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Division of Purchasing

State Board of Education – Higher Education Records Retention Schedule of the Records Management Guide

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C.L. "BUTCH" OTTER, GOVERNOR

Department of Administration
Michael Gwartney, Director

http://adm.idaho.gov/purchasing/RecordsCenter/individual_books/Education_Higher_Ed_Records_Book.pdf

Bobbi Eckerle, Administrator
5569 Kendall Street
P.O. Box 83720
Boise, Idaho 83720-0075
Phone: 208.327.7465
Email: bobbi.eckerle@adm.idaho.gov
Fax: 208.327.7320

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APPENDIX 9: RECORDS RETENTION SCHEDULE FOR STATE GOVERNMENT AGENCIES

GUIDELINES

A record is recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

The following records retention schedule is reviewed and modified, if necessary, on a yearly basis. The schedule is designed to be a reference in designing individualized agency retention schedules and to provide a level of uniformity in records retention throughout Idaho state government. The State Record Center, Department of Administration, should be contacted regarding proposed changes or modifications to the records in this schedule, or if activities of an agency require different retention.

All retention periods are filed by either the fiscal or calendar year. For all UNANNOTATED DUPLICATE COPIES, preferably destroy immediately after administrative need ends by either the fiscal or calendar year.

INTRODUCTION TO RECORDS RETENTION SCHEDULE

This schedule is intended for use within an agency's records management program. Regardless, until an agency creates a version of this records retention series specific to its facilities, these are the accepted and established time frames and limitations that should be adhered to.

Retention Schedule Headings Definitions	
Series #	Number associated with each schedule type
Series Title	A general description of the series
Office of Record	Office that commonly creates the record and holds it during its active period
Retention Period	Time to retain the record; life of the record
Transfer Instructions	Where a record goes after its active period
Archival	**A** – Indicates the record is or may be permanent and have historic value **R** – Indicates a required review by the Records Manager to determine value
Vital	**X** – Record is vital for immediate operation of the office of origin or the institution.
Guidance: Restricted Access	**RA** – Refers to the security needs of a record series. Must be justified. ***Access to applicable records should be limited to authorized personnel and approved individuals due to privacy and educational interests. Questions about limits should be based on the type of records, its content and the nature of the request for access and use.*** Records may contain, but are not limited to, confidential, personal or proprietary information.
Guidance: Authorities	Federal and State laws, regulations or requirements that pertain to the series. Where not specifically referenced, Idaho Code § 9-337 through 9-347 of the Public Records Law has been applied. Note that there are exemptions for the access requirements of this law. These may be noted as well.

Retention Codes (Refer to Records Regardless of Format; Type May Vary)	
AC	After closed, terminated, completed, expired, settled or last date of contract
AV	As long as administratively valuable
CE	Calendar Year End (December 31st)
FE	Fiscal Year End (June 30th)
LA	Life of Asset
PM	Permanent
UA	University Archives
US	Until Superseded

HOW TO USE THESE SCHEDULES

ESTABLISHING A SCHEDULE

This schedule assumes that:

- The person using it is knowledgeable about his/her office or agency's records;
- An inventory of the records of the office or agency will be performed;
- Time will be taken to apply the definitions to the records found on hand; and
- Records will not be destroyed or reorganized without supervision of the agency's Records Manager or consultation with the State Archivist.

FUNCTIONS AND TYPES OF RECORDS

This schedule is intended to address records common to most offices and agencies of the State of Idaho. Not every type of record listed here will occur in every agency. Some agencies will discover they have records that do not appear to fit any of these series. For those records, contact the State Archivist or the agency's Records Manager for guidance.

HIERARCHY OF RECORDS WITHIN AN AGENCY

Put simply, not every office holding a copy of a record is holding the *record copy*. An example is time sheets. The record copy of a time sheet is the one signed and sent to the payroll office. Any copies kept in other offices to confirm later payroll reports (e.g., proper charges to accounts, etc.) are a short-term record, as are any personal copies in other offices. The Office of Record is the payroll office.

When trying to assess the value of a record in the focus area, bear this concept in mind: Where does the ultimate responsibility for a document, report or record lie? There are instances where a record has value for different reasons in different offices. This is the primary reason a physical inventory of records is essential to this process.

WHEN A RECORD SHOULD BE RETAINED LONGER THAN ITS RETENTION

Documents, regardless of format or storage media (e.g., electronic files), associated with any dispute, audit or legal proceeding should not be destroyed or altered without consultation with the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

CONFIDENTIALITY, RESTRICTED ACCESS AND PUBLIC RECORDS

The need to limit access to a record type does not mean that it is unavailable as a public record.

- Requests for access to public records should be handled by personnel familiar with the requirements of the laws and regulations that apply to the information requested; and
- For some records flagged in this schedule as "RA – Restrict Access," copies can be furnished where restricted information is blocked out or redacted to make it available to a public records request. An example is a contract that may be copied if social security number, names, etc., have been obscured.

Concerns about making records available to a public records request should be addressed to the agency's Records Manager, General Counsel, Deputy Attorney General or the State Archivist.

CREATING AN AGENCY'S RETENTION SCHEDULE

Once an inventory is completed and a summary of the record series which occur in the agency's office has been compiled, based on this general schedule, a set of decisions will need to be made to establish the Office of Record for each record type. ***NOTE:*** For many common series, like "correspondence," the Office of Record will probably be the "office of origin" until it is time to transfer the inactive years of material to the State Archives. Other records have obvious "homes," like payroll records (Accounting or Payroll) and permanent or long-term personnel files (Human Resources). It should be noted that smaller-scale agencies may find that a central office becomes the Office of Record for many record types because of staffing or the preference of the agency director. For agencies with regional offices around the State, these decisions may seem problematic. However, with a careful focus on the needs of the offices within an agency and by consulting the State Archivist, these decisions can be made to the benefit of all.

One of the established benefits of records management, with improved accountability of the Office of Record, is efficiency, in both expense and time, of being able to retrieve a record when it is truly needed, without multiple copies taking up space throughout an agency or an office.

HOW TO USE THE RETENTION SCHEDULE FORMAT

Please consider the sample inserted below. Microsoft Excel was used to create this version of the retention schedule document. The fields of the table should be adhered to for compatibility with other State agencies and offices within a given agency.

The *Records Retention Form*, an online Excel fill-in form document, may be accessed at http://adm.idaho.gov/purchasing/record_cnt.htm.

SAMPLE RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG0110	**PERIODIC BUDGET REPORTS** Monthly or routine reports on the status of agency appropriation accounts and apportionment, excluding Annual Budget Reports.		FE +3, then destroy			
SG1310	**LOSS CONTROL INSPECTION REPORTS** An annual self-inspection report used to identify potential hazards within the building or on the agency property. This record may also be used as evidence in defense of a claim. ***GUIDANCE:*** - Retain by agency until superseded or obsolete, then send to Risk Management.	Risk Manage-ment	US +12, then destroy			
SG18312	**STUDENTS - FINANCIAL AID RECORDS - FFEL AND DIRECT LOANS** Records related to borrower's eligibility and participation. All audit requirements to be met prior to disposal. ***GUIDANCE:*** - AC - End of the award year in which the student last attended. - Retention based on 34 CFR § 668.24		AC +3, then destroy			**RA**-Access: FERPA, Confi-dential Record.
SG18559	**COMPUTER SYSTEMS - HARDWARE DOCUMENTATION** Operational and maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems. ***GUIDANCE:*** - Series may relate to property management schedules.		PM	A	X	**RA**–Access may be restricted as part of facility security plans.

NOTE: A column may be added for specific agency series numbers to allow for associating a records series with an in-house procedure or policy.

EDUCATION, STATE BOARD OF - HIGHER EDUCATION RECORDS

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG1801	**ACADEMIC CALENDAR** Institution's official calendar for the academic year and documents used in its creation.		PM	A	X	
SG1802	**ACADEMIC COURSE MANAGEMENT - CONSENT / RELEASE FORMS** Example: Consent forms for field trips.		AC +3, then destroy			**RA-**Student information falls under FERPA; may not be accessed without student release.
SG1803	**ACADEMIC COURSE MANAGEMENT - COURSE OUTLINES AND DESCRIPTIONS**		PM	A	X	
SG1804	**ACADEMIC COURSE MANAGEMENT - CLASS - COURSE INFORMATION AND DESCRIPTIONS**		PM	R	X	

LEGEND:

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SG1805	**ACADEMIC COURSE MANAGEMENT - CLASS - SCHEDULE CHANGE REQUESTS**		PM	R	X	**RA**-Due to FERPA, student information is included.
SG1806	**ACADEMIC COURSE MANAGEMENT - CLASS - ROLLS, ROSTERS AND ROLL SUMMARIES** Not Attendance.		PM	A	X	**RA**-Due to FERPA, student information is included.
SG1807	**ACADEMIC COURSE MANAGEMENT - CURRICULUM CHANGE RECORDS**		PM	R		
SG1808	**ACADEMIC COURSE MANAGEMENT - CURRICULUM DEVELOPMENT RECORDS** Documentation of content and support materials.		PM	R		**RA**-Due to examination materials.

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SG1809	**ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION** With claims filed. ***GUIDANCE:*** - **Exception:** 45 CFR§164.512(l) Standard: disclosures for workers' compensation. A covered entity may disclose protected health information as authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault. - Retention based on 29 CFR § 1904.6.		AC +5, then destroy		X	**RA**-Access may be restricted due to personal information. Exception appears in Guidance section at left.
SG1810	**ACCIDENT REPORTS AND ASSOCIATED DOCUMENTATION - INJURIES** Accident or occupational disease reports submitted to Workers' Compensation Commission or maintained internally. ***GUIDANCE:*** - Retention: 29 CFR § 1904.6. - 45 CFR §164.512(l) Standard: Disclosures for workers' compensation.		AC +3, then destroy		X	**RA**-Due to personal information.
SG1811	**ACCREDITATION RECORDS** Records kept according to Accreditation Organization requirements. May be reports or compilations of information.		PM	A	X	

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SG1812	**ADMINISTRATION - MAIL AND TELECOMMUNICATIONS LISTINGS** Any records listing address, phone numbers, fax numbers or e-mail addresses.		US, then destroy			**RA**-May be exempt from disclosure under the public records law.
SG1813	**ADMINISTRATION - MAINTENANCE AGREEMENTS FOR SPECIALIZED INSTRUMENTS AND EQUIPMENT** ***GUIDANCE:*** - CE - End of year when item goes out of use or excessed.		CE +3, then destroy			
SG1814	**ADMINISTRATION - PLANS AND PLANNING RECORDS** Plans, etc. relating to planning new or redefining programs, services, etc.		PM	A	X	
SG1815	**ADMINISTRATION - MEETING AGENDA AND MINUTES** Official minutes and agenda of open meetings. ***GUIDANCE:*** - The archival requirement will be met by sending a copy to the University Archives and State Archives.	Agency retains perman-ent record copy	PM	A	X	

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SG1816	**ADMINISTRATIVE - WORK SCHEDULES, ASSIGNMENTS** May contain hours of work, work location, supervisor or contact information. ***GUIDANCE:*** **- CAUTION:** Access to student work schedules fall under FERPA and not an education record.		AC +1, then destroy			**AR**-FERPA
SG1817	**ADMINISTRATIVE - ACCESSION RECORDS - ARCHIVES, LIBRARY AND MUSEUM** Any records that show how the library, etc., gained possession of particular items in its collection.		PM	A	X	
SG1818	**ADMINISTRATIVE - BINDERY LISTS** List of books, periodicals, newspapers, etc. sent to the book binder for binding.		AC +1, then destroy			

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SG1819	**ADMINISTRATIVE - CORRESPONDENCE (ADMINISTRATIVE)** Correspondence pertaining to the programs, administration, etc. of an agency. ***GUIDANCE:*** **- CAUTION:** This record series should be used only for correspondence that is not included in or directly related to another record series in this schedule.		PM	R	X	**RA**-Access may be restricted due to content, social security numbers, etc., attorney-client, or proprietary information.
SG1820	**ADMINISTRATIVE - CORRESPONDENCE (GENERAL)** Correspondence pertaining to the routine operations of an agency.		AC +3, then destroy			
SG1821	**ADMINISTRATIVE - CORRESPONDENCE - GENERAL TRACKING RECORDS** Any record to track incoming / outgoing mail, correspondence, etc.		AC +1, then destroy			
SG1822	**ADMINISTRATIVE - CUSTOMER SURVEYS** Institutional Research. Surveys returned by clients, etc. regarding agency performance. **NOTE:** Some materials may warrant long-term retention. These materials should be reviewed for archival materials.		AC +3, then destroy	A, R		**RA**-Access may be restricted where individually identifiable information has been gathered.

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SG1823	**ADMINISTRATIVE - DELIVERY REPORTS**		AC +1, then destroy			
SG1824	**ADMINISTRATIVE - DESK CALENDARS / APPOINTMENT BOOKS** Document appointments, itineraries, etc. of an agency official or employee.		CE +1, then destroy			**RA**-While active, these records may be restricted to secure officials and employees.
SG1825	**ADMINISTRATIVE - DIRECTIVES** Documents that officially initiate, amend, etc. general office procedures.		PM	A	X	
SG1826	**ADMINISTRATIVE - EVENT AND CONFERENCE RECORDS** Records detailing the nature and subject of the event, including but not limited to, brochures, advertising, and press releases.		PM	A	X	
SG1827	**ADMINISTRATIVE - EXECUTIVE ORDERS** Documents that initiate, etc. procedures that govern an agency and its programs.		PM	A	X	

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SG1828	**ADMINISTRATIVE - FACILITIES RESERVATION LOGS** Reservation logs, etc. for the use of meeting rooms, auditoriums, etc.		AC +1, then destroy			**RA**-While active, these records may be restricted to secure officials and employees, and students.
SG1829	**ADMINISTRATIVE - FORMS HISTORY FILE** Master set of forms, including design requests. ***GUIDANCE:*** - Copy of form to be furnished to University Archives, once form use is implemented.		PM	A	X	
SG1830	**ADMINISTRATIVE - FORMS INVENTORY** Listing of all forms used by an agency. ***GUIDANCE:*** - List should be developed by University Archives.		PM	A	X	

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SG1831	**ADMINISTRATIVE - MEETING NOTES** Notes from open meetings which will be used to make official minutes. ***GUIDANCE:*** - Final version: Approved formal minutes by the governing body.		PM	A	X	
SG1832	**ADMINISTRATIVE - MEETINGS, AUDIO OR VIDEOTAPES OF OPEN MEETINGS** Transcribed into official minutes. ***GUIDANCE:*** - Hold in office one year; transfer to University Archives or State Archives.		PM	A	X	
SG1833	**ADMINISTRATIVE - MEETINGS, CERTIFIED AGENDAS OR TAPE RECORDINGS OF CLOSED MEETINGS** Certified agendas or tape recordings of closed meetings. ***GUIDANCE:*** - Hold in office one year; transfer to University Archives.		PM		X	**RA**-Contents may be exempted from public records law.
SG1834	**ADMINISTRATIVE - MILEAGE REPORTS** ***GUIDANCE:*** - State of Idaho Rules. Check cite.		FE +3, then destroy			

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SG1835	**ADMINISTRATIVE - OFFICE PROCEDURES** Any manual, etc. that established standard office procedures.		PM	A	X	
SG1836	**ADMINISTRATIVE - ORGANIZATION CHARTS**		PM	A	X	
SG1837	**ADMINISTRATIVE - PHOTOCOPIER USE LOGS AND REPORTS**		AC +1, then destroy			
SG1838	**ADMINISTRATIVE - PROPOSED LEGISLATION** Drafts of proposed legislation and related correspondence.		AC +3, then destroy			
SG1839	**ADMINISTRATIVE - PUBLICATION DEVELOPMENT FILES** Background material, drafts, original artwork etc. used in publication.		AC +3, then destroy	R		**RA**-Some materials may have archival value, ex: artwork.
SG1840	**ADMINISTRATIVE - REQUISITIONS FOR IN-AGENCY COPY / PRINTING SERVICE** Includes word processing and data processing.		AC +1, then destroy			

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SG1841	**ADMINISTRATIVE - RESEARCH APPLICATIONS**		AC +3, then destroy	R		**RA-**Access may be restricted due contain proprietary information. Idaho Code § 9-340D
SG1842	**ADMINISTRATIVE – RULES, POLICIES AND PROCEDURES** Manuals, guidelines, etc. that set out rules, policies, etc. that govern an institution's programs.		PM	A	X	
SG1843	**ADMINISTRATIVE - SPEECHES AND PAPERS** Notes or text or speeches, papers, etc. delivered in conjunction with work.		PM	A	X	
SG1844	**ADMINISTRATIVE - STAFF MEETING MINUTES** Minutes from internal agency staff meeting.		PM	A	X	
SG1845	**ADMINISTRATIVE - STRATEGIC PLANS** Information resources and operational strategic plans.		PM	A	X	
SG1846	**ADMINISTRATIVE - SUPPLY USAGE RECORDS**		FE +1, then destroy			

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SG1847	**ADMINISTRATIVE - VISITOR CONTROL REGISTERS** Records documenting visitors to limited access or restricted areas of agency facilities.		AC +3, then destroy			**RA**-Access many be restricted due to personal information.
SG1848	**AGENCY PERFORMANCE MEASURES DOCUMENTATION** Progress indicators used as background for SBoE report. Example: Documents supporting effectiveness of appropriations requests or strategic plan. ***GUIDANCE:*** **- CAUTION:** The FE+3 retention period overrides any shorter retention period for materials from other records series if those records are needed for documentation of agency performance measures.		FE +3, then destroy		X	
SG1849	**AGENCY STAFFING REPORTS** Any reports regarding staffing statistics.		PM	A	X	
SG1850	**ATHLETICS - CONFERENCE RECORDS** ***GUIDANCE:*** - Each institution should base retention on its NCAA agreements.		AC +3, then destroy	R		

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SG1851	**ATHLETICS - EVENT TICKET SALES** Institutions shall refer to their NCAA agreements. ***GUIDANCE:*** - Each institution should base retention on its NCAA agreements NCAA-2. - AC - Event date.		AC +5, then destroy	R		
SG1852	**AUDIOVISUAL RECORDS / ANALOG AUDIO / VIDEO RECORDINGS** Information includes game footage, performances, presentations, distance education, etc. ***GUIDANCE:*** - Transfer to State Archives or institution / agency archives.		PM	A	X	
SG1853	**AUDIOVISUAL RECORDS -TRAINING VIDEOS** Original videos produced at the institution for in-house training.		PM	A	X	

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SG1854	**BIOGRAPHICAL INFORMATION (VITAS)** For all levels and positions if biographical files are created. ***GUIDANCE:*** - Transfer to University Archives based on date of termination +3.		PM	A	X	**RA**-May contain information restricted due to Public Record exemption Idaho Code § 9-340C.
SG1855	**CERTIFICATIONS AND LICENSES** Issued by the institution to agency.		PM	A	X	
SG1856	**COMPUTER - GEOGRAPHICAL INFORMATION SYSTEMS - GIS** Documentation of sources of information. ***GUIDANCE:*** - Electronic records.		PM	A	X	
SG1857	**COMPUTER - DATA WAREHOUSES - SYSTEM DEVELOPMENT DOCUMENTATION** Documentation of initial setup and all subsequent changes. ***GUIDANCE:*** - Electronic records.		PM	A	X	

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SG1858	**COMPUTER - DATA WAREHOUSES - SOURCE MATERIAL DOCUMENTATION** ***GUIDANCE:*** - Electronic records. - LA - Life of data warehouse.		LA, then destroy			
SG1859	**COMPUTER SERVICES - CHARGE BACK RECORDS TO DATA PROCESSING SERVICES USERS** Records used to calculate cost of computer use.		FE +3, then destroy			
SG1860	**COMPUTER SERVICES - DATA PROCESSING POLICIES AND PROCEDURES** Manuals / guidelines establishing data processing procedures, i.e., system back-ups. ***GUIDANCE:*** - **CAUTION:** Does not include technical documentation of processors necessary for reading or processing of electronic records.		PM	A	X	
SG1861	**COMPUTER SYSTEMS** Backups retained until superceded. ***GUIDANCE:*** - Electronic records.		Overwrite or destroy			

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SG1862	**COMPUTER SYSTEMS - BATCH DATA ENTRY CONTROL RECORDS** Logs used to reconcile batches submitted for processing. ***GUIDANCE:*** - Electronic records. - AV - Administrative value should be stated in a written policy.		AV, then destroy			
SG1863	**COMPUTER SYSTEMS - COMPUTER JOB SCHEDULES AND REPORTS** Schedules showing computer jobs to be run. ***GUIDANCE:*** - Electronic records.		AC +3, then destroy			
SG1864	**COMPUTER SYSTEMS - QUALITY ASSURANCE RECORDS** Quality assurance records pertaining to software and hardware performance. ***GUIDANCE:*** - Electronic records.		PM	A	X	

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SG1865	**COMPUTER SYSTEMS - SYSTEM ACTIVITY REPORTS** Internal listing of all incoming / outgoing agency telephone activity. ***GUIDANCE:*** - Electronic records.		AC +2, then destroy			
SG1866	**COMPUTER SYSTEMS - SYSTEM MONITORING RECORDS** Files that monitor computer systems, i.e. tape activity logs etc.		PM	A	X	
SG1867	**COMPUTER SYSTEMS - AUDIT TRAIL RECORDS** Files used for electronic data audits, i.e., on-line updates and security logs, etc. ***GUIDANCE:*** - All audit requirements have been met.		PM	A	X	
SG1868	**COMPUTER SYSTEMS - FINDING AIDS, INDEXES AND TRACKING SYSTEMS** Automated indexes, etc. that provide access to hard copy and electric records. ***GUIDANCE:*** - Electronic records.		PM	A	X	

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SG1869	**COMPUTER SYSTEMS - HARDWARE DOCUMENTATION** Operational and maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems.		PM	A	X	**RA**-Access may be limited as part of facility security plan.
SG1870	**COMPUTER SYSTEMS - MASTER FILES** Relatively long-lived computer files containing sets of complete and accurate electronic records. ***GUIDANCE:*** - AC - Completion of third update cycle.		AC, then destroy		X	
SG1871	**COMPUTER SYSTEMS - OUTPUT RECORDS FOR COMPUTER PRODUCTION** Reports showing output of transactions.		AV, then destroy		X	
SG1872	**COMPUTER SYSTEMS - PROCESSING FILES** Machine readable files used to create, update, etc. master files. ***GUIDANCE:*** - AC - Completion of third update cycle.		AC, then destroy		X	

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SG1873	**COMPUTER SYSTEMS - TECHNICAL DOCUMENTATION** Records adequate to specify all technical characteristics necessary for reading or processing of electronic records. ***GUIDANCE:*** - AC - Maintain each generation until electronic records are transferred to new software environment.		AC, then destroy		X	
SG1874	**COMPUTER SYSTEMS FILES - MASTER FILES (BACKUPS)** These files must meet the retention for their content's specific category.		US or 1, then destroy		X	
SG1875	**EQUIPMENT - CALIBRATION RECORDS (EQUIPMENT OR INSTRUMENT)**		US, then destroy			
SG1876	**EQUIPMENT - DESCRIPTIONS AND SPECIFICATIONS**		AC +3, then destroy			
SG1877	**EQUIPMENT - HISTORY FILE - EQUIPMENT SERVICE AGREEMENTS** Includes maintenance agreements, installation, repair logs, etc.	Facility Opera-tions	LA +3, then destroy			

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SG1878	**EQUIPMENT - INVENTORY DETAIL REPORT FORMS** Updates agency portion of the inventory listing and adds, changes etc., items from inventory		FE +3, then destroy			
SG1879	**EQUIPMENT - MANUALS**		LA, then destroy			
SG1880	**EQUIPMENT - WARRANTIES**		AC +1, then destroy			
SG1881	**FACILITY OPERATIONS - LICENSES AND PERMITS FOR NON-VEHICLES** Example: trailers, backhoes.		AC +3, then destroy		X	
SG1882	**FACILITY OPERATIONS - APPRAISALS - BUILDING OR PROPERTY**		AC +3, then destroy		X	
SG1883	**FACILITY OPERATIONS - BUILDING AS-BUILT PLANS**		PM	A	X	
SG1884	**FACILITY OPERATIONS - BUILDING CONSTRUCTION CONTRACT AND INSPECTION RECORDS** Building construction contracts, surety bonds, and inspection records.		PM	R	X	

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SG1885	**FACILITY OPERATIONS - BUILDING CONSTRUCTION PROJECT FILES** Planning, design, construction records and all bids, etc.		PM	R	X	
SG1886	**FACILITY OPERATIONS - BUILDING PLANS AND SPECIFICATIONS** Includes architectural and engineering drawings, etc. ***GUIDANCE:*** - Records of State-owned buildings are classified LA and must be reviewed by the University Archivist for historical value before disposal.		PM *Leased structures:* AC +2, then destroy	R	X	**RA**-Access may be limited as part of facility security plan.
SG1887	**FACILITY OPERATIONS - BUILDING SPACE REQUESTS**		AC +1, then destroy			
SG1888	**FACILITY OPERATIONS - OPERATIONS LOGS - VEHICLES**		AC +1, then destroy			
SG1889	**FACILITY OPERATIONS - PARKING PERMITS OR ASSIGNMENTS** For student, staff and faculty.		AC +1, then destroy			**RA**-Segre-gate student records to maintain confidential-ity as student records fall under FERPA.

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SG1890	**FACILITY OPERATIONS - PARKING SERVICE RECORDS** Records accounting for the management of parking at the agency or institution, such as distribution of spaces by type, maintenance request.		AC + 3, then destroy			
SG1891	**FACILITY OPERATIONS - PROPERTY DESTRUCTION, CERTIFICATES OF**		PM	A	X	
SG1892	**FACILITY OPERATIONS - SURPLUS PROPERTY SALE REPORTS**		PM	A	X	
SG1893	**FACILITY OPERATIONS - CONTRACTS AND LEASES** All documents having to do with contracts, leases, etc. Exception: building construction contracts. ***GUIDANCE:*** - AC - Expiration or termination of the instruments according to its terms. Statute of limitations for contract claims is 5 years. Idaho Department of Administration uses 6 years.		AC +6, then destroy			
SG1894	**FACILITY OPERATIONS - DAMAGE REPORTS** Reports of damage to state property.	Property Manage-ment	FE +3, then destroy			

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SG1895	**FACILITY OPERATIONS - INVENTORY LISTING OF YEAR-TO-DATE ACTIVITY** Shows changes within inventory system; including agency, division, tag #, etc.		FE +3, then destroy			
SG1896	**FACILITY OPERATIONS - LOST AND STOLEN PROPERTY REPORTS**		FE +3, then destroy			**RA**-Access may be restricted where legal proceedings are involved.
SG1897	**FACILITY OPERATIONS - MAINTENANCE WORK ORDERS - HOUSING, BUILDINGS AND GROUNDS**		AC +3, then destroy			
SG1898	**FACILITY OPERATIONS - PROPERTY DISPOSAL RECORDS** Documenting disposal of inventoried property.		PM	A	X	
SG1899	**FACILITY OPERATIONS - PROPERTY MANAGEMENT - SEQUENTIAL NUMBER LOGS** Property logs.		US +3, then destroy			

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SG18100	**FACILITY OPERATIONS - SECURITY ACCESS RECORDS** Issuance of keys, identification cards, passes, passwords, etc. ***GUIDANCE:*** - AC - Until superseded, date of expiration, or date of termination, whichever is sooner.		AC +2, then destroy		X	**RA**-Access may be limited as part of facility security plan.
SG18101	**FACILITY OPERATIONS - SERVICE ORDERS** Agency copy of forms completed by mechanical service personnel for installation or repair.		AC +1, then destroy			
SG18102	**FACILITY OPERATIONS - SPACE UTILIZATION REPORTS**		AC +1, then destroy			
SG18103	**FACILITY OPERATIONS - UTILITY USAGE REPORTS**		AC +1, then destroy			
SG18104	**FACILITY OPERATIONS - WATER TESTS / TREATMENT**		PM	A	X	
SG18105	**FACILITY OPERATIONS - INVENTORY - ANNUAL PHYSICAL REPORT** Property, equipment, supply verification.		FE +3, then destroy			

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SG18106	**FACILITY OPERATIONS INVENTORY - NOTICES OF EQUIPMENT REMOVED FROM AREA**		FE +3, then destroy			
SG18107	**FISCAL - ACCOUNTS PAYABLE INFORMATION**		FE +3, then destroy			
SG18108	**FISCAL - ACCOUNTS PAYABLE LEDGERS**		FE +3, then destroy			
SG18109	**FISCAL - ACCOUNTS RECEIVABLE LEDGERS**		FE +3, then destroy		X	
SG18110	**FISCAL - ANNUAL FINANCIAL REPORTS**		PM	A	X	
SG18111	**FISCAL - ANNUAL OPERATING BUDGETS** Departmental.		FE +3, then destroy			
SG18112	**FISCAL - APPROPRIATION REQUESTS** Includes any supporting documentation in the appropriation request.		FE +3, then destroy			

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SG18113	**FISCAL - AUDITS - REPORTS** Audits and reviews performed by or on the agency. ***GUIDANCE:*** - Becomes final record at time of publication or release of final audit findings. The record copy of any audit performed by the State Auditor's Office is retained permanently by that agency.		PM	A	X	
SG18114	**FISCAL - BALANCING RECORDS** Reconciliation.		FE +3, then destroy			
SG18115	**FISCAL - BANK STATEMENTS**		FE +3, then destroy			
SG18116	**FISCAL - BILLING DETAIL - TELECOMMUNICATIONS** Includes all detailed listings of long distance calls. ***GUIDANCE:*** - Long distance reports are records of the provider.		FE +3, then destroy			
SG18117	**FISCAL - CANCELED CHECKS / STUBS / WARRANTS / DRAFTS**		FE +3, then destroy			
SG18118	**FISCAL - CAPITAL ASSET RECORDS**		LA +3, then destroy			

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SG18119	**FISCAL - CASH COUNTS**		FE +3, then destroy			
SG18120	**FISCAL - CASH DEPOSIT VOUCHERS** Cash deposit slips.		FE +3, then destroy			
SG18121	**FISCAL - CASH RECEIPTS** Includes receipts for fees for permits, licenses, renewals, etc.		FE +3, then destroy			
SG18122	**FISCAL - CHARGE SCHEDULES / PRICE LISTS** Schedules of prices charged by agency for services and facility use and documents used to determine the price.		US +3, then destroy			
SG18123	**FISCAL - COMPTROLLER STATEMENTS**		FE +3, then destroy			
SG18124	**FISCAL - DAILY CASH RECEIPTS LOGS**		FE +3, then destroy			
SG18125	**FISCAL - DEEDS AND EASEMENTS** Proof of ownership and right-of-way on property.	Control-lers / Property Manage-ment	PM	A	X	

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SG18126	**FISCAL - DETAIL CHART OF ACCOUNTS** One for all accounts in use for a fiscal year.		FE +3, then destroy			
SG18127	**FISCAL - DISPUTED CALL DOCUMENTATION** Relating to disputed long distance calls and evidence of employee repayment were applicable.		FE +3, then destroy			
SG18128	**FISCAL - ENCUMBRANCE DETAIL**		FE +3, then destroy			
SG18129	**FISCAL - ENCUMBRANCE VOUCHERS** Orders, statements, change orders, etc.		FE +3, then destroy			
SG18130	**FISCAL - EVENT AND CONFERENCE RECORDS - TICKET SALES**		AC +3, then destroy			
SG18131	**FISCAL - EXPENDITURE VOUCHERS** Travel, payroll, etc.		FE +3, then destroy			
SG18132	**FISCAL - EXPENDITURES JOURNALS OR REGISTERS**		FE +3, then destroy			

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SG18133	**FISCAL - EXTERNAL FISCAL REPORTS** Special purpose, i.e., federal financial reports, salary reports, etc.		FE +3, then destroy			
SG18134	**FISCAL - FEDERAL TAX RECORDS** Includes FICA records. ***GUIDANCE:*** - AC - Tax due date, date the claim is filed, or date tax is paid whichever is later. - Retention is based on 26 CFR §31.6001-1(e)(2).		AC +4, then destroy		X	**RA**-Access should be limited due to personal information.
SG18135	**FISCAL - FREIGHT BILLS PAID**		FE +3, then destroy			
SG18136	**FISCAL - FREIGHT CLAIMS** ***GUIDANCE:*** - AC - Resolution of claim.		AC +3, then destroy			
SG18137	**FISCAL - GENERAL AND SUBSIDIARY LEDGERS**		FE +3, then destroy			
SG18138	**FISCAL - GENERAL JOURNAL VOUCHERS**		FE +3, then destroy			
SG18139	**FISCAL - GIFT INCOME RECORDS**		FE +3, then destroy			

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SG18140	**FISCAL - GRANTS - APPLICATIONS AND PROPOSALS**		FE +3, then destroy	R		
SG18141	**FISCAL- GRANTS - STATE INFORMATION ON FILE**		AC +3, then destroy			
SG18142	**FISCAL - GRANTS DOCUMENTATION - FEDERAL** ***GUIDANCE:*** - AC - Satisfaction of all Uniform Administration Requirements for Grants and Cooperative Agreements (the Common Rule). - **CAUTION:** Retention requirements may vary depending on the specific federal funding agency.		AC +3, then destroy		X	
SG18143	**FISCAL - INSURANCE CLAIM FILES** ***GUIDANCE:*** - AC - Resolution of claim.		AC +3, then destroy		X	
SG18144	**FISCAL - INSURANCE POLICIES** All types. ***GUIDANCE:*** - AC - Expiration or termination of the policy according to its terms.		AC +5, then destroy		X	
SG18145	**FISCAL - INTERNAL FISCAL MANAGEMENT REPORTS** Includes agency monthly budget reports.		FE +3, then destroy			

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SG18146	**FISCAL - INVESTMENT TRANSACTION FILES**		FE +3, then destroy			
SG18147	**FISCAL - LONG-TERM LIABILITY RECORDS** Bonds, etc.		PM	A	X	
SG18148	**FISCAL - POSTAGE RECORDS** Records and reports of postage expense, including postal meter usage.		FE +3, then destroy			
SG18149	**FISCAL - PURCHASE VOUCHERS** Requisitions, purchase orders, receiving reports, invoices or statements, change orders, etc.		FE +3, then destroy			
SG18150	**FISCAL - RECEIPTS JOURNALS OR REGISTERS**		FE +3, then destroy			
SG18151	**FISCAL - RECONCILIATIONS**		FE +3, then destroy			
SG18152	**FISCAL - REIMBURSABLE ACTIVITIES, REQUESTS AND AUTHORIZATIONS TO ENGAGE IN** Requests and approval for reimbursed expenses, travel, training, etc.		FE +3, then destroy			

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SG18153	**FISCAL - RETURNED CHECKS / WARRANTS / DRAFTS (UNCOLLECTABLE)** ***GUIDANCE:*** - AC - After deemed uncollectable.		AC +3, then destroy			
SG18154	**FISCAL - SIGNATURE AUTHORIZATIONS** Records authorizing an employee to initiate financial transactions for the agency.		US +FE +3, then destroy			**RA**-Access may be limited to protect financial systems.
SG18155	**FISCAL - SPECIAL CHECKS**		AC +5, then destroy			
SG18156	**FISCAL - TRANSMITTAL OF FUNDS / COST CENTER TRANSFERS**		FE +3, then destroy			
SG18157	**FISCAL - TRUTH-IN-LENDING STATEMENTS**		AC +15, then destroy		X	**RA**-Access may be restricted due to personal information, especially of students FERPA.

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SG18158	**FISCAL - WORKSHEETS FOR PREPARING FISCAL REPORTS**		FE +3, then destroy			
SG18159	**HEALTH SERVICES - STUDENT AND OTHER - MEDICAL REPORTS** Reconciliation report and insurance provider listing payments to provider. ***GUIDANCE:*** - May be effected by (HIPAA) Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160.		AC +5, then destroy			**RA**-Access restricted due to FERPA (student info).
SG18160	**HEALTH SERVICES - STUDENT AND OTHER MEDICAL: MEDICAID / MEDICARE RECORDS** ***GUIDANCE:*** - AC - Cost report filed with Medicaid intermediary. - May be affected by (HIPAA) Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160.		AC +5, then destroy			**RA**-FERPA, Confidential Record.

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SG18161	**HEALTH SERVICES - STUDENT AND OTHER MEDICAL: MEDICAL FINANCIAL ASSISTANCE RECORDS** Records indicating financial assistance to a patient other than Medicaid or Medicare. ***GUIDANCE:*** - May be affected by (HIPAA) Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160.		AC +3, then destroy			**RA**-Access restricted due to FERPA (student info).
SG18162	**INVENTORY AND OTHER COST FILES** Production, job, labor, quotes, pricing, specifications, etc.		FE +3, then destroy			
SG18163	**INVENTORY RECORDS - LIBRARY, BOOKSTORE AND RELATED AREAS** Hold until after audit. ***GUIDANCE:*** - AC - Audit completion.		AC +3, then destroy		X	
SG18164	**INVENTORY SYSTEM UPDATE LISTINGS** Shows all additions, changes, deletions and transfer times for the monthly processing period. ***GUIDANCE:*** - AC - Transfer of information into annual listing.		AC +1, then destroy			

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SG18165	**LEGAL - CASE RECORDS - INSTITUTIONAL OR AGENCY** ***GUIDANCE:*** - Records confidential until resolution or final adjudication. - Transfer to Archives.		PM	A	X	**RA**-May contain attorney-client privileged info.
SG18166	**LEGAL - COPYRIGHT INFORMATION** Information pertaining to copyrights held by the University, or others' copyrights that the University has permission to use.		PM	A	X	**RA**-May contain proprietary information.
SG18167	**LEGAL - COPYRIGHT RECORDS** Legal records of the University's copyrighted materials.		PM	A	X	**RA**-May contain attorney-client privileged info.
SG18168	**LEGAL - LITIGATION FILES** Records created by or for an agency regarding a lawsuit. ***GUIDANCE:*** - File closes at end of the lawsuit through decision not to file, decision of the court, end of appeal, etc. - R - Cases that set legal precedent or exhibit historical value should be evaluated by State Archivist.		PM	R	X	**RA**-May contain attorney-client privileged info.

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SG18169	**LEGAL - OPEN RECORDS REQUESTS - APPROVED** All documentation relating to request for records, furnished to the public.		PM	A	X	
SG18170	**LEGAL - OPEN RECORDS REQUESTS - DENIED**		PM	A	X	
SG18171	**LEGAL - OPINIONS AND ADVICE** From agency legal counsel or the Attorney General. ***GUIDANCE:*** - **CAUTION:** Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.		PM	R	X	**RA**-May contain attorney-client privileged info.
SG18172	**LEGAL - ROYALTY AGREEMENTS / MARKETING CONTRACTS**		PM	A	X	**RA**-Access may be restricted due to proprietary information.

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SG18173	**LIBRARY - CIRCULATION RECORDS** Patron-specific information. ***GUIDANCE:*** - US - Record is purged when transaction completed.		US, then destroy		X	**RA**-Access restricted to maintain patrons' privacy rights per Idaho Code § 9-340E, Exemptions from Disclosure.
SG18174	**LIBRARY - ILL LENDING REQUEST** Patron-specific information. ***GUIDANCE:*** - US - Record is purged when transaction completed.		US, then destroy		X	**RA**-Access restricted to maintain patrons' privacy rights per Idaho Code § 9-340E, Exemptions from Disclosure.

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SG18175	**LIBRARY - ILL SEARCH REQUESTS (BORROWING)** Items in which institution or agency has requested from other libraries through inter-library loan. ***GUIDANCE:*** - Libraries should adhere to limitations under USC 17, Sec. 108, U.S. Copyright Law.		AC +3, then destroy		X	**RA**-Access restricted to maintain patrons' privacy rights per Idaho Code § 9-340E, Exemptions from Disclosure.
SG18176	**LIBRARY - STATISTICAL REPORTS TO NATIONAL ORGANIZATIONS** ***GUIDANCE:*** - May be maintained as reference material.		Non-Record			
SG18177	**LIBRARY - PATRON RECORD, COMMUNITY** Information on patron used to track overdue materials, access and circulation privileges, for notice of availability of requested items, etc. ***GUIDANCE:*** - AC - Last date of contact.		AC +4, then destroy		X	**RA**-Access restricted to maintain patrons' privacy rights per Idaho Code § 9-340E, Exemptions from Disclosure.

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SG18178	**LIBRARY - PATRON RECORD, STUDENT** Information on patron used to track overdue materials, access and circulation privileges, for notice of availability of requested items, etc. ***GUIDANCE:*** - AC - Student's last date of contact.		AC +4, then destroy		X	**RA**-FERPA regulates access and use of student information.
SG18179	**NEWS OR PRESS RELEASES** News or press releases issued by agency.		PM	R		
SG18180	**PERSONNEL - ACCUMULATED LEAVE ADJUSTMENT REQUESTS** Used to create and adjust employee leave balances.		FE +3, then destroy			
SG18181	**PERSONNEL - ADA (AMERICANS WITH DISABILITIES ACT) DOCUMENTATION** Documenting compliance with the ADA. ***GUIDANCE:*** - Retention based on 28 CFR §35.105(c).		AC +3, then destroy			

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SG18182	**PERSONNEL - AFFIRMATIVE ACTION PLANS** Affirmative Action Plans for regular employees and apprenticeship programs. ***GUIDANCE:*** - Retention based on 29 CFR §30.8 (e) for apprenticeship plans.		AC +5, then destroy			
SG18183	**PERSONNEL- APPLICATIONS FOR EMPLOYMENT - HIRED** Applications, etc. required by employment advertisement. ***GUIDANCE:*** - AC - Termination of employment.		AC +5, then destroy			**RA**-Access may be restricted due to personal information.
SG18184	**PERSONNEL - APPLICATIONS FOR EMPLOYMENT - NOT HIRED** Applications, résumés, etc. required by employment advertisement. ***GUIDANCE:*** - Retention is based on 29 CFR § 1602.31(a) (State Agencies), 29 CFR §1602.49(a) (State Universities).		AC +2, then destroy			

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SG18185	**PERSONNEL - APPRENTICESHIP RECORDS** Application and work records of selected and rejected apprentices. ***GUIDANCE:*** - Retention based on 29 CFR §30.8 (e).		AC +5, then destroy			**RA**-Access may be restricted due to personal information.
SG18186	**PERSONNEL - APTITUDE AND SKILLS TESTS - TEST PAPERS** Aptitude test papers required for job or promotion. ***GUIDANCE:*** - Retention based on 29 CFR §1602.31 (State Agencies), 29 CFR §1602.49 (State Universities).		AC +2, then destroy			**RA**-Access may be restricted due to personal information.
SG18187	**PERSONNEL - APTITUDE AND SKILLS TESTS - VALIDATION RECORDS** Records of the validation of aptitude and skills tests. ***GUIDANCE:*** - LA - As long as the test is used by an agency. - Retention based on 29 CFR §1602.31 (State Agencies), 29 CFR §1602.49 (State Universities).		LA +2, then destroy			**RA**-Access may be restricted due to personal information.

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SG18188	**PERSONNEL - APTITUDE AND SKILLS TESTS** Aptitude or skills tests required by job applicants or current employees to qualify for a promotion or transfer. ***GUIDANCE:*** - Retention based on 29 CFR §1602.31 (State Agencies), 29 CFR §1602.49 (State Universities). - **CAUTION:** One copy of each different test should be retained for US+2 (different in terms of questions or administrative procedures).		US +2, then destroy			**RA**-Access may be restricted due to personal information.
SG18189	**PERSONNEL - BENEFIT PLANS** Employee benefit plans, i.e., pension, life, health etc. ***GUIDANCE:*** - Retention based on 29 CFR § 1627.3(b)(2).		US +1, then destroy			**RA**-Access may be restricted due to personal information.
SG18190	**PERSONNEL - COMPLAINT RECORDS** Complaints received and records documenting their resolution. ***GUIDANCE:*** - **CAUTION:** If a complaint becomes the subject of litigation, it is subject to a longer retention period.		FE +3, then destroy			**RA**-Access may be restricted due to personal information.

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SG18191	**PERSONNEL - CORRECTIVE ACTION DOCUMENTATION** Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve job performance. ***GUIDANCE:*** - AC - Termination of corrective action. - **CAUTION:** If during the retention period of these records they are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.		AC +3, then destroy			**RA**-Access may be restricted due to personal information.
SG18192	**PERSONNEL - DISCIPLINARY ACTION DOCUMENTATION** Disciplinary actions are those actions that affect pay, status or tenure. They include demotion, dismissal, etc. ***GUIDANCE:*** - AC - Termination of employment. - **CAUTION:** Agencies should observe this in all offices related to the action.		AC +3, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18193	**PERSONNEL - EEO REPORTS AND SUPPORTING DOCUMENTATIONS** Includes documentation to complete EEO reports. ***GUIDANCE:*** - Retention based on 29 CFR §1602.30, §1602.32, §1602.39, §1602.41, §1602.48, and §1602.50.		AC +3, then destroy			

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SG18194	**PERSONNEL - EMPLOYEE AFFIDAVITS** Employee affidavits for insurance, personnel, or other uses the administration has sought their statements.		AC +3, then destroy			**RA**-Access may be restricted due to personal information.
SG18195	**PERSONNEL - EMPLOYEE BENEFITS - OTHER THAN INSURANCE** Documents relating to selection of benefits other than insurance. ***GUIDANCE:*** - **CAUTION:** Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for them.		US, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18196	**PERSONNEL - EMPLOYEE COUNSELING RECORDS** Notes, etc. relating to work-related, personal, etc. counseling. ***GUIDANCE:*** - AC - Termination of counseling.		AC +3, then destroy			**RA**-Access may be restricted due to personal information.

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SG18197	**PERSONNEL - EMPLOYEE DEDUCTION AUTHORIZATIONS** Documents relating to all deductions of pay. ***GUIDANCE:*** - AC - After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner. - Retention based on 29 CFR § 1627.3(a)		AC +3, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18198	**PERSONNEL - EMPLOYEE EARNINGS RECORDS** ***GUIDANCE:*** - Retention based on 29 CFR § 1627.3(a).		AC +4, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18199	**PERSONNEL - EMPLOYEE INSURANCE RECORDS** Agency copy of selection records by employees of insurance offered by the State. ***GUIDANCE:*** - **CAUTION:** Documents which serve as payroll deduction authorizations must be maintained for the retention period prescribed for them.		US, then destroy			**RA**-Access may be restricted due to personal information.

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SG18200	**PERSONNEL - EMPLOYEE RECOGNITION RECORDS** Awards, incentives, tenure, etc. ***GUIDANCE:*** - AC - Termination of employment. - R - Archivist review for historic content.		AC +3, then destroy	R		
SG18201	**PERSONNEL - EMPLOYEE SAVINGS BOND LEDGERS**		FE +3, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18202	**PERSONNEL - EMPLOYMENT CONTRACTS** ***GUIDANCE:*** - AC - Original date of hire.		AC +50, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18203	**PERSONNEL - EMPLOYMENT ELIGIBILITY, DOCUMENTATION OR VERIFICATION OF** Federal reporting form - INS I-9. ***GUIDANCE:*** - AC - Termination of employment, with a minimum of 4 years. - Retention based on 8 CFR § 274.a.2(b)(2)(i)(A) and (c)(2).		AC +4, then destroy		X	**RA**-Access may be restricted due to personal information.

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SG18204	**PERSONNEL - EMPLOYMENT OPPORTUNITY ANNOUNCEMENTS** ***GUIDANCE:*** - Retention based on 29 CFR § 1602.31(a) (State Agencies), 29 CFR § 1602.49(a) (State Universities).		AC +2, then destroy			
SG18205	**PERSONNEL - EMPLOYMENT SELECTION RECORDS** All records that document the selection process, i.e., polygraph, physicals, interview notes, etc. ***GUIDANCE:*** - Retention based on 29 CFR § 1602.31(a) (State Agencies), 29 CFR § 1602.49(a) (State Universities). - **CAUTION:** Does not include criminal history checks.		AC +2, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18206	**PERSONNEL - EQUAL PAY RECORDS** Reports, etc. used to monitor compliance with Federal Equal Pay Act. ***GUIDANCE:*** - Retention based on 29 CFR §1620.32(c).		AC +2, then destroy		X	

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SG18207	**PERSONNEL - FORMER EMPLOYEE VERIFICATION RECORDS** Minimum information includes name, social security number, exact dates of employment, and last known address. ***GUIDANCE:*** - AC - Original date of hire. - Retention based on PERSI requirements.		AC +50, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18208	**PERSONNEL - GRIEVANCE RECORDS** Review of employee grievances against policies and working conditions etc. Includes record of actions taken. ***GUIDANCE:*** - AC - Final decision on the grievance. - **CAUTION:** Does not include formal complaints filed with the Equal Employment Office (EEO) of the U.S. Department of Labor.		AC +6, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18209	**PERSONNEL - HAZARDOUS MATERIALS TRAINING RECORDS** Records of training given employees in an agency hazard communications program, i.e., risk management, safety office personnel.		PM	A	X	

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SG18210	**PERSONNEL- HIRING PROCESS - CRIMINAL HISTORY CHECKS - NON-ACADEMIC** Criminal history record information on job applications or from DPS. ***GUIDANCE:*** - AC - After hiring decision made. - **CAUTION:** Some agencies authorized to obtain criminal history records from ISP are required to destroy after used for the immediate purpose obtained.		AC +1, then destroy			**RA**
SG18211	**PERSONNEL - HUMAN RESOURCES INFORMATION SYSTEM (HRIS) REPORTS** HRIS Reports and supporting documentation.		AC +3, then destroy		X	
SG18212	**PERSONNEL - INSTITUTIONAL EMPLOYMENT REPORT**		PM		X	
SG18213	**PERSONNEL - JOB PROCEDURE RECORDS** Any document detailing duties of positions on position-by-position basis.		US +3, then destroy			
SG18214	**PERSONNEL - LABOR STATISTICS REPORTS** Reports providing statistical information on labor force.		AC +3, then destroy			

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SG18215	**PERSONNEL - LEAVE STATUS REPORTS** Cumulative report for each pay cycle showing leave status.		FE +3, then destroy		X	
SG18216	**PERSONNEL - LIABILITY RELEASE FORMS / RECORDS** Statements of employees, patrons, etc. who have released the University from liability.		PM		X	
SG18217	**PERSONNEL - LICENSE AND DRIVING RECORD CHECKS**		US, then destroy			**RA**-Access may be restricted due to personal information.
SG18218	**PERSONNEL - MAIL - FORWARDING ADDRESS**		AC +1, then destroy			**RA**-Access may be restricted due to personal information.
SG18219	**PERSONNEL - OPTIONAL RETIREMENT** Federal employees.		Transfer to Office of Personnel Manage-ment within 6 months			**RA**-Access may be restricted due to personal information.

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SG18220	**PERSONNEL - OVERTIME AUTHORIZATION**		AC +2, then destroy			
SG18221	**PERSONNEL - OVERTIME SCHEDULES**		AC +2, then destroy			
SG18222	**PERSONNEL - PAYROLL - INCOME ADJUSTMENT AUTHORIZATIONS** Used to adjust gross pay, FICA, retirement or compute taxes. ***GUIDANCE:*** - Retention based on 29 CFR § 1627.3(a) and 29 CFR § 516.6(c).		AC +3, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18223	**PERSONNEL - PAYROLL - DIRECT DEPOSIT APPLICATION / AUTHORIZATIONS**		US, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18224	**PERSONNEL - PERFORMANCE APPRAISALS** Performance appraisals of employees; does not include faculty evaluations. ***GUIDANCE:*** - Retention based on 29 CFR § 1620.32(c).		AC +2, then destroy			**RA**-Access may be restricted due to personal information.

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SG18225	**PERSONNEL - PERSI ENROLLMENT FILES** ***GUIDANCE:*** - AC - Filing date.		AC +6, then destroy			**RA**-Access may be restricted due to personal information.
SG18226	**PERSONNEL - PERSI RECORD OF HOURS WORKED** Irregular help, half-time or greater. ***GUIDANCE:*** - AC - Date of hire.		AC +50, then destroy			**RA**-Access may be restricted due to personal information.
SG18227	**PERSONNEL - PERSI TERMINATION RECORDS**		AC +6, then destroy			**RA**-Access may be restricted due to personal information.
SG18228	**PERSONNEL - PERSONNEL INFORMATION OR ACTION FORMS** PAF forms. Documents to officially change pay, titles, benefits, etc. ***GUIDANCE:*** - Retention based on 29 CFR § 1602.31(a) (State Agencies), 29 CFR § 1602.49(a) (State Universities).		AC +2, then destroy			**RA**-Access may be restricted due to personal information.

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SG18229	**PERSONNEL - PHYSICAL EXAMINATIONS / MEDICAL REPORTS (PERIODIC REVIEW)** Examination reports for positions where health and fitness monitoring is required. **NOTE:** Some positions require 30 year retention per 29 CFR § 1910-1020(d). ***GUIDANCE:*** - **CAUTION:** Does not include preemployment physical examinations. - (HIPAA) Standards for Privacy of Individually Identifiable Health Information, 45 CFR Part 160, may apply.		US +3, then destroy			**RA**-Access may be restricted due to personal information.
SG18230	**PERSONNEL - POLICIES AND PROCEDURES** Manuals, guidelines, etc. that define agency-wide policies concerning personnel. ***GUIDANCE:*** - Previous revision should be transferred to Archives as new revision is approved.		PM	A	X	
SG18231	**PERSONNEL - POSITION / JOB DESCRIPTIONS** Job descriptions, includes all tasks performed and skills required.		US +3, then destroy		X	

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SG18232	**PERSONNEL - POSITIONS / JOB CLASSIFICATION REVIEW FILE** Relates to review and modification of job classifications within an agency.		US +3, then destroy			
SG18233	**PERSONNEL - RÉSUMÉS (UNSOLICITED)** Applies to agency replies stating résumé will be keep in case a job opens.		AC +1, then destroy			**RA**-Access may be restricted due to personal information.
SG18234	**PERSONNEL - SHARED LEAVE** ***GUIDANCE:*** - Retention based on Idaho Code §67-5335(7), effective July 1, 1998.		AC +5, then destroy			**RA**-Access may be restricted due to personal information.
SG18235	**PERSONNEL - SICK LEAVE POOL DOCUMENTATION** Requests submitted, approvals, number of hours transferred in and out, etc.		FE +3, then destroy			**RA**-Access may be restricted due to personal information.

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SG18236	**PERSONNEL - STATE DEFERRED COMPENSATION RECORDS** Maintain the most current version of the requested amount(s). ***GUIDANCE:*** - For instructions in determining closure, etc., refer also to PEBSCO/Nationwide Retirement Solutions (State-contracted administrator). - AC - All accounts with vendor(s) for the individual participant have been closed.		AC +5, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18237	**PERSONNEL - TIME CARDS AND TIME SHEETS** **NOTE:** Copies maintained by Office of Origin are not the record should be retained as short a time as possible.		AC +3, then destroy			**RA**-Access may be restricted due to personal information.
SG18238	**PERSONNEL - TIME OFF AND / OR SICK LEAVE REQUESTS**		FE +3, then destroy			**RA**-Access may be restricted due to personal information.

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SG18239	**PERSONNEL - TRAINING AND EDUCATIONAL ACHIEVEMENT RECORDS- INDIVIDUAL** Records documenting training, testing, or continual education. ***GUIDANCE:*** - AC - Termination of employment.		AC +3, then destroy			**RA**-Access may be restricted due to personal information.
SG18240	**PERSONNEL - TRAINING ADMINISTRATION RECORDS** In-house training material dealing with agencies' policies and services. ***GUIDANCE:*** - **CAUTION:** Does not include hazardous material training records.		PM	A	X	
SG18241	**PERSONNEL - TRAINING AND DEVELOPMENT EVALUATION FILES** Feedback on training.		AC +3, then destroy			**RA**-Access may be restricted due to personal information.
SG18242	**PERSONNEL - TRAINING MATERIALS** Materials developed by agency for training entities or individuals it regulates or serves.		US +1, then destroy			

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SG18243	**PERSONNEL - UNEMPLOYMENT CLAIMS RECORDS**		AC +3, then destroy		X	**RA**-Access may be restricted due to personal information.
SG18244	**PERSONNEL - UNEMPLOYMENT COMPENSATION RECORDS**		AC +3, then destroy			**RA**-Access may be restricted due to personal information.
SG18245	**PERSONNEL - W-2 FORMS** Employees' Withholding Exemption Certificate W-2. ***GUIDANCE:*** - Retention based on 26 CFR § 31.6001-1 (e) (2).		AC +5, then destroy			**RA**-Access may be restricted due to personal information.
SG18246	**PERSONNEL - W-4 FORMS** Employees' Withholding Exemption Certificate W-4. ***GUIDANCE:*** - Retention based on 26 CFR § 31.6001-1 (e) (2).		AC +5, then destroy			**RA**-Access may be restricted due to personal information.

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SG18247	**PHOTOGRAPHY** Regardless of institutional or agency office creating. **NOTE:** FERPA directory information release is retroactive from date of inclusion. ***GUIDANCE:*** - **CAUTION:** FERPA requires students give specific releases for the reuse of images if photography is not part of institution's directory information disclosure statement. - Release to Photograph for Publication may also be needed.		PM	A	X	
SG18248	**PHOTOGRAPHY - STUDENT - IDENTIFICATION PHOTOGRAPHS - ELECTRONIC OR CONVENTIONAL (1930 TO PRESENT)** Overwrite periodic digital photos of students; retain last permanently. **NOTE:** FERPA directory information release is retroactive from date of inclusion. ***GUIDANCE:*** - Retention based on Idaho Public Records Law, photographic records. - **CAUTION:** FERPA requires students give specific releases for the reuse of images if photography is not included as part of institution's directory information disclosure statement.		US, then destroy *Final Photograph:* PM			

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SG18249	**PHOTOGRAPHY - STUDENT - IDENTIFICATION PHOTOGRAPHS - ELECTRONIC OR CONVENTIONAL (PRE-1929)** ***GUIDANCE:*** - Retention based on Idaho Public Records Law, photographic records. - Transfer to University Archives or State Archives or store according to Department of Administration Records Storage Standards.		PM			
SG18250	**POLICE, CAMPUS - ACCIDENT RECORDS - TRAFFIC** Reports and supporting documentation concerning traffic accidents investigated, that are not make part of the offense record.		AC +3, then destroy			**RA**-Access may be restricted due to personal information, especially students'.
SG18251	**POLICE, CAMPUS - LAW ENFORCEMENT - STATISTICAL REPORTS FILES** Statistical reports and summaries of crime incidents, accidents, etc. Includes Uniform Crime Reports sent to ID-DPS.		*Monthly Reports:* AV, then destroy *Annual Reports:* PM		X	

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SG18252	**POLICE, CAMPUS - PARKING TICKETS** ***GUIDANCE:*** - AC - Ticket is paid or satisfied.		AC +1, then destroy			
SG18253	**PROCUREMENT - BID DOCUMENTATION** Includes bid requisition / authorizations, invitation to bid, bid specifications and evaluations. ***GUIDANCE:*** - **CAUTION:** If a formal written contract is the result of a bid, etc., the bid documents and its supporting materials must be retained for the same period as the contract.		FE +3, then destroy			
SG18254	**PROCUREMENT - ESTIMATE FILES** Supply and repair cost estimates.		AC +1, then destroy			
SG18255	**PROCUREMENT - MATERIAL SPECIFICATIONS**		AC +3, then destroy			
SG18256	**PROCUREMENT - ORDER - ACKNOWLEDGMENTS**		AC +1, then destroy			
SG18257	**PROCUREMENT - PACKING SLIPS**		AC +1, then destroy			

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SG18258	**PROCUREMENT - PERFORMANCE BONDS** Bonds posted by individuals or entities under contract with the agency. ***GUIDANCE:*** - **CAUTION:** Does not include construction or architectural surety bonds.	Purchas-ing	PM	X	A	
SG18259	**PROCUREMENT - PURCHASING LOGS** Log, etc. providing a record of purchase orders issued, orders received, etc.		FE +3, then destroy			
SG18260	**PROCUREMENT - SALES JOURNALS OR REGISTERS**		FE +3, then destroy			
SG18261	**PUBLICATIONS - RECORD COPY** Includes, but is not limited to, catalogs, reports (annual and periodic), journals, promotional literature, flyers, calendars and announcements. ***GUIDANCE:*** - Transfer a minimum of 1 copy of each to University or State Archives annually.		PM	X	A	

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SG18262	**RECORDS MANAGEMENT - DESTRUCTION SIGN-OFFS** Agency level documents authorizing destruction of records.		PM	A	X	
SG18263	**RECORDS MANAGEMENT - INSTITUTION-SPECIFIC RECORDS RETENTION SCHEDULE** Certification; signed original for institution or agency. ***GUIDANCE:*** - Original is retained permanently by the State Archives.		PM	A	X	
SG18264	**RECORDS MANAGEMENT - RECORDS CONTROL MATERIALS** Includes indexes, card files, shelf lists etc.		PM	A	X	
SG18265	**RECORDS MANAGEMENT - RECORDS DISPOSITION LOGS** Logs listing records destroyed or transferred.		PM	A	X	
SG18266	**RECORDS MANAGEMENT - RECORDS INVENTORY WORKSHEETS**		PM		X	
SG18267	**RECORDS MANAGEMENT PLANS** Records that set policies for agency's records management.		PM	A	X	

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SG18268	**REPORTS - ACTIVITY** Reports on workload monitoring, task completion etc.		AC +3, then destroy			
SG18269	**REPORTS - BIENNIAL OR ANNUAL AGENCY - NARRATIVE** Narrative reports sent to the governor and legislature as required by statute.		PM	A	X	
SG18270	**REPORTS - REPORTS ON PERFORMANCE MEASURES** Reports on agency performance submitted to executive and legislative budget offices. ***GUIDANCE:*** - Cut-off date of July 1st of odd-numbered calendar years.		PM	A	X	
SG18271	**REPORTS AND STUDIES - NON-FISCAL - RAW DATA** Information and data used to compile non-fiscal reports. ***GUIDANCE:*** - **CAUTION:** Does not include source documentation used for information or data included in or directly related to another records series in this schedule.		PM	R		**RA**-Access may be restricted where individually identifiable data is included.

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SG18272	**REPORTS AND STUDIES - NON-FISCAL** Non-Fiscal reports compiled by agency, committees or consultants.		PM	R		**RA**-Access may be restricted where individually identifiable data is included.
SG18273	**REQUESTS FOR INFORMATION** Requests for information preliminary to the procurement of goods etc. by direct purchase of bid. ***GUIDANCE:*** - AC - Closing date (date of direct purchase, issuance of request for bids, or decision not to proceed with the procurement, as applicable).		AC +3, then destroy			
SG18274	**SAFETY - DISASTER PREPAREDNESS AND RECOVERY PLANS**		PM	A	X	**RA**-Access may be restricted as part of facility security plans.

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SG18275	**SAFETY - EVACUATION PLANS** Plans for evacuation of agency facilities in cases of emergency. ***GUIDANCE:*** - Record copy should be maintained centrally.	Safety Office; Risk Manage-ment	PM	A	X	**RA**-Access may be restricted as part of facility security plans.
SG18276	**SAFETY - FIRE ORDERS** Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code. ***GUIDANCE:*** - AC - Deficiency corrected.		AC +3, then destroy			
SG18277	**SAFETY - HAZARD COMMUNICATION PLANS**	Safety Office	PM	A	X	**RA**-Access may be restricted as part of facility security plans.

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SG18278	**SAFETY - HAZARDOUS MATERIALS DISPOSAL RECORDS** See also Material Data Safety Sheets. Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g). **NOTE:** Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g). ***GUIDANCE:*** - Retention based on 29 CFR § 1910.1020(d) (1)(ii)(B)		PM	A	X	**RA**-Access may be restricted as part of facility security plans.
SG18279	**SAFETY - INCIDENT REPORTS** Reports concerning incidents that, upon investigation, were of a non-criminal nature. **NOTE:** Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g). ***GUIDANCE:*** - **Exposure records** require 30 year retention per 29 CFR § 1910.1020 (d) (1)(ii)(B)		AC +3, then destroy *Exposure Records:* AC +30, then destroy			**RA**-May include exposure records, including personal information.

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SG18280	**SAFETY - INSPECTION RECORDS** Fire, safety, and other inspection records of facilities and equipment. ***GUIDANCE:*** - AC - Date of the correction of the deficiency, if the inspection report reveals a deficiency. - **CAUTION:** Does not include inspection reports of building construction.		AC +3, then destroy			

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SG18281	**SAFETY - MATERIAL SAFETY DATA SHEETS** Either the MSDS or the following information: Some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, must be retained for the period required. From the CFR: (d)(2) Nothing in this section is intended to mandate the form, manner, or process by which an employer preserves a record so long as the information contained in the record is preserved and retrievable, except that chest X-ray films shall be preserved in their original state. **NOTE:** Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g). ***GUIDANCE:*** - AC - End of use of the substance. - Retention based on 29 CFR 1910(d)(1) (ii)(B). - Material safety data sheets and paragraph (c)(5)(iv) records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least 30 years.	Mini-mum: All areas using listed mater-ials	AC +30, then destroy			

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SG18282	**SAFETY - WORKPLACE CHEMICAL LISTS** ***GUIDANCE:*** - Should be matched to container labels per 29 CFR § 1910.1200(g).		AC +30, then destroy			
SG18283	**SAFETY REPORTS**		AC +3, then destroy			
SG18284	**STUDENT - REFUNDS AND REPAYMENTS** ***GUIDANCE:*** - Retention based on 34 CFR § 676.19(c). - Pell Grant Federal Regulation and other campus-based programs.		FE +5, then destroy		X	**RA**-FERPA, Confidential Record.
SG18285	**STUDENTS - 10TH DAY REPORTS; INSTITUTIONAL RESEARCH - CREATES** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.	Registrar Office of Record	PM		X	
SG18286	**STUDENTS - ACADEMIC PROBATION / SUSPENSION** Records relating to a student's academic probation or suspension. ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		AV, then destroy		X	**RA**-FERPA, Confidential Record.

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SG18287	**STUDENTS - ACADEMIC PROGRESS RECORDS** ***GUIDANCE:*** - Retention based on 34 CFR § 668.47 through .48	Financial Aid	AC +5, then destroy		X	**RA**-FERPA, Confidential Record.
SG18288	**STUDENTS - ACADEMIC RECORDS** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		PM		X	**RA**-FERPA, Confidential Record.
SG18289	**STUDENTS - ACADEMIC STATUS REPORT** Good standing, probation and dismissal. ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		PM (posted to transcript)		X	**RA**-FERPA, Confidential Record.
SG18290	**STUDENTS - ACADEMIC SUSPENSION WAIVER** ***GUIDANCE:*** - AC - Last date of contact. - Retention based on AACRAO Records Retention Guide.	Student Affairs	AC +5, then destroy		X	**RA**-FERPA, Confidential Record.
SG18291	**STUDENTS - ADD / DROP CLASS RECORDS** ***GUIDANCE:*** - AC - Graduation or last day of attendance. - Retention based on AACRAO Records Retention Guide.		AC +1, then destroy			**RA**-FERPA, Confidential Record.

LEGEND:

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Guidance: **RA**-Refers to the security needs of a record series. Must be justified.

Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18292	**STUDENTS - ADVISING RECORDS** ***GUIDANCE:*** - AC - Graduation or last day of attendance. - Retention based on AACRAO Records Retention Guide.		AC +1, then destroy		X	**RA**-FERPA, Confidential Record.
SG18293	**STUDENTS - APPLICATIONS / ADMISSIONS, ACCEPTED** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide. - Students have access to admission comments.		*Maximum:* Last date of contact +5, then destroy		X	**RA**-FERPA, Confidential Record.
SG18294	**STUDENTS - APPLICATIONS / ADMISSIONS, REJECTED** ***GUIDANCE:*** - AC - Beginning of semester of application. - Retention based on AACRAO Records Retention Guide. - Students have access to admission comments.		AC +1, then destroy		X	**RA**-FERPA, Confidential Record.
SG18295	**STUDENTS - ATHLETIC ELIGIBILITY RECORDS** ***GUIDANCE:*** - Retention based on NCAA rules.	Faculty Athletic Repre-sentative to NCAA	See institution's NCAA agreement		X	**RA**-FERPA, Confidential Record.
SG18296	**STUDENTS - ATHLETIC FILE** ***GUIDANCE:*** - AC - Graduation or last day of attendance. - Retention based on NCAA rules.	Faculty Athletic Repre-sentative to NCAA	AC +5, then destroy	R	X	**RA**-FERPA, Confidential Record.

LEGEND:

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SG18297	**STUDENTS - ATTENDANCE RECORDS**	Depart-ment of Course	AC +5, then destroy			**RA**-FERPA, Confidential Record.
SG18298	**STUDENTS - AUTHORITY TO INSPECT RECORDS** Incorporate into permanent student file.		PM		X	**RA**-FERPA, Confidential Record.
SG18299	**STUDENTS - CHANGE OF STATUS FORMS** ***GUIDANCE:*** - AC - Graduation or last day of attendance. - Retention based on AACRAO Records Retention Guide.		AC +5, then destroy		X	**RA**-FERPA, Confidential Record.
SG18300	**STUDENTS - CLASS SCHEDULES: PREPARATION RECORDS** Records retained by the advisor, registrar, etc. that served a preparation facet in making class schedules and degree plans. ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		AC +5, then destroy			**RA**-FERPA, Confidential Record.
SG18301	**STUDENTS - COMPREHENSIVE EXAMS (DOCTORAL)** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		AC +7, then destroy			**RA**-FERPA, Confidential Record.

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SG18302	**STUDENTS - COURSE EQUIVALENCIES** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		US +1, then destroy			**RA**-FERPA, Confidential Record.
SG18303	**STUDENTS - DATA SHEETS** ***GUIDANCE:*** - AC - Last date of contact, ex: graduation. Not a permanent record in a student's file. - Retention based on AACRAO Records Retention Guide.		AC, then destroy	R		**RA**-FERPA, Confidential Record.
SG18304	**STUDENTS - DEGREE APPLICATIONS** ***GUIDANCE:*** - AC - Can be either from date of graduation or last date of attendance. - Retention based on AACRAO Records Retention Guide.		AC +2, then destroy		X	**RA**-FERPA, Confidential Record.
SG18305	**STUDENTS - DEGREE PLANS** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		PM		X	**RA**-FERPA, Confidential Record.
SG18306	**STUDENTS - DEPARTMENTAL GRADE BOOKS** ***GUIDANCE:*** - AC - End of Semester. Shorter period may be set by Academic Dean's policy.		AC +4, then destroy		X	**RA**-FERPA, Confidential Record.

LEGEND:

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SG18307	**STUDENTS - DISCIPLINARY RECORDS** ***GUIDANCE:*** - AC - Close of semester the disciplinary action is taken. - Retention based on AACRAO Records Retention Guide.	Student Affairs	AC +2, then destroy		X	**RA**-FERPA, Confidential Record.
SG18308	**STUDENTS - END OF SEMESTER REPORTS - CREATED BY INSTITUTIONAL RESEARCH** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.	Registrar Office of Record	PM		X	**RA**-FERPA, Confidential Record.
SG18309	**STUDENTS - ENROLLMENT STATISTICS** ***GUIDANCE:*** - Records should not contain individually identifiable information. - Retention period based on AACRAO guidelines for statistical reports.		PM	R	X	
SG18310	**STUDENTS - ENROLLMENT VERIFICATION - RECORDS OF RELEASE OF INFORMATION** Should include name and contact information for requester. ***GUIDANCE:*** - **CAUTION:** Releases of student information should be handled in accordance with FERPA. - Retention based on AACRAO Records Retention Guide.	Registrar	AC +1, then destroy			**RA**-FERPA, Confidential Record.

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SG18311	**STUDENTS - EXAM SIGN-UP SHEETS**		US +1, then destroy			**RA**-FERPA, Confidential Record.
SG18312	**STUDENTS - FINANCIAL AID RECORDS - FFEL AND DIRECT LOANS** Records related to borrower's eligibility and participation. All audit requirements to be met prior to disposal. ***GUIDANCE:*** - AC - End of the award year in which the student last attended. - Retention based on 34 CFR § 668.24		AC +3, then destroy			**RA**-Access: FERPA, Confidential Record.
SG18313	**STUDENTS - FINANCIAL AID RECORDS - FISCAL OPERATIONS REPORT (FISAP) AND SUPPORTING RECORDS** All audit requirements to be met prior to disposal. ***GUIDANCE:*** - AC - End of the award year in which the report was submitted. - Retention based on 34 CFR § 668.24.		AC +3, then destroy		X	**RA**-Access FERPA, Confidential Record.

LEGEND:

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SG18314	**STUDENTS - FINANCIAL AID RECORDS - CAMPUS-BASED AND PELL GRANT** All audit requirements to be met prior to disposal. ***GUIDANCE:*** - AC - End of the award year in which the aid was awarded. - Retention based on 34 CFR § 668.24.		AC +3, then destroy			**RA**-Access FERPA, Confidential Record.
SG18315	**STUDENTS - FINANCIAL AID RECORDS - PERKINS REPAYMENT RECORDS** After 12/87, includes original repayment schedule, though manner of retention remains same as promissory note. All audit requirements to be met prior to disposal. ***GUIDANCE:*** - AC - The date on which a loan is assigned to department, cancelled or repaid. - Retention based on 34 CFR § 668.24.		AC +3, then destroy			**RA**-Access FERPA, Confidential Record.

LEGEND:

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SG18316	**STUDENTS - FINANCIAL AID RECORDS - PERKINS ORIGINAL PROMISSORY NOTES** Before 12/87, included original repayment schedule. All audit requirements to be met prior to disposal. ***GUIDANCE:*** - AC - Until the loan is satisfied or documents are needed to enforce the obligation. - Retention based on 34 CFR § 668.24.		AC, then destroy			**RA**-Access FERPA, Confidential Record.
SG18317	**STUDENTS - FINANCIAL AID RECORDS - FFEL AND DIRECT LOANS** All other records, including any other reports or forms. All audit requirements to be met prior to disposal. ***GUIDANCE:*** - AC - End of the award year in which the report was submitted. - Retention based on 34 CFR § 668.24.		AC +3, then destroy			**RA**-Access FERPA, Confidential Record.
SG18318	**STUDENTS - GRADE CHANGE FORMS** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		PM	A	X	**RA**-FERPA, Confidential Record.

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SG18319	**STUDENTS - GRADE REPORTS** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		AC +1, then destroy			**RA**-FERPA, Confidential Record.
SG18320	**STUDENTS - GRADE SHEETS** Final official compilation, not departmental copies received from Registrar. ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.	Registrar	PM	A	X	**RA**-FERPA, Confidential Record.
SG18321	**STUDENTS - GRADUATION STATUS AND RANKING** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		PM		X	**RA**-FERPA, Confidential Record.
SG18322	**STUDENTS - HEALTH SERVICES - PATIENT FILES / MEDICAL RECORDS** ***GUIDANCE:*** - AC - Can be either from date of graduation or last date of contact. - May be effected by (HIPAA) Standards for Privacy of Individually Identifiable Health Information, 45 C.F.R. Part 160 - **CAUTION:** Review student patient records for compliance with current FERPA requirements.		AC +5, then destroy		X	**RA**-FERPA, confidential record.

LEGEND:

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SG18323	**STUDENTS - HOUSING RECORDS** All audit requirements will be met prior to disposal. ***GUIDANCE:*** - Retention based on 34 CFR § 676.19(c). - Federal requirements for Pell Grant and other campus-based programs.		FE +5, then destroy	R	X	**RA**-FERPA, Confidential Record.
SG18324	**STUDENTS - ID REQUESTS**		AC +1, then destroy			**RA**-FERPA, Confidential Record.
SG18325	**STUDENTS - IMMIGRATION RECORDS** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		AC +5, then destroy		X	**RA**-FERPA, Confidential Record.
SG18326	**STUDENTS - MASS ADD / DROP CHANGES**	Registrar	AC +1, then destroy			**RA**-FERPA, Confidential Record.
SG18327	**STUDENTS - MILITARY TRAINING, CREDIT FOR**		AV, then destroy		X	**RA**-FERPA, Confidential Record.
SG18328	**STUDENTS - NAME CHANGE REQUEST** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		AC +5, then destroy		X	**RA**-FERPA, Confidential Record.

LEGEND:

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instruction (By Year)	Archival (A) or (R)	Vital (X)	Guidance
SG18329	**STUDENTS - NONDISCLOSURE OF INFORMATION** ***GUIDANCE:*** - CE - Calendar year end, must be renewed annually by student.		CE +1, then destroy		X	**RA**-FERPA, Confidential Record.
SG18330	**STUDENTS - PASS / FAIL RECORDS** Records pertaining to classes taken on a pass / fail bases. ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		AC +1, then destroy			**RA**-FERPA, Confidential Record.
SG18331	**STUDENTS - PERMITS FOR ADMISSION TO REGISTER** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		AV, then destroy			**RA**-FERPA, Confidential Record.
SG18332	**STUDENTS - PLACEMENT AND CAREER COUNSELING**		AC +5, then destroy			**RA**-FERPA, Confidential Record.
SG18333	**STUDENTS - RECOGNITION** Awards, etc.		AC +3, then destroy	R		**RA**-FERPA, Confidential Record.
SG18334	**STUDENTS - RECRUITMENT RECORDS** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		AC +1, then destroy			**RA**-FERPA, Confidential Record.

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SG18335	**STUDENTS - REPORTS**		AC +5, then destroy		X	**RA**-FERPA, Confidential Record where information is individually identifiable.
SG18336	**STUDENTS - RESIDENCY QUESTIONNAIRE** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		AV, then destroy		X	**RA**-FERPA, Confidential Record.
SG18337	**STUDENTS - SCHOLARSHIP APPLICATION (REJECTED)** ***GUIDANCE:*** - AC - Date of Decision. See also Student's Financial Aid Records.		AC +1, then destroy		X	**RA**-FERPA, Confidential Record.
SG18338	**STUDENTS - SCHOLARSHIP RECORDS (DEPARTMENTAL)** ***GUIDANCE:*** - AC - Award year. - Retention based on 20 U.S.C. 1094; 34 CFR § 668.24		AC +3, then destroy		X	**RA**-FERPA, Confidential Record.
SG18339	**STUDENTS - SCHOLARSHIP RECORDS (FEDERAL)** ***GUIDANCE:*** - AC - Date of decision / selection. - Retention based on Federal Register, 1-19-81, Part 3, Dept. of Education, VOL.46, NO.12,672.19,P3C.		AC +5, then destroy		X	**RA**-FERPA, Confidential Record.

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SG18340	**STUDENTS - SCHOLARSHIPS - AWARDED, DONOR FILES, ETC.** ***GUIDANCE:*** - AC - Date of decision / selection. - Retention based on Federal Register, 1-19-81, Part 3, Dept. of Education, VOL.46, NO.12,672.19,P3C.		*Department Award:* AC +3, then destroy *All Others:* AC +5, then destroy	R	X	**RA**-FERPA, Confidential Record.
SG18341	**STUDENTS - SCORES AND REPORTS (EXTERNAL) ADMISSION** Example, GRE, SAT.		AC +5, then destroy		X	**RA**-FERPA, Confidential Record.
SG18342	**STUDENTS - STUDENT ORGANIZATIONS** May be listed as directory information by institution.		PM	A	X	**RA**-FERPA, Confidential Record.
SG18343	**STUDENTS - STUDENT TEACHING**		AC +10, then destroy			**RA**-FERPA, Confidential Record.
SG18344	**STUDENTS - TEST MATERIALS (EXTERNAL)**		AC +1, then destroy		X	**RA**-FERPA, Confidential Record.
SG18345	**STUDENTS - TESTS, STUDENT ACADEMIC**		AC +1, then destroy		X	**RA**-FERPA, Confidential Record.

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SG18346	**STUDENTS - TRANSCRIPT REQUEST** ***GUIDANCE:*** - AC - Date of Request. - Retention based on AACRAO Records Retention Guide.		AC +1, then destroy		X	**RA**-FERPA, Confidential Record.
SG18347	**STUDENTS - TRANSCRIPTS** ***GUIDANCE:*** - Retention based on AACRAO Records Retention Guide.		PM		X	**RA**-FERPA, Confidential Record.
SG18348	**STUDENTS - VA RECORDS** ***GUIDANCE:*** - AC - Last date of contact.		AC +5, then destroy			**RA**-FERPA, Confidential Record.
SG18349	**STUDENTS - WAIVER RECORDS**		AC +2, then destroy		X	**RA**-FERPA, Confidential Record.
SG18350	**STUDENTS - WITHDRAWAL / REINSTATEMENT** ***GUIDANCE:*** - AC - Last date of contact. - Retention based on AACRAO Records Retention Guide.		AC +5, then destroy		X	**RA**-FERPA, Confidential Record.

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SG18351	**STUDENTS - WORK-STUDY: CERTIFICATES OF PAYMENT** All audit requirements to be met prior to disposal. ***GUIDANCE:*** - Retention based on 34 CFR § 676.19(c). Federal requirements for Pell Grant and other campus-based programs.		FE +5, then destroy			**RA**-FERPA, Confidential Record.
SG18352	**VEHICLE TITLES AND REGISTRATIONS** ***GUIDANCE:*** - Renewed annually.		AC +1, then destroy			
SG18353	**VEHICLES - INSPECTION REPAIR AND MAINTENANCE RECORDS**		LA +1, then destroy		X	
SG18354	**WEBSITE / WEBPAGES - INTERNET / INTRANET** System development documentation (for initial setup and all subsequent changes). ***GUIDANCE:*** - Electronic records.		PM	A	X	

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SG18355	**WEBSITE / WEBPAGES - INTERNET / INTRANET** Content of pages. ***GUIDANCE:*** - Electronic records.		PM	A	X	

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