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1	UPDATED:	May 6, 2014;	September 14, 2023;			
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	permanent	
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						
17			Enrollment verifications	Registrar	1 year after verification	
18			Student Requests	Registrar	permanent	imaged
19						
20			Grade sheets	Registrar	permanent	sis and imaged
21			Registration hold	Registrar	until released	sis
22			Name changes	Registrar	5 years after last attendance	imaged
23			Student class schedules	Registrar	permanent	sis
24			Student Registration records	Registrar	permanent	sis
25			Mid-term grade reports	Registrar	permanent	sis

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26			Transcripts	Registrar	permanent	sis
27			Transcript requests	Registrar	1 year	imaged
28			Transfer Credit evaluations	Admissions	permanent	As part of student official transcript
29			Veterans Administration Certifications	Registrar	3 years after last attendance	paper
30			Student withdrawal	Registrar	2 years after last attendance	imaged
31			Records of non credit courses	Continuing Education	10 years	
32						
33	Academic, Publications and documents					
34			Degree, Grade, Enrollment and Racial/Ethnic Statistics	Registrar	permanent	sis and imaged
35			Schedule of Classes	Registrar	permanent	sis
36			Catalogs	Registrar	permanent	sis
37			Commencement Programs	Registrar	permanent	safe and sis
38						
39	Admissions (not enrolled)					
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	Admissions (enrolled)					
43			Data used to establish student's admission, enrollment status, and period of enrollment	Admissions	3 years for Title IV Purposes	
44			Advanced Placement Records, applications for admission or readmission, relevant Office Correspondence of an Official Nature, Entrance Exam reports (ACT, etc.)	Admissions	4 years	remove advanced placement and readmission
45			Advanced Placement	Registrar	permanent	In SIS
46			application for readmission	Registrar	5 years after last action	

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47						
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	
52						
53	Advancement Division- Alumni and Foundation		See http://www.uni-foundation.org/			See link for Foundation guidelines
54			Alumni records	Alumni Relations	Permanent	
55						
56	Athletics - Administration					
57			Accounting Records	Athletics Administration	7 Years	
58			Athletically Related Outside Income Reports	Athletics Administration	CY + 5 Years	
59			Academic Progress Rate Information	Athletics Compliance/Registrar	6 Years	
60			Budget Materials	Athletics Administration	7 Years	
61			Business Records	Athletics Administration	7 Years	
62			Compliance Audits Materials	Athletics Compliance	6 Years	
63			Compliance Educational Sessions	Athletics Compliance	6 Years	
64			Complimentary Admissions	Athletics Administration	6 Years	
65			Contracts - Apparel	Athletics Administration	10 years after expiration of contract	
66			Contracts - Game	Athletics Administration	10 years after expiration of contract	
67			Contracts - Game (Other)	Athletics Administration	10 years after expiration of contract	
68			Contracts - Personnel	Athletics Administration	Permanent	
69			Contracts - Shoe	Athletics Administration	10 years after expiration of contract	
70			Eligibility Letters	Athletics Compliance/Registrar	6 Years + current	
71			Eligibility Reports	Athletics Compliance/Registrar	6 Years + current	
72			Equity in Athletics Disclosure Act (EADA) Survey	Financial Accounting and Reporting Services/Athletics Administration	10 Years	
73			Expense Reports	Athletics Administration	7 Years	
74			Foundation Payment Authorizations	Athletics Administration	7 Years	
75			Game Sponsorship	Athletics Administration	Life of Agreement Plus 3 Years	
76			Licensing Agreements	Athletics Administration	Life of Agreement Plus 3 Years	
77			Marketing Rights Agreements	Athletics Administration	Life of Agreement Plus 3 Years	
78			Medical Insurance Records	HPELS/Athletic Training	7 Years	

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79			Medical Records	HPELS/Athletic Training	7 Years	
80			NCAA Agreed-Upon Procedures	Financial Accounting and Reporting Services/Athletics Administration	10 Years	
81			NCAA Online Submission of Financial Information	Financial Accounting and Reporting Services/Athletics Administration	10 Years	
82			Office Correspondence of an Official Nature	Athletics Administration	Permanent	
83			Panther Scholarship Club Files	Athletics Administration	7 Years	
84			Participation Reports	Athletics Compliance	10 Years	To Archives
85			Permission Forms	Athletics Compliance	6 Years	
86			Personnel Files	Athletics Administration/Human Resource Services	Permanent	
87			Schedules	Athletics Administration/Media Relations	Permanent	
88			Self Reports	Athletics Compliance	6 Years	
89			Sport Files	Athletics Compliance	6 Years	
90			Squad Lists/Financial Aid Reports	Athletics Compliance	10 Years	To Archives
91			Student-Athlete Files	Athletics Compliance	6 Years after student leaves athletic program	
92			Student Athletic Advisory Committee Minutes	Athletics Compliance	10 Years	
93						
94	Budget		Budget books	Budget Office and University Archives	Permanent	
95			Budget maintenance files	Budget Office	7 Years	
96			Comprehensive Annual Financial Report and Supplement	Financial Accounting and Reporting Services	Permanent	
97			Salary Worksheets	Budget Office	7 Years	
98			Self-Support Budget Worksheets	Budget Office	7 Years	
99	Cashiering and Accounts Receivable					
100			Student Accounts Receivable Ledger	Office of Business Operations	CY+ 6 years	
101			Cash Receipt Vouchers (CRV)	Office of Business Operations	CY+ 6 years	
102			Emergency Loan Promissory Notes	Office of Business Operations	CY+3 years	
103			Unpaid Emergency Loan Promissory Notes	Office of Business Operations	Permanent	
104			1098T	Office of Business Operations	Permanent	retained online in SIS
105			FISAP/FISCOP Reports	Office of Business Operations	3 years	
106			Student Refund Registers	Office of Business Operations	CY+6 years	
107			Perkins Loan Program Student Files	Office of Business Operations	3 yrs after pd in full	

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108			Perkins Loan Reconciliation	Office of Business Operations	3 years	
109			W-9S Forms	Office of Business Operations	5 years from date of filing w/IRS	
110			Collection Agency Placement Records	Office of Business Operations	CY+6 years	
111			Non-Student AR Ledger	Office of Business Operations	CY+6 years	retained online in Ebiz
112			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	
113	Compliance and Equity Management (OCEM)					
114			Search records including ads, postings, and announcements of any kind; record of all job offers; and written policies and procedures used.	Compliance and Equity Management/Jobs@UNI system	Three Years then shred	
115			Interview notes, test results, and accommodations provided	Hiring department	Three Years then shred	
116			Affirmative Action Plan	Compliance and Equity Management	CY+3 years	
117			AAP Data and Data Analysis Records	Compliance and Equity Management	Three Years then Shred	
118			Civil Rights complaints and settlement agreements	Compliance and Equity Management	Permanent	
119			OCEM related training records	Compliance and Equity Management	Permanent	
120			Federal and State Required Statistics and Reports	Compliance and Equity Management	Varies per report based on federal/state requirements	
121			Civil rights settlements	Compliance & Equity Management	Permanent	
122	Dean of Students Office		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	Department of Housing & Dining		Student Conduct	Maxient-Dean of Students Office	2013 and beyond; 7 years	
126			Students of Concern	Maxient-Dean of Students Office	Permanent	
127			Professional Staff Selection	Housing	3 Years	

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128			Student Staff Selection	Housing	3 Years	
129			Travel Authorizations/payments	Housing	7 years	
130			Housing Contract	Housing	10 years	
131			Housing and Dining Contract Change Forms	Residence	10 years	
132			Under 18 Parent/Guardian signature form for Housing and Dining Contract	Residence	10 years	
133			Housing and Dining Contract Cancellation	Residence	10 years	
134			Overtime Equalization charts	Rialto, Piazza, Fresh Beginnings, Catering-Commons	2 years	
135			Safe Combination Log	MAU - Retail & Catering	No Copies are Kept on Hard Drive	
136			Student Employee Data Cards	Piazza	7 years	
137			Billing for Campus Visitors Using Meal Plan Cards	Dining	Summary online by year	
138			Board of Regents Reports	Residence	Permanent	
139			Surveys	Residence	Permanent	
140			EBI Survey	Residence	Permanent	
141			Liquor License	Residence	Through expiration plus 2 years	
142			Contracts	Residence	Life of contract plus 10 years	
143						
144	Environmental Health and Safety					
145			Asbestos Training	Environmental Health and Safety	1 year past last date of employment	
146			Asbestos testing reports	Environmental Health and Safety	1 year from date of last report	
147			Bloodborne Pathogens Training	Individual department	3 years	
148			Fire Protection system records	Physical Plant	3 years	
149			Fume hood testing records	Environmental Health and Safety	Update annually	
150			Hazardous waste disposal records and reports	Environmental Health and Safety	3 years	
151			Illness Injury Reports	Public Safety		
152			Medical records related to an exposure	Human Resource Services	30 years past last date of employment	
153			Fire extinguisher training records	Environmental Health and Safety	1 year from date of last report	
154			Fire safety training	Environmental Health and Safety	1 year from date of last report	
155			Fire suppression systems	Environmental Health and Safety	1 year from date of last report	
156			Fire safety audits	Environmental Health and Safety	1 year from date of last report	
157			Campus fire incidents	Environmental Health and Safety	1 year from date of last report	
158			Open flame permits	Environmental Health and Safety	1 year from date of last report	

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159			Radiation dose reports			
160			Radiation safety training records	Environmental Health and Safety	3 years	
161			Radioactive materials license	Environmental Health and Safety	Duration of Permit	
162			Radioactive materials receiving and inventory records	Environmental Health and Safety	3 years	
163			Stormwater records	Environmental Health and Safety	Duration of Permit	
164			Tier II Report (chemicals)	Environmental Health and Safety	3 years	
165			Radiation surveys	Environmental Health and Safety	1 year from date of last report	
166			Radiation sewage disposal	Environmental Health and Safety	1 year from date of last report	
167			Radiation lab audits	Environmental Health and Safety	1 year from date of last report	
168			Radiation wipe tests	Environmental Health and Safety	1 year from date of last report	
169			Radiation equipment calibration	Environmental Health and Safety	1 year from date of last report	
170			Power plant radiation audits	Environmental Health and Safety	1 year from date of last report	
171			Lead testing results	Environmental Health and Safety	1 year from date of last report	
172			Laboratory and Chemical audits	Environmental Health and Safety	1 year from date of last report	
173			Laboratory and chemical training	Environmental Health and Safety	1 year from date of last report	
174			Iowa One Call requests	Environmental Health and Safety	1 year from date of last report	
175			Ergonomic Work station evaluations	Environmental Health and Safety	1 year from date of last report	
176			OSHA inspections	Environmental Health and Safety	1 year from date of last report	
177			OSHA complaints	Environmental Health and Safety	1 year from date of last report	
178			Mold testing reports	Environmental Health and Safety	1 year from date of last report	
179			New employee safety orientation	Environmental Health and Safety	1 year from date of last report	
180			Forklift driver training	Environmental Health and Safety	1 year from date of last report	
181			Confined space locations	Environmental Health and Safety	1 year from date of last report	
182			Emergency shower inspections	Environmental Health and Safety	1 year from date of last report	

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183			X-Ray and scanning electron audits	Environmental Health and Safety	1 year from date of last report	
184			Respiratory records	Environmental Health and Safety	1 year from date of last report	
185			Global Harmonization System training	Environmental Health and Safety	1 year from date of last report	Training for MSDS move to SDS 2015
186			First Aid/CPR/AED training	Environmental Health and Safety	1 year from date of last report	
187			Supervisor accident investigations	Environmental Health and Safety	1 year from date of last report	
188			4-Gas Meter Calibrations	Environmental Health and Safety	1 year from date of last report	
189			University safety concerns	Environmental Health and Safety	1 year from date of last report	
190			Crowd management training	Environmental Health and Safety	1 year from date of last report	
191			Evacuation chair locations	Environmental Health and Safety	1 year from date of last report	
192			Physical Plant Personal Protective Equipment evaluations	Environmental Health and Safety	1 year from date of last report	
193			Emergency Eye Wash inspections	Environmental Health and Safety	1 year from date of last report	
194						
195	Facilities Planning					
196			Aerial Photos	Facilities Planning	Permanent	
197			AIA Documents G804 and G704	Facilities Planning	7 Years	
198			Architectural Selection Information	Facilities Planning	7 Years	
199			Asbestos Licenses, Copies of	Facilities Planning	7 Years	
200			Authorization for Award of Construction Contract	Facilities Planning	7 Years	
201			Bid Documents-Plans	Facilities Planning	7 Years	
202			Bid Tabulations	Facilities Planning	7 Years	
203			Building Repairs Reports	Facilities Planning	5 Years	
204			Capital Plan, Annual	Facilities Planning	5 Years	
205			Capital Plan, Five Year	Facilities Planning	5 Years	
206			Certificate of Substantial Completion with Punch List	Facilities Planning	Permanent	
207			Change Directives	Facilities Planning	Permanent	
208			Change Order Control Sheet	Facilities Planning	7 Years	
209			Compressive Strength Test Reports	Facilities Planning	7 Years	
210			Concrete Delivery Tickets	Facilities Planning	7 Years	
211			Contractors Reports	Facilities Planning	7 Years	
212			Construction Contracts, Addendums, and Change Orders	Facilities Planning	Permanent	
213			Consultant Contracts and Amendments	Facilities Planning	Permanent	
214			Consultant/Contractor Invoices/Requests for Payment	Facilities Planning	7 Years	
215			Control Systems Drawings	Facilities Planning	Permanent	
216			Construction Schedules	Facilities Planning	7 Years	
217			Correspondence Concerning Problems on a Project	Facilities Planning	Permanent	

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218			Correspondence on a Project Not Concerning Problems	Facilities Planning	7 Years	
219			Daily Reports	Facilities Planning	7 Years	
220			Direct Material Charges	Facilities Planning	7 Years	
221			Environmental Studies, Surveys, and Log Forms	Facilities Planning	Permanent	
222			Estimate and Summary Review	Facilities Planning	7 Years	
223			Facilities Governance Report	Facilities Planning	5 Years	
224			Field Compaction Reports	Facilities Planning	7 Years	
225			Final Reports	Facilities Planning	Permanent	
226			Furnishings and Equipment Schedule	Facilities Planning	7 Years	
227			Inspections, Daily	Facilities Planning	7 Years	
228			Insurance Certificates	Facilities Planning	7 Years	
229			Invoice Sheets	Facilities Planning	7 Years	
230			Job Cost Printouts-Not Final	Facilities Planning	7 Years	
231			Job Cost Printouts-Final	Facilities Planning	Permanent	
232			Mechanics Liens, Waiver of	Facilities Planning	7 Years	
233			Meeting Minutes/Observation Reports	Facilities Planning	7 Years	
234			Moisture-density Relationship Reports	Facilities Planning	7 Years	
235			Office Correspondence of an Official Nature	Facilities Planning	Permanent	
236			Pay Applications and Vouchers, Final	Facilities Planning	Permanent	
237			Pay Applications and Vouchers, Not Final Payments	Facilities Planning	7 Years	
238			Payment Vouchers, Final Payment only	Facilities Planning	Permanent	
239			Penetrometer Report	Facilities Planning	7 Years	
240			Surety Bond Company with Final Payment	Facilities Planning	7 Years	
241			Power of Attorney	Facilities Planning	Permanent	

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242			Pre-Bid Conference Minutes	Facilities Planning	7 Years	
243			"Preliminary" Versions of Documents	Facilities Planning	7 Years	
244			Product Samples & Submittals	Facilities Planning	7 Years	
245			Project Bids	Facilities Planning	7 Years	
246			Project Budgets	Facilities Planning	Permanent	
247			Proposal Requests	Facilities Planning	7 Years	
248			Punch Lists, Final	Facilities Planning	Permanent	
249			Punch Lists, Preliminary	Facilities Planning	7 Years	
250			Purchase Orders	Facilities Planning	7 Years	
251			Record Documents (finalized version of the as-built drawings)	Facilities Planning	Permanent	
252			Requisitions	Facilities Planning	7 Years	
253			Semi-Annual Capital Report	Facilities Planning	5 Years	
254			Shop Drawing Transmittals	Facilities Planning	7 Years	
255			Shop Drawings with Log	Facilities Planning	Permanent	
256			Space Requirements and Space Relationship Diagrams	Facilities Planning	7 Years	
257			Specifications Manuals-2 Copies	Facilities Planning	Permanent	
258			Statement of Account, Project Related Accounts-Final	Facilities Planning	Permanent	
259			Statement of Account, Project Related-Not Final	Facilities Planning	7 Years	
260			Status Reports, Monthly Progress	Facilities Planning	7 Years	
261			Subcontractor and Supplier Lists	Facilities Planning	Permanent	
262			Supplemental Instructions	Facilities Planning	Permanent	
263			Travel Expenses/Vouchers	Facilities Planning	7 Years	
264			Voided Documents	Facilities Planning	7 Years	

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265						
266	Field House Enterprise					
267			Business Records	Athletics Facilities Office	7 Years	
268			Rental Agreements	Athletics Facilities Office	7 Years	
269			Rental Policy and Fee Schedule	Athletics Facilities Office	Life of bond issues	
270						
271	Financial Accounting and Reporting					
272			Abstracts, Property	Financial Accounting and Reporting Services	Permanent	
273			Acts and Joint Resolutions (Session Laws) of the Iowa General Assembly	Code Editor	40 Years	
274			Actuarial Studies, OPEB	Financial Accounting and Reporting Services	Permanent	
275			Actuarial Studies, Regents MVL	Financial Accounting and Reporting Services	5 Years	
276			Adjusting Journal Entries	Financial Accounting and Reporting Services	7 years	
277			Amortization Schedules (bonds, master leases, and notes)	Financial Accounting and Reporting Services	10 Years	
278			Appraisals, Property	Financial Accounting and Reporting Services	Permanent	
279			Audit Reports, Alumni Association	UNI Foundation Financial Services	CY + 10 Years	
280			Audit Reports, Internal	Internal Audit	CY + 10 Years	
281			Audit Reports, Revenue Bonds	Financial Accounting and Reporting Services	CY + 10 Years	
282			Audit Reports, University	Financial Accounting and Reporting Services	Permanent	
283			Audit Reports, UNI Foundation	UNI Foundation Financial Services	CY + 10 Years	
284			Bank Reconciliations and Workpapers	Financial Accounting and Reporting Services	5 years	
285			Bank Statements	Financial Accounting and Reporting Services	5 years	
286			Banking Agreements and Custodial Agreements	Financial Accounting and Reporting Services	Permanent	
287			statements, bond resolutions, tax exemption certificates, bond	Financial Accounting and Reporting Services	10 Years after paid off	

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288			Budget Books	Budget	30 Years	
289			Budgeted Expenditure Report	Financial Accounting and Reporting Services	5 Years	
290			Budgeting Income Report	Financial Accounting and Reporting Services	5 Years	
291			Capital Project Payment Files	Financial Accounting and Reporting Services	5 Years After Final Report	
292			Cash Balance Detail Report	Financial Accounting and Reporting Services	10 Years	
293			Cash Management and Investment Reports, Quarterly	Financial Accounting and Reporting Services	10 Years	
294			Checks, Paid	Financial Accounting and Reporting Services	7 years	
295			Comprehensive Annual Financial Reports, State of Iowa	Auditor of State	10 Years	
296			Comprehensive Annual Financial Report, UNI	Financial Accounting and Reporting Services	Permanent	
297			Comprehensive Annual Financial Report, UNI, Workpapers	Financial Accounting and Reporting Services	10 Years	
298			Electronic Municipal Markets Access (EMMA)	Financial Accounting and Reporting Services	10 years after paid off	
299			Custodian Statements, Investments Held in Trust	Financial Accounting and Reporting Services	5 Years	
300			Daily Cash Planner	Financial Accounting and Reporting Services	2 Years	
301			Deeds, Property	Financial Accounting and Reporting Services	Permanent	
302			Department of Management Reports, monthly version	Financial Accounting and Reporting Services	5 Years	
303			Department of Management Reports, year end version	Financial Accounting and Reporting Services	30 Years	
304			Easements and Right of Way, Property	Financial Accounting and Reporting Services	Permanent	
305			Endowment Files	Financial Accounting and Reporting Services	Permanent	
306			Equity in Athletics Disclosure Act (EADA) Survey	Financial Accounting and Reporting Services	CY + 10 Years	
307			Facilities and Administrative Cost Rate Agreements	Financial Accounting and Reporting Services	Permanent	
308			Facilities and Administrative Cost Rate Proposals and Working Papers	Financial Accounting and Reporting Services	10 Years	
309			Faculty Travel Reports, UF Contract Requirement	Financial Accounting and Reporting Services	7 Years	
310			Federal Funds-Draw Reports	Financial Accounting and Reporting Services	7 years	

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311			Final Reports, Capital Projects	Facilities Planning	10 years	
312			General Information for Bond Rating Agencies	Financial Accounting and Reporting Services	10 Years	
313			General Ledger	Financial Accounting and Reporting Services	30 Years	
314			Education Data System (IPEDS) survey and workpapers	Financial Accounting and Reporting Services	10 Years	
315			Investment Records	Financial Accounting and Reporting Services	11 Years	
316			Master Lease Financing Files	Financial Accounting and Reporting Services	11 Years	
317			Motor Vehicle Titles	Financial Accounting and Reporting Services	Until sold or traded in	
318			NCAA Agreed-Upon Procedures Reports and Working Papers	Financial Accounting and Reporting Services	11 Years	
319			NCAA Revenues and Expenses Reporting	Financial Accounting and Reporting Services	11 Years	
320			NSF Higher Education Reserch and Development Survey	Financial Accounting and Reporting Services	10 Years	
321			Office Correspondence of an Official Nature	Financial Accounting and Reporting Services	Permanent	
322			Paid Bonds and Coupons	Financial Accounting and Reporting Services	10 Years after paid off	
323			Property Titles	Financial Accounting and Reporting Services	Permanent	
324			Recharge Center Rate Proposals	Financial Accounting and Reporting Services	10 Years	
325			Reconciliation and Verification of Departmental Change Funds	Financial Accounting and Reporting Services	3 Years	
326			Regents Motor Vehicle Liability Pool Financial Statements	Financial Accounting and Reporting Services	Permanent	
327			Semi-Annual Capital Report	Facilities Planning	10 Years	
328			Single Audit Report, State of Iowa	Auditor of State	10 Years	
329			Special Investigations-Auditor of State	Auditor of State	Permanent	
330			State GAAP Package	Financial Accounting and Reporting Services	10 Years	
331			State Salary Book	Financial Accounting and Reporting Services	30 Years	
332			Statement of Account	Financial Accounting and Reporting Services	30 Years	
333			Supplies Inventories	Financial Accounting and Reporting Services	10 Years	

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334			Trust Department Statements- Wright Trust & Retention Bonuses	Financial Accounting and Reporting Services	7 Years	
335			Tuition Replacement Invoices and Work Papers	Financial Accounting and Reporting Services	10 Years	
336			Unclaimed Property Reports and Workpapers	Financial Accounting and Reporting Services	10 Years after filing	
337			Unrelated Business Income Tax Returns 990-T and Workpapers	Financial Accounting and Reporting Services	10 Years after filing	
338						
339	Financial Aid records					
340			Title IV Participation Documentation (ECAR, FISAP, Accrediting Approval)	Financial Aid	3 Years	
341			Student Eligibility Records (COA, SAP, documents used to verify applicant data)	Financial Aid	3 Years	
342			Documents used for Professional Judgement decisions	Financial Aid	3 Years	
343			Fiscal Records - Records used to prepare the income grid on the FISAP	Financial Aid	3 Years	
344			Student Loan records	Financial Aid	3 Years	
345						
346	Fixed Assets					
347			Equipment Transaction Records	Office of Business Operations	5 years after disposal	
348			Inventory Records	Office of Business Operations	CY + 5 years	
349			Year-End Work Papers	Office of Business Operations	CY + 5 years	
350			Sale of Equipment Fund Reconciliations	Office of Business Operations	CY + 5 years	
351			Sales Tax	Office of Business Operations	CY + 5 years	
352			Off-Campus Use Documentation	Office of Business Operations	2 years after expiration	
353						
354	Gallagher Bluedorn Performing Arts Center					
355			Artist contracts	GBPAC Business Office	10 years; then destroy	
356			Friends of GBPAC and Advisory Board minutes	GBPAC Business Office	Permanent; send purged minutes to university archives	
357			Show posters	Framed in GBPAC	Retired prints to archives	
358			Season brochures	GBPAC Box office	Permanent; send purged minutes to university archives	
359			Ticket sales records	GBPAC Box office	Permanent	
360						

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361	Governance					
362			Supervisory and Confidential Council minutes	President of Council	3 years; then forward to university archives	
363			S&C Council Regents' Excellence award recipients	President of Council	3 years	
364			Regents Interinstitutional Supervisory Council minutes	President of Council	3 years; then forward to archives	
365			S&C Council Constitution	President of Council	permanent	
366			Professional and Scientific Council minutes	Council website	permanent	
367			Professional and Scientific Council agendas	Council website	permanent	
368			Professional and Scientific Council Constitution	Council website	permanent	
369			Professional and Scientific Council Policies and Procedures	Council website	permanent	
370			Professional and Scientific Council committee notes	Committee chairs	transferred as membership changes; no set time line	
371			University Faculty Senate minutes	Faculty Senate Website	Permanent	Have been scanned and are held electronically
372						
373	Information Technology					
374						
375			User Access Authorization Forms for E-Business and UNI Time	ITS Information Systems	2 Years after employee leaves University	
376			User Access Authorization Forms for Campus Solutions	ITS Information Systems	2 Years after employee leaves University	
377			User Access Forms for Oracle Business Intelligence (OBIEE)	ITS Information Systems	2 Years after employee leaves University	
378			Online Transaction Authorization	ITS Information Systems	2 Years after employee leaves University	
379			Disaster Recovery Plans	ITS Information Systems	Permanent	
380						
381			eLearning course records/artifacts	ITS Educational Technology	Active courses--3 years after end of current semester. Course level archive/backups--5 years	
382			Presenter Release Form	ITS Educational Technology	Permanent	
383						
384	Institutional documents					
385			Accreditation reports	Executive Vice President & Provost	Permanent; past copies to university archives	
386			Board of Regents docket material	Vice President, Administration and Financial Services	Minimum of 3 years; past copies to university archives	

	A	B	C	D	E	F
387			Board of Regents meeting minutes	Board of Regents Office	Per BOR guidelines	
388			Continuity of Operations Plans	Each division head	Keep current plan	
389						
390						
391	Institutional Research					
392			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
393			Fact Book	ITS-CIO's Office & Institutional Research	Permanent	
394			Student Profile	ITS-CIO's Office & Institutional Research	Permanent	
395			Common Data Set	ITS-CIO's Office & Institutional Research	Permanent	
396			Report of the Registrar	ITS-CIO's Office & Institutional Research	Permanent	
397			UNI Strategic Plan	ITS-CIO's Office & Institutional Research	Permanent	
398			IPEDS Completions	ITS-CIO's Office & Institutional Research	Permanent	
399			IPEDS Enrollment	ITS-CIO's Office & Institutional Research	Permanent	
400			IPEDS 12 Month Enrollment	ITS-CIO's Office & Institutional Research	Permanent	
401			IPEDS Finance	ITS-CIO's Office & Institutional Research	Permanent	
402			IPEDS Financial Aid	ITS-CIO's Office & Institutional Research	Permanent	
403			IPEDS Graduate Rate	ITS-CIO's Office & Institutional Research	Permanent	
404			IPEDS Graduate Rate 200	ITS-CIO's Office & Institutional Research	Permanent	
405			IPEDS Human Resource Services	ITS-CIO's Office & Institutional Research	Permanent	
406			IPEDS Institutional Characteristics	ITS-CIO's Office & Institutional Research	Permanent	
407			Graduate Senior Survey	ITS-CIO's Office & Institutional Research	Permanent	
408			Graduate Program Survey	ITS-CIO's Office & Institutional Research	Permanent	
409			Federal & State Reports (copies)	ITS-CIO's Office & Institutional Research	Two years	Reports are copies of the originals; original record holder is the official repository

	A	B	C	D	E	F
410						
411						
412	Legal		Contracts/Agreements	Relevant department/program	10 years	
413			Court orders, judgments, consent orders	University Counsel	Permanent	
414			Releases	Relevant department/program	3 years	
415			Civil rights settlements	Compliance & Equity Management	Permanent	
416		Staff	Staff employment settlements	Human Resource Services	Permanent	
417		Student Employment	Student employment grievance settlements	Career Services	Permanent	
418		Faculty	Faculty employment settlements	Executive Vice President & Provost Office	Permanent	
419						
420	Maucker Union					
421			Event contracts/agreements/supporting forms	Administrative Office	Permanent	
422			EMS event records	Electronic, EMS system	Permanent	
423			Door traffic counts	Archived to network drive annually	Permanent	
424			Employee files	Administrative Office	Permanent	Official records/HR
425			Event Waivers	Administrative Office	3 years	
426			Budget ledger	Administrative Office	7 years	
427			Requisition/expenses	Administrative Office	7 years	
428			Event Diagrams	Administrative Office, electronic	3 years paper, 5 years electronic	
429			EMS chargebacks/journal entries	Administrative Office	7 years	OBO official holder
430			Cash receipt books	Administrative Office	5 years	
431			Building Manager Night Reports	Administrative Office	7 years	
432			Reservation requests	Administrative Office, electronic	1 month paper, 1 year electronic	
433			Locker Rental agreements	Administrative Office	10 years	
434			Cash verification	Administrative Office	10 years	
435			e-Business/EMS verification report	Administrative Office	6 months	
436			Student employee timecard log	Administrative Office	2 years	
437			Evaluation surveys	Administrative Office, electronic	Permanent	
438			Reservation Statistics	Administrative Office, electronic	permanent	1994-2001 paper, 2002 electronic
439			Reservation building counts	Administrative Office, electronic	permanent	2000 paper, 2002 electronic
440			Equipment Inventory	Administrative Office	current year plus 5 years	Official holder OBO
441			Key requests/receipts	Administrative Office	2 years after key return	
442			Travel Authorization Forms	Student Involvement Center	1 year	
443	Medical (Health Center)					
444			Health Center Patient Records	Health Center	7 years from the last date of service for each patient	
445			Counseling Center Patient Records	Counseling Center	6 years from the last date of service for each patient	

	A	B	C	D	E	F
446	Patents and Trademarks					
447			Original Patents, trademarks and related work papers	Intellectual Property Officer	Permanent	BCS 128
448			Patent applications	Intellectual Property Officer	Permanent	BCS 128
449			Licensing agreements (non athletics)	Intellectual Property Officer	Permanent	BCS 128
450			Disclosure forms	Intellectual Property Officer	Permanent	BCS 128
451			Royalty records	John Papajohn Entrepreneurial Center; Client files	Permanent	Quarterly report on payments provided by Foundation
452			Invention Assignment Forms	Intellectual Property Officer	Permanent	BCS 128
453						
454	Payroll		I-9 - student employees	Office of Business Operations	Later of 3 yrs after date of hire or 1 yr from end of employment	
455			Federal W-4 Forms	Office of Business Operations	4 yrs after due date of taxes	
456			State W-4 Forms	Office of Business Operations	4 yrs after due date of taxes	
457			Authorization for Direct Deposit	Office of Business Operations	Until superceded or 2 years after termed	
458			Timecards	Office of Business Operations	5 years after calendar year wages paid	
459			Timecard Processing Guide & error reports	Office of Business Operations	5 years after calendar year wages paid	
460			Student Biweekly Salary forms	Office of Business Operations	5 years after calendar year wages paid	
461			W-2 Forms - employer copy	Office of Business Operations	7 yrs after due date	
462			8233 Form for treaty exemption	Office of Business Operations	4 yrs after taxes exempted	
463			W-8 BEN	Office of Business Operations	4 yrs after taxes deducted/exempted	
464			1042-s Forms	Office of Business Operations	4 yrs after due date	
465			941 Quarterly Tax Return	Office of Business Operations	4 yrs after due date	
466			Iowa VSP Annual Tax Return	Office of Business Operations	4 yrs after due date	
467			Quarterly Unemployment Reports	Office of Business Operations	5 yrs after calendar year wages paid	
468			Student Employment Approval Forms (SEAF)	Career Services	7 years from termination date	
469			Involuntary Deduction records	Office of Business Operations	2 years from last deduction	
470			Employee Statement of Earnings	Office of Business Operations	7 years from effective date	
471			Authorization for Misc Payroll Deduction	Office of Business Operations	2 years from last deduction	
472			Payroll Gross to Net Summary Reports	Office of Business Operations	7 years from effective date	

	A	B	C	D	E	F
473			AFSCME Authorization/Drop for Payroll Deduction Form	Office of Business Operations	2 years from employment termination	
474			Cell Phone & Data Access Policy Allowance Form	Office of Business Operations	5 years from last payment	
475			Census Reports	Office of Business Operations	Permanent, supporting detail 10 yrs	
476			Leave accrual records	Office of Business Operations	5 yrs after calendar year wages paid	
477			Sick Leave Conversion Forms	Office of Business Operations	5 yrs after employment termination	
478			Union Duty Reimbursement Billing Records	Office of Business Operations	5 years from effective date	
479			Pay Frequency Change Form	Office of Business Operations	3 years from superceded or	
480			Misc Pay Adjustment Records (e.g	Office of Business Operations	5 years from effective date of pay	
481			Annuity records (TIAA, IPERS, SRA)	Office of Business Operations	permanent	
482			Taxable Fringe Benefits records	Office of Business Operations	7 years from effective date	
483			RFPs- SRA, misc ded, invol ded (PR copies)	Office of Business Operations	3 years from effective date	
484			NACHA file for direct deposit pay	Office of Business Operations	7 years from effective date	
485			Rpt from bank for nacha bank account changes	Office of Business Operations	7 years from effective date	
486			Nacha reversal bank confirmation	Office of Business Operations	7 years from confirmation	
487			Stop Payment Authorizations	Office of Business Operations	7 years from stop payment	
488						
489	Personnel Records					
490		Employees	I-9 Forms (faculty, staff, graduate assistants)	Human Resource Services	One year from date of termination or 3 years from date of hire,	
491		Faculty	Personnel Files (including, background checks, PAFs,	Human Resource Services	Permanent	
492		Staff	Personnel Files (including application, background checks,	Human Resource Services	Permanent	
493		Faculty	Faculty Grievances	Executive Vice President & Provost's	Permanent	
494		Staff	Staff Grievances	Human Resource Services	Permanent	
495		Faculty	Personnel files, appointment letters and forms	College Dean's office	Permanent	
496		Faculty	Appointment letters and forms	College Dean's office	Permanent	
497		Faculty	Evaluation File (includes student	Departmental or School Office	Permanent	
498		Faculty	Actual publications of faculty	Departmental or School Office	Until death of faculty member	
499		Faculty	Approved Professional	Graduate College Office	Until death of faculty member	
500		Faculty	Approved internal grant	Executive Vice President & Provost's	Until death of faculty member	
501		Faculty	Promotion and Tenure documents	Executive Vice President & Provost's	Permanent	
502		Faculty	Board of Regents decision regarding	Executive Vice President & Provost's	Permanent	
503		Employees	Conflict of Interest in Employment	Human Resource Services	Permanent	
504		Employees	Injury and illness reports	Risk Manager	Negligence/tort claim statute of	
505		Employees	Benefit Forms (health, dental, vision, flexible spending, claims, Retirement (Early Retirement	Human Resource Services	Termination Date + 6 Years	
506		Employees	Incentive Program, retirement	Human Resource Services	Permanent	
507		Employees	Life Insurance	Human Resource Services	Permanent	

	A	B	C	D	E	F
508		Employees	Leaves (FMLA, catastrophic leaves, etc.)	Human Resource Services	Permanent	
509		Employees	Workers Compensation	Human Resource Services	Effective Date + 30 Years	
510		Applicants	Veteran's Status for faculty/staff	Human Resource Services	Effective Date + 3 Years	
511		Applicants	Background Checks for faculty/staff	Human Resource Services	Effective Date + 3 Years	
512		Staff	Staff search records	Human Resource Services	Effective Date + 3 Years	
513		Faculty	Academic search records including ads, postings, announcements of	Compliance and Equity Management	Three Years; then shred	
514		Employees	Employee Handbooks/Manuals	Human Resource Services	Permanent	
515		Staff	PEC	Human Resource Services	Effective Date + 5 Years	
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						
521	Physical Plant					
522			Biology Preserves Committee	Physical Plant	Permanent	
523			Building Drawings	Physical Plant	Permanent	
524			Building Key Records	Physical Plant	Discard when employee leaves	
525			Central Stores Inventory	Physical Plant	5 Years	
526			Equipment Inventory	Physical Plant	Life of Equipment	
527			Facilities Studies	Physical Plant	Permanent	
528			Invoices, copies	Physical Plant	5 Years	Originals in OBO
529			Job estimates	Physical Plant	7 Years	
530			Job orders	Physical Plant/FAMIS	Permanent	
531			Maintenance contracts and specifications	Physical Plant	5 Years	
532			Personnel files, departmental	Physical Plant	10 Years after employee departs	
533			Procurement Card Invoices	Physical Plant	5 Years	Originals in OBO
534			Purchase Orders	Physical Plant	5 Years	Originals in OBO
535			Requests for Payment	Physical Palnt	5 Years	Originals in OBO
536			Safety and Health Committee	Physical Plant	Permanent	
537			Specifications Files	Physical Plant	Permanent	
538			Statement of Account, departmental copies	Physical Plant	5 Years	
539			Surplus Store sales records	Physical Plant	5 Years	
540			Vehicle records	Physical Palnt	Life of Vehicle	
541						
542	Power Plant					

	A	B	C	D	E	F
543						
544			Cedar Falls Wastewater Biannual Compliance Reports	Power Plant	5 Years	
545			Environmental Protection Agency Pet Coke Consumption Report	Power Plant	5 Years	
546			IDNR Annual Compliance Certifications	Power Plant	5 Years	
547			IDNR Ash Beneficial Use Report	Power Plant	5 years	
548			IDNR Emissions Inventory Questionnaire	Power Plant	5 Years	
549			IDNR Main Campus Reporting and Record Keeping Requirements	Power Plant	5 Years	
550			IDNR NPDES Monthly Operating Report	Power Plant	5 Years	
551			IDNR Power Plant Reporting and Record Keeping Requirements	Power Plant	5 Years	
552			IDNR Quarterly Reports	Power Plant	5 Years	
553			IDNR Semi-Annual Compliance Certifications	Power Plant	5 Years	
554	President's Office					
555			American Association of State Colleges and Universities material	President's Office	Permanent	
556			Office Correspondence of an Official Nature	President's Office	Permanent	
557			Iowa Coordinating Council for Post High School Education	President's Office	Permanent	
558			University Policies and Procedures	President's Office	Permanent; on UNI website	
559						
560	Property					
561			Abstracts, Property	Financial Accounting and Reporting Services	Permanent	
562			Leases	University Risk Manager	Permanent	
563			Easements, rights of way,	Financial Accounting and Reporting Services	Permanent	
564			Property titles	Financial Accounting and Reporting Services	Permanent	
565	Public Safety/University Police					
566			Incident/accident reports	University Risk Manager	limitations is 2 years; for written contracts 10 years	
567			Crime reports	Public Safety	Permanent	
568			Clery reports	Public Safety	7 years	

	A	B	C	D	E	F
569			Property damage reports	Public Safety	Permanent; if part of a police report	
570			Investigation materials	Public Safety	Kept until sentence is completed if accused is found guilty; or until "not guilty" verdict at trial, then destroyed	
571			Evidence	Public Safety	Kept until sentence is completed if accused is found guilty; or until "not guilty" verdict at trial, then destroyed	
572			Dispatch records	Public Safety	Any audio pulled for a case is retained as evidence and handled	
573			Surveillance video	Public Safety	when storage is full; Any video pulled for a cases is retained as	
574						
575	Publications and information					
576			Admissions materials	Admissions	Permanent	
577			Event promotional materials	Each sponsoring department or organization	Send to University Archives when disposing from department	
578			Institutional promotional materials	University Relations	Permanent	
579			News releases	University Relations	Permanent	
580						
581	Purchasing and Accounts Payable					
582			Request for payments and travel reimbursements	Office of Business Operations	7 years	
583			Invoices	Office of Business Operations	7 years	
584			Requests for proposals, contract bids	Office of Business Operations	10 years after expired	
585			Purchasing agreements	Office of Business Operations	10 years after expired	
586			Stop Payment Authorizations	Office of Business Operations	7 years	
587			Supplier Forms	Office of Business Operations	Permanent	
588			Student Supplier Forms	Office of Business Operations	Permanent	
589			Conflict of Interest Forms	Office of Business Operations	7 years	
590			1099's	Office of Business Operations	7 years	
591			Procard Applications	Office of Business Operations	7 years after terminated	

	A	B	C	D	E	F
592			Procard Changes	Office of Business Operations	7 years after terminated	
593			Procard Reconciliations	Office of Business Operations	7 years	
594						
595	Risk Management					
596			Certificates of insurance	University Risk Manager	One year or duration of the project	
597			Insurance policies	University Risk Manager	Permanent	
598			Indemnification agreements, hold harmless agreements	Held by individual department entering into contract	Permanent	
599			Contracts	Held by individual department entering into contract	10 years	
600			Leases	University Risk Manager	Permanent	
601			Incident/accident reports	University Risk Manager	Negligence/tort claim statute of limitations is 2 years; for written contracts 10 years	
602						
603	Research and Sponsored Programs					
604		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	
605		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	
606		Financial Report	Grants and Contracts Accounting and Financial Summary reports	Research and Sponsored Programs office	5 years	
607		Certification Report	Effort Certification Reports	Research and Sponsored Programs office	12 years (place holder retention as of 4/9/14, subject under review)	
608		Financial Report	Incentive Fund Allocation reports	Research and Sponsored Programs office	5 years	

	A	B	C	D	E	F
609		Journal Entry Records	Cost Transfers transaction documentation for sponsored awards (labor distribution and non-labor distribution transactions)	Research and Sponsored Programs office	5 years	
610		Financial Report	Board of Regents Sponsored Program Monthly Reports (Summary sheet, requested, awarded, and denied)	Research and Sponsored Programs office	Permanant	
611		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	
612		Institutional Review Board (IRB)	IRB Study Protocol Records	Research and Sponsored Programs office	5 years from the date of last activity	
613			IRB meeting minutes and agendas	Research and Sponsored Programs office	5 years	
614			IRB Federal Registration documentation and Federal Wide Assurance Statements	Research and Sponsored Programs office	5 years	
615			IRB non-compliance case documentation	Research and Sponsored Programs office	5 years from the date of last activity	
616		Responsible Conduct of Research records	RCR Training Roster	Research and Sponsored Programs office	5 years	
617						
618						
619	Student Employment		State and Federal W4s	Office of Business Operations	4 years after due date of taxes	
620			Direct deposit forms	Office of Business Operations	Until superceded or two years after termed	
621			Electronic Student Employment Approval Forms	Office of Business Operations	7 years from termination date	
622			I-9s	Office of Business Operations	Later of 3 years after date of hire or 1 year from end of employment	
623			General student employment files, i.e. evaluations, schedules, etc.	Departmental offices	At department's discretion	
624		Legal	Student employment grievance settlements	Career Services	Permanent	
625						
626	Student Organizations		General documents	Each organization	Encouraged to contact university archives to dispose of past records	
627			FY Student Organization Database List	Archived to network drive annually starting FY14	Permanent	
628			Student Organization Advisor Agreement	Form will begin to be used in Fall of 2014. Forms will be kept in Student Involvement Center.	Permanent	

	A	B	C	D	E	F
629			Student Organization Registration Annual Renewal Forms	Paper copy kept in Student Involvement Center	Permanent	
630			Pepsi product requests	Electronic and paper copies kept in the Student Involvement Center	two years, then shredded	
631			Northern Iowan ad requests	Electronic and paper copies kept in the Student Involvement Center	two years, then shredded	
632			CopyWorks printing requests	Electronic and paper copies kept in the Student Involvement Center	two years, then shredded	
633			Student Organization constitutions	Paper or electronic copies kept in the Student Involvement Center	Permanent	
634			Student Organization mailbox, office, storage space applications	Paper copies kept in Student Involvement Center	two years, then shredded	
635			Event Waivers	With each organization	3 years	
636						
637		Fraternity and Sorority Life				
638			Greek Membership Cards	Student Involvement Center	10 years	
639			NPC Membership Recruitment Acceptance Binding Agreement	Student Involvement Center	3 years	
640			Fraternity/Sorority Judicial Hearings	Student Involvement Center	5 years	
641		Northern Iowa Student Government				
642			Organization and Finance Applications	NISG Office, Library Archives	0-3 years NISG office, 3+ years Library Archives	
643			Operations Records	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
644			Pepsi Fund	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
645			Contingency Fund	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
646			Senate Bills & Executive Orders	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
647			Diversity Matters	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
648			Student Service Fee Applications	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
649			NISG Annual Budget Request Forms	NISG Office, Library Archives	1 year NISG office, 1+ years Library Archives	
650			Student Organization Recognition	NISG Office, Library Archives	0-2 years NISG office, 2+ years Library Archives	
651	Wellness and Recreation Services					

	A	B	C	D	E	F
652			Confidential student files: alcohol/other drug/tobacco notes, letters, releases, etc.	Wellness	7 years; then shredded	
653			Confidential student files: victim services notes, letters, releases, etc.	Wellness	7 years; then shredded	
654			Confidential student files: eating disorder notes, letters, releases, etc.	Wellness	7 years; then shredded	
655			Confidential client files: massage therapy intake forms, notes	Wellness	7 years; then shredded	
656			Student Health 101 contract/agreement (College Health Services LLC)	Wellness	7 years	electronic file
657			Alcohol Edu contract/agreement (Everfi)	Wellness	7 years	electronic file
658			Echeckup To Go contract/agreement (San Diego State University)	Wellness	7 years	electronic file
659			Empathy Belly program release form	Wellness	7 years; then shredded	
660			Program Registration forms and charges	WRS Administration	7 years; then shredded	
661			Student Employment Applications	WRS Administration	1 year; shredded each April 1st	
662			Student Employment History Cards, employment reports	WRS Admin Student Employment	student's active employment plus 3 years; then shredded	
663			Outdoor trip registration and waiver forms (paper)	Program Coordinator	3 years; then shredded	
664			Personal Training liability waivers, medical history and pre-training information (paper)	Program Coordinator	7 years; then shredded	
665			Sport Club liability waivers, handbook confirmation and volunteer template (paper)	Program Coordinator	7 years; then shredded	
666			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	
667			Youth Programming registration, medical information and waivers - electronic via myonlinecamps.com website	Program Coordinator	12 years; then cleaned from website	

	A	B	C	D	E	F
668			Intramural Sports registration - electronic via IM leagues website	Program Coordinator	3 years;then cleaned from website	
669			Welcome Desk Patron Needs Forms	WRS Office Staff	one semester;forms for those who have graduated are shredded at the end of each semester	
670			Instructional Fitness registration forms	WRS Office Staff	7 years; then shredded	
671			Aquatic swim lesson, Master club and certification registrations (paper)	WRS Office Staff	7 years; then shredded	
672			Aquatic student staff immunization/shot records	Program Coordinator	30 years; then shredded	
673			Swim lesson registration (electronic)	Program Coordinator	7 years; then cleaned and deleted from computer	