D	E	F
83			NCAA Online Submission of Financial Information	Financial Accounting and Reporting Services/Athletics Administration	10 Years	
84			Office Correspondence of an Official Nature	Athletics Administration	Permanent	
85			Panther Scholarship Club Files	Athletics Administration	7 Years	
86			Participation Reports	Athletics Compliance	10 Years	To Archives
87			Permission Forms	Athletics Compliance	6 Years	
88			Personnel Files	Athletics Administration/Human Resource Services	Permanent	
89			Schedules	Athletics Administration/Media Relations	Permanent	
90			Self Reports	Athletics Compliance	6 Years	
91			Sport Files	Athletics Compliance	6 Years	
92			Squad Lists/Financial Aid Reports	Athletics Compliance	10 Years	To Archives
93			Student-Athlete Files	Athletics Compliance	6 Years after student leaves athletic program	
94			Student Athletic Advisory Committee Minutes	Athletics Compliance	10 Years	
95						
96						
97	Budget					
98			Budget books	Budget Office and University Archives	Permanent	

	A	B	C	D	E	F
99			Budget maintenance files	Budget Office	7 Years	
100			Comprehensive Annual Financial Report and Supplement	Financial Accounting and Reporting Services	Permanent	
101			Salary Worksheets	Budget Office	7 Years	
102			Self-Support Budget Worksheets	Budget Office	7 Years	
103						
104						
105	Cashiering and Accounts Receivable					
106			Student Accounts Receivable Ledger	Office of Business Operations	CY+ 6 years	
107			Cash Receipt Vouchers (CRV)	Office of Business Operations	CY+ 6 years	
108			Emergency Loan Promissory Notes	Office of Business Operations	CY+3 years	
109			Unpaid Emergency Loan Promissory Notes	Office of Business Operations	Permanent	
110			1098T	Office of Business Operations	Permanent	retained online in SIS
111			FISAP/FISCOP Reports	Office of Business Operations	3 years	
112			Student Refund Registers	Office of Business Operations	CY+6 years	
113			Perkins Loan Program Student Files	Office of Business Operations	3 yrs after pd in full	
114			Perkins Loan Reconciliation	Office of Business Operations	3 years	
115			W-9S Forms	Office of Business Operations	5 years from date of filing w/IRS	
116			Collection Agency Placement Records	Office of Business Operations	CY+6 years	
117			Non-Student AR Ledger	Office of Business Operations	CY+6 years	retained online in Ebiz

	A	B	C	D	E	F
118			Cash and Reconciliation Documentation (i.e. deposit summaries, cash counts, deposit logs, change and reimbursement fund recons, vault record of cash movement, transit slips, etc)	Office of Business Operations	CY+3 years	
119						
120						
121	Dean of Students Office					
122			Student Conduct Records, Code of Conduct	Maxient-Dean of Students Office	7 years, unless suspension or expulsion then permanent	
123			Student of Concern/Care	Maxient-Dean of Students Office	Permanent	
124			Student Accommodations	Accommodate-Dean of Students Office	7 years	
125						
126						
127	Environmental Health and Safety					
128			Asbestos Training	Environmental Health and Safety	1 year past last date of employment	
129			Asbestos testing reports	Environmental Health and Safety	1 year from date of last report	
130			Bloodborne Pathogens Training	Individual department	3 years	
131			Fire Protection system records	Physical Plant	3 years	
132			Fume hood testing records	Environmental Health and Safety	Update annually	
133			Hazardous waste disposal records and reports	Enivronmental Health and Safety	3 years	
134			Illness Injury Reports	Public Safety		

	A	B	C	D	E	F
135			Medical records related to an exposure	Human Resource Services	30 years past last date of employment	
136			Fire extinguisher training records	Environmental Health and Safety	1 year from date of last report	
137			Fire safety training	Environmental Health and Safety	1 year from date of last report	
138			Fire suppression systems	Environmental Health and Safety	1 year from date of last report	
139			Fire safety audits	Environmental Health and Safety	1 year from date of last report	
140			Campus fire incidents	Environmental Health and Safety	1 year from date of last report	
141			Open flame permits	Environmental Health and Safety	1 year from date of last report	
142			Radiation dose reports			
143			Radiation safety training records	Environmental Health and Safety	3 years	
144			Radioactive materials license	Environmental Health and Safety	Duration of Permit	
145			Radioactive materials receiving and inventory records	Environmental Health and Safety	3 years	
146			Stormwater records	Environmental Health and Safety	Duration of Permit	
147			Tier II Report (chemicals)	Environmental Health and Safety	3 years	
148			Radiation surveys	Environmental Health and Safety	1 year from date of last report	
149			Radiation sewage disposal	Environmental Health and Safety	1 year from date of last report	
150			Radiation lab audits	Environmental Health and Safety	1 year from date of last report	
151			Radiation wipe tests	Environmental Health and Safety	1 year from date of last report	

	A	B	C	D	E	F
152			Radiation equipment calibration	Environmental Health and Safety	1 year from date of last report	
153			Power plant radiation audits	Environmental Health and Safety	1 year from date of last report	
154			Lead testing results	Environmental Health and Safety	1 year from date of last report	
155			Laboratory and Chemical audits	Environmental Health and Safety	1 year from date of last report	
156			Laboratory and chemical training	Environmental Health and Safety	1 year from date of last report	
157			Iowa One Call requests	Environmental Health and Safety	1 year from date of last report	
158			Ergonomic Work station evaluations	Environmental Health and Safety	1 year from date of last report	
159			OSHA inspections	Environmental Health and Safety	1 year from date of last report	
160			OSHA complaints	Environmental Health and Safety	1 year from date of last report	
161			Mold testing reports	Environmental Health and Safety	1 year from date of last report	
162			New employee safety orientation	Environmental Health and Safety	1 year from date of last report	
163			Forklift driver training	Environmental Health and Safety	1 year from date of last report	
164			Confined space locations	Environmental Health and Safety	1 year from date of last report	
165			Emergency shower inspections	Environmental Health and Safety	1 year from date of last report	
166			X-Ray and scanning electron audits	Environmental Health and Safety	1 year from date of last report	
167			Respiratory records	Environmental Health and Safety	1 year from date of last report	
168			Global Harmonization System training	Environmental Health and Safety	1 year from date of last report	Training for MSDS move to SDS 2015

	A	B	C	D	E	F
169			First Aid/CPR/AED training	Environmental Health and Safety	1 year from date of last report	
170			Supervisor accident investigations	Environmental Health and Safety	1 year from date of last report	
171			4-Gas Meter Calibrations	Environmental Health and Safety	1 year from date of last report	
172			University safety concerns	Environmental Health and Safety	1 year from date of last report	
173			Crowd management training	Environmental Health and Safety	1 year from date of last report	
174			Evacuation chair locations	Environmental Health and Safety	1 year from date of last report	
175			Physical Plant Personal Protective Equipment evaluations	Environmental Health and Safety	1 year from date of last report	
176			Emergency Eye Wash inspections	Environmental Health and Safety	1 year from date of last report	
177						
178						
179	Facilities Planning					
180			Aerial Photos	Facilities Planning	Permanent	
181			AIA Documents G804 and G704	Facilities Planning	7 Years	
182			Architectural Selection Information	Facilities Planning	7 Years	
183			Asbestos Licenses, Copies of	Facilities Planning	7 Years	
184			Authorization for Award of Construction Contract	Facilities Planning	7 Years	
185			Bid Documents-Plans	Facilities Planning	7 Years	
186			Bid Tabulations	Facilities Planning	7 Years	
187			Building Repairs Reports	Facilities Planning	5 Years	
188			Capital Plan, Annual	Facilities Planning	5 Years	
189			Capital Plan, Five Year	Facilities Planning	5 Years	
190			Certificate of Substantial Completion with Punch List	Facilities Planning	Permanent	

	A	B	C	D	E	F
191			Change Directives	Facilities Planning	Permanent	
192			Change Order Control Sheet	Facilities Planning	7 Years	
193			Compressive Strength Test Reports	Facilities Planning	7 Years	
194			Concrete Delivery Tickets	Facilities Planning	7 Years	
195			Contractors Reports	Facilities Planning	7 Years	
196			Construction Contracts, Addendums, and Change Orders	Facilities Planning	Permanent	
197			Consultant Contracts and Amendments	Facilities Planning	Permanent	
198			Consultant/Contractor Invoices/Requests for Payment	Facilities Planning	7 Years	
199			Control Systems Drawings	Facilities Planning	Permanent	
200			Construction Schedules	Facilities Planning	7 Years	
201			Correspondence Concerning Problems on a Project	Facilities Planning	Permanent	
202			Correspondence on a Project Not Concerning Problems	Facilities Planning	7 Years	
203			Daily Reports	Facilities Planning	7 Years	
204			Direct Material Charges	Facilities Planning	7 Years	
205			Environmental Studies, Surveys, and Log Forms	Facilities Planning	Permanent	
206			Estimate and Summary Review	Facilities Planning	7 Years	
207			Facilities Governance Report	Facilities Planning	5 Years	
208			Field Compaction Reports	Facilities Planning	7 Years	
209			Final Reports	Facilities Planning	Permanent	
210			Furnishings and Equipment Schedule	Facilities Planning	7 Years	
211			Inspections, Daily	Facilities Planning	7 Years	

	A	B	C	D	E	F
212			Insurance Certificates	Facilities Planning	7 Years	
213			Invoice Sheets	Facilities Planning	7 Years	
214			Job Cost Printouts-Not Final	Facilities Planning	7 Years	
215			Job Cost Printouts-Final	Facilities Planning	Permanent	
216			Mechanics Liens, Waiver of	Facilities Planning	7 Years	
217			Meeting Minutes/Observation Reports	Facilities Planning	7 Years	
218			Moisture-density Relationship Reports	Facilities Planning	7 Years	
219			Office Correspondence of an Official Nature	Facilities Planning	Permanent	
220			Pay Applications and Vouchers, Final	Facilities Planning	Permanent	
221			Pay Applications and Vouchers, Not Final Payments	Facilities Planning	7 Years	
222			Payment Vouchers, Final Payment only	Facilities Planning	Permanent	
223			Penetrometer Report	Facilities Planning	7 Years	
224			Performance Bonds, Consent of Surety Bond Company with Final Payment	Facilities Planning	7 Years	
225			Power of Attorney	Facilities Planning	Permanent	
226			Pre-Bid Conference Minutes	Facilities Planning	7 Years	
227			"Preliminary" Versions of Documents	Facilities Planning	7 Years	
228			Product Samples & Submittals	Facilities Planning	7 Years	
229			Project Bids	Facilities Planning	7 Years	
230			Project Budgets	Facilities Planning	Permanent	
231			Proposal Requests	Facilities Planning	7 Years	
232			Punch Lists, Final	Facilities Planning	Permanent	

	A	B	C	D	E	F
233			Punch Lists, Preliminary	Facilities Planning	7 Years	
234			Purchase Orders	Facilities Planning	7 Years	
235			Record Documents (finalized version of the as-built drawings)	Facilities Planning	Permanent	
236			Requisitions	Facilities Planning	7 Years	
237			Semi-Annual Capital Report	Facilities Planning	5 Years	
238			Shop Drawing Transmittals	Facilities Planning	7 Years	
239			Shop Drawings with Log	Facilities Planning	Permanent	
240			Space Requirements and Space Relationship Diagrams	Facilities Planning	7 Years	
241			Specifications Manuals-2 Copies	Facilities Planning	Permanent	
242			Statement of Account, Project Related Accounts-Final	Facilities Planning	Permanent	
243			Statement of Account, Project Related-Not Final	Facilities Planning	7 Years	
244			Status Reports, Monthly Progress	Facilities Planning	7 Years	
245			Subcontractor and Supplier Lists	Facilities Planning	Permanent	
246			Supplemental Instructions	Facilities Planning	Permanent	
247			Travel Expenses/Vouchers	Facilities Planning	7 Years	
248			Voided Documents	Facilities Planning	7 Years	
249						
250						
251	Field House Enterprise					
252			Business Records	Athletics Facilities Office	7 Years	
253			Rental Agreements	Athletics Facilities Office	7 Years	
254			Rental Policy and Fee Schedule	Athletics Facilities Office	Life of bond issues	

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255						
256						
257	Financial Accounting and Reporting					
258			Abstracts, Property	Financial Accounting and Reporting Services	Permanent	
259			Acts and Joint Resolutions (Session Laws) of the Iowa General Assembly	Code Editor	40 Years	
260			Actuarial Studies, OPEB	Financial Accounting and Reporting Services	Permanent	
261			Actuarial Studies, Regents MVLP	Financial Accounting and Reporting Services	5 Years	
262			Adjusting Journal Entries	Financial Accounting and Reporting Services	7 years	
263			Amortization Schedules (bonds, master leases, and notes)	Financial Accounting and Reporting Services	10 Years	
264			Appraisals, Property	Financial Accounting and Reporting Services	Permanent	
265			Audit Reports, Alumni Association	UNI Foundation Financial Services	CY + 10 Years	
266			Audit Reports, Internal	Internal Audit	CY + 10 Years	
267			Audit Reports, Revenue Bonds	Financial Accounting and Reporting Services	CY + 10 Years	
268			Audit Reports, University	Financial Accounting and Reporting Services	Permanent	

	A	B	C	D	E	F
269			Audit Reports, UNI Foundation	UNI Foundation Financial Services	CY + 10 Years	
270			Bank Reconciliations and Workpapers	Financial Accounting and Reporting Services	5 years	
271			Bank Statements	Financial Accounting and Reporting Services	5 years	
272			Banking Agreements and Custodial Agreements	Financial Accounting and Reporting Services	Permanent	
273			Bond Transcripts including official statements, bond resolutions, tax exemption certificates, bond ratings, 8038G	Financial Accounting and Reporting Services	10 Years after paid off	
274			Budget Books	Budget	30 Years	
275			Budgeted Expenditure Report	Financial Accounting and Reporting Services	5 Years	
276			Budgeting Income Report	Financial Accounting and Reporting Services	5 Years	
277			Capital Project Payment Files	Financial Accounting and Reporting Services	5 Years After Final Report	
278			Cash Balance Detail Report	Financial Accounting and Reporting Services	10 Years	
279			Cash Management and Investment Reports, Quarterly	Financial Accounting and Reporting Services	10 Years	
280			Checks, Paid	Financial Accounting and Reporting Services	7 years	

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281			Comprehensive Annual Financial Reports, State of Iowa	Auditor of State	10 Years	
282			Comprehensive Annual Financial Report, UNI	Financial Accounting and Reporting Services	Permanent	
283			Comprehensive Annual Financial Report, UNI, Workpapers	Financial Accounting and Reporting Services	10 Years	
284			Continuing Disclosure Filings With Electronic Municipal Markets Access (EMMA)	Financial Accounting and Reporting Services	10 years after paid off	
285			Custodian Statements, Investments Held in Trust	Financial Accounting and Reporting Services	5 Years	
286			Daily Cash Planner	Financial Accounting and Reporting Services	2 Years	
287			Deeds, Property	Financial Accounting and Reporting Services	Permanent	
288			Department of Management Reports, monthly version	Financial Accounting and Reporting Services	5 Years	
289			Department of Management Reports, year end version	Financial Accounting and Reporting Services	30 Years	
290			Easements and Right of Way, Property	Financial Accounting and Reporting Services	Permanent	
291			Endowment Files	Financial Accounting and Reporting Services	Permanent	

	A	B	C	D	E	F
292			Equity in Athletics Disclosure Act (EADA) Survey	Financial Accounting and Reporting Services	CY + 10 Years	
293			Facilities and Administrative Cost Rate Agreements	Financial Accounting and Reporting Services	Permanent	
294			Facilities and Administrative Cost Rate Proposals and Working Papers	Financial Accounting and Reporting Services	10 Years	
295			Faculty Travel Reports, UF Contract Requirement	Financial Accounting and Reporting Services	7 Years	
296			Federal Funds-Draw Reports	Financial Accounting and Reporting Services	7 years	
297			Final Reports, Capital Projects	Facilities Planning	10 years	
298			General Information for Bond Rating Agencies	Financial Accounting and Reporting Services	10 Years	
299			General Ledger	Financial Accounting and Reporting Services	30 Years	
300			Integrated Postsecondary Education Data System (IPEDS) survey and workpapers	Financial Accounting and Reporting Services	10 Years	
301			Investment Records	Financial Accounting and Reporting Services	11 Years	
302			Master Lease Financing Files	Financial Accounting and Reporting Services	11 Years	

	A	B	C	D	E	F
303			Motor Vehicle Titles	Financial Accounting and Reporting Services	Until sold or traded in	
304			NCAA Agreed-Upon Procedures Reports and Working Papers	Financial Accounting and Reporting Services	11 Years	
305			NCAA Revenues and Expenses Reporting	Financial Accounting and Reporting Services	11 Years	
306			NSF Higher Education Reserch and Development Survey	Financial Accounting and Reporting Services	10 Years	
307			Office Correspondence of an Official Nature	Financial Accounting and Reporting Services	Permanent	
308			Paid Bonds and Coupons	Financial Accounting and Reporting Services	10 Years after paid off	
309			Property Titles	Financial Accounting and Reporting Services	Permanent	
310			Recharge Center Rate Proposals	Financial Accounting and Reporting Services	10 Years	
311			Reconciliation and Verification of Departmental Change Funds	Financial Accounting and Reporting Services	3 Years	
312			Regents Motor Vehicle Liability Pool Financial Statements	Financial Accounting and Reporting Services	Permanent	
313			Semi-Annual Capital Report	Facilities Planning	10 Years	
314			Single Audit Report, State of Iowa	Auditor of State	10 Years	

	A	B	C	D	E	F
315			Special Investigations-Auditor of State	Auditor of State	Permanent	
316			State GAAP Package	Financial Accounting and Reporting Services	10 Years	
317			State Salary Book	Financial Accounting and Reporting Services	30 Years	
318			Statement of Account	Financial Accounting and Reporting Services	30 Years	
319			Supplies Inventories	Financial Accounting and Reporting Services	10 Years	
320			Trust Department Statements-Wright Trust & Retention Bonuses	Financial Accounting and Reporting Services	7 Years	
321			Tuition Replacement Invoices and Work Papers	Financial Accounting and Reporting Services	10 Years	
322			Unclaimed Property Reports and Workpapers	Financial Accounting and Reporting Services	10 Years after filing	
323			Unrelated Business Income Tax Returns 990-T and Workpapers	Financial Accounting and Reporting Services	10 Years after filing	
324			Equipment Transaction Records*	Financial Accounting and Reporting Services	5 years after disposal	
325			Equipment Transaction Records*	Financial Accounting and Reporting Services	5 years after disposal	
326			Year-End Work Papers	Financial Accounting and Reporting Services	CY + 5 years	

	A	B	C	D	E	F
327			Sale of Equipment Fund Reconciliations*	Financial Accounting and Reporting Services	CY + 5 years	
328			Sales Tax*	Financial Accounting and Reporting Services	CY + 5 years	
329			Off-Campus Use Documentation*	Financial Accounting and Reporting Services	2 years after expiration	
330						
331						
332	Financial Aid records					
333			Title IV Participation Documentation (ECAR, FISAP, Accrediting Approval)	Financial Aid	3 Years	
334			Student Eligibility Records (COA, SAP, documents used to verify applicant data)	Financial Aid	3 Years	
335			Documents used for Professional Judgement decisions	Financial Aid	3 Years	
336			Fiscal Records - Records used to prepare the income grid on the FISAP	Financial Aid	3 Years	
337			Student Loan records	Financial Aid	3 Years	
338						
339						
340	Gallagher Bluedorn Performing Arts Center					
341			Artist contracts	GBPAC Business Office	10 years; then destroy	
342			Friends of GBPAC and Advisory Board minutes	GBPAC Business Office	Permanent; send purged minutes to university archives	
343			Show posters	Framed in GBPAC	Retired prints to archives	

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344			Season brochures	GBPAC Box office	Permanent; send purged minutes to university archives	
345			Ticket sales records	GBPAC Box office	Permanent	
346						
347						
348	Governance					
349			Merit Supervisory & Confidential Council minutes*	President of Council	3 years; then forward to university archives	
350			Merit Supervisory & Confidential Council Regents' Excellence award recipients*	President of Council	3 years	
351			Regents Interinstitutional Supervisory & Confidential Council (RISCAC) minutes	President of Council	3 years; then forward to archives	
352			Merit Supervisory & Confidential Council Constitution	President of Council	Permanent	
353			Professional and Scientific Council minutes	Council website	Permanent	
354			Professional and Scientific Council agendas	Council website	Permanent	
355			Professional and Scientific Council Constitution	Council website	Permanent	
356			Professional and Scientific Council Policies and Procedures	University Policy website	Permanent	
357			Professional and Scientific Council committee notes	Committee chairs	transferred as membership changes; no set time line	
358			University Faculty Senate minutes	Faculty Senate Website	Permanent	Have been scanned and are held electronically
359						
360						
361	Information Technology					

	A	B	C	D	E	F
362			User Access Authorization Forms for E-Business and UNI Time	ITS Information Systems	2 Years after employee leaves University	
363			User Access Authorization Forms for Campus Solutions	ITS Information Systems	2 Years after employee leaves University	
364			User Access Forms for Oracle Business Intelligence (OBIEE)	ITS Information Systems	2 Years after employee leaves University	
365			Online Transation Authorization	ITS Information Systems	2 Years after employee leaves University	
366			Disaster Recovery Plans	ITS Information Systems	Permanent	
367			eLearning course records/artifacts	ITS Educational Technology	Active courses--3 years after end of current semester. Course level archive/backups--5 years	
368			Presenter Release Form	ITS Educational Technology	Permanent	
369						
370						
371	Institutional Documents					
372			Accreditation reports	Executive Vice President & Provost	Permanent; past copies to university archives	
373			Board of Regents docket material	Vice President, Administration and Financial Services	Minimum of 3 years; past copies to university archives	
374			Board of Regents meeting minutes	Board of Regents Office	Per BOR guidelines	
375			Continuity of Operations Plans	Each division head	Keep current plan	
376						
377						
378	Institutional Research					

	A	B	C	D	E	F
379			Electronic files with multiple SSNs or other sensitive data	ITS-CIO's Office & Institutional Research	1 month	Identity Finder to run monthly; delete or quarantine files as needed
380			Fact Book	ITS-CIO's Office & Institutional Research	Permanent	
381			Student Profile	ITS-CIO's Office & Institutional Research	Permanent	
382			Common Data Set	ITS-CIO's Office & Institutional Research	Permanent	
383			Report of the Registrar	ITS-CIO's Office & Institutional Research	Permanent	
384			UNI Strategic Plan	ITS-CIO's Office & Institutional Research	Permanent	
385			IPEDS Completions	ITS-CIO's Office & Institutional Research	Permanent	
386			IPEDS Enrollment	ITS-CIO's Office & Institutional Research	Permanent	
387			IPEDS 12 Month Enrollment	ITS-CIO's Office & Institutional Research	Permanent	
388			IPEDS Finance	ITS-CIO's Office & Institutional Research	Permanent	
389			IPEDS Financial Aid	ITS-CIO's Office & Institutional Research	Permanent	

	A	B	C	D	E	F
390			IPEDS Graduate Rate	ITS-CIO's Office & Institutional Research	Permanent	
391			IPEDS Graduate Rate 200	ITS-CIO's Office & Institutional Research	Permanent	
392			IPEDS Human Resource Services	ITS-CIO's Office & Institutional Research	Permanent	
393			IPEDS Institutional Characteristics	ITS-CIO's Office & Institutional Research	Permanent	
394			Graduate Senior Survey	ITS-CIO's Office & Institutional Research	Permanent	
395			Graduate Program Survey	ITS-CIO's Office & Institutional Research	Permanent	
396			Federal & State Reports (copies)	ITS-CIO's Office & Institutional Research	2 years	Reports are copies of the originals; original record holder is the official repository
397						
398						
399	Legal					
400			Contracts/Agreements	Relevant department/program	10 years	
401			Court orders, judgments, consent orders	University Counsel	Permanent	
402			Releases	Relevant department/program	3 years	
403			Civil rights settlements	Compliance & Equity Management	Permanent	

	A	B	C	D	E	F
404		Staff	Staff employment settlements	Human Resource Services	Permanent	
405		Student Employment	Student employment grievance settlements	Career Services	Permanent	
406		Faculty	Faculty employment settlements	Executive Vice President & Provost Office	Permanent	
407						
408						
409	Maucker Union					
410			Event contracts/agreements/supporting forms	Administrative Office	Permanent	
411			EMS event records	Electronic, EMS system	Permanent	
412			Door traffic counts	Archived to network drive annually	Permanent	
413			Employee files	Administrative Office	Permanent	Official records/HR
414			Event Waivers	Administrative Office	3 years	
415			Budget ledger	Administrative Office	7 years	
416			Requisition/expenses	Administrative Office	7 years	
417			Event Diagrams	Administrative Office, electronic	3 years paper, 5 years electronic	
418			EMS chargebacks/journal entries	Administrative Office	7 years	OBO official holder
419			Cash receipt books	Administrative Office	5 years	
420			Building Manager Night Reports	Administrative Office	7 years	

	A	B	C	D	E	F
421			Reservation requests	Administrative Office, electronic	1 month paper, 1 year electronic	
422			Locker Rental agreements	Administrative Office	10 years	
423			Cash verification	Administrative Office	10 years	
424			e-Business/EMS verification report	Administrative Office	6 months	
425			Student employee timecard log	Administrative Office	2 years	
426			Evaluation surveys	Administrative Office, electronic	Permanent	
427			Reservation Statistics	Administrative Office, electronic	permanent	1994-2001 paper, 2002 electronic
428			Reservation building counts	Administrative Office, electronic	permanent	2000 paper, 2002 electronic
429			Equipment Inventory	Administrative Office	current year plus 5 years	Official holder OBO
430			Key requests/receipts	Administrative Office	2 years after key return	
431			Travel Authorization Forms	Student Involvement Center	1 year	
432						
433						
434	Medical (Health Center)					
435			Health Center Patient Records	Health Center	7 years from the last date of service for each patient	
436			Counseling Center Patient Records	Counseling Center	6 years from the last date of service for each patient	
437						
438						
439	Office of Civil Rights Compliance (OCRC)					

	A	B	C	D	E	F
440			Department interview notes, rubrics, rationale, test results, and accommodations provided, etc.*	Hiring department	Hire Date + three Years then shred*	
441			Affirmative Action Plan	Compliance and Equity Management	CY+3 years	
442			AAP Data and Data Analysis Records	Compliance and Equity Management	Three Years then Shred	
443			Civil Rights complaints and settlement agreements	Compliance and Equity Management	Permanent	
444			OCEM related training records	Compliance and Equity Management	Permanent	
445			Federal and State Required Statistics and Reports	Compliance and Equity Management	Varies per report based on federal/state requirements	
446			Civil rights settlements	Compliance & Equity Management	Permanent	
447						
448						
449	Patents and Trademarks					
450			Original Patents, trademarks and related work papers	Intellectual Property Officer	Permanent	BCS 128
451			Patent applications	Intellectual Property Officer	Permanent	BCS 128
452			Licensing agreements (non athletics)	Intellectual Property Officer	Permanent	BCS 128
453			Disclosure forms	Intellectual Property Officer	Permanent	BCS 128
454			Royalty records	John Papajohn Entrepreneurial Center; Client files	Permanent	Quarterly report on payments provided by Foundation
455			Invention Assignment Forms	Intellectual Property Officer	Permanent	BCS 128
456						

	A	B	C	D	E	F
457						
458	Payroll					
459			Federal W-4 Forms	Office of Business Operations	4 yrs after due date of taxes	
460			State W-4 Forms	Office of Business Operations	4 yrs after due date of taxes	onBase prior to 7/1/2024, UNI Works after*
461			Authorization for Direct Deposit	Office of Business Operations	Until superceded or 2 years after termed	onBase prior to 7/1/2024, UNI Works after*
462			Timecards	Office of Business Operations	5 years after calendar year wages paid	onBase prior to 7/1/2024, UNI Works after*
463			Timecard Processing Guide & error reports	Office of Business Operations	5 years after calendar year wages paid	onBase prior to 7/1/2024, UNI Works after*
464			Student Biweekly Salary forms	Office of Business Operations	5 years after calendar year wages paid	onBase prior to 7/1/2024, UNI Works after*
465			W-2 Forms - employer copy	Office of Business Operations	7 yrs after due date	2023 and prior stored in onBase, UNI Works for 2024 - current *
466			8233 Form for treaty exemption	Office of Business Operations	4 yrs after taxes exempted	Sprintax*
467			W-8 BEN	Office of Business Operations	4 yrs after taxes deducted/exempted	Sprintax*
468			1042-s Forms	Office of Business Operations	4 yrs after due date	Sprintax*
469			941 Quarterly Tax Return	Office of Business Operations	4 yrs after due date	Payroll encrypted file or ADP*
470			Iowa VSP Annual Tax Return	Office of Business Operations	4 yrs after due date	Payroll encrypted file*
471			Quarterly Unemployment Reports	Office of Business Operations	5 yrs after calendar year wages paid	

	A	B	C	D	E	F
472			Student Employment Approval Forms (SEAF)	Career Services	7 years from termination date	
473			Involuntary Deduction records	Office of Business Operations	2 years from last deduction	Payroll encrypted file, onBase prior to 7/1/2024*
474			Employee Statement of Earnings	Office of Business Operations	7 years from effective date	Payroll encrypted file prior to 7/1/2024*
475			Authorization for Misc Payroll Deduction	Office of Business Operations	2 years from last deduction	Payroll encrypted file prior to 7/1/2024*
476			Payroll Gross to Net Summary Reports	Office of Business Operations	7 years from effective date	Payroll encrypted prior to 7/1/2024, UNI Works for 2024 - current*
477			Cell Phone & Data Access Policy Allowance Form	Office of Business Operations	5 years from last payment	Payroll encrypted file*
478			Census Reports	Office of Business Operations	Permanent, supporting detail 10 yrs	Payroll file*
479			Leave accrual records	Office of Business Operations	5 yrs after calendar year wages paid	
480			Sick Leave Conversion Forms	Office of Business Operations	5 yrs after employment termination	onBase prior to 7/1/2024 UNI Works after*
481			Union Duty Reimbursement Billing Records	Office of Business Operations	5 years from effective date	
482			Pay Frequency Change Form	Office of Business Operations	3 years from superceded or employment termination	
483			Misc Pay Adjustment Records (e.g PAF copies)	Office of Business Operations	5 years from effective date of pay	Payroll encrypted file prior to 7/1/2024, UNI Works after*
484			Annuity records (TIAA, IPERS, SRA)	Office of Business Operations	permanent	Payroll encrypted file*
485			Taxable Fringe Benefits records	Office of Business Operations	7 years from effective date	Payroll encrypted file*
486			RFPs- SRA, misc ded, invol ded (PR copies)	Office of Business Operations	3 years from effective date	

	A	B	C	D	E	F
487			NACHA file for direct deposit pay	Office of Business Operations	7 years from effective date	onBase*
488			Rpt from bank for nacha bank account changes	Office of Business Operations	7 years from effective date	onBase*
489			Nacha reversal bank confirmation	Office of Business Operations	7 years from confirmation	on Base*
490			Stop Payment Authorizations	Office of Business Operations	7 years from stop payment	
491						
492						
493	Personnel Records					
494		Employees	I-9 Forms*	Human Resource Services	One year from date of termination or 3 years from date of hire, whichever is longer*	All in UNI Works now*
495		Employees*	Personnel Files (faculty, staff, GA's including, background checks, leave forms, etc)*	Human Resource Services	Permanent	OnBase and UNI Works*
496		Legal*	Faculty Grievances	Executive Vice President & Provost's Office	10 years from date of resolution*	
497		Legal*	Staff Grievances	Human Resource Services	10 years from date of resolution*	
498		Faculty	College personnel files, appointment letters, evaluation forms, disciplinary letters, etc*	College Dean's office	Permanent	
499		Faculty	Evaluation File (includes annual evaluation letters, and any other matter related to evaluation	Departmental or School Office	Permanent	
500		Faculty	Actual publications of faculty members held in the evaluation file	Departmental or School Office	Until death of faculty member (including if the person leaves the university)	

	A	B	C	D	E	F
501		Faculty	Approved Professional Development Assignment Leave application, Approved Summer Fellowship Application,*	Executive Vice President & Provost's Office	10 years, then shred	
502		Faculty	Approved Summer Fellowship Application*	Graduate College Office	10 years, then shred	
503		Faculty	Approved internal grant applications	Executive Vice President & Provost's Office	10 years, then shred	
504		Faculty	Promotion and Tenure documents	Executive Vice President & Provost's Office	Permanent	
505		Faculty	Board of Regents decision regarding academic personnel	Executive Vice President & Provost's Office	Permanent	
506		Employees	Conflict of Interest in Employment	Human Resource Services	Permanent	
507		Employees	Injury and illness reports	Risk Manager	Negligence/tort claim statute of limitations is 2 years; for written contracts 10 years	
508		Employees	Benefit Forms (health, dental, vision, flexible spending, claims, COBRA, etc.)	Human Resource Services	Termination Date + 6 Years	
509		Employees	Life Insurance	Human Resource Services	Permanent	
510		Employees	Leaves (FMLA, catastrophic leaves, etc.)	Human Resource Services	Permanent	
511		Employees	Workers' Compensaton	Human Resource Services	Effective Date + 30 Years	
512		Applicants	Veteran's Status for faculty/staff positions	Human Resource Services	Permanent*	

	A	B	C	D	E	F
513		Applicants	Background Checks for faculty/staff and some student positions and applicants with rescinded offers*	Human Resource Services	Effective Date + 3 Years	
514		Faculty & Staff*	System search records including postings, applicant pool, selection/disposition	Human Resource Services	Permanent	
515		Employees	Employee Handbooks/Manuals	Human Resource Services	Permanent	
516		Employees	Benefit Coverage Manuals	Human Resource Services	Permanent	
517		Staff	Staff employment settlements	Human Resource Services	Permanent	
518		Faculty	Faculty employment settlements	Executive Vice President & Provost Office	Permanent	
519		Employees	Child abuse checks for childcare center employees, including student employees	Director's Office; Child Development Center	5 years after end of employment	
520		General student employment files, i.e. evaluations, schedules, etc.*	Departmental offices	At department's discretion		
521		Legal*	Student employment grievance settlements	Career Services	Permanent	

	A	B	C	D	E	F
522		Department interview notes, rubrics, rationale, test results, and accommodations provided, etc.*	Hiring department	Hire Date + three Years then shred*		
523						
524						
525	Physical Plant					
526			Biology Preserves Committee	Physical Plant	Permanent	
527			Building Drawings	Physical Plant	Permanent	
528			Building Key Records	Physical Plant	Discard when employee leaves	
529			Central Stores Inventory	Physical Plant	5 Years	
530			Equipment Inventory	Physical Plant	Life of Equipment	
531			Facilities Studies	Physical Plant	Permanent	
532			Invoices, copies	Physical Plant	5 Years	Originals in OBO
533			Job estimates	Physical Plant	7 Years	
534			Job orders	Physical Plant/FAMIS	Permanent	
535			Maintenance contracts and specifications	Physical Plant	5 Years	
536			Personnel files, departmental	Physical Plant	10 Years after employee departs	
537			Procurement Card Invoices	Physical Plant	5 Years	Originals in OBO
538			Purchase Orders	Physical Plant	5 Years	Originals in OBO
539			Requests for Payment	Physical Palnt	5 Years	Originals in OBO
540			Safety and Health Committee	Physical Plant	Permanent	
541			Specifications Files	Physical Plant	Permanent	
542			Statement of Account, departmental copies	Physical Plant	5 Years	
543			Surplus Store sales records	Physical Plant	5 Years	

	A	B	C	D	E	F
544			Vehicle records	Physical Palnt	Life of Vehicle	
545						
546						
547	Power Plant					
548			Cedar Falls Wastewater Biannual Compliance Reports	Power Plant	5 Years	
549			Environmental Protection Agency Pet Coke Consumption Report	Power Plant	5 Years	
550			IDNR Annual Compliance Certifications	Power Plant	5 Years	
551			IDNR Ash Beneficial Use Report	Power Plant	5 years	
552			IDNR Emissions Inventory Questionnaire	Power Plant	5 Years	
553			IDNR Main Campus Reporting and Record Keeping Requirements	Power Plant	5 Years	
554			IDNR NPDES Monthly Operating Report	Power Plant	5 Years	
555			IDNR Power Plant Reporting and Record Keeping Requirements	Power Plant	5 Years	
556			IDNR Quarterly Reports	Power Plant	5 Years	
557			IDNR Semi-Annual Compliance Certifications	Power Plant	5 Years	
558						
559						
560	President's Office					
561			American Association of State Colleges and Universities material	President's Office	Permanent	
562			Office Correspondence of an Official Nature	President's Office	Permanent	

	A	B	C	D	E	F
563			Iowa Coordinating Council for Post High School Education	President's Office	Permanent	
564			University Policies and Procedures	President's Office	Permanent; on UNI website	
565						
566						
567	Property					
568			Abstracts, Property	Financial Accounting and Reporting Services	Permanent	
569			Leases	University Risk Manager	Permanent	
570			Easements, rights of way,	Financial Accounting and Reporting Services	Permanent	
571			Property titles	Financial Accounting and Reporting Services	Permanent	
572						
573						
574	Public Safety/University Police					
575			Incident/accident reports	University Risk Manager	Negligence/tort claim statute of limitations is 2 years; for written contracts 10 years	
576			Crime reports	Public Safety	Permanent	
577			Clery reports	Public Safety	7 years	
578			Property damage reports	Public Safety	Permanent; if part of a police report	
579			Investigation materials	Public Safety	Kept until sentence is completed if accused is found guilty; or until "not guilty" verdict at trial, then destroyed	

	A	B	C	D	E	F
580			Evidence	Public Safety	Kept until sentence is completed if accused is found guilty; or until "not guilty" verdict at trial, then destroyed	
581			Dispatch records	Public Safety	Permanent on hard drive/server; Any audio pulled for a case is retained as evidence and handled accordingly	
582			Surveillance video	Public Safety	30 days or when video overwrites when storage is full; Any video pulled for a cases is retained as evidence and handled accordingly.	
583						
584						
585	Publications and information					
586			Admissions materials	Admissions	Permanent	
587			Event promotional materials	Each sponsoring department or organization	Send to University Archives when disposing from department	
588			Institutional promotional materials	University Relations	Permanent	
589			News releases	University Relations	Permanent	
590						
591						
592	Purchasing and Accounts Payable					
593			Request for payments and travel reimbursements	Office of Business Operations	7 years	
594			Invoices	Office of Business Operations	7 years	
595			Requests for proposals, contract bids	Office of Business Operations	10 years after expired	

	A	B	C	D	E	F
596			Purchasing agreements	Office of Business Operations	10 years after expired	
597			Stop Payment Authorizations	Office of Business Operations	7 years	
598			Supplier Forms	Office of Business Operations	Permanent	
599			Student Supplier Forms	Office of Business Operations	Permanent	
600			Conflict of Interest Forms	Office of Business Operations	7 years	
601			1099's	Office of Business Operations	7 years	
602			Procard Applications	Office of Business Operations	7 years after terminated	
603			Procard Changes	Office of Business Operations	7 years after terminated	
604			Procard Reconciliations	Office of Business Operations	7 years	
605						
606						
607	Risk Management					
608			Certificates of insurance	University Risk Manager	One year or duration of the project	
609			Insurance policies	University Risk Manager	Permanent	
610			Indemnification agreements, hold harmless agreements	Held by individual department entering into contract	Permanent	
611			Contracts	Held by individual department entering into contract	10 years	
612			Leases	University Risk Manager	Permanent	

	A	B	C	D	E	F
613			Incident/accident reports	University Risk Manager	Negligence/tort claim statute of limitations is 2 years; for written contracts 10 years	
614						
615						
616	Research and Sponsored Programs					
617		Sponsored Award Agreement and Financial Reporting File	Documents in this file set include: Award document and all amendments; Proposals of awarded projects; Programmatic correspondence; PAF's involving the award; financial reports to sponsor, invoices to the sponsor (but not the original supporting expense documentation); and subaward file (if applicable)	Research and Sponsored Programs office	10 years from the date of last activity unless sponsor specifies an alternative retention duration	
618		Conflict of Interest Statements	Conflict of Interest forms for awards that required the form as standard policy or awards with documented conflicts	Research and Sponsored Programs office	10 years from the date of last activity unless sponsor specifies an alternative retention duration	
619		Financial Report	Grants and Contracts Accounting and Financial Summary reports	Research and Sponsored Programs office	5 years	
620		Certification Report	Effort Certification Reports	Research and Sponsored Programs office	12 years (place holder retention as of 4/9/14, subject under review)	
621		Financial Report	Incentive Fund Allocation reports	Research and Sponsored Programs office	5 years	

	A	B	C	D	E	F
622		Journal Entry Records	Cost Transfers transaction documentation for sponsored awards (labor distribution and non-labor distribution transactions)	Research and Sponsored Programs office	5 years	
623		Financial Report	Board of Regents Sponsored Program Monthly Reports (Summary sheet, requested, awarded, and denied)	Research and Sponsored Programs office	Permanant	
624		Contracts	Sponsor Master Agreement (general terms and conditions document)	Research and Sponsored Programs office	10 years from the date of last activity unless sponsor specifies an alternative retention duration	
625		Institutional Review Board (IRB)	IRB Study Protocol Records	Research and Sponsored Programs office	5 years from the date of last activity	
626			IRB meeting minutes and agendas	Research and Sponsored Programs office	5 years	
627			IRB Federal Registration documentation and Federal Wide Assurance Statements	Research and Sponsored Programs office	5 years	
628			General student employment files, i.e. evaluations, schedules, etc.*	Departmental offices*	At department's discrection*	
629			IRB non-compliance case documentation	Research and Sponsored Programs office	5 years from the date of last activity	
630		Responsible Conduct of Research records	RCR Training Roster	Research and Sponsored Programs office	5 years	
631						
632						
633	Student Organizations					

	A	B	C	D	E	F
634			General documents	Each organization	Encouraged to contact university archives to dispose of past records	
635			FY Student Organization Database List	Archived to network drive annually starting FY14	Permanent	
636			Student Organization Advisor Agreement	Form will begin to be used in Fall of 2014. Forms will be kept in Student Involvement Center.	Permanent	
637			Student Organization Registration Annual Renewal Forms	Paper copy kept in Student Involvement Center	Permanent	
638			Pepsi product requests	Electronic and paper copies kept in the Student Involvement Center	two years, then shredded	
639			Northern Iowan ad requests	Electronic and paper copies kept in the Student Involvement Center	two years, then shredded	
640			CopyWorks printing requests	Electronic and paper copies kept in the Student Involvement Center	two years, then shredded	
641			Student Organization constitutions	Paper or electronic copies kept in the Student Involvement Center	Permanent	
642			Student Organization mailbox, office, storage space applications	Paper copies kept in Student Involvement Center	two years, then shredded	

	A	B	C	D	E	F
643			Event Waivers	With each organization	3 years	
644		Fraternity and Sorority Life	Greek Membership Cards	Student Involvement Center	10 years	
645			NPC Membership Recruitment Acceptance Binding Agreement	Student Involvement Center	3 years	
646			Fraternity/Sorority Judicial Hearings	Student Involvement Center	5 years	
647		Northern Iowa Student Government (NISG)	Organization and Finance Applications	NISG Office, Library Archives	0-3 years NISG office, 3+ years Library Archives	
648			Operations Records	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
649			Pepsi Fund	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
650			Contingency Fund	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
651			Senate Bills & Executive Orders	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
652			Diversity Matters	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
653			Student Service Fee Applications	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
654			NISG Annual Budget Request Forms	NISG Office, Library Archives	1 year NISG office, 1+ years Library Archives	
655			Student Organization Recognition	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
656						
657						
658	University Housing & Dining*					
659			Student Conduct	Maxient-Dean of Students Office	2013 and beyond; 7 years	

	A	B	C	D	E	F
660			Students of Concern	Maxient-Dean of Students Office	Permanent	
661			Student Staff Selection	Housing	3 Years	
662			Travel Authorizations/payments	Housing	7 years	
663			Housing Contract	Housing	10 years	
664			Housing and Dining Contract Change Forms	Residence	10 years	
665			Under 18 Parent/Guardian signature form for Housing and Dining Contract	Residence	10 years	
666			Housing and Dining Contract Cancellation	Residence	10 years	
667			Overtime Equalization charts	Rialto, Piazza, Fresh Beginnings, Catering- Commons	2 years	
668			Safe Combination Log	MAU - Retail & Catering	No Copies are Kept on Hard Drive	
669			Student Employee Data Cards	Piazza	7 years	
670			Billing for Campus Visitors Using Meal Plan Cards	Dining	Summary online by year	
671			Board of Regents Reports	Residence	Permanent	
672			Surveys	Residence	Permanent	
673			EBI Survey	Residence	Permanent	
674			Liquor License	Residence	Through expiration plus 2 years	
675			Contracts	Residence	Life of contract plus 10 years	
676						
677						
678	Wellness and Recreation Services					
679			Confidential student files: alcohol/other drug/tobacco notes, letters, releases, etc.	Wellness	7 years; then shredded	

	A	B	C	D	E	F
680			Confidential student files: victim services notes, letters, releases, etc.	Wellness	7 years; then shredded	
681			Confidential student files: eating disorder notes, letters, releases, etc.	Wellness	7 years; then shredded	
682			Confidential client files: massage therapy intake forms, notes	Wellness	7 years; then shredded	
683			Student Health 101 contract/agreement (College Health Services LLC)	Wellness	7 years	electronic file
684			Alcohol Edu contract/agreement (Everfi)	Wellness	7 years	electronic file
685			Echeckup To Go contract/agreement (San Diego State University)	Wellness	7 years	electronic file
686			Empathy Belly program release form	Wellness	7 years; then shredded	
687			Program Registration forms and charges	WRS Administration	7 years; then shredded	
688			Student Employment Applications	WRS Administration	1 year; shredded each April 1st	
689			Student Employment History Cards, employment reports	WRS Admin Student Employment	student's active employment plus 3 years; then shredded	
690			Outdoor trip registration and waiver forms (paper)	Program Coordinator	3 years; then shredded	
691			Personal Training liability waivers, medical history and pre-training information (paper)	Program Coordinator	7 years; then shredded	

	A	B	C	D	E	F
692			Sport Club liability waivers, handbook confirmation and volunteer template (paper)	Program Coordinator	7 years; then shredded	
693			Sport Club team rosters, officer updates, competition/facility schedules, activity/contest approvals, travel itineraries/roster, practice space requests, vehicle requests, post event information, expenditures/reimbursements, funding requests and community service documentation. (stored electronically on Google Docs)	Program Coordinator	5 years; then cleaned from Google Docs location	
694			Youth Programming registration, medical information and waivers - electronic via myonlinecamps.com website	Program Coordinator	12 years; then cleaned from website	
695			Intramural Sports registration - electronic via IM leagues website	Program Coordinator	3 years; then cleaned from website	
696			Welcome Desk Patron Needs Forms	WRS Office Staff	one semester; forms for those who have graduated are shredded at the end of each semester	
697			Instructional Fitness registration forms	WRS Office Staff	7 years; then shredded	

	A	B	C	D	E	F
698			Aquatic swim lesson, Master club and certification registrations (paper)	WRS Office Staff	7 years; then shredded	
699			Aquatic student staff immunization/shot records	Program Coordinator	30 years; then shredded	
700			Swim lesson registration (electronic)	Program Coordinator	7 years; then cleaned and deleted from computer	