

## EDINBORO UNIVERSITY OF PENNSYLVANIA

**Policy: RETENTION OF OFFICIAL UNIVERSITY RECORDS**

**Policy No. C061**

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Supersedes Policy No. C061 dated 4/26/10

Rescinds Policies G007 dated 1/12/93, C051 dated 5/9/95 and A066 dated 4/15/96

Recommended for Approval By: Gordon J. Herbst, Vice President for Finance and Administration

Approved By: Jeremy D. Brown, President on March 25, 2011

Review Date: As Required

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### **I. INTENT**

Edinboro University requires consistent treatment of records. Records maintenance, retention, and disposal procedures for official University records (see the "*Definitions*" Section of this document) must be followed systematically by staff in designated official repositories.

The University is committed to effective records retention to preserve its history, meet legal standards, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are destroyed.

In addition, duplicate or multiple copies of these records, retained in locations other than official repositories (see the "*Definitions*" Section of this document), must also be disposed of when they are outdated and no longer useful.

### **II. POLICY**

Edinboro University requires that different types of official University records be retained for specific periods of time, and has designated official repositories for their maintenance. These records must be managed in accordance with the procedures outlined in this document.

This policy is intended to ensure that the university:

- a) Meets legal standards;
- b) Optimizes the use of space;
- c) Minimizes the cost of record retention;
- d) Preserves the history of the University;
- e) Destroys outdated and useless records.

Official University records that are considered by the University's President to preserve the history of Edinboro University will be transferred to the University Archives.

### III. LITIGATION HOLD REQUESTS

In the event of a pending Open Records Request or a litigation hold request as to University records, the instructions contained within those notifications supersede any instructions or schedules for destruction contained within this policy.

### IV. DEFINITIONS

These definitions apply to these terms as they are used in this policy:

<b>Academic Record</b>	A record contained in the Table 1 of this policy, including student educational records as defined in this policy.
<b>Administration and Finance Record</b>	A record contained in the Table 2 of this policy.
<b>Active Record</b>	A record, including web content, with <i>current</i> administrative use and value for the office or school that generated it. Records remain active for varying numbers of years, depending on the purpose for which they were created.
<b>Archival Record</b>	An unsealed record that is <i>inactive</i> or <i>non-current</i> ; that is not required to be retained in the office or school in which it originated or was received; and that has historic value to the institution. Archival records do not include (1) electronic records which are not readable without compatible hardware and software, as well as those records that do not fall within the parameters of the collection, (2) records which are not public records under applicable federal and state laws, or (3) permanent records created by an office or school that have no historic value to the institution.
<b>Official Academic Department Record</b>	The original of a current or inactive record, including web content, created by a University academic department within a school. Official repositories for official Academic Department records are identified in Tables I and II of this policy.
<b>Official Repository</b>	An office or school that maintains official University records and designated as having responsibility for record retention and timely disposal of particular types of official University records. Such responsibility is assigned to the records manager or a designee in the official repository.
<b>Official University Record</b>	The original of a current or inactive record, including web content, created by a University office or school dean's office. Official repositories for official University records are identified in Tables I and II of this policy. For certain records, Pennsylvania State System of Higher Education (PASSHE) and the University together hold the official University record.
<b>Records Manager</b>	An individual who is responsible for managing official University records, including web content, and establishing appropriate record retention management practices in their areas.
<b>Student</b>	An individual who is admitted to the University and pays the non-refundable deposit.

<b>Student Educational Record</b>	As defined by the Family Educational Rights and Privacy Act (FERPA), a record that is directly related to a “student” (including former students, but excluding applicants or prospective students who never attend) and maintained by the University or by a party acting for the University. See University Policy A002 for more detail and for exclusions.
<b>University Archives</b>	A collection of the Baron-Forness Library that contains non-public records that preserve the history of Edinboro University. Archival records are retained and preserved indefinitely in the University Archives.
<b>Web Content</b>	Official online web page publications for University business or educational purposes maintained by the University, including University, department, and professional web pages.

## V. PROCEDURES

### A. Records Managers

Each records manager must:

- i. Implement the official repository’s record management practices;
- ii. Ensure that these management practices are consistent with this policy;
- iii. Educate staff within their area of responsibility in understanding sound record management practices;
- iv. Identify electronic records that may require transfer to new systems in order to retain access to them for the time period specified;
- v. Preserve inactive records of historic value and transfer those records to the University Archives in accordance with schedule of transfer described within this policy;
- vi. Ensure that access to confidential files is restricted. Long term restrictions on access to selected archival records should be negotiated at the time of their transfer to the University Archives;
- vii. Destroy inactive or non-current records, including web content, that have no archival value upon passage or obsolescence of the applicable retention period.

### B. Preserving or Disposing of Official University Records

When the prescribed record retention period (see Tables I and II which follow) for official University records has passed or becomes obsolete as a result of an event, a determination of whether to preserve or dispose of the documents *must* be made.

#### **Option A - Archival Records**

The University Archives holds records of historic value to the institution in four areas: legal, fiscal, administrative, and materials with potential research value. If the official University record is of historic value to the institution, the records manager should transfer the records to the University Archives (see Appendix A for information on the archival transfer process).

The Associate Vice President for Libraries will be responsible for arrangements with offices for collection of archival materials, after which the Librarian/University Archivist works with University offices to acquire materials of historic value for the University Archives, arranges and describes materials in

archives, and provides access to these materials as appropriate. University offices and schools are advised to consult with the Librarian/University Archivist in determining which official University record not excluded from the definition of archival record has historic value, subject to approval by the President.

All materials deposited in the University Archives become the property of the University Archives. Levels of access can be negotiated between the Librarian/University Archivist and the donor or creating office. The levels of access range from open access to sealed for a period of years.

**Note:** The University Archives cannot accept material under the condition of being sealed in perpetuity.

Creating offices or schools may request the return of the archival records for a period of time. After use by the creating office or school, the archival records should be returned within an agreed upon reasonable period of time; otherwise, archival materials may only be used in the Special Collections room. The reasonable period of time can be extended upon notice to the University Archives.

### **Option B - Non-archival Records**

If the official University record is not of historic value to the institution, the records manager may destroy them in one of the following ways:

- 1) Recycle non-confidential paper records.
- 2) Shred or otherwise render unreadable confidential records.
- 3) Destroy electronically stored data.

**Caution:** Records managers should periodically review records generated and maintained in University information systems or equipment (including mainframe, mini, and micro computing/storage systems) to ensure that these requirements are met.

### **Records Retention: Location and Duration**

Table 1 and 2 list the official repositories for University records, as well as how long these records must be retained.

Table 1 - Undergraduate and Graduate Academic Records, including student educational records

Table 2 – Administration and Financial

Record retention periods may be increased by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Such modifications supersede the requirements listed in this policy. Suspension of record destruction required by any of these reasons will be accomplished by a notice sent out to affected offices or schools by PASSHE Office of Chief Counsel/University Legal Counsel, Finance and Administration, and/or Grants and Sponsored Programs.

**Note:** No document list can be exhaustive. Questions regarding the retention period for any specific office University record or class of records not included in these tables should be addressed to the University Legal Counsel through the appropriate administrator with authority to contact the PASSHE Office of Chief Counsel/University Legal Counsel.

Email correspondence does fall under this policy and should be managed accordingly.

**Caution:** Offices and schools that are not official repositories that retain duplicate or multiple copies of these University records should dispose of them when they are no longer useful.

**Table 1**  
**UNDERGRADUATE AND GRADUATE ACADEMIC RECORDS**

Type of Record	Official Repository	Duration (Years)
<b>Academic Department</b>		
Criminal Background Checks, students	Program Administrator	3 from student's completion of program
Curriculum Requirement Adjustment Denials	Academic Department	6
Independent Study Forms, completed	Academic Department	2 from student's completion of program
Internship Denials	Academic Department	2 from student's completion of program
Letters of Recommendation, student	Academic Department	2 from student's completion of program
Student Clinical Evaluations (Nursing)	Program Administrator	Permanent
Student Medical Records (Nursing)	Program Administrator	3 from student's completion of program
<b>Advising and Career Services</b>		
Edinboro Alumni Job Placement Credentials	Advising & Career Services	Minimum of 7 following graduation
<b>Admissions - Graduate</b>		
International Student Forms (Visa documentation, etc.)	Graduate Admissions	5 from start of application term
Letters of Recommendation	Graduate Admissions	5 from start date of application term
Miller Analogies Test, GRE Test Scores (except for those in a student's academic record, which is permanent)	Graduate Admissions	5 from start date of application term
Student Waivers for Right of Access (See Letters of Recommendation for Admission)	Graduate Admissions	5 from start of application term
Transcripts (High School and Other College)	Graduate Admissions	5 from start of application term
<b>Admissions - Undergraduate</b>		
Advanced Placement, Applications for Admission, Relevant Correspondence, Entrance Exam Reports (ACT, CEEB, et. al.), Residency Classification Forms, Letters of Recommendation, Transcripts — High School and Other College (except for those in a student's academic record, which is permanent)	Undergraduate Admissions	3 from start date of application term

International Student Forms, completed (Visa documentation, etc.)	Undergraduate Admissions	3 from start date of application term
Letters of Recommendation	Undergraduate Admissions	3 from start date of application term
Residency Certificates	Undergraduate Admissions	3 from start date of application term
Residence Change Documents (Non-resident to Resident)	Undergraduate Admissions	3 from start date of application term
Student Waivers for Right of Access (See Letters of Recommendation for Admission)	Undergraduate Admissions	3 from start date of application term
Transcripts (High School and Other College) (except for those in a student's academic record, which is permanent)	Undergraduate Admissions	3 from start date of application term
<b>Bursar</b>		
Hold or Encumbrance Authorizations	Bursar	Until Released
Student Loan Records	Bursar	3 after PIF, assigned or cancelled
Student tuition and fee data, online	Bursar	Indefinite
Tuition and Fee Charges, if account has zero balance	Bursar	2 fiscal, with no activity
<b>Counseling and Psychological Services</b>		
Counseling Patient Records (Regulatory)	Counseling & Psychological Services	5 from the last date of service
<b>Financial Aid</b>		
Federal student aid program records	Financial Aid	3 from end of award year
Federal Perkins records	Financial Aid	3 from date that loan was assigned to U.S. Dept. of Education, cancelled, or repaid
Hold or Encumbrance Authorizations	Financial Aid	Until Released
<b>International Student Services</b>		
International Student Services (Immigration Records only)	International Student Services	Permanent
<b>Records and Registration</b>		
Academic Actions (Dismissal, etc.)	Records & Registration	5 from graduation or date of last attendance
Academic Records (including narrative evaluations, competency assessments, etc.)	Records & Registration	Permanent
Change of Course Forms, completed - Continuing Education, Summer Sessions, Extramural Studies	Records & Registration	5 from date of enrollment
Change of Grade Forms, completed	Records & Registration	Permanent

Change to Student ID number	Records & Registration	Permanent
Class Roster of Student Names	Records & Registration	Permanent
Confidentiality Hold Forms, completed	Records & Registration	Permanent or until student rescinds in writing
Curriculum Change Authorizations	Records & Registration	5 from graduation or date of last attendance
Degree, Grade, Enrollment, and Racial/Ethnic Statistics	Records & Registration	Permanent
Enrollment Verifications	Records & Registration	1 from enrollment date
Grade Sheets	Records & Registration	Permanent
Graduation Lists	Records & Registration	Permanent
Hold or Encumbrance Authorizations	Records & Registration	Until Released
Name Changes	Records & Registration	Permanent
Original Grade Sheets	Records & Registration	Permanent
Reinstatement Records	Records & Registration	Permanent
Student Class Schedules	Records & Registration	1 from graduation date or date of last attendance
Student Registration Forms- Continuing Education, Summer Sessions, and Extramural Studies	Records & Registration	1 from registration
Transcripts	Records & Registration	Permanent
Transcript Requests	Records & Registration	1 from submission date
Transfer Credit Evaluations	Records & Registration	5 from graduation
Veteran Administration Certifications	Records & Registration	5 from graduation or date of last attendance
Withdrawal Authorizations / Leaves of Absence	Records & Registration	2
<b>Residence Life and Housing</b>		
Damage Records (including pictures)	Residence Life & Housing	7 from term of occupancy
Emergency Cards	Residence Life & Housing	1
Housing Agreements	Residence Life & Housing	7 from term of occupancy

<b>School Dean's Office</b>		
Term Reports	School Dean's Office	5-7
<b>Students With Disabilities</b>		
Student Disability Records	Students with Disabilities	7 from date of graduation
Student Employment Records (for students who work in the office)	Students with Disabilities	7 from date of graduation
<b>Student Health Services</b>		
Health Center Patient Records (Non-regulatory)	Student Health Services	7 from the last date of service
Outside Services for Regulatory Required Medical Surveillance and Monitoring Records	Student Health Services	7
<b>Student Judicial Affairs</b>		
Disciplinary Records	Student Judicial Affairs	Generally 7 from the date of final adjudication
Student Judicial Code Violations	Student Judicial Affairs	See Student Code of Conduct XI – Retention of Records for Duration

**Table 2**  
ADMINISTRATION AND FINANCE

<b>Type of Record</b>	<b>Official Repository</b>	<b>Duration (Years)</b>
<b>President</b>		
Council of Trustees Minutes	President's Office	Permanent
Official University Actions	President's Office	Permanent
<b>Provost</b>		
Accreditation Records	Provost's Office	Permanent
Human Subject Records	Provost's Office	3 or Contract Period
<b>University Advancement</b>		
Alumni Records	Alumni Affairs	Permanent
Gift Records	Institutional Advancement	6 for hard copy records Permanent for electronic records
<b>Finance and Administration</b>		
Annual Financial Reports and Work papers	Vice President's Office	Permanent
Budgets	Vice President's Office	Permanent
Capital Equipment Records	Vice President's Office	Life of Asset: records of equipment purchased on federal funds must be retained for three years after final disposition
Depreciation Records	Vice President's Office	Life of Asset



Documents for leases, licenses, construction contracts and other contracts of a temporary nature valued at less than \$50,000	Vice President's Office	6 years after expiration of lease or contract term
Effort Certifications	Vice President's Office	6
Excise Tax Returns	Vice President's Office	6
Income Tax Returns	Vice President's Office	Permanent
Information Returns (990, 1099, 8282, 90.22 etc.)	Vice President's Office	Permanent
Indirect Cost Rate Calculations	Vice President's Office	6
Journal Entries and Back-up Documentation	Vice President's Office	6
New Account Records and Back-up Documentation	Vice President's Office	6 after account closing
Plans and Projections	Vice President's Office	Permanent
Property Deeds, Easements, Licenses, Rights of Way, Leases, Rights of First Refusal, Remainder Interests, Mortgages	Vice President's Office	Permanent
Sales Tax Returns	Vice President's Office	6
Summary Analysis Reports, end of year (Fund, Source, Function)	Vice President's Office	6
Title Insurance Policies	Vice President's Office	10 after disposal of property
Trial Balances	Vice President's Office	6
Transaction Authority Cards	Vice President's Office	6
<b>Technology and Communications</b>		
Plans and Goals/Objectives	Technology & Communications	Permanent
Promotional, educational, and informational materials	Technology & Communications	2 beyond obsolescence date
Hardware maintenance agreements	Technology & Communications	2 from expiration of agreement
Accounts records	Technology & Communications	2 from account removal (logs only)
Logged Support Requests	Technology & Communications	2 beyond system obsolescence date
Software licenses	Technology & Communications	2 from the expiration of license

Web pages	Technology & Communications	Due to the dynamic nature of web pages, only active pages are maintained
<b>Academic Departments</b>		
Department Memos/Letters	Academic Department	6
Curriculum Requirement Adjustment Denials	Academic Department	6
Independent Study Forms, completed	Academic Department	2 from student's completion of program
Internship Denials	Academic Department	2 from student's completion of program
Letters of Recommendation, student	Academic Department	2 from student's completion of program
<b>Accounting</b>		
Accounts Payable Vouchers and Attachments	Accounting	6
Accounts Receivable Statements, Centrally Generated	Accounting	6
Accounting Reports (monthly reports) Schedules of Department Balances, Transaction Statements, Account Analysis Statements, Monthly and Year-to-Date Salary and Wage Statements	Accounting	6
APPS Invoices	Accounting	6
Banking Records, Including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Canceled checks	Accounting	6
Cash Receipts	Accounting	6
DCAA Audit Work Papers	Accounting	6
Procurement Card Charge Documentation	Accounting	6
Subsidiary Ledgers (Accounts Payable, Accounts Receivable, etc.)	Accounting	6
Travel Reimbursements and Attachments	Accounting	6
Tuition and Fee Charges, if balance remains when student no longer attending	Accounting	Indefinite, until paid
University Audit Work Papers	Accounting	6
<b>Budget and Payroll</b>		
Annual Payment Records (W2, Alpha lists, employee transaction lists)	Budget & Payroll	Permanent
I-9 Forms, completed (Students)	Budget & Payroll	3 or 1 after termination (whichever is greater)
Imputed Income Records (auto usage, life insurance, CCTS, etc.)	Budget & Payroll	Minimum 4, but not more than 6 after filing

Information Returns filed with Federal and State authorities (W-2, 941, 1042S, etc.)	Budget & Payroll	6
Leave Reporting Documents	Budget & Payroll	4
Payroll Tax Returns (W2, Social Security, Unemployment Tax)	Budget & Payroll	5 after employment ends
Payroll Check Registers	Budget & Payroll / PASSHE	6
Payroll Correction Records	Budget & Payroll	5
Payroll Deduction Authorization Forms, completed (W4, DBD, CFCU, Bonds)	Budget & Payroll / Human Resources & Faculty Relations	Current and prior record for 2 fiscal years or until superseded, if earlier
Payroll Register (annual payment received by employees)	Budget & Payroll / PASSHE	Permanent
Payroll Vouchers	Budget & Payroll	3
Record of Payments and Deductions (payroll registers, deductions lists, adjustments)	Budget & Payroll	5
Time Cards, other	Budget & Payroll	3
Time Records, student	Budget & Payroll	4
Wage Assignment Orders	Budget & Payroll	5 after closed
<b>Bursar</b>		
Campus-based loan records	Bursar	Permanent
<b>Controller</b>		
990 Forms, completed	Controller	7
Basic Financial Statements, Audit, and General Ledger	Controller	7
<b>Construction</b>		
As-built Drawings	Construction	Permanent
Contracts and Agreements	Construction	12 from completion of project
<b>Environmental Health and Safety</b>		
Evacuation Drill Records	Environmental Health & Safety	5
Fire Protection Systems Records	Environmental Health & Safety	5
Fume Hood Testing Records	Environmental Health & Safety	3
Hazardous Waste Disposal Manifests and Reports	Environmental Health & Safety	3
Incident Records, Risk Management	Environmental Health & Safety	5
Incident Reports, Accident Reports	Environmental Health & Safety	4 after report date
Portable Extinguisher Training Records	Environmental Health & Safety	3
Vertical Lifting Devices (elevators) – certificate of operation, maintenance/repair and related records	Environmental Health & Safety	3

<b>Graduate Admissions</b>		
Recruitment Materials	Graduate Admissions	5 past distribution
<b>Grants and Sponsored Programs</b>		
Grant and Contract Applications, Proposals, and Supporting Documentation	Grants & Sponsored Programs	6 after close of grant, but 3 after close of grant (for Federal Grants and Contracts)
<b>Human Resource and Faculty Relations</b>		
Annual Statement of Financial Interest Disclosure Form, completed	Human Resources & Faculty Relations	5 (maintain separate from Official Personnel File)
Application for Retirement Membership (eligibility and related information)	Human Resources & Faculty Relations	Maintain in Official Personnel File (To age 75 or 4 years from date of last employed, whichever is earlier)
Arbitration awards and related documents	Human Resources & Faculty Relations / PASSHE	Permanent
Background Checks	Human Resources & Faculty Relations	To age 75 or 4 from date last employed , whichever is earlier (maintain separate from Official Personnel File)
Benefit Enrollment/Change Forms, completed, and Applications (related information)	Human Resources & Faculty Relations	Permanent
Closed grievances and PERAs	Human Resources & Faculty Relations	Permanent
Conciliation Agreements/ Consent Orders	Human Resources & Faculty Relations / PASSHE	Permanent
Collective Bargaining Agreements	Human Resources & Faculty Relations	Permanent
Collective Bargaining Agreements (original signed)	Human Resources & Faculty Relations / PASSHE	Last 3
Documents Supporting Other Academic or Non-Academic Selection Decisions (e.g., promotion, termination, compensation)	Human Resources & Faculty Relations	3 from effective date of decision
Employee Eligibility for Pension	Human Resources & Faculty Relations	6 after death of eligible employee and beneficiary
Employee Exit Interviews	Human Resources & Faculty Relations	1 after the annual compilation of exit interview data

Employee Work-related Medical Records (exposures)	Human Resources & Faculty Relations / Environmental Health & Safety  For radiation exposure records, see Radiation Safety	For hazard exposure 30 after employee separation; for all other medical records 3 after separation (maintain separate from Official Personnel File) or as required by applicable federal law
Employee Personal Information (name, address, SSN, period of employment)	Human Resources & Faculty Relations	6 after death of eligible employee and beneficiary
Employee Service	Human Resources & Faculty Relations	6 after death of eligible employee and beneficiary
Employee Service Records for Retirement	Human Resources & Faculty Relations	Maintain in Official Personnel File )3 most recent years)
Faculty and Non-Instructional Search Records, including employment applications, resumes, and all applicant search materials	Human Resources & Faculty Relations / appropriate Department	2 years 29 C.F.R. §1627.3 application becomes part of Official Personnel Files
Faculty Tenure or Promotion Dossiers	Human Resources & Faculty Relations	Permanent
Family Medical Leave Act (FMLA) Case Files and Other Medical Documentation for Leave Requests	Human Resources & Faculty Relations	3 after case closed or duration of leave (maintain separate from Official Personnel File)
Financial Disclosure Appeal Form, completed	Human Resources & Faculty Relations	4 (maintain separate from Official Personnel File)
Grievance/Complaint Issues	Human Resources & Faculty Relations	3 for No Cause Permanent for Cause (maintain separate from Official Personnel File)
H-1 Visa Scholar Records (temporary employment of internationals under Immigration & Naturalization Service regulations)	Human Resources & Faculty Relations	6 after expiration of Visa
I-9 Forms, completed (Faculty and Staff)	Human Resources & Faculty Relations	3 after date of hire, or 1 after termination (whichever is later) 8 C.F.R. §372a.2
Individual Employment Contracts	Human Resources & Faculty Relations	Maintain in Official Personnel File (To age 75 or 4 from date last employed , whichever is earlier)

J-1 Visa Scholar Records (Non-immigrant internal scholars, i.e., visiting faculty)	Human Resources & Faculty Relations	3 after expiration of Visa
Negotiation materials and related documents	Human Resources & Faculty Relations / PASSHE	Permanent
Occupational Injury or Illness Report	Human Resources & Faculty Relations	Maintain in Official Personnel File (To age 75 or 4 from date last employed , whichever is earlier)
Official Personnel Files (including application, resume, appointment, promotion, salary changes/salary forms, personal information)	Human Resources & Faculty Relations	To age 75 or 4 from date last employed , whichever is earlier 29 C.F.R. §516.5
Pension Paid to Employees or their Beneficiaries	Human Resources & Faculty Relations	6 after death of employee and beneficiary
Pension Plans and All Attached Amendments	Human Resources & Faculty Relations	Permanent
Pensions or Pension Plans Filed with the Department of Labor and Internal Revenue Service	Human Resources & Faculty Relations	Permanent
Payroll Deduction Authorization Records	Human Resources & Faculty Relations / Payroll	Current and prior record for 7 (fiscal) or until superseded, if earlier
Performance Appraisals	Human Resources & Faculty Relations	Maintain in Official Personnel file (3 most recent)
Sabbatical Leave Records	Human Resources & Faculty Relations / Appropriate Department	To age 75 or 4 from date last employed , whichever is earlier (maintain separate from Official Personnel File)
Side Letter binders	Human Resources & Faculty Relations	Permanent
Strike planning documentation	Human Resources & Faculty Relations	Permanent
Time, Attendance & Leave Records (Timekeepers' copy)	Human Resources & Faculty Relations / Payroll	7
Tuition Waiver Records	Human Resources & Faculty Relations	4
Unemployment Compensation Records for Individual Employees	Human Resources & Faculty Relations	3
Union Meet and Discuss Minutes	Human Resources & Faculty Relations	No greater than 10
Union Subject Documentation (Side letters, Memos, Correspondence)	Human Resources & Faculty Relations / PASSHE	Permanent
Worker's Compensation – Active & Non-Active Claims – Active and Non-	Human Resources & Faculty Relations	4 after claim is closed or separation

active Employees		
<b>Institutional Research</b>		
Federal, State, and Local Required Statistics and Reports	Institutional Research	Permanent
<b>Network and Telecommunications</b>		
Cellular phone records	Networks & Telecommunications	5
Wiring diagrams	Networks & Telecommunications	Permanent
PBX records	Networks & Telecommunications	5
<b>Purchasing</b>		
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	Purchasing	6 after expiration
Insurance Policies (Liability, Property, and Other Policies)	Purchasing	Permanent
Purchase Orders, Contracts, Agreements	Purchasing	6
<b>Radiation Safety (College of Arts and Sciences)</b>		
Radiation Dose Reports	Radiation Safety Officer	Permanent
Radiation Safety Training Records	Radiation Safety Officer	3
Radioactive Materials License and Safety Committee Records	Radiation Safety Officer	Permanent
Radioactive Material Receiving and Inventory Records	Radiation Safety Officer	3
<b>Records and Registration</b>		
Catalogs	Records & Registration	Permanent
Commencement Programs	Records & Registration	Permanent
Course Offerings	Records & Registration	Permanent
Schedule of Classes (institutional)	Records & Registration	Permanent
<b>Social Equity</b>		
Affirmative Action Plans/Programs	Social Equity	Permanent
Mediation/Informal Resolution Cases	Social Equity	Permanent
Ombudsperson Concerns	Social Equity	5 from closing date
Sexual Harassment and other Complaints of Prohibited Discrimination, Investigations, and Findings	Social Equity	Permanent
<b>Undergraduate Admissions</b>		
Recruitment Materials	Undergraduate Admissions	3 past distribution
<b>University Offices (<i>in general</i>)</b>		
Account Reconciliations (Balance Sheet)	University Offices	6
Accounts Receivable Statements, Unit	University Offices	6

Generated		
Billing Records	University Offices	6
Electronic mail (as a communications medium)	University Offices	As determined by the originating University office
Electronic mail (as an official record)	University Offices	Based on the type of record. See also PASSHE Policy on Email Retention.
e-Time, student	University Offices, appropriate timekeeper	3 after the date that all student loans are paid
Inventories	University Offices	Life of Asset
Volunteer Registration Forms - completed, Parental Consent Forms - completed, and Agreements	University Offices	3
<b>University Police</b>		
Animal Law Enforcement	University Police	No less than 2 or as mandated by law
Bicycle Registration	University Police	No less than 2 or as mandated by law
Calibration	University Police	No less than 5 after expiration of certification or as mandated by law
Citations (traffic and non-traffic)	University Police	No than 5 years if not part of Criminal History Case File or as mandated by law
Community Relations	University Police	As long as of administrative value
Complaints, Incident Reports or Initial Activity Reports	University Police	No less than 3 if not part of Criminal History Case File or as mandated by law
Court Orders	University Police	As long as of administrative and legal value if not part of Criminal History Case File
Crime Reports	University Police	No less than 4 or as mandated by law
Criminal History Dissemination	University Police	No less than 5 or as mandated by law
Criminal History / Investigatory Case Files	University Police	No less than 5 or as mandated by law
Daily Activity Reports	University Police	No less than 2 or as mandated by law



Daily Bulletins / Blotters / Logs	University Police	As long as of administrative value
Dispatcher's Log Books	University Police	No less than 2 after last entry or as mandated by law
Firearms and Ammunition – Records / Inventories	University Police	No less than 2 after superseded or obsolete or as mandated by law
K-9 Corps	University Police	No less than 2 after retirement or death of dog or as mandated by law
Master Name Index	University Police	As long as of administrative and legal value
Motor Vehicle (accident reports)	University Police	No less than 5 after close of investigation if not part of Criminal History Case File or as mandated by law
Motor Vehicle (parking violations – tickets and recommendations for special driver's examinations)	University Police	No less than 1 after all fines have been paid or as mandated by law
Motor Vehicle (abandoned or impounded vehicles)	University Police	No less than 2 or as mandated by law
Permits and Related Applications	University Police	No less than 2 or as mandated by law
Property Damage Reports	University Police	No less than 4 or as mandated by law
Property Records (Evidence / Found / Recovered)	University Police	No less than 10 after property is no longer in custody of the University Police if record is not part of Criminal History Case File or as mandated by law
Temporary Detention	University Police	No less than 3 or as mandated by law
Towing Service Records	University Police	No less than 1 after all fines have been paid or as mandated by law
Video / Audio Tapes	University Police	No less than 2 or as mandated by law
Waivers for Riding in Police Vehicles	University Police	As long as of administrative and legal value

**RELATED UNIVERSITIES**

Policy A002 – Confidentiality and Privacy of Student Records  
Policy C015 – Contact with PASSHE Office of Chief Counsel / University Legal Counsel  
Policy C048 – Library Materials Use  
Policy C054 – Open Records Policy  
Policy C055 – University Web Presence Policy and Guidelines

**CONTACTS**

If you have questions about specific issues, contact the following offices and/or individuals:

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>
Archival Storage of Inactive Records (including pre-archival storage)	Librarian/University Archivist or Associate Vice President for University Libraries	732-2415 or 732-2779
Electronic Media Storage	Associate Vice President, Technology & Communications	732-1040
Micrographic Preservation	Associate Vice President for University Libraries	732-2779
Policy Clarification or Exceptions	PASSHE University Legal Counsel*	717-720-4070
Records Imaging	Dean, Graduate Studies	814-732-2856
Records Management	See Records Manager List under Official Repository	---

\* See University Policy C015 for guidance on who may contact PASSHE Office of Chief Counsel / University Legal Counsel.

Direct any questions about record retention to your office or school records manager.

<b>Records Manager</b>	<b>Office or School</b>	<b>Telephone (814)</b>
Executive Assistant to President	President's Office	732-1387
Assistant to the President	Council of Trustees	732-1382
Director	International Student Services	732-2770
Director	Undergraduate Admissions	732-2761
Director	Social Equity	732-2167
Associate Vice President	Technology & Communications	732-1040
Associate Vice President	Institutional Research	732-1362
Provost and Vice President	Academic Affairs	732-2729
Registrar	Records & Registration	732-5555 ext. 285
Director	Graduate Admissions	732-2856
Director	Grants & Sponsored Programs	732-1052
Dean	School of Education	732-2752
Dean	College of Arts & Sciences	732-2477 or 2400
Director	The Porreco Center	836-1955 or 732-2544
Radiation Safety Officer	College of Arts & Sciences	732-2477 or 2400
Director	The Meadville Center	732-2544
Associate Vice President	Baron-Forness Library	732-2779
Librarian/University Archivist	Baron-Forness Library	732-2415
Vice President	Institutional Advancement	732-1732
Director	Alumni Relations	732-1763
Vice President	Finance & Administration	732-2585
Controller	Accounting	732-2757
Director	Budget & Payroll	732-2870
Bursar	Bursar	732-5555 ext. 222
Director	Construction	732-2566
Associate Vice President	Facilities	732-2826
Assistant Vice President	Financial Aid	732-5555 ext. 228
Director	Environmental Health & Safety	732-2709
Associate Vice President	Human Resources & Faculty Relations	732-2703
Director	Purchasing	732-2704 or 1312
Police Chief	University Police	732-2700 or 1600
Vice President	Student Affairs	732-2313
University Registered Nurse Supervisor	Student Health Services	732-2743
Director	Counseling & Psychological Services	732-2252
Coordinator	Student Judicial Affairs	732-2920
Director	Center for Career Development	732-2781
Director	Students with Disabilities	732-2462
Director	Residence Life & Housing	732-1248

APPENDIX A

UNIVERSITY ARCHIVES

**Collection of Archival Records and Other Materials**

All official University records of historic value scheduled for transfer to the University Archives must be *inactive* or *non-current* records.

Generally, official University records are considered for transmittal to the University Archives five to seven years after the records become *inactive* or *non-current*. Personnel files will involve a different schedule that is based upon the separating employee's date of departure from University service.

Non-public official University records are not suitable for transfer to the University Archives.

**Transfer of Archival Records**

Once a set of official University records has been approved for transfer to the University Archives, the records manager or his/her designee will box and send the records to the University Archives. The Librarian/University Archivist processes the records and returns a list of records received along with notice of where they have been placed in the University Archives.

When records are not approved for retention, the sending office will be notified and allowed to decide whether the materials are to be returned or discarded. Depending on the rate of record accumulation, records will be sent to the archives annually or on a schedule agreed on by the office representative and the archivist.