



Records Retention Schedule

Record Type	Description	Schedule	Repository
Accounts Payable Records	Documents related to payment for goods and services: vouchers, correspondence, invoices, ledger books and cards, etc. <i>Comments: See also Ledgers--General, Vouchers and Requisitions--Purchase, Vendor Files, Bid Records, and Purchasing Records.</i>	Retain three fiscal years and then destroy.	Financial Operations
Accounts Receivable Records	Documents related to the collection of payments due the agency: copies of invoices, correspondence, DA forms 32, etc. <i>Comments: See also Vouchers, Receipts.</i>	Retain three fiscal years and then destroy.	Financial Operations

Activity Report Records	Internal documents used to compile statistics on agency activities: traffic reports, activity logs, etc. <i>Comments: See also Employee Time Report Records.</i>	Retain two fiscal years and then destroy.	Department of Origin
Adding Machine or Calculator Tapes	Master tapes produced on business machines during bookkeeping.	May be destroyed immediately unless required to document associated records--then retain in conjunction with those associated records.	Department of Origin
Advertising contracts	Agencies; newspapers; media		University Relations
Agency Director's Files	Correspondence, reports, budgets, etc. relating to the administration and operation of the agency.	Retain until no longer useful, and then transfer to the archives for purging.	Administration and Finance
Alarm Reports (Riders?)			Police Department
Annual and Special Reports	General and specific reports on agency activities.		University Relations &/or Department of Origin
Applications for Examination	Standardized form developed by the Department of Administration-Division of Personnel to determine if an applicant to take an application is qualified to take an examination for a specific classified position.	Retain three calendar years and then destroy.	Human Resources

Architectural Plans, Drawings, Maps, and Specifications	Records documenting the physical plant of the agency.	Retain until no longer useful, then transfer to the archives.	Physical Plant
Attorney General Opinions	Opinions, letters of advice, copies of legislative bills, correspondence, etc relating to the legal interpretations written at the request of an agency seeking guidance in enforcing, obeying, or interpreting the law.	Retain in office five calendar years, and then transfer to the archives for purging.	Vice President & General Counsel
Audit Reports	Results of internal audit reports	Retain minimum five fiscal years or as needed thereafter, then destroy.	Internal Auditors
Automated Program Listing / Source Code	Automated program code which generates the machine-language instructions used to operate an automated information system.	Retain three system update cycles after code is superseded or replaced. Destroy.	UCATS
Banking Records	Bank statements, deposit books and slips, check registers.	Retain three fiscal years and then destroy.	Financial Operations
Batch Transmittal Forms	Completed forms used to transmit documents for mass computer input-- includes both DA forms 199 and/or equivalent internal documents.	Retain in conjunction with transmitted documents, then destroy.	UCATS
Bid Records	Documents related to request for proposals, bids, quotations, or estimates. <i>Comments: See also Vouchers and Requisitions, Contracts, and Vendor Files.</i>	Retain five fiscal years and then destroy.	Purchasing

Board Packets	Agenda, minutes, background information, etc. relating to meetings or a board or commission.	Retain until no longer useful, then transfer one packet to the archives and destroy the remainder.	Office of President
Budget Preparation Files, Annual	Documents used in the preparation of the annual agency budget: correspondence, draft budget requests, computer records, notes, and other miscellaneous materials.	Retain five fiscal years. Contact the archives for appraisals--if not accepted for transfer to the archives, then destroy.	Administration & Finance
Budget Requests and Appeals, Annual	Copies of budgets submitted yearly to the state legislature for approval and subsequent appeals: DA forms 400 through 518 and associated supporting documents.	Retain five fiscal years and then deposit in archives.	Administration & Finance
Building and Grounds Maintenance Records	Documents associated with repairs and other maintenance to the physical plant of agency--does not include Work Orders and Logs (q.v.).	Retain records of minor maintenance activities for three fiscal years, then destroy. Retain records of major maintenance activities for ten fiscal years, then contact the archives for appraisal--if not accepted for transfer to the archives, then destroy.	Physical Plant

Business Procure Card Documentation	Original statements, receipts, logs, etc, detailing the types of purchases made by an agency through business procurement card procedure.	Five fiscal years then destroy.	Financial Operations
Call Logs		One yr – archive according to year	Police Department
Capital Improvement Projects Files	Records related to construction projects: correspondence, bids, specifications, plans, drawings, reports, notes, etc. <i>Comments: See also Architectural Plans, Drawings, and Specifications.</i>	See comments. Retain until no longer useful, then transfer to the archives.	Physical Plant
Case Logs		Indefinitely – Bobby Drive	Police Department
Case Photos		Archive to CD's	Police Department
Cleary Act Logs		Current plus two yrs – elect web server	Police Department
Clippings Files	Newspaper clippings compiled regarding agency activities.	Retain until no longer useful then contact the archives for appraisal – if not accepted, then destroy.	Special Collections, Library
Command Logs (radio)		One yr – archive according to year	Police Department – Support Division Communications

Committee and Conference Files	Records relating to the establishment, organization, membership, policies, activities and accomplishments of internal, interagency, and advisory committees and conferences.	See comments. Retain three calendar years, then transfer to archives.	With the committee or group
Complaint logs		In office for two days then to records section of archive	Police Department
Computer Run Scheduling Records	Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run	Retain until no longer of administrative value to the agency then destroy	UCATS
Computer Software Licensing Files	Documents proving the licensure and implementation of computer software programs by the agency.	Retain five calendar years after the contract or end user license agreement (EULA) has expired, or five years after the software is no longer installed, then destroy	UCATS
Computer System Documentation	Records related to the development, implementation, modification, and use of computer programs and systems.	Retain and dispose of in conjunction with associated computer programs and systems.	UCATS

Computer Usage Logs	Logs documenting computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.	Retain until no longer of administrative use to agency then destroy.	UCATS
Contracts	Legal agreements with individuals and organizations. Includes all association documents, eg. DA-146 series.	Retain until expiration of contract plus five calendar years, then destroy. <i>See also: Purchasing Records, Vendor Files, Accounts Payable Records, Bid Records, and Vouchers and Requisitions.</i>	Department of Origin
Copy of Cases		Five yrs - destroy	Police Department
Correspondence-- Policy related	Incoming and outgoing letters and memoranda that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the agency.	Retain in office five calendar years, then transfer to the archives for purging.	President's Office or Vice President & General Counsel, Internal Audit
Correspondence-- Routine	Incoming and outgoing letters and memoranda which pertain only to routine matters handled in accordance with existing policy and procedures: requests for information, letters of transmittal, etc.	Retain until no longer useful, then destroy.	Department of Origin
Crime Logs		Current plus two yrs – hard copy – dispatch area	Police Department

Criminal Cases	Murder and/or firearms solved	80 yrs destroy- hard copy prior to 1989; elect & hard copy 1990 to present	Police Department
Criminal Cases	Murder and/or firearms unsolved	Permanent Archive	Police Department
Criminal Cases	Felony Cases - convictions	Archive till statute of limitations expires plus 20 yrs - hard copy prior to 1989; elect and hard copy 1990 to present	Police Department
Criminal Cases	Felony Cases - unsolved	Archive till statute of limitations expires plus 20 yrs - hard copy prior to 1989; elect and hard copy 1990 to present	Police Department
Criminal Cases	Felony Cases - solved	Archive till statute of limitations expires plus 20 yrs - hard copy prior to 1989; elect and hard copy 1990 to present	Police Department

Criminal Cases	Misdemeanor conviction	Archive till statute of limitations plus five yrs - hard copy prior to 1989; elect and hard copy 1990 to present	Police Department
Cases	Misdemeanor unsolved	Archive till statute of limitations plus five yrs - hard copy prior to 1989; elect and hard copy 1990 to present	Police Criminal Department
Criminal Cases	Misdemeanor solved	Archive till statute of limitations plus five yrs - hard copy prior to 1989; elect and hard copy 1990 to present	Police Department
Customer Survey Forms	Surveys compiled on customer satisfaction with the quality of service provided	Three calendar years then destroy.	Department of Origin
Daily Bulletins		Three years then destroy	Police Department

Data Documentation / Data Dictionary Records	Records generally created during system development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements	Retain three years after discontinuance of system and until all system data is destroyed or transferred to the new operating environment.	UCATS
Data Systems Specifications	Records necessary for using the system: user guides, system or subsystem definitions, system flowcharts, program descriptions and documentation, job control or workflow records, system specifications, and input and output specifications.	Retain three years after discontinuance of system and until all system data is destroyed or transferred to new operating system then destroy	UCATS
Employee Notary Files	Notary certification documents compiled on employees.	Proof of certification is part of the Employee Personnel File. These files are the office copy. Retain information until superseded or three calendar years, and then destroy.	Department of Origin

Employee Personnel Files	Documents associated with the employment of specific personnel: employee evaluation forms, applications for employment, INS Residence Status forms, and other personnel materials.	Retain original file or abstracted work history for length of employee's tenure, plus ten years, then transfer files to archives. Deposit in archives.	Human Resources – Classified, and Unclassified; Division – Unclassified; Academic Affairs - Faculty
Employee Personnel Files--Office Copies	Copies of documents in agency's Employee Personnel Files associated with employment of specific personnel (applications, evaluations, etc.) maintained for convenience of reference.	Retain for length of employee's tenure plus five calendar years, then destroy.	Department of Origin
Employee Position Descriptions	Formal descriptions of duties and other characteristics of particular employment positions: DA forms 281-2 and supporting documents.	Retain until superseded plus three years, then destroy.	Human Resources
Employee Time Report Records	Recording documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, absence reports, sign-in/out sheets, etc. <i>Comments: Internal agency forms. See also Leave Requests.</i>	Retain five fiscal years and then destroy. (Revised 5/21/2004 per WSU General Counsel.)	Department

Employee Training Course Materials	Record copy of manuals, syllabi, textbooks and other training aids created for agency sponsored employee training programs	Retain until training program is obsolete, then transfer one copy of each manual, syllabus, and textbook to the archives, destroy the remainder. See also Employee Training Records	Human Resources or department conducting the training.
Employee Training Records	Correspondence, reports, and other records relating to the operation of agency sponsored training programs and to employee participation in training programs sponsored by external organizations	Retain five calendar years or until superseded, whichever is sooner, then destroy. See also Employee Training Course Materials.	Human Resources or department conducting the training
Employee Withholding Allowance Certificates	Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks.	Retain until no longer in effect, then destroy provided four years have passed since date tax was due or paid (whichever is later.)	Human Resources
Employment Applications--Not Hired	DA forms 203 and supplementary materials submitted by unsuccessful applicants for employment.	Retain three calendar years and then destroy.	Human Resources / Academic Affairs – faculty; Unclassified - Division
Employment Eligibility Verification Form	Immigration and Naturalization Service (INS) form I-9 completed by the employee verifying eligibility to work in the United States.	Retain for length of employee tenure plus three years, and then destroy.	Human Resources

Equal Employment Opportunity Grievance Files	Documents related to discrimination charges concerning employment made against an agency and subsequent investigations.	Retain five years after grievance is settled, then transfer to the archives.	Director of EEO
Equal Employment Opportunity Plans	Documents related to agency compliance with laws regulations concerning EEO/AA plans including the agency characteristics plan.	Retain five calendar years and then deposit in archives.	Director of EEO
Equipment Maintenance and Ownership Records	Documents related to the legal ownership and maintenance of agency equipment: legal titles, warranties, maintenance logs, etc.	Retain for the life of the equipment, then transfer to the new owner of the equipment or destroy as appropriate. <i>See also Equipment Operation Records, and Vehicle Ownership and Maintenance Records.</i>	Department of Origin
Equipment Operation Records	Documents related to the use of agency equipment (ie. photocopy logs, check-out forms, use requests forms, etc.), including photocopiers, typewriters, computers, calculators, adding machines, etc. <i>Comments: See also Equipment Ownership and Maintenance Records.</i>	Retain three fiscal years and then destroy.	Administration & Finance
Expendable Items Supply Requests, Internal	Documents used by subordinate organizations to order expendable supplies form central supply rooms.	Retain three fiscal years and then destroy.	Administration & Finance

Governor's Proclamations	Copies of proclamations issued by the Governor's Office related to various agency activities and functions	Five calendar years then destroy.	President's Office
Grant Files (Funded)	Variety of documents dealing with applications for federal, state, and private grants and the implementation of those received.	Retain five years after the end of the grant period, transfer original applications and annual and final performance reports to the archives for purging, and destroy remaining documents.	Department of Origin or Office of Research Administration
Hardware and Software Documentation	Records documenting the use, operation, and maintenance of an agency's computer equipment including operating manuals, hardware/software operating system requirements, hardware/software configurations, and equipment control systems.	Retain until the agency no longer uses related hardware or software and all data is transferred to and made useable in the new hardware/software environment.	UCATS
Hearing and Meeting Transcripts and Electronic Media Recordings	Records of agency hearings and other meetings: Transcripts, audiotapes, videotapes, notes, etc.	Retain until no longer useful, then contact the archives for appraisal--if not accepted for transfer to the archives, then destroy.	Department of Origin

Imprest Fund	Documents related to the administration and accounting of the imprest fund which allows an agency to use a local bank account as authorized by statute: DA form 152-- 'Checkbook Record-- Imprest Fund.'	Retain three fiscal years and then destroy.	Financial Operations
Income Tax Monitoring Files	Work papers, logs, reconciliations and payment logs possibly through accounting software and payment vouchers to ensure proper accounting and compliance of income tax reported to federal and state governments.	Retain four calendar years after the tax date was due or paid then destroy.	Administration & Finance
Information Resources Management and Data Processing	Agency IT plans, data processing services plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision or related areas.	Retain until superseded, obsolete, or replaced. Then transfer to Archives.	UCATS
Information Technology Disaster Preparedness and Recovery Plans	Records related to the protection and reestablishment of information technology services, equipment and data (back-up files).	Retain until superseded by revised plan, then transfer to the archives.	UCATS
Inter-Agency Work Orders	Forms used to request and record the performance of services from another state agency.	One fiscal year then destroy.	Department of Origin
Internal Investigations Log			Police Department

Internal Memos – Policy Related	Internal memos, e-mail and other correspondence that state or form the basis for policy, set precedent, or records important events in the operational and organizational history of the agency	Retain in office five calendar years, and then transfer to the archives for purging. Print out all electronic versions as issued and transfer to the archives for purging.	President’s Office or Vice President & General Counsel
Internal memos – Routine	Internal memos, e-mail and other correspondence which pertain to routine matters.	Retain until no longer useful, then destroy	Department of Origin
Inventory Records, Expendable Property	Records of receipts, disbursements, and balances of office supplies and other expendable inventory materials.	Retain for three fiscal years and then destroy.	Financial Operations
Inventory Records, Non-Expendable Property	Records related to capital equipment inventory management: DA forms 80 through 83, computer reports from the Department of Administration, internal documents, correspondence, etc.	Retain until superseded by new inventory plus three fiscal years, then destroy.	Financial Operations
Investigative files – Felony		20 yrs – destroy	Police Department
Investigative Files – Misdemeanor		Ten yrs – destroy	Police Department
Investigative Files – Traffic		Two yrs – destroy	Police Department
Juvenile Cases		Until offender reaches age 21 – destroy – hard copy prior to 1989; elect and hard copy 1990 to present.	Police Department

Kansas Public Disclosure Commission Statements of Substantial Interest	Agency copies of statements of substantial interest requested on a yearly basis and filed with the Secretary of State's office.	Retain one calendar year and then destroy.	Office of the President
Kansas Quality management (KQM) Files	Variety of documents relating to the planning and implementation of KQM for the agency	Retain until no longer useful, then transfer to the archives for purging.	
Kansas Register Submissions	Copies of proposed, withdrawn, emergency and adopted rules, open meeting notices or other documents required by law to be submitted to the Kansas Register for publication.	Retain one year after publication, then destroy.	
Key Accountability Files	Records relating to the issuance of keys, identification cards, building passes or similar instruments of access to agency facilities or equipment and maintained for accountability purposes.	Retain three years after superseded, date of termination or date of expiration, and then destroy.	Department of Origin
KORA	Open records request		University Relations
Leases, Real Property and Capital Equipment	Documents related to the leasing of real estate and equipment.	Retain until superseded or inactive plus five calendar years, then destroy.	Vice President & General Counsel
Leave Requests	Internal forms used to request and authorize the taking of leave by employees. <i>Comments: See also Employee Time Report Records.</i>	Retain five fiscal years and then destroy.	Department of Origin

Ledgers, General	<p>General records maintained by agencies of financial reports and expenditures normally used to monitor, manage, and verify agency budget.</p> <p><i>Comments: This series includes only internal documents.</i></p>	Retain three fiscal years and then transfer to archives.	Administration & Finance; President's Office
Legislation Reference Files	Copies of bills, drafts of legislation, copies of statutes, notes, correspondence, and other miscellaneous documents related to various legislative activities.	Retain until no longer useful, then contact the archives for appraisal--if not accepted for transfer to the archives, then destroy.	President's Office/ Governmental Relations; Vice President & General Counsel; Provost
Litigation Case Files	Correspondence, court documents, research materials, reports, press releases, etc. Documenting agency litigation activities.	Retain precedent-setting litigation records no scheduled by agency specific schedule five years after case is closed then transfer to the archives for purging. Retain other litigation records five years after case is closed, then destroy.	Vice President & General Counsel
Mailing Lists	Lists of names and addresses to whom mail is regularly sent.	Retain until updated, then destroy.	Department of Origin

Material Safety Data Sheets (MSDS)	Documents relating to the precautions taken for the safe handling of the various hazardous chemicals used in the routine operation of the facility.	Retain until superseded or hazardous chemical is no longer on site, then destroy as required by 29 CFR 1910.1200	Office of Environmental Health & Safety
Memoranda of Understanding or Agreement, Inter-Agency	Formal agreements reached between state, local, and/or federal agencies.	Retain until agreement becomes inactive plus five calendar years, then contact the archives for appraisal--if not accepted for transfer to the archives, then destroy.	Vice President & General Counsel; Department of Origin
Minutes	Proceedings of regular or special meetings of committees, commissions, and other standing or ad hoc organizations.	Retain until no longer useful, then transfer to the archives.	With Committee
Miscellaneous & Accident cases	Accident Reports	Five yrs – destroy – hard copy prior to 1989; elect and hard copy 1990 to present	Police Department
Miscellaneous & Accident cases	Miscellaneous Cases	Three yrs – destroy – hard copy prior to 1989; elect and hard copy 1990 to present	Police Department
Miscellaneous & Accident cases	Sick and Cared for Cases	Three yrs – destroy – hard copy prior to 1989; elect and hard copy 1990 to 2006; hard copy only to present	Police Department

NCIC		Destroy based on criminal case schedule – hard copy prior to 1989; elect and hard copy 1990 to present.	Police Department
Operating System and Hardware Conversion Plans	Records relating to the replacement of equipment or computer operating systems.	Retain one year after successful conversion, and then destroy.	UCAT
Organizational Charts and Reorganization Studies	Records documenting planned and actual changes in an agency's organizational structure over time.	three calendar years and then archive.	President's Office
Outstanding Debt	Copies of debt due to the University by students, vendors, or other organizations.	Retain until paid in full plus one year.	Financial Operations Collection Department
Outstanding Obligations, Lists of	Copies of DA forms 118 submitted to Divisions of Accounts and Reports to encumber funds from current fiscal year to pay for goods or services to be received during the following fiscal year.	Two fiscal years then destroy. This series does not apply to Division of Accounts and Reports.	Financial Operations

Payroll Adjustment Records	Copies of documents and supporting materials used to make adjustments in agency payroll accounts: forms AR-9, AR-10, DA-10, DA10A, DA-21 series, DA-171 through 177, DA-251 through 262. <i>Comments: This schedule does not apply to copies of these records maintained by the Division of Accounts and Reports. See also Payroll Deduction Authorization Records.</i>	Retain three fiscal years and then destroy.	Financial Operations Payroll Department
Payroll Deduction Authorization Records, General.	Documents used to authorize various deductions from an employee's pay: insurance enrollments, GHI enrollments, KPERs enrollments, KPERs Annual Account Statements, dues deductions forms, etc.	Retain until superseded or no longer in effect plus one calendar year, then destroy. This schedule does not apply to W-4 forms (q.v.) or Payroll Direct Deposit Authorization Record (q.v.)	Financial Operations Payroll Department
Payroll Direct Deposit Authorization Records	Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.	Retain until no longer in effect plus two years, then destroy.	Financial Operations Payroll Department
Payroll Warrant Registers	Monthly listing of warrant checks issued to state agency employees for payroll purposes.	Retain three fiscal years and then destroy.	Financial Operations
Petty Cash Records	Documents related to petty cash accounting: DA-71 through 73.	Retain three fiscal years and then destroy.	Department of Origin

Photocopy Meter Reading Statements	Forms completed listing the number of copies made, dates readings were taken, etc. relating to the leases on photocopy machines.	One fiscal year then destroy.	Department of Origin; Library/Special Collections
Photographic and Video Materials	Photo-prints, negatives, slides, films, and videotapes.	Retain until no longer useful, then contact the archives for appraisal--if not accepted for transfer to the archives, then destroy.	Department of Origin; Library/Special Collections (Archives)
Photos & Photo releases		Permanent	University Relations
Policy and Procedures Manuals and Statements	Original copies of formal explanations of agency policies and procedures issued in collective manual or individual statement formats.	Retain until superseded or no longer in effect, then transfer to the archives.	Internal Auditor
Postal Records	Records concerning the use of the U.S. Postal Service and express companies: Mailing logs, postage purchase reports, registered mail receipts, express company receipts, mailing permits, etc.	Retain for three fiscal years and then destroy.	Post Office
Press Releases	Public information issued to the news media.	Retain until no longer useful, then transfer to archives.	University Relations
Procedures Manuals	Original copies of agency procedures issued in a collective manual.	Retain until superseded or no longer in effect, then transfer one copy to the archives, destroy the remainder.	Library/Special Collections (Archives)

Professional Organizations files	Documents relating to membership/participation in professional organizations.	Two calendar years then destroy.	Organization
Programs and Invitations	Documents related to official agency functions.	Retain until no longer useful, then transfer to the archives.	University Relations; President's Office; Department of Origin
Property Disposition Records, Non-Expendable	Copies of DA forms 83 and supporting documents used to remove capital equipment from the agency inventory.	Retain three fiscal years and then destroy.	Financial Operations
Publications	Internally produced newsletters, pamphlets, leaflets, and brochures distributed to inform a constituency about the activities of the agency.	Retain in office one year, then transfer two copies to the archives and destroy the remainder.	University Relations
Receipts Records, Cash	Records of cash received by the agency: receipt slips, receipt books, receipts ledgers, etc.	Retain three fiscal years and then destroy.	Financial Operations; Dept of Origin
Records Management Records	Documents related to the management of agency records including completed survey forms, inventories, and other miscellaneous materials such as correspondence or reference materials.	Retain survey forms and inventories until superseded, then contact the archives for appraisal of other documents--if not accepted for transfer to the archives, then destroy.	Dept of Origin; Library/Special Collections
Recruitment Files	Variety of documents relating to the recruitment process for hiring employees to fill vacant positions.	Three calendar years then destroy.	Human Resources/classified; Division/unclassified; Academic Affairs/faculty
Registered Offender notification		Indefinitely	Police Department

Reorganization Studies	Records documenting actual and proposed agency organizational structure.	Retain in office three calendar years, and then transfer to the archives for purging.	President's Office; Academic Affairs & Research
Request for Access to Records	Documents related to requests for access to state agency records and agency responses prepared pursuant to KSA 45-218.	Retain until no longer useful, then destroy.	Vice President & General Counsel; Human Resources
Schedules, Office Activities	Internal forms and calendars used to schedule employee or office activities (calendars and appointment books, etc.)	Retain until no longer useful, then destroy.	Department of Origin
Scrapbooks and Albums	Collection of miscellaneous documents regarding agency activities. <i>Comments: Retain until no longer useful, then contact the archives for appraisal--if not accepted for transfer to the archives, then destroy.</i>	See comments.	Department; Library/Special Collections; University Relations
Security Records	Security logs, sign-in sheets, security activity reports, incident reports, etc. relating to security provided for agency buildings and grounds.	Five calendar years then destroy.	Department of Origin
Security Reports – Routine	Reports relating to routine incidents that do not require further investigation	Retain two years after the date issued, then destroy.	Department of Origin

SHARP Reports	Computer reports concerning agency payroll issued on a periodic basis from the Division of Accounts and Reports to agencies in the Statewide Human Resources Project.	Retain electronic or paper copy three fiscal years, and then destroy. Not applicable to the Division of Accounts and Reports.	Payroll; Human Resources
Speeches and Writings	Notes, drafts, and final versions of agency related speeches, articles, talks, and other formal public communications published or given at meetings and conferences.	Retain until no longer useful, than transfer to archives.	Department of Origin
STARS Reports: Daily Financial	Computer reports regarding agency financial status issued on a daily basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems. <i>Comments: Schedule does not apply to originals maintained at Accounts and Reports. Replaces the old CASK Reports. Includes: DAFR8010, DAFR8120, DAFR8210, DAFR8420, DAFR8101, etc.</i>	Retain until no longer useful, then destroy.	Financial Operations

<p>STARS Reports: Monthly Financial</p>	<p>Computer reports regarding agency financial status issued on a monthly basis from the Division of Accounts and Reports to agencies in the Statewide Accounting and Reporting Systems. <i>Comments: Schedule does not apply to originals maintained at Accounts and Reports. Replaces the old CASK Reports. Includes: DAFR8290, DAFR8300, DAFR8280, DAFR8070, DAFR8101, etc</i></p>	<p>Retain until no longer useful, then destroy.</p>	<p>Financial Operations</p>
<p>STARS Reports: Yearly Financial</p>	<p>Computer reports regarding agency financial status issued on a yearly basis from the Division of Accounts and Reports to the Statewide Accounting and Reporting Systems. <i>Comments: Schedule does not apply to originals maintained at Accounts and Reports. Replaces the old CASK Reports. Includes: DAFR8290. DAFR8101, DAFR7680, DAFR8120, DAFR8210, etc.</i></p>	<p>Retain until no longer useful, then destroy.</p>	<p>Financial Operations</p>
<p>Strategic Planning Files</p>	<p>Variety of documents relating to the strategic planning process for the agency</p>	<p>Retain until no longer useful or superseded, then transfer to the archives for purging.</p>	<p>President's Office; Academic Affairs & Research</p>

Summary Computer Usage Reports	Summary reports and other paper records created to document computer usage.	Retain until no longer of administrative value to the agency, and then destroy.	UCATS
Supply Requests – Internal	Documents used by subordinate organizations to order expendable supplies from central supply room.	Three fiscal years then destroy.	Department of Origin
System Backup Files	Copies of master files or databases, application software, logs, directories, and other records needed to	Retain a minimum of 12 system backup cycles, then destroy.	UCATS
System Users Access Records	Electronic or textual records created to control or monitor individual access to a system and its data for security purposes, including but not limited to, user account records, security logs, and password files.	Retain until no longer of administrative use to the agency, and then destroy.	UCATS
Tape Library Control Records	Records used to control the location, maintenance, and disposition of magnetic media in a tape library including a list of holdings, control logs, and other data regarding the destruction of the tape library electronic files.	Retain until superseded, then destroy.	Library

Technical Program Documentation	Copy of program/code/program flowcharts, program maintenance log, system change notices, original design documents, specifications, requirements, acceptance tests, and other records that document computer programs and the modifications made to the computer programs.	Retain until all data in system has been migrated or destroyed, then destroy.	UCATS
Technical Reference Files	Copies of documents retained strictly for convenience of reference that are not part of official files: copies of external reports, studies, periodicals, books. Brochures, catalogs, vendor lists, etc.	Retain until no longer useful, and then destroy.	Library
Telecommunications logs	Registers recording incoming and outgoing telephone calls and fax transmissions	Six months and then destroy.	Department of Origin
Telephone Accounting System Reports	Computer generated reports listing all telephone calls made or received individual extensions within the agency	Three fiscal years then destroy. Information may be in either paper or digital format.	Telecommunications; Department of Origin
Telephone Billing Records, KANS-A-N	Copies of computer billings received from the Department of Administration and supporting documents concerning the use of the KANS-A-N telephone service.	Retain three fiscal years and then destroy.	Telecommunications

Test Database Files	Routine or benchmark datasets, related documentation, and test results constructed or used to test or develop a system	Retain until the version of the system tested is no longer in use, and then destroy.	UCATS
Travel Request and Authorization Records	Records related to employee travel: DA forms 25 (Request for Out of State Travel) and various internal documents. <i>Comments: See also Travel Vouchers and Vehicle Operation Records.</i>	Retain three fiscal years and then destroy.	Financial Operations
Vehicle Maintenance and Ownership Records	Documents related to the legal ownership and maintenance of agency vehicles: maintenance logs, legal titles, warranties, etc. <i>Comments: Retain for the life of the vehicle, then transfer to subsequent owner or destroy as appropriate. See also Equipment Ownership and Maintenance Records.</i>	See comments.	Department the vehicle is assigned.
Vehicle Operation Records	Documents related to the use of state-owned motor vehicles: MP forms 1a, 2c, 3a, 3b, 10, 20, and internal agency forms.	Retain three fiscal years and then destroy.	Department the vehicle is assigned.

Vendor Files	Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books and cards, etc. <i>Comments: See also Vouchers and Requisitions, Purchasing Records, Bid Records, Contracts, and Accounts Payable Records.</i>	Retain five fiscal years and then destroy.	Financial Operations
Visitors Logs	Registers or logs used to record names of employees, outside contractors, service personnel, and other visitors admitted to agency facilities.	Retain until no longer useful, and then destroy.	Library, Ulrich Museum
Voice Mail Messages	Sound recordings produced by a voice mail system designed to leave messages for the receiver.	Retain until no longer useful, then destroy.	Department of Origin.
Vouchers and Requisitions, Purchase	Copies of documents used to order and pay for goods and services: DA forms 100 through 109 and DA 120. <i>Comments: This schedule includes all variations of the above forms mentions, eg. DA-120 and DA-120P.</i>	Retain five fiscal years and then destroy.	Financial Operations
Vouchers, Journal	DA forms 35 series used to adjust financial account balances.	Retain three fiscal years and then destroy.	Financial Operations
Vouchers, Receipts	Copies of documents used to transfer funds received by agencies from individuals and organizations into their particular accounts: forms DA-3 series.	Retain three fiscal years and then destroy.	Financial Operations

Vouchers, Travel	Copies of documents used to certify the validity of claims for the reimbursement of travel expenses: DA forms 121, 122, and 123. <i>Comments: Includes all variations of forms, eg. DA-121E and 121R, etc.</i>	Retain three fiscal years and then destroy.	Financial Operations Travel Section
Web Server Aggregate Reports	Reports periodically generated from the Web transaction log data to indicate aggregate values and trends.	Two fiscal years then destroy.	UCATS
Web Server Transaction Logs	Raw data captured from the hypertext transfer protocol (HTTP) header during a Web transaction and stored in a log file.	Six months then destroy.	UCATS
Word Processing Files	Electronic copies of documents produced with word processing programs.	When electric documents are only copy, disposition must be on an approved schedule. When used to produce hard copy that is maintained according to approved schedule--delete when no longer useful.	Department of Origin
Work Orders and Logs	Internal documents used to request and record requests for the performance of maintenance or other services.	Retain three fiscal years then destroy.	Physical Plant; Department of Origin

	STUDENT RECORDS		
Academic Actions	Dismissal, exception reports, etc.	Five years from graduation or date of last attendance.	Registrar's Office
Academic Honesty Code Violations	Case file with findings of violation	Permanent	Campus Life & University Relations; Director of Student Conduct and Community Standards
Academic records	Includes narrative evaluations, competency assessments, etc.	Permanent	Registrar
Change of Course Forms		Five years from date of enrollment	Registrar
Change of grade forms		Permanent	Registrar
Change to Student ID Number		Permanent	Registrar
Class lists	Original	Permanent	Registrar
Consent to Release Personally Identifiable Information		Kept until next academic year; signatures kept five years	Registrar
Course Offerings		Permanent	Registrar
Curriculum Change Authorizations		Five years from graduation or date of last attendance.	Registrar
Disciplinary records	Findings of violation and related case files	Permanent where penalty imposed is probation, suspension or expulsion (dismissal); otherwise five years from finding.	Campus Life and University Relations; Director of Student Conduct and Community Standards
Enrollment Verifications		One year from enrollment date.	Registrar

Financial Aid Records	Applicants who do not enroll	Three years from date of graduation.	Financial Aid
Financial Aid Records	Applicants who enroll	Five years from graduation date.	Financial Aid
Grade Sheets		Permanent	Faculty staff
Graduation Lists		Permanent	Registrar
Hold or Encumbrance Authorizations		Until released.	Registrar; Campus Life and University Relations
Name Changes		Permanent	Registrar
Student class Schedules		One year from graduation date or date of last attendance.	Registrar
Student Registration Forms	Continuing Education, summer sessions and extramural studies	One year from registration.	Registrar; (Graduate School)
Term reports		Five to seven years	Registrar; Faculty staff
Transcripts		Permanent	Registrar
Transcript requests		One year from submission date.	Registrar
Transfer Credit Evaluations		Five years from graduation.	Registrar
Veteran Administration Certifications		Five years from graduation or date of attendance.	Office of Veterans Service
Withdrawal Authorizations	Includes leaves of absence	Two years	Registrar

Admissions for Applicants Who Do not Enroll, Whether Accepted or Rejected

Advanced placement records, applications for admission or readmission, correspondence that is relevant, entrance exam reports (ACT, CEEB, et.al.) residency classification forms, letters of recommendation, transcripts – high school and other college		Two years from Date of start or application term.	Registrar
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Admission for Applicants Who Do

Advanced placement records, applications for admission or readmission, correspondence that is relevant, entrance exam reports (ACT, CEEB, et.al.) residency classification forms, letters of recommendation, transcripts – high school and other college		Five years from graduation or date of last attendance.	Registrar
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Admission for Applicants Who Enroll

Advanced placement records, applications for admission or readmission, correspondence that is relevant, entrance exam reports		Five years from graduation or date of last attendance.	Registrar
Letters of recommendation		Until date of admission.	Registrar
Recruitment materials		Until date of enrollment	Admissions
Residency certifications		Until date of enrollment	
Residency change documents	Non-resident to resident	Five years from graduation or date of last attendance	Registrar
Student Waiver for Right of Access		Until graduation or date of last attendance.	Registrar
Transcripts – high school and other college		Five years from graduation or date of last attendance.	Registrar
International Student Forms	Visa documentation, etc.	Five years	Registrar; International Education

Publications, Statistical Data/Documents, and Reports

Degree, grade, enrollment, and racial/ethnic statistics		Permanent	Registrar
Schedule of Classes	Institutional	Permanent	Registrar
SUNY reports		Permanent	
Catalogs		Permanent	Admissions
Commencement Programs		Permanent	University Conferences

Academic Personnel

Academic Search Records		Three years from date of appointment.	Academic Affairs
Annual Conflict of interest Disclosure Statements		Three years	Academic Affairs
Grievances		No Cause findings: three years from determination Cause findings, Permanent	Academic Affairs; Vice President & General Counsel
Personnel files, appointment letters and forms		Six years after appointment.	Academic Affairs
Tenure or promotion dossiers		If action approved, three years If tenure denied, three years from end of term appointment.	Academic Affairs
Trustee decisions regarding academic personnel designated executives		Permanent	Academic Affairs