

Owens Community College

Records Retention Manual

Introduction

The Ohio Revised Code, Section 149.33 states that “boards of trustees of state-supported institutions of higher education shall have full responsibility for establishing and administering a records program for their respective institutions. The board shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and the disposition of the records of their respective institutions.”

Ohio Revised Code section 149.351 goes on to state that “all records are the property of the public office concerned and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the...records program established by the board of trustees of state-supported institutions of higher education.”

The Ohio Public Records Act defines a record as any document, devise, or item that is; 1) stored on a fixed medium, i.e. paper, computer, film 2) created, received, or sent under the jurisdiction of a public office, and 3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

In accordance with these codes, the Board of Trustees of Owens Community College adopted this Records Retention Manual to direct records retention activities.

The Owens Community College Records Retention Manual is divided into three chapters.

Chapter 1 describes the actual record, the length of time the record should be maintained, and the office responsible to maintain the record.

Chapter 2 describes the Legal Group that both categorizes and describes the legal considerations for each document noted in chapter 1. For example, Legal Group ACC000 categorizes all accounts payable and receivable documents, such as invoices, ledgers, journals, cash receipts, parking tickets paid, etc.

In chapter 3, the specific statute that determines the retention period for each document is listed and this section is called the Legal Research Index. Chapter 3 might also index the professional standard or accreditation recommendation for the retention of documents.

The Vice President for Student Services is designated by the Owens Board of Trustees as the officer responsible for administering the College records retention program. Each vice president or other officer having custody of College records, or his/her designee, is responsible for consulting with the Vice President for Student Services to establish and ensure compliance with an on-going records retention schedule specific to that office. The complete records retention schedule shall be maintained by the Vice President for Student Services as the Owens Community College Records Retention Manual and may be revised by the Vice President for Student Services as necessary

As stated in Section 149.351 of the Ohio Public Records Act, all records are the property of the College, and shall not be removed, destroyed, mutilated, transferred or otherwise damaged or disposed of except in accordance with the records management program of the College as outlined in the Manual.

Owens Community College
Records Retention Schedule

Legal Group	Retention Group	Record Title	Description / Cross Reference	Retention	Disposition	Primary Department	Notes
ACC000	ACC1000	Accounting Accounts Payable / Receivable	Records related to payment of financial obligations and receipt of revenues. Includes vouchers, vendor invoices and statements: payroll and payroll deductions, contributions, and other income.	4 years			
	ACC1000	Accounts Payable	Amounts owed on open account for goods and services received	4 years	Destroy	BAO	
	ACC1000	Accounts Payable Invoices	Bill for goods or services received, Petty Cash Records, Travel Expense Reimbursements, Unemployment Insurance Payment, Worker Compensation Payment	4 years	Destroy	BAO	
	ACC1000	Accounts Payable Ledgers	Affidavits for reimbursement	7 years	Destroy	IT	
	ACC 1000	Accounts Receivable	Amounts due from others on open accounts as a result of providing goods or services.	4 years	Destroy	BAO	
	ACC 1000	Annuity Records	Statement of payroll deduction for employees' annuity plans.	4 years	Destroy	CE	
	ACC1000	Cancelled Registration Files	Record of cancelled registrations, including amount owed, reason, etc.	4 years	Destroy	HR	
	ACC1000	Cash Books	A record of institution's cash transactions showing a running balance	4 years	Destroy	CE	
	ACC1000	Cash Disbursement Journals	A special journal used exclusively to record disbursements of cash.	4 years	Destroy	BAO	
	ACC1000	Cash Journal	Journal of cash received	4 years	Destroy	WCS	
	ACC1000	Cash Register Tapes		4 years	Destroy	WCS	
	ACC1000	Cash Receipts	Receipts for cash sales or cash received.	4 years	Destroy	FAO, BAO	
	ACC1000	Financial Aid Award Disbursement Records	Statement by individual of award amounts disbursed. Contains name, type and amount of award. (Electronic).	4 years	Destroy		
	ACC1000	Financial Aid Cancelled Check Records/Registers	Cancelled checks, check stubs, check journals and registers showing payments for financial aid made to students	4 years	Destroy	BAO	
	ACC1000	Parking Tickets-Paid		4 years	Destroy	BAO	
	ACC1000	Payroll Change Report	Bi-weekly listing of payroll adjustments processed through Personnel Services concerning full-time or part-time employee status, i.e., new employee, promotion, reclassification, leave of absence, lateral transfers and removals. Report arranged by pay period.	4 years	Destroy	HR	
	ACC1000	Requests to Attend	Forms used to encumber travel; Paid Request, Unpaid Request	4 years	Destroy	BAO	
	ACC1000	Requisitions	Forms used to order goods and services. (Electronic)	4 years	Destroy	BAO	
	ACC1000	Student Account Files	Files on individual students' paid and unpaid accounts including institutional loan applications, correspondence, account activity record. etc. (DPP, Granberry)	4 years	Destroy	FAO, BAO	
	ACC1000	Student Aid Accounting Billing Letter	Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money.	4 years	Destroy	FAO, BAO	
	ACC1000	Telephone Expense Records	Periodic reports of long distance and local phone charges.	4 years	Destroy		
	ACC1000	Travel Purchase Orders		7 years	Destroy	IT	
		Accounts Payable Misc.	Stop Pay requests for Vendors and Students, In & Out Logs (records relating to the transfer of documents interoffice)	4 years	Destroy	BAO	
		Procurement Misc.	Records relating to Capital Equipment Grant Purchases (requests), Purchasing Correspondence, Pamphlets and Brochures from Vendors. Utility Company Proposals. IUC Contracts	4 years	Destroy	BAO	

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	ACC1000	Tuition Remission Applications	Record of tuition waivers for employees and dependents.	4 years	Destroy	President's Office	
	ACC1000	Vending Commission Income Records	Record of money received as commission on vending contracts.	4 years	Destroy	BAO	
		Bookstore Cash Drawer Sign-Out Sheets	Record of cash; drawers signed out to cashiers at the beginning of each shift. (Electronic).	2 years	Destroy	BAO	
		Bookstore Cashier Balancing Form	Used for daily balancing of each cash drawer.	2 years	Destroy	BAO	
		Bookstore Charge Forms	Forms used in completing MasterCard or VISA transactions. Information posted to daily cash register tapes and summarized on monthly statements.	2 years	Destroy	BAO	
		Bookstore Mark-up/Markdown Sheets	Monthly record of price changes of goods already in stock at the bookstore. Used in annual inventory	2 years	Destroy	BAO	
		Bookstore Merchandise Return Record	Record of returns by bookstore to vendors in order to receive credit.	2 years	Destroy	BAO	
		Bookstore Special Orders	Documentation of special orders made for individuals by the bookstore. Does not document a financial transaction.	2 years	Destroy	BAO	
ACC010	ACC1010	Accounting Journals / General Ledgers	Records used to transfer charges between accounts and for summarizing account information. Final, annual records only	6 years			
	ACC1010	General Ledgers	A book containing a summary or detail of all transactions affecting the accounts of an institution.	6 years	Archives Review for historical value	BAO	
	ACC1010	Journals	The record in which financial transactions are first recorded before being posted as a debt or credit to an account in a ledger. A chronological documentation of transactions.	6 years	Destroy	BAO	
ACC100	ACC2000	Accounting Capital Property	Includes purchase and sales of property and equipment, depreciation, improvements, etc. Includes financial obligations associated with capital expenditures, purchase of land, buildings, equipment, furnishings, motor vehicles; material transfers, work orders, additions or improvements to building	ACT +6			
		Inventory Control Record	(Electronic)	ACT +6	Destroy	BAO	
		Surplus Property Records		ACT +6	Destroy	BAO	
NONE	ACC3000	Accounting Accounting Management Information	Records and reports related to managing and determining accuracy of accounting information				
	ACC3000	Balance Sheets	A report of institutional assets, liabilities and equities. A periodic report, not the year-end report.	4 years	Destroy	BAO	
	ACC3000	Budget Printout-Periodic	Periodic reports of expenditures, usually by department or account.	4 years	Destroy	BAO	

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	ACC3000	Chart of Accounts	A list of the accounts used by an organization with each usually assigned a number or code	4 years	Destroy	BAO	
	ACC3000	Journal Entries	The means of entering details of a transaction into the accounting system. Journal entries are made in a journal and later posted to a ledger. Entry also includes a brief explanation.	4 years	Destroy	BAO	
		Student Insurance Records	Record of students covered by athletic teams	4 years	Destroy	Student Services	
		Subsidiary Ledgers	A book of accounts of an institution.	4 years	Destroy	WCS, FAO, HR	
		Union Dues Membership List	Copy of bi-weekly listing of university or college employees paying dues to union, including pertinent personal data, classification and department.	4 years	Destroy	HR	
ACC000	FIN1000	Finance Banking	Records related to banking activities. Includes deposits, checks, statements, reconciliations, drafts, canceled checks, automatic deposit plans, check registers, cash management	4 years			
	FIN1000	Bank Deposits	Record of deposits in banking institutions.	4 years	Destroy	BAO	
	FIN1000	Bank Reconciliation's	Explanation of differences between bank statement balance and actual balance.	4 years	Destroy	BAO	
	FIN1000	Bank Statements	Periodic Statement of bank balances.	4 years	Destroy	BAO	
	FIN1000	Cancelled Checks		4 years	Destroy	BAO	
	FIN1000	Check Register	Book or original entry for all cash disbursements paid by check.	4 years	Destroy	BAO	
	FIN1000	Payroll Checks	Checks paid employees for services they perform.	4 years	Destroy	BAO	
NONE	FIN2000	Finance Budgets / Financial Forecasts	Records related to internal planning and financial management.				
	FIN2000	Budget Planning Documents	Budget request, including program plans for coming year, usually by cost center.	ACT + 1yr	Archives - Review for historical value	BAO	
	FIN2000	Budget-Institutional	Final, approved, yearly budget for institution, usually in printed form.	ACT + 1yr	Archives - Review for historical value	BAO	
	FIN2000	Budget Information	Budget information for CONEDT/COTRNT Requests, Transfers and Reports	permanent	retain	BAO	
						BAO	
NONE	FIN2010	Finance Budgets / Forecasts / Cost Analysis	Records related to analysis of costs for projects.				
	FIN2010	Cost Accounting	Record analyzing cost for producing certain items or performing certain tasks.	6 years	Destroy	IR, BAO	
ACC100	FIN3000	Finance		ACT + 4			

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		Investments	Records related to passive investments in stocks, bonds, mutual funds, etc. to track and manage investments including pension and endowment funds. (See ACC2000 for accounting for investments.)				
	FIN3000	Endowment Fund Reports-Annual	Annual report of funds received and expended by endowment accounts. May be in form of report to donors.	ACT + 4	Archives - review for historical value	BAO	
	FIN3000	Endowment Fund Reports-Periodic	Periodic report of funds collected or expended by endowment accounts.	ACT + 4	Destroy	BAO	
ACC100	FIN5000	Finance Loans / Credits	Records related to the applications, issuance, management and administration of loans to the institution. Includes correspondence with lenders, reports to lenders, debt information, work papers, writeoffs, write downs, losses	ACT + 4			
NONE	FIN6000	Finance Bad Debts	Records related to the monitoring, collecting and writing off of bad debts. Includes authorizations, supporting details of uncollectible accounts				
	FIN6000	Bad Debt Actions	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.	4 years	Destroy	BAO	
	FIN6000	Delinquent Accounts Report	Listing of students who owe money to university or college.	4 years	Destroy	BAO	
	FIN6000	Parking Tickets-Unpaid		4 years	Destroy	BAO	
ACC000	FIN7000	Finance Financial Statements	Financial statements, reports, and background information submitted to government agencies.	4 years			
	FIN7000	Financial Report- Annual	Consolidated year-end report of financial situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and student service areas. May include audit report.	4 years	Archives - Review for historical value	BAO	
	FIN7000	Income reports	Income Summary Reports for FY	4 years	destroy	BAO	
ACC000	FIN7010	Finance Financial Statements, Audits. External	Records of external audits, related to determining the accuracy of final financial statements.	4 years			
	FIN7010	Audit Reports	Final report of state or independent auditor.	4 years	Archives - Review for historical value	BAO	
NONE	FIN8000	Finance					

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		Purchasing	Records related to requests for bid review, receiving, inspection of merchandise, proof of receipt, etc. (See ACC1000 for accounting for actual purchases. See LEG2000 for purchasing contracts.)				
	FIN8000	Bids Rejected	For purchases.	3 years	Destroy	BAO	
CON000	FIN8010	Finance Purchasing / Purchase Orders	Records related to actual purchases or commitments to purchase	ACT + 3			
	FIN8010	Bids Accepted	For purchases.	ACT + 3	Destroy	BAO	
	FIN8010	Purchase Orders	Order to supplier authorizing purchase of goods	4 years	Destroy	BAO	
				7 years	Destroy	IT	
NONE	FIN8020	Finance Purchasing Receipt / Shipment Documentation	Records related to shipment or receipt of purchases.				
	FIN8020	Receiving Reports	Documents indicating goods received at receiving dock delivered and signed for by department designee	4 years	Destroy	BAO	
		Vehicle Purchases	Titles and all other documents related to vehicles currently owned by Owens	permanent		BAO	
		Vehicle Disposals	Titles and all other documents related to disposal or sale of an Owens vehicle	permanent		BAO	
none	ADM1020	Administration Planning / Forecasting	Records related to planning and forecasting for internal purposes. Includes annual plans, five and ten year strategic plans and forecasts, facility requirements, growth forecasts				IR
NONE	ADM2020	Administration Property Management Maintenance	Records related to the maintenance and repair of property.	10 years	Archive	MO	
NONE	ADM2030	Administration Property Management Construction / Modifications	Records related to design, construction and layout of buildings and facilities.				
	ADM2030	Blueprints		ACT + 3	Archives - review for Historical value	BAO	
POL000	ADM3000	Administration Policies / Procedures	Records documenting institution approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements. Includes office and job practices, administrative handbooks, procedures manuals, software and equipment manuals	ACT + 10			

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		Academic/Non Academic Personnel Inventory-Contract Staff	Annual printout required by the Ohio Board of Regents documenting full-time equivalent staffing levels. The summary of the inventory is sent to the Ohio Board of Regents. (FD,AM)	1 year	Archives - review for historical value	HR	
		Employment Printouts-Student	Stipend list, updated social security number reports, 1040 hours report, termination reports, summer rehires, college work-study awards, changes chart of accounts, step increases, department summaries CWS earnings report time cards by sequence number	1 year	Destroy	HR	
		Job Descriptions		ACT + 10 yrs	Destroy	HR	
		Organizational Charts		ACT + 10 yrs	Archives - review for historical value	HR	
		Motor Vehicle Maintenance Records		6 years	Destroy	BAO	
		Promotion and Tenure Policy-Faculty	Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.	10 years	Archives - review for historical value		
		Nursing Handbook	Student Handbook	5 years	Destroy	Nursing Office Files	
NONE	ADM3010	Administration Policies / Procedures - Audits, Internal	Records demonstrating compliance with internal policies and procedures. Includes audit reports, remedial activities, and workpapers. (See ADM3000 for actual policy or procedure. See FIN7010 for external audit reports)				
		Accreditation Files	University, college or department files documenting accreditation review by accrediting agencies.	10 years	Archives - review for historical value	Presidents Office	
		Ohio Board of Regents	Program Approvals, Program Files	Permanent		Presidents Office	
		Higher Learning Commission/North Central Association	General , Accreditation	Permanent		Presidents/Provost Office	
POL100	ADM3020	Administration Policies / Procedures Compliance	Records related to compliance with policies and procedures. Includes records destruction certificates. (See ADM3000 for actual policy or procedure)	10 years		Presidents Office	
POL200	ADM3030	Administration Policies / Procedures - Safety / Emergencies	Records related to spill prevention, employee safety, and other related procedures regulated by government agencies.	ACT + 10		HR	

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NONE	ADM4000	Administration Safety / Security	Records related to protection of employees, equipment, buildings, and information. Includes security clearances, pass card lists, password lists. Also includes safety of employees and equipment	5 years		HR	
NONE	ADM9900	Administration General	Records related to administration activities not previously covered. Includes routine administration.				
	ADM9900	Unawarded Grants Files	Applications and proposals by faculty for grants that were not funded.	1 year	Destroy	IR	
	ADM9900	ABLE files	Grants, Communication, APRS	permanent	retain	WCS	
	ADM9900	Aptitude Testing Results	Completed tests and results	Permanent	retain	Testing	
	ADM9900	ASE Testing Results	Testing Dates, Manuals, and registrations	permanent	retain	WCS	
	ADM9900	Basic Academy	Academy Records by each school	permanent	retain	WCS	
	ADM9900	Brochures	Copies of Old/New brochures, planning information for upcoming brochures	permanent	retain	WCS	
	ADM9900	Certificates	Certificate Templates for various WCS classes	permanent	retain	WCS	
	ADM9900	Company Files	contact info, past and current business	permanent	retain	WCS	
	ADM9900	Course Files	Course information including student confirmations	2 yr	Destroy	WCS	
	ADM9900	Course Syllabi	Blueprint and custom course syllabi	permanent	retain	WCS	
	ADM9900	Fund Transfer	Fund transfer forms for WCS classes	1 year	Destroy	WCS	
	ADM9900	GED	Information regarding GED classes	permanent	retain	WCS	
	ADM9900	Partnership Files	CCI, WITS, Blueprint, SHRM, Ed2go	permanent	retain	WCS	
	ADM9900	Police Academy Certificates	Certificates for academy completion ceremony	permanent	retain	WCS	
	ADM9900	Records retention	Inventory Lists from entire department	permanent	retain	WCS	
	ADM9900	Spray Finishing Files	Letters, Rosters, Maps	permanent	retain	WCS	
	ADM9900	Training Manuals	Various training manuals for classes	permanent	retain	WCS	
	ADM9900	Wood County JFS	Correspondence, Minutes, Computer Classes	permanent	retain	WCS	
	ADM9900	Work Orders	Instructor request for materials, equipment and setup	1yr	Destroy	WCS	
	ADM9900	Grants	Perkins Old & New, Ohio Space Grants, Others	Active +3	Destroy	IR	
		Program Certifications					
		MOU (Homeland Security)					
		Course Syllabi					
		Program Review/Eval. Process					
		Rank Review Files					
		Program Start-up Files					
NONE	ADM9910	Administration Subject Files	Includes correspondence, reports, minutes, memoranda, and informational files of upper level administrative offices and governing bodies	1 year	destroy	All Offices	

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	ADM9910	President/Vice President/Director/Dean/Chair /Subject Files	Files of Correspondence reports, memoranda, etc., documenting activities of these offices.	3 years	Archives - review for historical value	President's Office	
	ADM9910	University Governance Files	Files of boards/committees/governance groups documenting official actions of governing bodies	3 years	Archives - review for historical value	President's Office	
	ADM9910	Nursing	Record of Faculty Minutes	permanent	>10 yrs to archive	Nursing Office Files	
	ADM9910	Correspondence		2 years	destroy	Pres/Provost Office	
	ADM9910	Meeting Minutes	Board of Trustees, Committees, Councils	permanent	retain	Pres/Provost Office	
	ADM9910	Committee Member Lists				Pres/Provost Office	
	ADM9910	Apointment Calendars		1 year	destroy	Pres/Provost Office	
		Outside Organization Files		2 years	Destroy	Pres/Provost Office	
		Percent for Art Committee ALLTEL		permanent		Exec Asst	
		Correspondence/Project Files		2 years	Destroy	Exec Asst	
		Faculty Staff Grievances				Provost	
		Student Appeals Grievances				Provost	
		General Files	Miscellaneous			Pres/Provost Office	
		Ohio Board of Regents	General, Budget, Capital		retain	President's Office	
EDU100	EDU1000	Education Student Records / Permanent Records	Includes official academic records (including grades, course evaluations, competency assessments, etc.), change of grade forms, credit by examination forms, faculty grade reports, transcript requests (other than student requested)	ACT + 6			Review for permanent Retention
	EDU1000	Change of Grade Forms(Update Documents)		ACT +6	Permanent	Registrar	
	EDU1000	Continuing Education Student Records	Files include two types of records: students enrolled in special interest courses and students enrolled in professional certification programs.	ACT +6	Destroy	WCS	
	EDU1000	Credit by Examination Form	Includes Proficiency exam and CLEP (College Level Examination Program)			Registrar	
	EDU1000	Faculty Grade Report (Grade or narrative)	Copy of grade reports as submitted to registrar by faculty.	ACT +6	Permanent	Registrar	

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Legal Group	Retention Group	Record Title	Description / Cross Reference	Retention	Disposition	Primary Department	Notes
	EDU1000	Personal Data (Student)	Includes Obituaries, Address and Name change Forms, any documents required to verify personal information (VISA, Driver License, Permanent Resident Card, etc.)	ACT +6	Permanent	Registrar	
	EDU1000	Residency	Includes application, correspondences, and any documentation required to complete the application the (drivers license, Tax forms, leases, I-94, etc.)	ACT +6	Permanent	Registrar	
	EDU1000	Student Files	Individual Applications for the Police Academy	Permanent	Retain	Registrar	
	EDU1000	Wood Co. Computer Classes	Sign-in sheets, progress of students	1yr	destroy	WCS	
	EDU1000	Nursing	NCLEX Results Nursing Test results: NLN -archived, ERI 1996-1998, HESI 1998-2007, and ATI 2007 to present	Permanent 15 years	retain	Nursing Office Program Files Nursing Office Files	
NONE	EDU1010	Education Student Records - Non-Permanent Records	Records of students who matriculated, whether or not they earned a degree. Includes applications for admission / readmission, letters of recommendation, entrance examinations and placement test reports, advanced placement records, transcripts, medical records, academic action notifications, applications for graduation, documents regarding progress toward degree, transfer credit evaluations. Also includes student placement and continuing education.				
	EDU1010	Academic Action Notifications	Communications notifying students of dismissal, academic probation, etc.	ACT +1yr	Destroy	Registrar	
	EDU1010	Academic Records (includes grades, course evaluations, competency assessments, etc.)	Work of academic work pursued	ACT + 6 yrs	Permanent	Registrar	
	EDU1010	Acceptance Letters and Relevant Admissions Correspondence for Applicants Who Do Matriculate	Student-specific correspondence relating to admission and enrollment at the institution.	ACT + 3 yr	Destroy	Registrar	
	EDU 1010	Admission Correspondence for Applicants Who Do Matriculate	Form letters regarding admission and/or enrollment at the institution	ACT + 1 yr	Destroy	Registrar	
	EDU1010	Advanced Placement Records for Applicants Who Do Matriculate	Forms and records supporting consideration for advanced placement in course(s) where no credit is given.	ACT + 1yr Scores valid fro 5 yrs	Destroy	Registrar	
	EDU1010	Applications for Admission or Readmission (Reentry) for Applicants Who Do Matriculate	Forms requesting admission or readmission to the institution.	ACT + 1 yr	Destroy	Registrar	
	EDU1010	Applications for Graduation		ACT + 1 yr	Destroy	Registrar	

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	EDU1010	Audit Authorizations	Forms to audit a class	retain for 1 year after audit	Destroy	Registrar	
	EDU1010	Changes of Course Schedule (Add/Drop)		ACT + 1 yr	Destroy	Registrar	
	EDU1010	Class Schedules (Students)	Lists of classes student took a given term.	ACT + 1 yr	Destroy	Registrar	
	EDU1010	College/Department Office Student Files	Files maintained in individual college and department offices on students enrolled in that college or department. Includes transcripts, letters of recommendation, etc. Includes students who have graduated, actively enrolled students and students who are no longer actively enrolled	ACT + 1 yr	Destroy	Each Department	
	EDU1010	Correspondence, Relevant Student-specific correspondence (other than admissions)		ACT + 6 yrs	Destroy	Each Department	
	EDU1010	Credit/No Credit Approvals		ACT + 1 yr	Destroy	Each Department	
	EDU1010	Entrance Examination & Placement Test Reports (ACT, CEEB Test Scores) for Applicants Who Do Matriculate	Standardized test scores related to admission to the institution and placement test scores.	ACT + 1 yr	Destroy	Registrar	
	EDU1010	Foreign Student Forms (I-20, etc.)for Applicants Who Do Matriculate		5 years	Destroy	Student Services	
	EDU1010	Grade Reports (Registrar's Copies)	Copy of on-line grade report as sent to student. Grade or narrative.	ACT + 1 yr	Destroy	Registrar	
	EDU1010	Graduation Authorizations	Documents certifying completion of degree requirements.	ACT + 5 yrs	Destroy	Registrar	
	EDU1010	Medical Records for Applicants Who Do Matriculate	Medical records related to application to the institution.	ACT + 1 yr	Destroy	Registrar	
	EDU1010	Personalized Recruitment Materials for Applicants Who Do Matriculate	Student-specific letters related to encouraging potential student to attend the institution. (Electronic).	3 years	Destroy	Enrollment Services	
	EDU1010	Personalized Recruitment Materials for Applicants Who Do Not Matriculate	Student-specific letters related to encouraging potential student to attend the institution. (Electronic).	3 years	Destroy	Enrollment Services	
	EDU1010	Placement Files	Files maintained on alumni for purposes of career placement. Includes credentials, letters of recommendations, etc.	ACT +1 yr	Destroy	Student Services	
	EDU1010	Program Requirement Modification	Change of major forms; degree requirement waiver or substitution authorization.	ACT +1 yr	Destroy	Registrar	

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	EDU1010	Registration/Enrollment Forms		Retain 1year after audit 3 years after term	Destroy	Registrar	
	EDU1010	Transcripts- High School for Applicants Who Do Matriculate	Applicants high school transcripts.	ACT + 6yr	Destroy	Registrar	
	EDU1010	Transcripts- High School for Applicants Who Do Not Matriculate	Applicants high school transcripts.	ACT + 1yr	Destroy	Registrar	
	EDU1010	Transcripts - Other Colleges for Applicants Who Do Matriculate	Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.	ACT + 1yr	Destroy	Registrar	
	EDU1010	Transfer Credit Evaluations		ACT + 1yr	Destroy	Registrar	
	EDU1010	Veterans Administration Records and Correspondence	Last date of attendance records and correspondance with agencies	ACT + 3yr	Destroy	Registrar VA Rep. Office	
	EDU1010	Withdrawal Authorizations		Retain 1year after audit, or 3 years after term	Destroy	Registrar	
	EDU1010	Nursing/Non-Graduate	copy of Health information	7 Years	Destroy	Nursing Office	
	EDU1010	Nursing student graduate	Health Information	until graduation	return to student	Student's File Nursing Office Student's File	
EDU1020	EDU1020	Testing Center General Office	Records containing general office/administrative documents				
	EDU1020	Incoming Test Logs	Database containing test information for students taking a test (make-up, DRS, Tele, Web)	2 semesters	Destroy	Testing	
	EDU1020	Daily Activity log	Database containing daily log of test center test activity	1 year	Destroy	Testing	
	EDU1020	DRS LIST	Database listing students who require special accomodations for testing	1 year	Destroy	Testing	
	EDU1020	Proficiency Log	Database containing information for students taking a proficiency test	1 year	Destroy	Testing	
	EDU1020	Exam class Rosters	Record of students enrolled in class who are to take exams (Web, Tele)	1 semester	Destroy	Testing	
	EDU1020	Exam Cover Sheets	Document used by instructors to allow testing center to proctor exam for students (Make-up, WEB, TELE)	1 semester	Destroy	Testing	
	EDU1020	Application for Proficiency Exam	Form requesting proficiency exams	Active plus 1 year	Destroy	Testing	
	EDU1020	Distance Ed Approval Form	Form used to determine if a students exam can be sent off campus for outside proctor	Active plus 1 year	Destroy	Testing	
	EDU1020	Distance Ed Proctor Statement	Form used as a contact between outside proctor and Owens Community College	Active plus 1 year	Destroy	Testing	

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Legal Group	Retention Group	Record Title	Description / Cross Reference	Retention	Disposition	Primary Department	Notes
	EDU1020	Distance Ed Log	Database containing student and test information regarding distance education	1 week	Destroy	Testing	
	EDU1020	Testing Video recodring	Recording of daily testing center activity	Rotate Weekly	Destroy	Testing	
	EDU1020	WebCourse Log	Record of daily webcourse testing activity (one for each WebCourse)	1 semester	Destroy	Testing	
	EDU1020	TeleCourse Log	Record of daily telecourse testing activity (one for each TeleCourse)	1 semester	Destroy	Testing	
	EDU1020	Interoffice mailing exam log	Database containg daily incoming interoffice mailing info from Findlay Campus	1 semester	Destroy	Testing	
	EDU1020	Tech Prep Log	Database containing activity of all Tech Prep testing activity	2 years	Destroy	Testing	
	EDU1020	Registration Rocks Log	Database containing activity of Asset tests & scores for Registration Rocks	1 year	Destroy	Testing	
	EDU1020	COMPASS Lab Log	Database containing all COMPASS Lab activity	2 years	Destroy	Testing	
	EDU1020	Proficiency Test results	Record of proficiency exam test results	1 year after course placement	Destroy	Testing	
	EDU1020	Residual ACT Cards	Registration card for students planning to take the Residual ACT Test	1 year	Destroy	Testing	
	EDU	Student work kept by faculty	Student work produced in classes--e.g. student papers; journals, audio, video and photographic productions; exams; quizzes; projects; portfolios; etc.; not returned to students because (1) the student never made arrangemnts to have the work returned, or (2) the faculty's policy is to keep that work.	Retain 1 year after the end of the end of the semester in which the work was	Destroy	Academic - Each Department	By policy, students have only one semester to challenge their grade for the course.
	EDU	Documentation related to student grades	Documentation kept by academic personnel, concerning students with concerns about their about grades.	Retain 1 year after the end of the end of the semester during which the documentat ion was	Destroy	Academic - Each Department	By policy, students have only one semester to challenge their grade for the course.

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	EDU	Documentation related to student issues	Documentation, electronic or otherwise, kept by faculty, concerning student issues not concerning grades	Retain 6 years after the end of the semester during which the documentation was	Destroy	Academic - Each Department	After 6 years, the documentation for a single event should not be relevant
	EDU	Gradebooks	Faculty gradebooks (originals), manual or electronic	Maintained by faculty until submitted to his/her supervisor	Submit to supervisor prior to leaving the institution	Academic - Each Department	Faculty have responsibility for maintaining their original records until they are submitted to the supervisor
	EDU	Faculty gradebooks submitted to the supervisor	Copies and originals of faculty gradebook pages and gradebooks submitted to the faculty supervisor.	Retain for 7 yrs.	Review for permanent retention	Academic - Each Department	As official records, retention needs to be for a longer period of time
	EDU	Supervisors' documentation related to student issues	"Sole possession" notes and other communications, electronic or otherwise, kept by academic supervisors, documenting conversations with student issues. behavioral or otherwise.	Retain for 7 yrs.	Review for permanent retention	Academic - Each Department	Retain long enough to document patterns of behavior
	EDU	Course syllabi	Department copies of faculty syllabi	Retain for 11 yrs.	Destroy	Academic - Each Department	Retain for future transfer student requests and accreditation agencies
	EDU	Course outlines	Department copies of course outlines	Retain for 11 yrs.	Destroy	Academic - Each Department	Retain for future transfer student requests and accreditation agencies
	EDU	Supervisory files	Supervisory files for faculty, staff, student workers	Retain for 4 years	Destroy	HR	Sufficient to obtain documentation for promotion requests
	EDU	Outcomes Assessment Materials: Student Work	Student work produced in classes--e.g. student papers; journals, audio, video and photographic productions; exams; quizzes; projects; portfolios; etc.; collected as outcomes assessment measures	Retain for 1 yr.	Destroy	Academic - Each Department	Once the Department's outcomes assessment report is completed, the raw materials can be destroyed. OA reports are due once a year
	EDU	Outcomes Assessment Materials: Originals	Originals of measures, raw data, etc., used to compile the Outcomes Assessments reports and the Outcomes Assessment reports themselves	Retain for 11 years	Destroy	Academic	Retain for accreditation agencies

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	EDU	Meeting Minutes	Department and School meeting minutes, collegewide committee minutes, Department minutes--department chairs and deans; Committee minutes passed to each successive committee chair	Retain for 11 years	Destroy	Department minutes--department chairs and deans; Committee minutes passed to each successive committee	Retain for accreditation agencies
	EDU	Teacher Education Files				Academic - Each Department	
		Student Records					
		Family Educational Rights and Privacy Act Documents / Privacy Documentation	Records related to Educational Rights and Privacy Act, including requests for formal hearings, requests and disclosures of personally identifiable information, students statements on content of records regarding hearing panel decisions, students' written consent for records disclosure, waivers of rights of access, written decisions of hearing panels,				
	EDU1030	Requests and Disclosures of Personally Identifiable Information		ACT + 3	Destroy	Registrar	
	EDU1030	Request for Formal Hearings	Relates to privacy documentation	ACT + 3	Destroy	Registrar	
	EDU1030	Student Requests for Nondisclosure of Directory Information to Third Parties		Permanent	Retain	Registrar	
	EDU1030	Student Requests on Content of Records Regarding Hearing Panel Decisions		ACT + 3	Destroy	Registrar	
	EDU1030	Student's Written Consent for Records Disclosure		ACT + 3	Destroy	Registrar	
	EDU1030	Written Decisions of Hearing Panels	Relates to privacy documentation	ACT + 3	Destroy	Student Services	
	EDU1030	Nursing Student Release Consent	Permission and Release of information (current and non-graduate)	5 years	Destroy	Nursing Department Offices	
NONE	EDU1100	Education				Registrar	

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		Data / Documents for Applicants Who Do Not Matriculate	Records related to applicants who do not matriculate, whether denied admission or accepted and do not enter. Includes applications for admissions / readmissions, acceptance letters and other correspondence, letters of recommendation, entrance examinations and placement test reports, advanced placement records, transcripts, medical records.				
	EDU1100	Acceptance Letters for Applicants Who Do Not Matriculate	Letters notifying students of acceptance or non-acceptance to the institution	1 year	Destroy	Registrar	
	EDU1100	Advanced Placement Records for Applicants Who Do Not Matriculate	Forms and records supporting consideration for advanced placement in course(s)	1 year	Destroy	Registrar	
	EDU1100	Applications for Admission or Readmission (Reentry) for Applicants Who Do Not Matriculate	Forms requesting admission or readmission to the institution.	1 year	Destroy	Registrar	
	EDU1100	Correspondence for Applicants Who Do Not Matriculate		1 year	Destroy	Registrar	
	EDU1100	Entrance Examination & Placement Test Reports (ACT, CEEB Test Scores) for Applicants Who Do Not Matriculate	Standardized test scores related to admission to the institution and placement test scores.	1 year	Destroy	Registrar	
	EDU1100	Non-Recipient Financial Aid Files	Copy of FAFSA for students who did not receive aid or enter the university or college (electronic).	ACT + 3	Destroy	Financial Aid	
	EDU1100	Transcripts - Other Colleges for Applicants Who Do Not Matriculate	Records of courses taken at other post-secondary institutions and documents supporting prior learning.	ACT + 1yr	Destroy	Registrar	
EDU120	EDU2000	Education Financial Aid	Records related to student financial aid, including applications, approvals, disbursements, repayment, etc.				
	EDU2000	Annual Fiscal Operations Reports	Report to federal government on expenditures for federal Title IV programs for the aid year	ACT +3 yrs,	Archives review for historical value	Financial Aid	
	EDU 2000	Campus Based funding	Official notification of funding for each award year	ACT + 3	Destroy or review for continuing administrative or historical value	Financial Aid	

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	EDU 2000	Campus Based Programs	FWS, SEOG, Perkins payment information, AFSA rosters and payroll information for FWS employees	ACT + 3	Destroy	Financial Aid	
	EDU 2000	Cohort Default Rates	Includes summary, history, and date files used in calculating rates as well as official information from the DOE	ACT + 3	Destroy or review for continuing administrative or historical value	Financial Aid	
	EDU 2000	Federal Pell Grant Program	Pell Payment Documents and User Guides	ACT + 3	Destroy	Financial Aid	
	EDU 2000	Financial Aid Information	Handbooks, manuals, newsletters, guides from the the Loan Commision, guarantee agency, Common Manual, Dear Colleague and other ED letters, state and federal agencies, (ie. Counselors Handbook, Blue Book, Fed. Formula Book)	ACT + 3	Destroy or review for continuing administrative or historical value	Financial Aid	
	EDU 2000	FWS contracts	Contracts with off campus employers	ACT + 3	Destroy	JOBS	
	EDU2000	Grants-In-Aid Records	Authorizations from Athletic Department including copies of quarterly billings and payments.	ACT + 3	Destroy	Financial Aid	
	EDU2000	HEI-Financial Aid	HEI reports for state financial aid programs	ACT + 3	Destroy	Financial Aid	
	EDU 2000	IPEDS - Financial Aid	IPEDS report for financial aid purposes	ACT + 3	Destroy or review for continuing administrative or historical value	Financial Aid	
	EDU2000	National Merit Scholarship Files	Includes correspondence and applications by finalists.	ACT + 3yrs	Destroy	Financial Aid	
	EDU2000	Nursing Loan Student Files	Contains all documents relating to granting of loans, including correspondence, confidential information sheet, promissory note .etc.	ACT + 3	Destroy	Financial Aid	
	EDU 2000	Office of Inspector General Requests	Letters requesting student's file, as well as documentation submitted to authorities	ACT + 3	Destroy	Financial Aid	
	EDU2000	Ohio Bureau of Vocational Rehabilitation Files	Record of awards by state agency	ACT + 3	Destroy	Financial Aid	
	EDU 2000	Policies and Procedures Manual	Office P and P	ACT + 3	Destroy or review for continuing administrative or historical value	Financial Aid	
	EDU 2000	Program Participation Agreement	Official PPA as well as ECAR, which gives authority to participate in Title IV aid	Indefinite		Financial Aid	
	EDU 2000	SAIG statements	Signed statements by staff required by DOE	As long as employee utilizing systems	Destroy	Financial Aid	

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	EDU2000	Sponsored Student Account Files	Record of students sponsored by corporations and special scholarships, including authorizations, transactions, account numbers. etc.	ACT + 3	Destroy	Financial Aid	
	EDU2000	State Aid Programs	OIG, Part Time Instructional Grant, War Orphans, 12th Grade Proficiency, ONG and Ohio Academic rosters, payment information, printouts and certificates	ACT + 3	Destroy	Financial Aid	
	EDU2000	Statement of Educational Progress	Confirms individual student's progress toward degree to maintain federal financial aid. (SAP)	ACT + 3	Destroy	Financial Aid	
	EDU2000	Student Financial Aid Files	Aid applications, verification documents, loan applications, award letters/e-mails, Return of Title IV calculations,C-flag documentation, SAP appeals, special condition appeals, authorizations, certifications, attendance verification, SAR and disbursement records (electronic)	ACT + 3	Destroy	Financial Aid	
	EDU 2000	Student Literature	Brochures, flyers, etc., distributed to students	ACT + 3	Destroy or review for continuing administrative or historical value	Financial Aid	
	EDU 2000	Student Loan Information	Loan check approvals, EFT rosters, Guarantor information and lender collection assistance information	ACT + 3yrs	Destroy	Financial Aid	
	EDU2000	Tax Files	Copies of parents' 1040 tax form used to prove student's dependency.	ACT +3 yrs	Destroy	Financial Aid	
	EDU2000	Work-Study Student List		ACT + 3	Destroy	Financial Aid	
EDU300	EDU3000	Education Publications, Statistical Data / Documents, Institutional Reports	Includes catalogs, commencement programs, degree statistics, enrollment statistics, grade statistics, graduation lists, Integrated Post Secondary Education Data System reports, Ohio Board of Regents reports, racial / ethnic statistics, schedule of classes (institutional), tuition and fee schedules. (See EDU3010 for short-term reference records related to educational	ACT + 6			
	EDU3000	Catalogs	Official bulletins of the institution.	Indefinite	Archives	IR	
	EDU3000	Commencement Programs		Indefinite	Archives	IR, Registrar	
	EDU3000	Curriculum Development Files	Files documenting approval of new programs and degrees.	Indefinite	Archives - review for continuing administrative or historical value	Provost	
	EDU3000	Degree Statistics		Indefinite	Archives	IR	
	EDU3000	Enrollment Statistics		Indefinite	Archives	IR	
	EDU3000	Grade Statistics		Indefinite	Archives	IR	
	EDU3000	Graduation Lists		Indefinite	Archives	IR	
	EDU3000	HEI Reports	Enrollment Reports	Indefinite	Archives	IR	

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	EDU3000	IPEDS Reports (Integrated Post-Secondary Education Data System)		Indefinite	Archives		
	EDU3000	Racial/Ethnic Statistics		Indefinite	Archives	IR	
	EDU3000	Schedule for Classes (Institutional)	Schedule of classes offered each term by the institution.	Indefinite	Archives	IR	
	EDU3000	Tuition and Fee Schedule	Listing of fee charts for each term by institution.	Indefinite	Archives	BAO	
	EDU3010	Official Class Roster	Lists of students enrolled for individual classes.	Active	Destroy	Registrar	
		Nursing	Graduate Certificate of Completion	permanent since 1994	retain	Nursing Department Offices Registrar	
			Official Class Roster, Student Inventory Class Counts, 14th day report	5 years	archive		
			Clinical Evaluations - current students	until graduation	destroy	Nursing Department Offices	
			clinical Evaluations - non-graduate students	7 years	destroy	Nursing Department Offices	
			Course Syllabi and Lab Manuals	10 yrs	destroy	Nursing Department Offices	
ENV200	ENV1000	Environment Testing	Records related to the testing, monitoring and analysis of the environment.	3 years		BAO	
CON000	LEG2000	Legal Contracts / Agreements	Records related to obligations under contracts, leases, and other agreements between institution and outside parties. Includes contracts for services, purchases and sales, transportation, leases, property and construction, exchange of property, etc. Includes government contracts and grants and records received to be held, utilized, or expended.	ACT + 3		BAO BAO	
	LEG2000	Awarded Grants Files	Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations.	ACT + 3	Archives - review for continuing administrative or historical value	BAO	

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	LEG2000	Collective Bargaining Agreements		ACT + 3	Archives - review for continuing administrative or historical value	HR	
	LEG2000	Contracts-General		ACT + 3	Destroy	BAO	
	LEG2000	Land Purchase Records	Copies of deeds, leases, purchase agreements, appraisals, etc. documenting purchase of land by institution. Original deed maintained by Auditor of State.	ACT + 3	Archives - review for historical value	BAO	
	LEG2000	Real Estate Records	Copies of deeds and leases, documenting real property purchased or leased by the university or college.	ACT + 3	Archives - review for historical value	BAO	
	LEG2000	Unemployment Compensation Files	Consolidated file listing all employees (classified, contract and faculty) for whom an unemployment claim has been filed. This includes copies of claim forms, correspondence, costs for the institution and amount of unemployment compensation paid.	ACT + 6	Archives - review for continuing administrative or historical value	HR	
		Nursing	NLN accreditation Files/Annual Report	permanent	retain	Nursing Office Program Files	
			Board of Nursing Certificates of Approval, Annual Reports	permanent	retain	Nursing Office Program Files	
			Drug License Ohio Board of Pharmacy Facility Affiliation Agreements (contracts)	permanent	retain	Nursing Office Program Files	
		Contracts / Agreements Contract Performance	Records related to compliance or performance of contracts. Includes determination of costs, performance of services, payments, work products delivered, etc. Includes government contracts. (See LEG2000 for actual contracts and agreements, including government grant materials that must be kept until the end of the contract and the completion of government				
	LEG 2010	Company Contracts	Contracts with Companies Past/Current	permanent	retain	BAO	
CON000	LEG3000	Legal Insurance	Records related to coverage affecting liability. Includes policies, amendments, riders, proof of payment, etc. (See PFR1010 for employee medical and life insurance)	ACT + 3			
		Nursing	Malpractice Insurance Policy and Records	permanent	retain	Nursing/ Dean's Office	

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CON200	LEG3010	Legal Insurance Future Liability	Records related to insurance coverage for product liability, exposure to hazardous substances, or other problems manifesting themselves long after the policy terminates. Includes liability policies	Indefinite		BAO	
LIT000	LEG4000	Legal Claims / Litigation	Records related to threatened or actual litigation or government investigation. Includes pleadings, discovery, attorney work-products, legal opinions, transcripts, exhibits, final judgements, and investigative reports	ACT + 6		HR	
	LEG4000	Academic Grievance Files	Files documenting grievances of students against faculty members	ACT + 6	Archives - review for administrative or historical value	Provost	
	LEG4000	Accident Reports	Reports created by university or college police for traffic accidents that occur on campus.	ACT + 6	Destroy	Security	
	LEG4000	Complaint Files	Record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically.	ACT + 6	Destroy	HR	
	LEG4000	Crime Reports	Reports created by university or college police on campus criminal activity.	ACT + 6	Archives - review for administrative or historical value	Security	
	LEG4000	Injury/ Ill Person Report	Reports created by university or college police on ill or injured persons transported to local hospitals from campus.	ACT + 6	Destroy	Security	
	LEG4000	Student Disciplinary Files	Files maintained by student affairs on students who have been accused of disciplinary violations.	ACT + 6	Destroy	Student Services	
LEG000	LEG5000	Legal Compliance	Records related to the preparation of documents required by law. Includes reporting and filings with agencies such as IRS, SEC, DOT, OSHA, EPA, and EEOC. (See LEG5010 for tax returns)	6 Years			
	LEG5000	Affirmative Action Plan Files	Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.	6 years Review for historical value	Archives	HR	

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	LEG5000	Affirmative Action Position Applicant Files	Record of affirmative action procedures followed for university or college position openings. Files include position request and authorization forms, job descriptions, appointment activity record, proof of citizenship, chronological data on search and correspondence. Files divided into faculty, contract and classified staff headings. The classified staff portion is comprised of statistical data sent to Affirmative Action Office by Personnel Office. Under these headings ,files are arranged alphabetically by department or	6 years	Destroy	HR	
	LEG5000	Alien Certification Files	Records of employee requests made to the Department of Labor and Immigration and Naturalization for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation. Files arranged alphabetically.	6 years	Destroy	HR	
	LEG5000	Applicant Flow Data File	Statistical information, percentages dealing with race, religion ,sex, etc.	6 years	Destroy	HR	
	LEG5000	IPEDS Report	Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees.	6 years	Destroy	IR	
	LEG5000	Residency Status Documents for Applicants Who Do Matriculate	Documents supporting determination of legal domicile (residency).	6 years	Destroy	Registrar	
	LEG5000	W-2 Forms	Federal form reporting salaries, wages and tips for each employee to the IRS.	10 years	Destroy	HR	
	LEG5000	1099 Forms	Federal form used to report salaries, wages and tips of outside contractors.	10 years	Destroy	HR	
	LEG5000	W9 Forms	Forms supporting 1099 form reporting information				
LEG000	LEG5010	Legal Compliance / Tax Returns	Tax returns filed for tax-exempt confirmation for sales, income, and other taxes. (See ACC1000 for detailed accounting records.)	6 Years			
LEG100	LEG5020	Legal Compliance / License / Permits	Records including licenses required to conduct activities, collect taxes, etc.	ACT + 3			
	LEG5020	Certifications	Including but not limited to Elevators, boilers, water meters, etc.	Act + 3	Destroy	BAO	
LEG100	LEG5030	Legal Compliance / Orders - Agency / Court	Records related to unique orders issued to institution.	ACT + 3			
	LEG5030	Garnishment File-Employees	Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy and correspondence regarding employee garnishment cases.	ACT + 3	Destroy	HR	
POL000	LEG6010	Legal		ACT + 10			

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		Legal Projects / Legal Opinions	Records resulting from legal projects which documents the specific legal advice provided.			HR	
LIT000	LEG7000	Legal Copyright / Trademark / Patents	Records related to preparation, filing, maintenance, and rights.	ACT + 6		PR	
	LEG7000	Patents		ACT + 6	Archives - review for continuing administrative or historical value	PR	
		Trade Mark Registrations		ACT + 6	Archives - review for continuing administrative or historical value	PR	
NONE	LEG9900	Legal General	Records related to legal activities not covered elsewhere.			HR	
ADV000	MAR1000	Marketing / Sales Advertising / Sales Opportunities	Records related to advertising and claims made to potential students including brochures and recruitment materials. (See also PUB3000 Public Affairs publicity)	3 years			
	MAR1000	Advertising		5 years	Archives - review for historical value	PR	
	MAR1000	Recruitment Materials, General	Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution.	5 years	Archives - review for historical value	PR	
	MAR1000	Viewbooks	A recruitment document.	5 years	Archives - review for historical value	PR	
NONE	PUB2000	Public Affairs Government Relations	Records related to monitoring government activities and proposed laws.				
		Legislative ethics Commission Grants				Government Relations	
NONE	PUB3000	Public Affairs					

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		Publicity	Records related to marketing and promoting institution image and activities such as press releases, publications, photographs				
	PUB3000	News Releases		Indefinite	Archives - review for historical value	PR	
	PUB3000	Newsletters		Indefinite	Archives - review for historical value	PR	
	PUB3000	Publicity Photographs		Indefinite	Archives - review for historical value	PR	
NONE	PUB4000	Public Affairs Employee Relations	Records related to informative communications to employees such as newsletters, letters from administration, etc.			PR	
NONE	PUB6000	Public Affairs Publications	Publications produced by institution. (Library maintain one copy of all completed publications for reference purposes.)			PR	
NONE	MIS1000	Miscellaneous Reports / Copies	Miscellaneous reports and other records which need only be reviewed for a short period - day, week, quarter, current year. Catalogs, Magazines, Directories			PR	
NONE	MIS1010	Miscellaneous Reports / Copies Periodic Replacement Records	Records replaced periodically by newer, updated ones.			PR	
NONE	MIS2000	Miscellaneous Special Projects	Records related to special projects that do not fall into any other category.			PR	
	MIS2000	Book Ordering	Information for book ordering for WCS classes	permanent	retain	WCS	
	MIS2000	Room Scheduling	Room Schedules with requests spreadsheet & Completed Room rental forms	permanent	retain	WCS	
	MIS2010	Miscellaneous Student Records	Records related to students with disabilities including documentation, reports, and related data.	7 years		Disability Services	
	MIS2010	Miscellaneous Service Reports	Services received by students with disabilities, requests for accommodations, and related reports and data.	3 years		Disability Services	
EMP110	PER1010	Personnel		ACT + 6			

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		Benefits - Benefit Plans	Records related to institution-sponsored benefit plans. Includes insurance, pension, disability, medical, survivor programs, ESOP, PAYSOP, vesting criteria, vacation entitlements, educational assistance, savings plans, correspondence explaining benefit plans. (See LEG5000 for more information.)			HR	
EMP100	PER1020	Personnel Benefits - Contributions / Benefits Provided	Records related to contribution and participation institution-sponsored benefit plans. Includes insurance, pension, disability savings etc.	6 years		HR	
EMP100	PER1030	Personnel Benefits - Elections	Records of elections by employees for type and amount of participation in institution benefit plans.	ACT + 6		HR	
	PER1030	On-The-Job Training Records	Complete training records for individuals seeking classified positions. Includes V.A. approval, progress report, record of trainee trainer, date started, hours worked, etc.	ACT +3	Destroy	HR	
	PER1030	Payroll Deduction Authorizations	All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.	ACT + 6	Destroy	HR	
	PER1030	W-4 Forms	Forms completed by employee showing federal tax withholding exemptions.	ACT + 6	Destroy	HR	
EMP120	PER1040	Personnel Benefits - Pension Summary Information	Records related to cumulative years of service, total pension contributions, accrued benefits, etc.	ACT + 6		HR	
EMP900	PER2000	Personnel Employee Selection	Records of general nature related to personnel requests, job applications, testing, advertising, interviews, etc.	1 year		HR	
	PER2000	Application File	Contains application, correspondence, resumes, etc. from applicants for positions.	1 year	Destroy	HR	
	PER2000	Cancelled Position File	Application forms, correspondence sent and received concerning positions that have been cancelled.	3 years	Destroy	HR	
	PER2000	Personnel Requisition	Departmental request placed whenever a position within the department becomes vacant.	3 years	Destroy	HR	
	PER2000	Position Vacancy Announcement	Job Descriptions for each university or college position posted.	3 years	Destroy	HR	
	PER2000	Recruitment/ Search Files	Contract staff search files. May contain position authorization forms, job descriptions, minutes, applicants' credentials, search chronologies, authorization to hire forms, correspondence.	3 years	Destroy	HR	
	PER2000	Position Descriptions Candidate Travel Request		2 years	Destroy	HR	
EMP300	PER3000	Personnel		5 years			

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		Employee Records - Summary Records	Summary records for individual employees.			HR	
	PER3000	Employment Files	Active and inactive files.	ACT +5	Destroy	HR	
	PER3000	I-9 Forms Employees	Federal employment eligibility verification for on-campus student employees.	ACT +5	Destroy	HR	
	PER3000	Leave Records	Vacation and sick leave earned and used.	ACT +5	Destroy		
	PER3000	Resumes	resumes/info from current, past and potential employees	permanent	retain	HR	
EMP300	PER3010	Personnel Employee Records - Personnel Actions	Records regarding specific employees. Includes hiring, promotion, performance appraisals, transfers, termination, etc.	5 years		HR	
	PER3010	Layoff File	File contains printouts, rosters and correspondence documenting university or college layoffs. Pertinent employee data, date of hire, classification, department and retention points (performance) are included	5 years	Destroy	HR	
	PER3010	Performance Evaluation Forms	File contains annual printouts and log books, with such information as name, Social Security Number, date of hire, classification, supervisory, mid- and end- probationary dates, department and university or college employee performance evaluations	5 years	Destroy	HR	
	PER3010	Annual Reviews	Copies of Employee annual reviews	permanent	retain	HR	
EMP700	PER4010	Personnel Health / Safety - Medical Records - General	Medical records related to treatment, examinations, history, etc. related to general medical matters for employees. Excludes other hospital, patient and financial records for university hospitals. University hospitals should follow prevailing federal and state requirements for medical records. (See HUM4020 for accident and injury reports. See HUM4030 for hazardous	6 years		HR	
NONE	PER4011	Personnel Health / Safety - Personnel Fitness Records	Records related to physical exams and physical fitness for personnel fitness center.			HR	
EMP700	PER4020	Personnel Health / Safety - Accidents / Injuries	Records related to on-the-job accidents often used for workers' compensation claims.	6 years		HR	
EMP500	PER4030	Personnel Health / Safety - Hazardous Exposure	Medical records related to exposure or possible exposure to hazardous or toxic substances including testing. (See ENV2000 for testing for exposure to hazardous substances)			HR	
	PER4030	Hazardous Exposure Records		Indefinite		HR	
EMP000	PER5000	Personnel		ACT + 3			

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		Training / Development	Records related to the development and operation of institution training programs and seminars. Includes seminars, education assistance, management and supervision development, job progression, drug and alcohol awareness, course listing, schedules, requests and approvals			HR	
	PER5000	Professional Development	professional development files			HR	
	PER5010	Masters/PhD Cohort Files				Pres.Executive Asst.	
EMP000	PER5010	Personnel Training / Development / Certification	Records related to certification for individuals to perform certain tasks. Includes CPA, bar admissions, CLE, etc.	3 years			
	PER5010	Instructor Certification Files	Academy Instructor certification records	permanent	retain	HR	
		Nursing Instructor Record	Record of Faculty Academic Credentials/Health Information/CPR certification	permanent	retain	HR	
		Nursing Record	Nursing Department Members Licenses	permanent	retain	Nursing Office Files	
EMP300	PER6000	Personnel Salary Administration	Records related to determining and monitoring salary and deduction amounts including timesheets (See ACC1000 for accounting records for payroll and deductions)	3 years			
	PER6000	Time Cards/ Time Sheets	Record of time worked by employees. (All)	3 years	Destroy	HR	
	PER6000	Employee files	Time sheets and Employee Recs for all Employees	Permanent	retain	HR	
EMP000	PER9900	Personnel General	Records related to salary studies and other personnel or human resources activities not covered elsewhere.	3 years		HR	
	PER9900	Wage and Fringe Benefit Surveys	Surveys conducted by the university or college with area organizations in an effort to acquire comparative data regarding wage and fringe benefit programs.	3 years	Destroy	HR	
NONE	REF0000	Reference	Records and non-record material maintained for reference purposes only.				
	REF0000	Video files	Library of Videos	permanent	retain	Library	

Legal Group Code	Subject	Description	Legal Requirements	Legal Consideration	Total
ACC000	Accounting - Tax General	Includes assessment or specific tax requirements for accounts payable, accounts receivable, etc.	4 years	4 years	4 years
ACC010	Accounting - Accounts payable / Receivable financial Statements	Includes records related to financial statements, balance sheets, and other important summary financial information	6 years	4 years	6 years
ACC100	Accounting / Tax Capital Acquisitions	Includes depreciation, capital gains and losses, and repairs for capital property See also ACC000 for general accounting tax laws	ACT	4 years	ACT + 4
ADV000	Advertising Packaging / Labeling	Includes Laws related to promotions, advertising, solicitations, etc.	3 years	0 years	3 years
CON000	Contracts General	Includes documentation for general written contracts, including government contracts. Excludes actual workproducts, deliverable products, or accounting.	ACT + 3	IND	IND
CON010	Contracts General Compliance / Work Products	Includes proof of compliance or work products provided under written contracts, including government contracts. Excludes contract documentation	3 years	3 years	3 years
CON200	Contracts Liability Insurance	Includes policies and description of coverage for insurance covering liability that may manifest in future years such as hazardous exposure. See CON000 for laws. Insurance policies covering future liabilities should be kept indefinitely to facilitate collection in cases of current liability that manifests itself in future years.	ACT + 3	IND	IND
EDU100	Education - Student Records	Records related to students including admissions, grades, progress, etc.	ACT + 5	ACT + 6	ACT + 6
EDU110	Education - Student Records / privacy	Records related to privacy rights of parents and students	ACT	3 years	ACT + 3
EDU120	Education Student Records / Loan Records	Records related to loan provided under federal and state grants	ACT + 5	ACT + 6	ACT + 6
EDU300	Education - Educational Programs	Records related to programs developed under federal grants	ACT + 3	ACT + 6	ACT + 6
EMP000	Employment General	Includes wages rates, job descriptions, work schedules, employment practices and other employment requirements not included elsewhere.	3 years	0 years	3 years
EMP100	Employment - Benefits / Pensions reporting / Contributions	Includes requirements for contributions to and reporting for pension and benefit plans.	6 years	6 years	6 years
EMP110	Employment Benefits / Pension Plans	Includes the actual pension benefit plans in force	ACT + 1	ACT + 6	ACT + 6
EMP120	Employment Benefits / Pension Summary Data	Includes Summary of contributions, years of service, benefit accrued, and other information needed to implement the benefit and pension plans.	6 years	6 years	6 years

EMP300	Employment - Employment actions	Includes requirements related to specific employee personnel actions such as hiring, firing, promotion, work schedules. etc.	5 years	3 years	5 years
EMP500	Employment - Health and Safety Hazardous exposure	Includes requirements related to work-related exposure to hazardous substances ACT + 30 legal period presumed to be long than 40 years. IND legal period selected since liability could be indefinite	ACT + 30	IND	IND
EMP700	Employment - Health and Safety illness/accident	Includes requirements related to work-related illness and accident, including workers compensation.	6 years	6 years	6 years
EMP900	Employment Selesction	Includes requirements related to advertising, interviewing, testing, selecting and hiring.	1 year	0 years	1 year
ENV200	General Environment -Air / Water Pollution Testing Requirements	Records related to testing and monitoring of environment	2 years	3 years	3 years
LEG000	Legal Compliance General	Includes records of compliance with state and federal laws not specifacly covered elsewhere Many laws require reporting but do not require retention of copies or backup. This category establishes a safe legal period for required records without knowledae of legal requirements	5 years	6 years	6 years
LEG100	Legal Compliance Business Licenses / Orders	Includes licenses and permits required to do business and regulatory orders governing the conduct of activities Institution must follow requirements of liscence orders but generally is not required to keep them. Keep copy to ensure compliance and establish rights if questioned	0 years	ACT + 3	ACT + 3
LIT000	Litigation / Claims general	Includes Litigation and claims documentation, including judgments, for use in similar cases.	0 years	ACT + 6	ACT + 6
NONE	No Legal Period	No legal retention requirement identified after adequate legal research	0 years	0 years	0 years
POL000	Policies / Procedures	Includes Policies for areas such as emplyment records management, accounting, purchasing, quality control. etc. Keep copies of policies and procedures to demonstrate institution practices in judicial or regulatory proceeding. Institution may be judged according to it's own written standards of conduct	0 years	ACT + 10	ACT + 10
POL100	Policies / Procedures - Compliance	Records related to proof of compliance with institution policies and procedures. Includes records retention documentation of destruction. Records retention documentation shows pattern of compliance with systematic program to destroy records. Keep "reasonable" amount of documentation for "reasonable" period	0 years	10 years	10 years

State / Federal	Citation	LRBR Code	Subjects	Legal Group	Retention Period	Records Affected / Agency
OH	GAF 02		Accounting Accounts Payable Ledger	ACC000		4 Ohio State Administrator
OH	GAF 03		Accounting Accounts Receivable Ledger	ACC000		4 Ohio State Administrator
OH	GAF 12		Accounting Bank Deposit Slip	ACC000		4 Ohio State Administrator
OH	GAF 13		Accounting Bank Statements / Canceled Checks	ACC000		4 Ohio State Administrator
OH	GAF 48		Accounting General Ledger Records	ACC000		4 Ohio State Administrator
OH	GAF 54		Accounting Invoices	ACC000		4 Ohio State Administrator
OH	GAF 62		Payroll Payroll Disbursement Journal	ACC000		3 Ohio State Administrator
OH	GAF 87		Accounting Travel Expense Report	ACC000		4 Ohio State Administrator
OH	GAF 90		Accounting Voucher	ACC000		4 Ohio State Administrator
OH	GAF 90		Accounting Voucher Journals	ACC000		4 Ohio State Administrator
OH	ORCA 149.431		Education Contracts Financial Records	ACC000	MAINT	
OH	ORCA 3345.03		Education Income / Expenditures	ACC000	AUD	
OH	ORCA 3345.17		Education Tax Exempt Status	ACC000	PROC	
OH	ORCA 4141.18	OH 141-0040-00	Employment Unemployment Compensation	ACC000	MAINT	

US	29 US 255	US 129-0020-00	Employment Wage, Recovery of	ACC000	LA 2	Payroll Records Labor, Department of
US	18 CFT 505.6	US 218-0340-00	Education Contract, Federal: Water Research	ACC000	ACT + 3	Financial Records Interior, Department of the: Water Resources Research, Office of
US	26 CFR 1.666(D)- 1a(A)	US 226-0630-00	Tax Income - Trusts	ACC000	ACT	Accounting Records Internal Revenue Service
US	26 CFR 1.6001-1	US 226-0970-00	Tax Income	ACC000	IND	Accounting Records Internal Revenue Service
US	26 CFR 31.6001-1	US 226-1090-00	Tax Employment	ACC000	4	Payroll Records Internal Revenue Service
US	26 CFR 31.6001-2	US 226-1100-00	Tax Employment	ACC000	4	Payroll Records Internal Revenue Service
US	26 CFR 31.6001-4	US 226-1130-00	Tax Employment	ACC000	4	Payroll Records; Unemployment Taxes Internal Revenue Service
US	26 CFR 31.6001-5	US 226-1150-00	Tax Employment	ACC000	4	Payroll Records Internal Revenue Service
US	26 CFR 5.5	US 229-0040-00	Contract Federal - Payroll	ACC000	3	Payroll Records Labor, Department of
US	29 CFR 516.5	US 229-0300-00	Employment Payroll Records	ACC000	3	Payroll Records Labor, Department of: Wage and Hour Division
US	29 CFR 1620.22 (B)	US 229-0910-00	Initiation of Actions Wages, Recovery of	ACC000	LA 3	Payroll Records Equal Employment Opportunity Commission
US	29 CFR 1627.3(A)	US 229-0920-00	Employment Payroll	ACC000	3	Payroll Records Equal Employment Opportunity Commission
US	31 CFR 315.29 (C)	US 231-0120-00	Bonds United States	ACC000	LA 6	Bond Records Treasury, Department of the
US	34 CFR 74.20	US 234-0020-00	Education	ACC000	MAINT	Financial Records; Program Records; Statistics

			Contract, Federal Recordkeeping Requirements			Education, Department of: Secretary, Office of the
US	34 CFR 74.21	US 234-0030-00	Education Contract, Federal Recordkeeping Requirements	ACC000		3 Financial Records; Program Records; Statistics Education, Department of: Secretary, Office of the
US	34 CFR 75.730	US 234-0070-00	Education Contract, Federal Recordkeeping Requirements	ACC000		5 Financial Records; Grant Records Education, Department of: Secretary, Office of the
US	34 CFR 76.730	US 234-0110-00	Education Contract, Federal Recordkeeping Requirements	ACC000	MAINT	Financial Records; Grant Records Education, Department of: Secretary, Office of the
US	34 CFR 99.13	US 234-0160-00	Education Privacy Student Records	ACC000	MAINT	Financial Records; Confidential Information Education, Department of: Secretary, Office of the
US	34 CFR 673.32	US 234-0238-00	Education Contract, Federal Loan Programs	ACC000		5 Financial Records Education, Department of: Postsecondary Education, Office of
US	34 CFR 674.47	US 234-0238-20	Education Contract, Federal Loan Programs	ACC000	MAINT	Collection Cost Education, Department of: Postsecondary Education, Office of
US	34 CFR 674.19	US 234-0240-00	Education Contract, Federal Student Loans	ACC000		5 Financial Records; Program Records; Loan Records Education, Department of: Postsecondary Education, Office of
US	34 CFR 675.19	US 234-0250-00	Education	ACC000		5 Financial Records; Program Records; Loan Records

			Contract, Federal			Education, Department of: Postsecondary Education, Office of
			Student Work - Study Programs			
US	34 CFR 675.19	US 234-0250-00	Education Contract, Federal	ACC000	CY + 5	Financial Records Education, Department of: Postsecondary Education, Office of
			Work - Study Programs			
US	34 CFR 676.19	US 234-0260-00	Education Contract, Federal	ACC000		5 Financial Records; Program Records; Loan Records Education, Department of: Postsecondary Education, Office of
			Supplemental Opportunity Grants			
US	34 CFR 676.19	US 234-0260-00	Education Contract, Federal	ACC000	CY + 5	Financial Records Education, Department of: Postsecondary Education, Office of
			Opportunity Grants			
US	34 CFR 690.81	US 234-0329-00	Education Contract, Federal	ACC000	MAINT	Financial Records Education, Department of: Postsecondary Education, Office of
			Pell Grant Program			
US	34 CFR 690.82	US 234-0330-00	Education Contract, Federal	ACC000	CY + 5	Financial Records Education, Department of: Postsecondary Education, Office of
			Pell Grant Program			
US	34 CFR 690.83	US 234-0330-00	Education Contract, Federal	ACC000		5 Financial Records; Student Eligibility Education, Department of: Postsecondary Education, Office of
			Pell Grant Program			
US	42 CFR 57.107	US 242-0090-00	Education: Health Care Contract, Federal	ACC000	CY + 3	Financial Records Health and Human Services, Department of: Public Health Service
			Construction			

US	42 CFR 57.611	US 242-0120-00	Education: Health Care Contract, Federal	ACC000	CY + 5	Financial Records Health and Human Services, Department of: Public Health Service
			Scholarship Grants			
US	42 CFR 57.911	US 242-0140-00	Education: Health Care Contract, Federal	ACC000	CY + 3	Financial Records Health and Human Services, Department of: Public Health Service
			Scholarship Grants			
US	42 CFR 57.1011	US 242-0150-00	Education: Health Care Contract, Federal	ACC000	MAINT	Financial Records Health and Human Services, Department of: Public Health Service
			Educational Grants			
US	42 CFR 57.1113	US 242-0160-00	Education: Health Care Contract, Federal	ACC000	MAINT	Financial Records Health and Human Services, Department of: Public Health Service
			Educational Grants			
US	42 CFR 57.1313	US 242-0170-00	Education: Health Care Contract, Federal	ACC000	MAINT	Financial Records Health and Human Services, Department of: Public Health Service
			Team Practice Training Grant			
US	42 CFR 57.1413	US 242-0180-00	Education: Health Care Contract, Federal	ACC000	CY + 3	Financial Records Health and Human Services, Department of: Public Health Service
			Team Practice Training Grant			
US	42 CFR 57.1910	US 242-0190-00	Education: Health Care Contract, Federal	ACC000	MAINT	Grant Accounting Health and Human Services, Department of: Public Health Service
			Nursing Special Projects Grants			
US	42 CFR 57.2809	US 242-0200-00	Education: Health Care Contract, Federal	ACC000	MAINT	Financial Records; Scholarship Applications; Funds Health and Human Services, Department of: Public Health Service
			First Year Student Assistance			

US	42 CFR 57.2913	US 242-0210-00	Education: Health Care Contract, Federal	ACC000	MAINT	Financial Records Health and Human Services, Department of: Public Health Service
			Training Grants			
US	42 CFR 57.2914	US 242-0220-00	Education: Health Care Contract, Federal	ACC000	MAINT	Financial Records; Grant Records Health and Human Services, Department of: Public Health Service
			Training Grants			
US	42 CFR 57.3412	US 242-0230-00	Education: Health Care Contract, Federal	ACC000	MAINT	Financial Records Health and Human Services, Department of: Public Health Service
			Residency Training Grants			
US	42 CFR 58.28	US 242-0240-00	Education: Health Care Contract, Federal	ACC000	MAINT	Financial Records Health and Human Services, Department of: Public Health Service
			Public Health Training Grants			
US	42 CFR 58.413	US 242-0250-00	Education: Health Care Contract, Federal	ACC000	MAINT	Financial Records Health and Human Services, Department of: Public Health Service
			Public Health Training Grants			
US	42 CFR 64.4	US 242-0280-00	Education: Health Care Contract, Federal	ACC000	MAINT	Training Records; Financial Records Health and Human Services, Department of: Public Health Service
			Training Grants			
US	48 CFR 4.705	US 248-0050-00	Contract, Government Compliance Procurement	ACC000		4 Procurement
US	Rev. Proc. 75-50	US 310-0020-00	Education: Tax Tax Exemption Equal Opportunity	ACC000		3 Financial Assistance; Racial Composition; advertising Treasury, Department of the: Internal Revenue Service
OH	GAF 09		Accounting	ACC010		6 Ohio State Administrator

Balance Sheets

OH	GAF 45		Accounting Financial Statements	ACC010		6 Ohio State Administrator
US	26 CFR 1.167(E)-1	US 226-0190-00	Tax Income - Depreciation	ACC100	ACT	Accounting Records Internal Revenue Service
US	26 CFR 301.650(A)-1	US 226-1870-00	Tax Income - Assessment General	ACC100	AS 3	Accounting Records Internal Revenue Service
US	26 CFR 301.650(E)-1	US 226-1890-00	Tax Income - Assessment Understate by 25%	ACC100	AS 6	Accounting Records Internal Revenue Service
US	16 USC 502.100	US 116-0150-00	Advertising General	ADV000	CY + 1	Federal Trade Commission
US	16 USC 502.101	US 116-0155-00	Advertising General	ADV000	CY + 1	Federal Trade Commission
US	16 USC 502.102	US 116-0160-00	Advertising General	ADV000	CY + 1	Federal Trade Commission
US	38 USC 1796	US 138-0010-00	Education Veterans Benefits	ADV000	12 M	Advertisements; Enrollment Materials Veterans Administration
US	16 CFR 438.3	US 216-0120-00	Education Home Study School Advertisement Claims	ADV000		3 Federal Trade Commission
US	38 CFR 21.4252	US 238-0020-00	Education Veterans Courses Not Covered by Benefits	ADV000	12 M	Advertisements; Sales Materials; Enrollment Material Veterans Administration
OH	ORCA 1701.37	OH 117-0010-00	Business Organization Corporation	BUS000	MAINT	
OH	GAF 15		Purchasing Bids (successful)	CON000		3 Ohio State Administrator
OH	GAF 30		Purchasing Contract, Procurement	CON000	ACT + 3	Ohio State Administrator

OH	GAF 43		Contracts Federal Grant Files	CON000	ACT	Ohio State Administrator
OH	GAF 68		Contract Personal Service Contract	CON000		4 Ohio State Administrator
OH	GAF 71		Contract Purchase Order	CON000		3 Ohio State Administrator
OH	GAF 86		Contract Term Contract	CON000	ACT	Ohio State Administrator
OH	ORCA 149.431		Education Contracts	CON000	MAINT	
OH	ORCA 3345.05		Education State Grants	CON000	MAINT	
OH	ORCA 3345.29		Education Contract Records	CON000	MAINT	
OH	ORCA 1302.98	OH 113-0010-00	Limitation of Actions Contract, Sales	CON000	LA 4	
OH	ORCA 2305.06	OH 123-0010-00	Limitation of Actions Contract, Written	CON000	LA 15	
US	20 USC 1232f	US 120-0010-00	Education Contract, Federal	CON000	ACT + 5	Project Records; Financial Records Education, Department of: Secretary, Office of the
US	28 USC 2401	US 128-0040-00	Limitation of Actions Injury, Personal	CON000	LA 3	
US	28 USC 2401	US 128-0040-00	Limitation of Actions Injury, Personal	CON000	LA 6	
US	33 USC 1124	US 133-0020-00	Education Contract, Federal Sea Grant College	CON000	ACT + 3	Grant Records Commerce, Department of: Secretary, Office of the
US	33 USC 1705	US 133-0030-00	Education Contract, Federal Ocean Pollutions	CON000	ACT + 3	Contract Records Commerce, Department of: Secretary, Office of the
US	42 USC 280b-11	US 142-0010-00	Education	CON000	MAINT	Project Records

			Contract, Federal			Health and Human Services, Department of: Secretary, Office of the
US	15 CFR 917.43	US 215-0355-00	Education: Shipping	CON000	ACT + 3	Commerce, Department of: National Oceanic and Atmospheric Administration
			Contract, Federal National Sea Grant Program			
US	25 CFR 273.47	US 225-0200-00	Education: Indian	CON000	MAINT	Financial Records; Contract Records Interior, Department of the: Indian Affairs, Bureau of
			Contract, Indian Recordkeeping Requirements			
US	25 CFR 273.48	US 225-0210-00	Education: Indian	CON000	ACT + 3	Financial Records; Contract Records Interior, Department of the: Indian Affairs, Bureau of
			Contract, Indian Recordkeeping Requirements			
US	34 CFR 76.734	US 234-0130-00	Education	CON000		5 Financial Records; Grant Records Education, Department of: Secretary, Office of the
			Contract, Federal Recordkeeping Requirements			
US	34 CFR 668.28	US 234-0230-00	Education	CON000	MAINT	Educational Purpose; Registration Compliance Verification Education, Department of: Postsecondary Education, Office of
			Financial Assistant: Student			
US	48 CFR 4.703	US 248-0034-00	Contract Federal	CON000	ACT + 3	Contract Records
OH	GAF 16		Purchasing Bids (unsuccessful)	CON010		3 Ohio State Administrator
US	34 CFR 74.21	US 234-0030-00	Education Contract, Federal	CON010		3 Inventory; Property Records Education, Department of: Secretary, Office of the
			Recordkeeping Requirements			
US	34 CFR 74.140	US 234-0060-00	Education Contract, Federal	CON010	MAINT	Inventory; Property Records Education, Department of: Secretary, Office of the

			Property Management			
US	34 CFR 75.731	US 234-0080-00	Education Contract, Federal	CON010		5 Grant Compliance Education, Department of: Secretary, Office of the
			Recordkeeping Requirements			
US	34 CFR 75.732	US 234-0090-00	Education Contract, Federal	CON010		5 Project Results Education, Department of: Secretary, Office of the
			Recordkeeping Requirements			
US	34 CFR 76.731	US 234-0120-00	Education Contract, Federal	CON010	MAINT	Grant Compliance Education, Department of: Secretary, Office of the
			Recordkeeping Requirements			
US	34 CFR 76.734	US 234-0130-00	Education Contract, Federal	CON010		5 Grant Compliance Education, Department of: Secretary, Office of the
			Recordkeeping Requirements			
US	34 CFR 100.6	US 234-0201-00	Education Contract, Federal	CON010	MAINT	Compliance Information Education, Department of: Civil Rights, Office for
			Equal Employment			
US	34 CFR 628.47	US 234-0205-00	Education Contract, Federal Endowment grant Program	CON010		5 Grant Records; Matching Funds / Investments / Income Education, Department of: Postsecondary Education, Office of
US	46 CFR 568.2	US 246-0860-00	Education Contract, Federal	CON010		3 Admissions Policies Health and Human Services, Department of
			Discrimination			
US	46 CFR 568.3	US 246-0860-00	Education Contract, Federal	CON010		3 Admissions Policies Health and Human Services, Department of
			Discrimination			
OH	ORCA 2305.131	OH 123-0050-00	Limitation of Actions Property, Real - Improvements	CON300	LA 10	
US	8 CFR 214.3	US 208-0100-00	Education	EDU100	MAINT	Student Documentation

			Foreign Students			Justice, Department of: Immigration and Naturalization Service
US	14 CFR 141.101	US 214-0780-00	Education: Aviation Pilot School	EDU100	ACT + 1	Training Records; Student Records Transportation, Department of: Federal Aviation Administration
US	25 CFR 43.18	US 225-0030-00	Education: Indian Privacy Student Records	EDU100	MAINT	Persons Accessing: Access to Interior, Department of the: Indian Affairs, Bureau of
US	25 CFR 45.13	US 225-0032-00	Education: Indian Special Education Handicapped Children	EDU100	MAINT	Student Records Interior, Department of the: Indian Affairs Bureau of
US	25 CFR 45.17	US 225-0034-00	Education: Indian Special Education Handicapped Children	EDU100	MAINT	Student Records Interior, Department of the: Indian Affairs, Bureau of
US	25 CFR 45.54	US 225-0036-00	Education: Indian Special Education Handicapped Children	EDU100	MAINT	Student Records Interior, Department of the: Indian Affairs, Bureau of
US	25 CFR 45.55	US 225-0038-00	Education: Indian Special Education Handicapped Children	EDU100	MAINT	Student Records Interior, Department of the: Indian Affairs, Bureau of
US	34 CFR 600.4	US 234-0202-00	Education Contract, Federal Institution of Higher Education	EDU100	5	Student Records Education, Department of: Postsecondary Education, Office of
US	34 CFR 600.5	US 234-0202-10	Education Contract, Federal Institution of Higher Education - Proprietary	EDU100	5	Student Records Education, Department of: Postsecondary Education, Office of
US	34 CFR 668.36	US 234-0235-00	Education	EDU100	MAINT	Student Records

			Contract, Federal			Education, Department of: Postsecondary Education, Office of
			Student Loans			
US	38 CFR 21.4209	US 238-0015-00	Education Veterans Vocational Rehabilitation	EDU100	CY + 3	Student Records Veterans Administration
US	42 CFR 57.315	US 242-0105-00	Education: Health Care Contract, Federal	EDU100	ACT + 5	Nursing Students Records Health and Human Services, Department of: Public Health Service
			Nursing School Loans			
US	34 CFR 99.21	US 234-0170-00	Education	EDU110	MAINT	Education Records; Modification to Education, Department of: Secretarv. Office of the
			Privacy Student Records			
US	34 CFR 99.23	US 234-0200-00	Education Privacy	EDU110	MAINT	Disclosures; Requests Education, Department of: Secretarv. Office of the
			Student Records			
US	34 CFR 99.32	US 234-0200-00	Education Education Records	EDU110	ACT	Request for Records Education, Department of: Secretary, Office of the
			Privacy			
US	34 CFR 673.32	US 234-0238-00	Education Contract, Federal	EDU120	ACT + 5	Repayment Records Education, Department of: Postsecondary Education, Office of
			Loan Programs			
US	34 CFR 682.211	US 234-0270-00	Education Contract, Federal	EDU120	MAINT	Loan File Education, Department of: Postsecondary Education, Office of
			Forbearance			
US	34 CFR 682.405	US 234-0272-00	Education Contract, Federal	EDU120	MAINT	Reinsurance Program Records Education, Department of: Postsecondary Education, Office of
			Reinsurance			

US	34 CFR 682.604	US 234-0284-00	Education Loans, Student Counseling Borrowers	EDU120	MAINT	Loan Records Education, Department of: Postsecondary Education, Office of
US	34 CFR 682.610	US 234-0290-00	Education Contract, Federal Student Loans, Guaranteed	EDU120	ACT + 5	Loan Records Education, Department of: Postsecondary Education, Office of
US	34 CFR 682.815	US 234-0295-00	Education Contract, Federal Student Loans, Guaranteed	EDU120	ACT + 3	Loan Records Education, Department of: Postsecondary Education, Office of
US	42 CFR 57.215	US 242-0100-00	Education: Health Care Contract, Federal Health Profession Student Loans	EDU120	ACT + 5	Student Records Health and Human Services, Department of: Public Health Service
US	42 CFR 57.318	US 242-0110-00	Education: Health Care Contract, Federal Nursing School Loans	EDU120	ACT + 5	Student Records Health and Human Services, Department of: Public Health Service
US	42 CFR 60.42	US 242-0260-00	Education: Health Care Contract, Federal Health Education Assistance Loans	EDU120	MAINT	Loan Documentation Health and Human Services, Department of: Public Health Service
US	42 CFR 60.56	US 242-0270-00	Education: Health Care Contract, Federal Health Education Assistance Loans	EDU120	MAINT	Loan Documentation Health and Human Services, Department of: Public Health Service
US	42 CFR 75.APP A	US 242-0345-00	Education: Health Care Educational Programs Radiographers	EDU300	MAINT	Program Records Health and Human Services, Department of: Public Health Service
US	42 CFR 75.APP D	US 242-0345-20	Education: Health Care	EDU300	MAINT	Program Records

			Educational Programs			Health and Human Services, Department of: Public Health Service
			Nuclear Medicine Technologists			
US	45 CFR 46.115	US 245-0010-00	Education Institutional Review Board Protection of Human Subjects	EDU300	ACT + 3	Research Proposal; Subject Consent; Injury Record Health and Human Services, Department of
US	29 CFR 516.5	US 229-0300-00	Employment Payroll Records	EMP000		3 Labor, Department of: Wage and Hour Division
US	29 CFR 516.6	US 229-0310-00	Employment Earnings and Wage Rates	EMP000		2 Earnings Records Wage Rate Tables Labor, Department of: Wage and Hour Division
OH	GAF 61		Payroll Payroll Deduction Authorization	EMP000		3 Ohio State Administrator
US	29 USC 1027	US 129-0050-00	Employment Pension / Retirement	EMP000		6 Pension Plan Reports Labor, Department of
US	29 USC 1113	US 129-0070-00	Employment Pension / Retirement	EMP000	LA 3	Pension Contribution: Service Labor, Department of
US	29 USC 1113	US 129-0070-00	Employment Pension / Retirement	EMP100	LA 6	Pension Contributions; Service Labor, Department of
US	29 USC 1451	US 129-0080-00	Employment Pension / Retirement	EMP100	LA 6	Pension Contributions; Service Labor, Department of
US	29 USC 1451	US 129-0080-00	Employment Pension / Retirement	EMP100	LA 3	Pension Contributions; Service Labor, Department of
US	29 CFR 486.5	US 229-0240-00	Employment Labor Relations - Pension	EMP100		5 Pension Records Labor, Department of: Labor - Management Standards Enforcement
US	29 CFR 2610.11	US 229-1590-00	Employment Benefits Contributions	EMP100		6 Premium Payment Pension Benefit Guaranty Corporation
US	29 USC 1113	US 129-0070-00	Employment	EMP110	LA 6	Pension Contributions; Service

			Pension / Retirement			Labor, Department of
US	29 USC 1451	US 129-0080-00	Employment Pension / Retirement	EMP110	LA 6	Pension Contributions; Service Labor, Department of
US	29 CFR 1627.3	US 229-0920-00	Employment Benefits / Pensions Plans	EMP110	ACT + 1	Benefit Plan Records Equal Employment Opportunity Commission
US	29 USC 1113	US 129-0070-00	Employment Pension / Retirement	EMP120	LA 6	Pension Contributions; Service Labor, Department of
US	29 USC 1451	US 129-0080-00	Employment Pension / Retirement	EMP120	LA 6	Pension Contributions; Service Labor, Department of
US	29 CFR 2610.11	US 229-1590-00	Employment Benefits Contributions	EMP120	6	Premium Payment Pension Benefit Guaranty Corporation
OH	ORCA 4111.08	OH 141.0010-00	Employment Wage and Hour	EMP300	3	
OH	OAC 4141-23-01	OH 210-0010-00	Employment Wage and Hour	EMP300	5	
OH	OAC 4141-23-02	OH 210-0020-00	Employment Wage and Hour	EMP300	5	
US	29 CFR 655.109	US 220-0060-00	Employment Wage and Hour	EMP300	3	Labor Certificates Labor, Department of
US	29 CFR 519.17	US 229-0580-00	Education Employment Subminimum	EMP300	3	Payroll; Student Records; Hours Worked Labor, Department of: Wage and Hour Division
US	29 CFR 1602.14	US 229-0780-00	Employment Personnel Action	EMP300	1	Employee Files; Promotion; Termination Equal Employment Opportunity Commission
US	29 CFR 1602.40	US 229-0860-00	Education Employment Equal Employment Opportunity	EMP300	2	Personnel Action; Hiring; Promotion; Transfer; Layoff Equal Employment Opportunity Commission

US	29 CFR 1602.49	US 229-0880-00	Education Employment Equal Employment Opportunity	EMP300		2 Personnel Action; Hiring; Promotion; Transfer; Layoff Equal Employment Opportunity Commission
US	29 CFR 1627.3	US 229-0920-00	Employment Personnel Action	EMP300		1 Employee Files; Promotion; Termination Equal Employment Opportunity Commission
US	38 CFR 21.4640	US 238-0025-00	Education Veterans Job Training	EMP300		3 Employment Records; Training; Financial Records Veterans Administration
US	48 CFR 4.705	US 248-0050-00	Contract, Government Compliance Time Cards	EMP300		2 Time Cards
US	29 CFR 1910.20(d)	US 229-1030-00	Employment Health and Safety - Medical Records	EMP500	ACT + 30	Employee Medical Records Occupational Safety and Health Administration
US	29 CFR 1910.20(d)	US 229-1030-00	Employment Health and Safety - Hazardous Exposure	EMP500		30 Employee Exposure Records; Exposure Tests Occupational Safety and Health Administration
US	29 CFR 1910.95	US 229-1070-00	Employment Health and Safety Noise Exposure	EMP500		2 Noise Exposure Measurements Occupational Safety and Health Administration
US	29 CFR 1910.1001	US 229-1180-00	Employment Health and Safety - Hazardous Substance	EMP500		20 Medical Records - Asbestos Exposure Occupational Safety and Health Administration
OH	ORCA 4121.80	OH 141-0015-00	Employment Health and Safety	EMP700	LA 1	
OH	ORCA 4121.80	OH 141-0015-00	Employment Health and Safety	EMP700	LA 2	
OH	ORCA 4123.24	OH 141-0020-00	Employment Workers' Compensation	EMP700		5

OH	ORCA 4123.28	OH 141-0030-00	Employment Workers' Compensation	EMP700	MAINT	
OH	ORCA 4123.84	OH 141-0035-00	Employment Workers' Compensation	EMP700	LA 2	
OH	ORCA 4123-03	OH 141-0037-00	Employment Workers' Compensation	EMP700	MAINT	
OH	ORCA 4141.09	OH 141-0039-00	Employment Workers' Compensation	EMP700	LA 4	Refund
US	29 CFR 1904.6	US 229-1000-00	Employment Health and Safety - Injury / Illness	EMP700	CY + 5	Accident / Illness Logs and Summaries Occupational Safety and Health Administration
US	29 CFR 1910.157	US 229-1100-00	Employment Health and Safety - Fire Protection	EMP700		1 Fire Extinguisher Tests Occupational Safety and Health Administration
US	29 CFR 1627.3	US 229-0920-00	Employment Employee Selection	EMP900		1 Applications; Ads; Hiring Decisions Equal Employment Opportunity Commission
^US	40 CFR 60.7	US 240-0120-00	Environment New Stationary Sources Performance Testing	ENV200		2 Monitoring and Testing Records Environmental Protection Agency
US	40 CFR 61.13	US 240-0250-00	Environment Hazardous Air Pollution Emission Testing	ENV200		2 Emission Test Records Environmental Protection Agency
US	40 CFR 112.7(e)	US 240-0450-00	Environment Water Pollution	ENV200		3 Spill Prevention Inspection Environmental Protection Agency
OH	ORCA 149.01		Education Annual Report to State	LEG000	MAINT	
OH	ORCA 149.011		Education Records, Definition of	LEG000	PROC	
OH	ORCA 149.333		Education Records Retention Program	LEG000	PROC	
OH	ORCA 149.34		Education	LEG000	PROC	

			Records Retention Program			
OH	ORCA 149.351		Education Records Retention Program	LEG000	PROC	
OH	ORCA 149.40		Education Records Management Program	LEG000	PROC	
OH	ORCA 3345.031		Education Annual Budget Plan	LEG000	MAINT	
US	29 CFR 1602.39	US 229-0850-00	Education Employment Equal Employment Opportunity	LEG000		5 Report EEO-5 Equal Employment Opportunity Commission
US	29 CFR 1602.48	US 229-0870-00	Education Employment Equal Employment Opportunity	LEG000		3 Report EEO-6 Equal Employment Opportunity Commission
OH	GAO 6		Litigation Claims and Litigation Records	LIT000	ACT + 5	Ohio State Administrator
OH	ORCA 2305.09	OH 123-0020-00	Limitation of Actions Property, Personal	LIT000	LA 4	
OH	ORCA 2305.10	OH 123-0030-00	Limitation of Actions Injury, Personal	LIT000	LA 2	
OH	ORCA 2305.11	OH 123-0040-00	Limitation of Actions Wages, Recovery of	LIT000	LA 2	
US	28 USC 2401(A)	US 128-0040-00	Limitation of Actions Other	LIT000	LA 6	
US	28 USC 2401(B)	US 128-0040-00	Limitations of Actions Injury, Personal	LIT000	LA 3	
OH	GA 11		Policies / Procedures Departmental Policies and Procedures	POL000	ACT	Ohio State Administrator
US	29 CFR 1910.95	US 229-1070-00	Employment Health and Safety - Noise Exposure	POL200	ACT	Noise Tests Occupational Safety and Health Administration