UNIVERSITY OF MINNESOTA
RECORDS RETENTION SCHEDULE

The University of Minnesota Records Retention Schedule applies to all University departments, units, and agencies. In addition, this retention schedule applies to all formats of information, including but not limited to hard copy paper records, electronic media, and microforms. Departments and units are encouraged to use electronic formats to manage and store their information, however electronic records must be maintained and accessible according to the following retention schedule and destroyed when the retention period for that format has been met.

A-133 REPORTS
This series consists of copies of A-133 Reports.
Recommended retention:
A: Master record maintained at Accounting Services: 10 fiscal years (OMB Circular A-133)
B: Duplicates: Retain until updated

ABSENCE CARDS
This series documents vacation and sick leave taken by employees.
Recommended retention: 3 fiscal years.

ACCESS RECORDS
This series documents access by employees to workstations and buildings.
Recommended retention: 1 year after access terminated

ACCREDITATION RECORDS
This series consists of reports and supporting information documenting the process of becoming accredited and/or activities associated with reporting and/or confirming accreditation by professional, licensing and certifying associations.
Recommended retention: Retain records pertaining to current plus one previous accreditation period. Prior to destruction, offer to University Archives.

ADMINISTRATIVE POLICY RECORDS
This series is typically arranged in alphabetical subject files, and may include chronological reading files, bound reports, tape recordings, photographs, electronic mail and other information types, all of which document the activities of the Provosts, Vice Presidents, Assistant/Associate Vice Presidents, Deans and Assistant/Associate Deans.
Recommended retention: 3 fiscal years. Transfer to University Archives.

ADMINISTRATIVE SUPPORT RECORDS
This series documents the administrative records that are used to carry out the functions of the office and may include video, audio, electronic and paper media.
Recommended retention: 3 fiscal years.

ADMISSIONS APPLICATIONS – DENIED/DECLINED ADMISSION/NOT REGISTERED

This series consists of applications of graduate and undergraduate students who have made applications to the University and have been denied, declined admission or did not appear to register. Master record maintained at Admissions or Graduate School.
Recommended retention:
A: Master record: Maintained by Admissions or Graduate School:1 year after application denied provided no litigation is pending.
B: Duplicates: College or Department: 1 year after application denied provided no litigation is pending.

ADMISSIONS APPLICATIONS – DENIED/DECLINED ADMISSION/NOT REGISTERED – MEDICAL SCHOOL
This series consists of applications of students who have made applications to the Medical School and have been denied, declined admission or did not appear to register. Master record maintained at Medical School Admissions.
Recommended retention:
A: Master record: Maintained by Medical School Admissions: 5 years after application denied provided no litigation is pending.
B: Duplicates: College or Department: 1 year after application denied provided no litigation is pending.

ADMISSIONS APPLICATIONS - GRADUATE STUDENTS
This series consists of admissions applications of graduate students who have registered for classes. The master record of the Graduate School application for those students who register is transferred to the Graduate School Record and is maintained at the Graduate School. Any additional information requested by colleges or departments, such as writing samples or additional application information, is held at the college or department..
Recommended retention:
A: Master Record: Transferred to Graduate School Record
B: Master Record – Additional Application Information: 5 years after graduation or last date of attendance.
C: Duplicates: College or Department: Retain until obsolete, superseded or administrative value is lost.

ADMISSIONS APPLICATIONS – PROFESSIONAL SCHOOLS
This series consists of admissions applications for students in professional schools such as law and the medical schools who have registered for classes. The master record of the application for those students who register is maintained at the school's student affairs office.
Recommended retention:
A: Master Record: Maintained at the school's Student Affairs Office: 10 years after graduation or last date of attendance.
B: Duplicates: Department: Retain until obsolete, superseded or administrative value is lost.

ADMISSIONS APPLICATIONS - UNDERGRADUATE STUDENTS
This series consists of admissions applications of graduate and undergraduate students who have registered for classes. Master record maintained at Admissions.
Recommended retention:

A: Master Record: Maintained by Admissions: 5 years after graduation or date of last attendance.
B: Duplicates: College or Department: Retain until obsolete, superseded or administrative value is lost.

ADVISING RECORDS
This series consists of advisor copies of student records used to monitor academic progress and provide advice. May include but is not limited to copies of transcripts, grade reports, awards, notes of meetings, various forms and correspondence.
Recommended retention: 5 years after graduation or date of last attendance.

AFFIRMATIVE ACTION PLANS
Recommended retention: 5 calendar years. (29CFR1602.48)

AIR CONDITIONING SERVICE RECORDS
This series consists of service technician training records and certification, equipment certification, and records of the purchase and use of refrigerants.
Recommended retention: 3 calendar years (40 CFR 82.42).

ALARM AGREEMENTS
This series consists of annual contracts with University departments for alarm monitoring.
Recommended retention: 6 years after contract closed

ALCOHOL RECORDS
This series documents shipping, receiving and customer order authorizations at Office Equipment Services for tax-free alcohol use
Recommended retention: 3 fiscal years. (27 CFR 22.104; 27 CFR 22.161; 27 CFR 22.164).

AMBULANCE CREW SIGN-IN
This series documents staff presence at University events.
Recommended retention: 3 calendar years.

AMBULANCE CREW REGISTRATION
This series consists of the online ambulance crew registration to work events.
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

AMBULANCE LICENSING RECORDS
This series consists of the ambulance license file, and may include but is not limited to application, attendant qualification information, medical director's identification, and other supporting documents.
Recommended retention: 2 years after license expires or is superseded.

AMBULANCE OPERATIONAL PROCEDURES
This series consists of written procedures for the ambulance service.
Recommended retention: Retain until updated. (M.S. 144E.125)

ANIMAL HEALTH REPORT
This series consists of a card used by staff at RAR to identify any problems with animals that are seen during rounds. Includes species, room number, animal identification, investigator, phone number and problem.
Recommended retention: 3 years. 9CFR, Chapter 1, Subchapter A

ANIMAL LOG BOOKS
This series documents the arrival of new animals to RAR.
Recommended retention: 3 years after animal arrives. 9CFR, Chapter 1, Subchapter A

ANIMAL MORBIDITY FORMS
This series documents any problems with the animals at RAR found on rounds, and includes location, animal number, history, assessment and observations and what plan to do.
Recommended retention: 3 years. 9CFR, Chapter 1, Subchapter A

ANIMAL USE CERTIFICATIONS
This series consists of signed employee statements acknowledging understanding of Animal Care and Use Policies and agreement to comply with the Policies. Master record maintained by the University Animal Care Committee.
Recommended retention:
A: Master record: Maintained by Institutional Animal Care and Use Committee: 3 years after completion of activity for which the certification was signed. (OLAW Public Health Service Policy on Humane Care and Use of Laboratory Animals, and 9CFR, Chapter 1, Subchapter A
B: Duplicates: Departments should check with publications and/or sponsors of research for additional requirements.

ANNOUNCEMENTS AND INFORMATION: ROUTINE
This series consists of information transmitted between parties, either in paper or electronic form. This information does not result in the formulation of policy or contract. It may be transmitted internally between employees, or externally, and may include but is not limited to notices of seminars, conferences or workshops, queries regarding processes or ideas, electronic journals and general information of programs.
Recommended retention:
Retain until obsolete, superseded or administrative value is lost.

ANNUAL & MONTHLY REPORTS
Recommended retention: 5 fiscal years. Prior to destruction, offer to University Archives.

APPLICANT ACTION SHEET
This series consists of the applicant action sheet which is used to activate the application for employment for civil service and bargaining unit staff.
Recommended retention: 30 days after application is activated.

APPLICANT TESTS
This series consists of tests taken by applicants for employment. Scores are posted to the employment application.

Recommended retention: 10 days after score posted.

APPLICATION FOR DEGREE FORMS
This series consists of forms sent by students to Academic Support Resources. It is then used to flag the electronic records so that the Colleges can clear students for graduation. Academic Support Resources maintains the original application and the colleges maintain copies.
Recommended retention: 5 years after graduation or date of last attendance.

APPLICATION/CONTRACT FOR ROOM AND BOARD
This consists of application for housing and meal plan for the academic year, specifying housing preference and meal plan choice for a one-year period.
Recommended retention: 5 fiscal years.

APPROVAL FOR EXTERNAL SALES FILES
This series consists of the documents and reports used to support the approval process for department external sales and may include but is not limited to risk, insurance, environmental and compliance issues.
Recommended retention:
A: Master copy: Maintained at the Controllers Office: Maintain file 3 fiscal years after approval rescinded.
B: Duplicates: 3 fiscal years.

BALLOTS
This series consists of ballots used by internal departmental or college committees.
Recommended retention: 60 days after ballots counted and results announced.

BACKGROUND CHECK FILES
This series consists of requests for, and results of, criminal and other background checks on employees. *These records must be kept separate from the employee file and housed in a secure location.* No records of background checks should be kept at the college or department level.
Recommended retention:
A. Hired: Master record: Maintained at Office of Human Resources: 7 years after termination of employment.
B. Not Hired: Master record: Maintained at Office of Human Resources: 30 months after position filled.

BANK STATEMENTS
Recommended retention: 5 fiscal years

BCT FILES
This series consists of student files kept at the Office for Student Conduct and Academic Integrity and may include correspondence, reports and interviews.
Recommended retention: 5 years after graduation or date of last attendance.

BIKE LOCKER RECORDS
This series documents payment and rental of Coffman Union bike lockers.

Recommended retention: 1 year after contract expires.

BIKE SURVEYS AND STATISTICAL RECORDS
Recommended retention: 1 fiscal year.

BILLING RECORDS - SUBCONTRACTOR
This series consists of subcontractor information regarding billing and includes monthly reconciliation records, invoices and correspondence. Master record of payments to vendors maintained at Disbursement Services.
Recommended retention:
A: Disbursement Services: 10 fiscal years.
B: Departments and Units: Sponsored Projects: See SPONSORED ACCOUNTS
C: Departments and Units: State Funds: Maintain original materials for 3 fiscal years provided no litigation is pending. Duplicate information, such as that held at Disbursements must be kept for current plus one fiscal year.

BUDGET FILES
This series consists of internal budget worksheets and files.
Recommended retention: 3 fiscal years.

BUILDING PLANS, BLUEPRINTS AND SPECIFICATIONS
Recommended retention:
A: Master record: Maintained at Facilities Management: Life of building, Transfer to archives.
B: Duplicates: Retain until obsolete, superseded or administrative value is lost.

CALENDARS
SEE SCHEDULING RECORDS

CARD ACCESS RECORDS
This series documents access requests by access card coordinators for employees to workstations and buildings.
Recommended retention: 1 year after access terminated

CARD ACCESS REPORTS
This series consists of reports of employees with card access rights, and are used to audit access rights.
Recommended retention:
A: Master Record: Maintained at Department of Public Safety: 3 fiscal years.
B: Duplicates: Retain until updated.

CASH RECEIPT RECORDS
This series includes documentation for payments received. May include but is not limited to cash register records, renumbered receipts, ticket records, payment logs, cash journals and cash reconciliation.
Recommended Retention: 4 fiscal years provided applicable audits have been released.

CLASS INFORMATION
This series consists of electronic or paper copy of grade submissions, class schedules, class syllabi, class bulletins, class record books and course evaluations for each quarter or semester. This information is usually maintained at the department level.
Recommended retention: 5 years after class completed.

CLASS LISTS
This series consists of lists of students in each class, and was discontinued in hard copy in 2000. This information is now generated as needed using the data warehouse.
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

CLIENT MEDICAL RECORDS
This series documents medical care given by UMEMRT Team members at events, and may include but is not limited to Pre-Hospital Care Report, Special Request Forms, and patient releases.
Recommended retention: 7 years after care given provided no litigation is

COLLECTION OBJECT FILES
This series consists of files documenting objects that are parts of the museums and galleries collections on campus. Files include name of donor, value and description of item.
Recommended retention: 1 year after item removed from collection.

COMMENCEMENT RECORDS
This series consists of commencement program planning and may include but is not limited to attendance forms, programs, correspondence, student permissions and planning or committee records. Master record maintained at college.
Recommended retention: Retain until administrative value is lost. Transfer programs to University Archives.

COMMITTEE FILES
This series documents the service of individuals on university committees and boards.
Recommended retention: Retain until obsolete, superseded or administrative value is lost. Prior to destruction, offer to University Archives.

COMPLAINT RECORDS
This series consists of formal and informal complaint files, and may include but is not limited to complaint, investigation records, interviews, notes and settlement documents when appropriate.
Recommended retention:
A: Litigation involved: 10 years after case closed.
B: Non-litigation: 7 years after case closed.
C: Summary records: 10 calendar years.

COMPLIANCE REVIEWS
This series consists of compliance reviews undertaken for internal, state or federal reporting.
Recommended retention: 5 years after review completed.

CONFERENCE CONTRACTS
This series consists of preliminary synopsis, final synopsis and contract for individuals and groups (non-U students) using residence hall facilities during the summer and during winter and spring break period.
Recommended retention: 6 fiscal years after close of contract.

CONFERENCE RECORDS
This series consists of but is not limited to registration materials, correspondence, financial reimbursement and public relations materials for conferences.
Recommended retention: 3 fiscal years

CONSTRUCTION CONTRACT RECORDS
This series consists of project records related to construction contracts.
Recommended retention: 12 years after substantial completion of contract. (M.S. 541.051)

CONSULTATION RECORDS
This series documents consultant services provided by University faculty and staff to private industry. May include but is not limited to correspondence, invoices and documentation of fees for services and equipment.
Recommended retention: 6 fiscal years after close of contract provided no litigation is pending.

CONTRACTS
This series consists of University contracts with vendors or other entities. See Grants Management Records for retention of sponsored project records.
Recommended retention: 6 fiscal years after close of contract.

CONTRACT FOR PROFESSIONAL SERVICES
This series consists of contracts for consulting services provided by non-University sources, and may include contract amendments.
Recommended retention:
A: Under $10,000: Master record maintained at department: 6 fiscal years after termination of contract.
B: Over $10,000: Master record maintained at Purchasing Services: 6 fiscal years after termination of contract.
C: Sponsored Accounts: **SEE SPONSORED ACCOUNTS**.
D: Duplicates: Retain until administrative value is lost.

CONTROLLED SUBSTANCE RECORDS
This series documents the purchase, sale and use of controlled substances. These drugs are sold to the researchers, who keep logs of usage and return the logs when treatment completed.
Recommended retention: 2 years. (21 CFR 1304.04)

COURSE AND PROGRAM RECORDS
This series consists of course description, outlines, objectives, program documentation and A96 forms used to create classes.

Recommended retention: Retain until obsolete, superseded or administrative value is lost. Prior to destruction, offer to University Archives.

CREDIT CARD RECORDS
This series consists of credit card records received for payment of services or goods and may include but is not limited to merchant receipts, and any other information identifying the name of card holder, account number, expiration date and authorization code.
Recommended retention:
A: Domestic Transactions: 24 months after transaction processed provided no litigation is pending. (PCI Data Security Standard)
NOTE: This information must be disposed securely, either by shredding of paper documents or following the requirements for disposal of electronic information
at: http://www1.umn.edu/oit/security/assureddelete.html.
B: International Transactions: 7 years after transaction processed provided no litigation is pending. (PCI Data Security Standard)
NOTE: This information must be disposed securely, either by shredding of paper documents or following the requirements for disposal of electronic information
at: http://www1.umn.edu/oit/security/assureddelete.html.

CREDIT CARD REPORTS
This series consists of credit card reports sent to or created by merchants, and are used for reconciliation.
Recommended retention: 3 fiscal years provided applicable audits have been released.

CREDIT CARD TRANSACTION REPORTS
This series consists of the end of day close tapes and daily reports from credit card terminals. If these reports contain the full credit card number, the reports must be managed in compliance with the PCDISS requirements. PCDISS regulations require that this information be managed securely. Additional information is available at:
http://www.controller.umn.edu/ExternalSales/external_sales_dept_pcidss.htm
Recommended retention: 24 months after daily close. (PCI Data Security Standard)

DEFIB INSPECTION REPORTS
This series documents inspection of defib equipment used by UMEMRT team members.
Recommended retention: 3 calendar years

DEGREE CLEARANCE FORMS
This series is used by colleges to clear students for graduation.
Recommended retention:
A: Master record: Maintained by Academic Support Resources: 5 years after graduation.
B: Duplicates: Maintained by College: 1 year after graduation or date of last attendance.

DEPOSIT ENVELOPES
This series consists of the envelope from each parking facility by shift, and lists the number of tickets sold and the amount of money deposited. Envelopes are reconciled to each shift report daily.

Recommended retention: 60 days after reconciliation to shift report.

DETAILED DEFERRED INCOME REPORT
This report calculates liability for year-end close.
Recommended retention:
A: Monthly Report: Retain until superseded.
B: Year-end Report: 3 fiscal years.
C: Duplicates: Retain until obsolete, superseded or administrative value is lost.

DISCIPLINARY LETTERS - EMPLOYEES
This series consists of letters sent or given to employees documenting discipline and may include but is not limited to written warnings, suspension letters and final letters of discipline.
Recommended retention: Maintain in employee personnel file according to union contracts, civil service rules, or academic policy.

DOSEMITRY RECORDS
This series consists of the radiation dosimeter request card and the reports of dosimeter readings.
Recommended retention: 30 years after employee termination. (29 CFR 1910.1020(d)(1)(i)**)**

DROP ENVELOPES
This series consists of the drop envelopes used by attendants to drop collections into safes at facilities.
Recommended retention: 60 days after reconciliation to ticket system.

DROP-ADD FORMS
This series consists of electronic or hard copy drop-add forms used to change, add or drop courses after registration.
Recommended retention:
A: ELECTRONIC ONLINE DATA: 1 year after date submitted.
B: HARD-COPY FORMS: 1 year after date submitted.

EASEMENT RECORDS
This series consists of all easements either granted or acquired by the University of Minnesota.
Recommended retention: 7 years after termination of easement provided no litigation is pending.

EDUCATIONAL SESSIONS
This series documents the educational sessions regarding NCAA compliance given by the Athletic Compliance Office.
Recommended retention: 6 calendar years.

ELIGIBILITY AND SQUAD LISTS
This series consists of the lists of players certified eligible to play in games and matches.
Recommended retention: 10 calendar years. Prior to destruction, Offer to University Archives.

EMPLOYMENT APPLICATIONS

This series consists of employment applications received from individuals seeking employment in civil service and bargaining unit staff positions but were not hired. May consist of but is not limited to applications for employment, resumes, application supplements, correspondence, test scores, background investigations, recommendations and other supporting documentation.
Recommended retention:
A: Master Record: Hired Applicants: Maintained at Office of Human Resources: Retain in Employee Personnel File.
B: Not-Hired Applicants: 30 months after date of action unless litigation is pending. (29 CFR 1602.49)

EMPLOYEE BENEFIT FILE - TERMINATED EMPLOYEES
This series documents employees benefits, and may include but is not limited to administration of plan, dates employee may be off plan, general salary information, correspondence, changes in beneficiary, summary of contributions, restoration of benefits, disability information and waivers.
Recommended retention: 7 years after termination of employment. (29USC1027)

EMPLOYEE EXPOSURE MEDICAL RECORD
This series may include but is not limited to hepatitis B status documents, records of hepatitis B exams/testing/correspondence and follow-up, Hepatitis B Vaccination Declination form, HIB and HIV status and exposure forms.
Recommended retention: 30 years after termination of employment. (29 CFR 1910.20***)***

EMPLOYEE PERSONNEL FILE - ACADEMIC EMPLOYEES
This series consists of the master record, held at the Office of Human Resources, of the personnel file for academic employees, including faculty, academic professional and administrative staff, professionals in training, and graduate assistants. May include but is not limited to PAF's, phased retirement or terminal agreement, sabbatical forms, single quarter or semester forms, notice of appointments, payroll distribution documents, termination documents, change in status, employee earnings, leave of absence, insurance applications, consultant agreements, application for employment, recommendations, and promotion and tenure final decision. For retention of department information, see Employee Personnel File – Department.
Recommended retention: Maintained at Office of Human Resources:
A: Retain the following information for 7 years after termination of employment:
- Employee Performance Appraisals
- Formal Letters of Discipline (unless purged according to contracts or agreements and including oral warnings, written warnings and suspensions)
- Forms 14 & 15 (AREPA Forms)
- Forms UM 1596 and UM 1597 (formerly forms16 & 17)
- PAF's
- Phased Retirement Information
- Special Awards and Recognitions
- Temporary Appointment Letters
- Vitas and Letters of Application

B: Retain the following information for 30 years after termination of employment:
- Employee Earnings Reports

Letters of Resignation
Letter of Offer
Notice of Non-Renewal
Promotion and Tenure Records
Request for Leave – Approved
Sabbatical/Furlough Records
Settlement Agreements and Releases
Termination Agreements
Vacation/Sick Leave Records

EMPLOYEE PERSONNEL FILE - NON-ACADEMIC EMPLOYEES

This series consists of the master record, held at the Office of Human Resources, of the personnel file for civil service, bargaining unit, temporary no-post employees, and temporary employees. May include but is not limited to PAF's, leave of absence forms, termination of service, biweekly payroll distribution documents, application for employment, performance appraisals, and employee earnings reports. For retention of department information, see Employee Personnel File – Department.

Recommended retention: Maintained at Office of Human Resources:

A: Retain the following information for 7 years after termination of employment:

Application for Employment
Employee Performance Appraisals
Formal Issuance of Discipline (unless purged according to contracts or agreements, and includes oral warnings, written warnings and suspension documents)
Job Requisitions
Outstanding Service Awards
PAF's
Suspension Letters
Temporary Appointment Letters

B: Retain the following information for 30 years after termination of employment:

Employee Earnings Reports
Letters of Offer
Letters of Resignation
Notice of Layoff
Request for Leave – Approved
Settlement Agreements and Releases
Termination Agreements
Vacation/Sick Leave Records

EMPLOYEE PERSONNEL FILE – DEPARTMENT

This series consists of departmental files, and includes copies of hiring documents and PAF's. It also may include but is not limited to letters of commendation or recommendation, disciplinary letters and other correspondence.

Recommended retention: 7 years after termination.

ENDOWMENT/CONTRIBUTION FILES

This series documents financial contributions received from donors and from the Minnesota Foundation to be used for departmental endowments and student scholarships.
Recommended retention: 5 fiscal years.

EQUIPMENT BUY-OUT/TRANSFER RECORDS
This series consists of documents detailing the purchase and transfer of ownership of leased equipment to the department from OES.
Recommended retention: 3 fiscal years.

EQUIPMENT FILES
This series documents purchases of equipment, and may include but is not limited to warranties and purchase information.
Recommended retention: 6 years after disposal of equipment.

EQUIPMENT LEASES
This series consists of lease agreements between OES and departments leasing equipment.
Recommended retention: 3 fiscal years.

EXAMS
SEE GRADED MATERIALS

EXTERNAL SALES ANNUAL REPORTS
This series consists of annual reports by units sent to External Sales.
Recommended retention:
A: Master copy: Maintained at External Sales: 5 fiscal years.
B: Duplicates: 3 fiscal years.

EXTERNAL SALES CONTRACTS
This series consists of contracts that units have with external customers who are purchasing goods or services from them. Master record kept at Unit level.
Recommended retention:
A: Unit copy: 6 fiscal years provided no litigation is pending.
B: External Sales: Retain until administrative value is lost.

FEDERAL APPROPRIATION DRAWS
This series consists of the draw-down on federal funds used to replenish accounts after expenditures.
Recommended retention: 5 fiscal years provided applicable audits have been released.

FINANCIAL RECORDS – NON SPONSORED ACCOUNTS
This retention encompasses all non-sponsored finance and accounting data entered into EFS by the departments and units.
Recommended retention:
A: Master record: 3 fiscal years provided no litigation is pending
B: Duplicates: Retain for current fiscal year then destroy.
C: Imaged documents: Retain until verified to the Imaging system then destroy.

FINANCIAL RECORDS – SPONSORED PRJECT
SEE SPONSORED PROJECT RECORDS

FINANCIAL REPORTS
This series consists of copies of computer generated budget and financial reports.
Recommended retention: Retain until administrative value is lost.

FIRST REPORT OF INJURY
This series consists of the copy of the First Report of Injury filed by employees who have been injured on the job. Master record maintained at University Worker's Compensation Department.
Recommended retention: Duplicates: 1 fiscal year.

FLEET INSPECTION STATION LICENSE RECORDS
This series consists of a State of Minnesota license to conduct air pollution emissions tests on fleet vehicles for purposes of vehicle registration.
Recommended retention: 5 years after expiration of license.

FUEL RECORDS
This series consists of federal excise and state tax records and inventory reports pertaining to gasoline, propane, diesel and compressed natural gas dispensed at Fleet Services.
Recommended retention: 8 calendar years (26 CFR 48.4041-6 and -7).

GRADE BOOKS
This series consists of either electronic or hard copy grade books.
Recommended retention: 1 year after final grade posted.

GRADE CHANGE FORMS
This series consists of hard copy forms that are filled out by instructors and used to change previous grades of students. The forms are sent to the Academic Support Resources from the departments. This procedure is currently being offered electronically.
Recommended retention:
A: Master record: Maintained at the Academic Support Resources: Permanent.
B: Duplicates: Maintained at the department or college offices: 1 year after grade changed provided no litigation is pending.

GRADE COMPLAINT RECORDS
This series documents complaints made by students to the instructor, program chair and/or department head about grades.
Recommended retention: 1 year after complaint is resolved.

GRADED MATERIALS
This series may consist of but is not limited to exams, papers, portfolio, and other materials either given to or received from students.

Recommended retention: 30 days after grades posted to transcript. (U Senate Policy – Maintaining Course Records)

GRADING OPTION REQUESTS
This series consists of electronic or hard copy requests to grade either A-F or S/N.
Recommended retention: 1 year after date submitted.

GRADUATE ASSISTANT FILES
This series documents problems, correspondence between graduate assistant employment office and student, notes and action papers. Master record of employment status maintained at Office of Human Resources.
Recommended retention: 30 months after termination of employment.

GRADUATE ASSISTANT PROVISIONAL APPOINTMENTS
This series documents provisional graduate student hourly appointments and may include but is not limited to department estimates, verification of hours worked, worksheets, and department bills.
Recommended retention: 3 calendar years. (29CFR1627)

GRADUATE ASSISTANT UNREGISTERED REPORTS
This series documents graduate assistants who have insufficient credits or who are not registered for classes. May include but is not limited to computer generated report, department correspondence and action papers.
Recommended retention: 1 fiscal year.

GRADUATE STUDENT FILES – DEPARTMENT COPY
This series consists of Application for Admission to Grad School, Degree Program List, grade transcripts, comprehensive exams, oral exam documentation, and related correspondence.
Master record maintained at the Graduate School.
Recommended retention: 7 years after graduation or date of last attendance.
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.**GRADUATE STUDENT FILES – GRADUATE SCHOOL FILE**
This series consists of Application for Admission to Grad School, Degree Program List, grade transcripts, comprehensive exams, oral exam documentation, and related correspondence.
Master record maintained at the Graduate School.
Recommended retention:
A: Master record, graduates: 50 years after graduation or withdrawal.
B: Mater record, withdrawn: 5 years after withdrawal.
C: Master record, accepted but not enrolled: 1 year after term for which application processed provided no litigation is pending.

GRANTS MANAGEMENT RECORDS
SEE SPONSORED PROJECT RECORDS

GRANT PROPOSAL RECORDS
This series consists of the grant proposals sent to granting agencies, and may include but is not

limited to proposals, reports, final reports and award documents.
Recommended retention:
A: Awarded Grants: **SEE SPONSORED PROJECT RECORDS**
B: Not Awarded: 1 year after award denied provided no litigation is pending.

GRIEVANCE FILES
This series documents grievances, and may include but is not limited to correspondence, background information, appeals and decisions. Master record maintained at Office for Conflict Resolution or OHR Employee Relations.
Recommended retention:
A: Master record: 7 years after close provided no litigation is pending.
B: Duplicates: 1 year after final decision has been made and all appeals have lapsed.

HEALTH CARE/DEPENDENT CARE FORMS
This series documents health care or dependent care forms filed on-line by employees for pre-tax benefits.
Recommended retention: 4 calendar years.

EQUIPMENT HISTORY FILES
This series consists of documentation relating to equipment no longer owned by OES, including but not limited to expired leases, property disposal documents, equipment buyout/transfer records, correspondence, expired service agreements, original purchase documents and repair records.
Recommended retention: 3 fiscal years after disposal of equipment.

HOLD HARMLESS AGREEMENT
This series documents agreement between the University and outside landowners in which landowner agrees to release University employees from liability for changes or damage to land while taking soil or water samples in connection with research projects.
Recommended retention: 6 years after completion of project.

INDEPENDENT STUDY RECORDS
This series documents departmental, college and/or instructor approval for students to enroll in independent study programs.
Recommended retention: 5 years after graduation or date of last attendance.

INFORMATION REQUEST RECORDS
This series consists of correspondence and emails accumulated in answering inquiries from the public.
Recommended retention; Retain until administrative value is lost.

INSTRUCTOR GRADE RECORDS
This series consists of electronic or hard copy grade books, logs, files or sheets maintained by professors or instructors and may include individual grade assignments. Final grades for classes are sent to Academic Support Resources. See Graded Materials for individual student work product.

Recommended retention: 1 year after appeal process is complete.

INSURANCE CERTIFICATES
This series consists of proof of personal injury insurance and building damage deposit by conference users of residence hall facilities.
Recommended retention: 5 fiscal years after event completed provided no litigation is pending.

INTERNAL SALES COMPLIANCE REVIEW REPORTS
Recommended retention: 3 fiscal years.

INTERNAL SALES RATE DEVELOPMENT FILES
This series consists of the documentation and reports used to support the rate charged to University departments.
Recommended retention: 10 years.

INVENTORY RECORDS
This series consists of annual reports and property disposal forms. Master record maintained at Inventory Services.
Recommended retention:
A: Master record: 6 fiscal years.
B: Duplicates: Retain until updated.

INVESTIGATIONS
This series consists of internal and external investigations and may include but is not limited to notes, correspondence and interviews.
Recommended retention: 7 years after investigation complete provided no litigation is pending and all regulatory requirements have been met.

JOB CLASSIFICATION FILES
This series consists of position specifications and the history of each class.
Recommended retention: Retain until administrative value is lost.

JOB POSTING FILES
This series consists of advertisements to inform eligible job seekers of openings for available job vacancies. Notices include position number, position title, monthly salary range, job location, minimum qualifications, brief description of duties, where to apply for job and special instructions.
Recommended retention: 30 months after job filled. (29 CFR 1627.3)

JOB QUESTIONNAIRES
This series consists of JEQ's and JRQ's used to determine classification job codes and titles for a specific person or for a specific position.
Recommended retention: 5 fiscal years.

JOB REQUISITIONS

This series consists of civil service and bargaining unit staff requisitions for job postings filled out by departments or units, and includes position, job qualifications, requisition number, department, brief description of duties, job location and monthly salary range.
Recommended retention:
A: Master record: Maintained at Office of Human Resources: 5 years after posting. (29CFR1602.49)
B: Duplicates: Retain until obsolete, superseded or administrative value is lost.

KEY CARDS/LOGS
This series consists of signature cards that record agreement to terms and conditions when issuing residence hall room keys, outside door keys and mailbox keys. The cards also are used to acknowledge return or exchange of keys.
Recommended retention: 1 year after keys returned.

KEY CUT INFORMATION
Recommended retention: Retain until updated.

KEY REQUEST FORMS
SEE LOCKSMITH WORK ORDERS

LAB RECORDS
This series consists of the Animal Disease Diagnostic and Investigative Laboratory forms, and includes date, lab number, information on the animal, and lab procedures. A new sheet is created each day, and results for any tests performed by outside labs are stapled to the form.
Recommended retention: 3 years. (9CFR, Chapter 1, Subchapter A)

LABOR RELATIONS NEGOTIATIONS FILES
This series documents negotiations with bargaining units. Agreements are negotiated every 2 years.
Recommended retention: 6 years after agreement issued. Send copy of signed agreements to University Archives.

LABOR RELATIONS POLICIES
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

LEASE RECORDS
This series consists of all University property leases and includes description of property leased.
Recommended retention: 7 years after lease terminated provided no litigation is pending.

STUDENT LEAVE OF ABSENCE FORMS
This series consists of forms filed at the collegiate level. They are good for 1 semester and if filed, the student is held to the requirements for graduation that the student registered under.
Recommended retention:
A: Master record maintained by College Office: 5 years after graduation or date of last attendance.
B: Duplicates: Retain until administrative value is lost.

LISTING BOOKS – OFF CAMPUS HOUSING
This series consists of daily listings of off-campus non-University housing available for students.
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

LITIGATION CASE FILES - CORE MATERIALS
This series may consist of but is not limited to pleadings, correspondence, attorney notes and other materials created in the preparation of handling legal disputes.
Recommended retention: 10 years after final disposition and expiration of appeal process. Prior to destruction, circulate list of cases to attorneys for review.

LOCKSMITH WORK ORDERS
This series consist of requests to Central Security to duplicate keys or change locks on campus facilities.
Recommended retention: 3 fiscal years.

MAJOR INFRACTION FILES
This series consists of the working files and reports to and from the NCAA regarding major infractions of NCAA rules.
Recommended retention: 10 years after settlement.

MATERIAL SAFETY DATA SHEETS
Recommended retention: Retain until updated.

MEAL DEPOSIT CARDS
This series records purchase of a meal plan by employees who wish to receive meals in the residence halls.
Recommended retention: 3 fiscal years.

MEETING MINUTES
Recommended retention: 3 fiscal years. Prior to destruction, offer to University Archives.

MEETING NOTICES
This series consists of notices of meetings. Often, this series will act as an avenue to set up meetings by coordinating schedules or acting as a reminder of meetings and is often maintained in electronic form via email or text messages. Formal meeting notices along with attendees, agendas, and minutes will be maintained as a separate series scheduled as Committee Files.
Recommended Retention: Retain until obsolete, superseded or administrative value is lost

MEMORANDA
This series consists of interoffice or interdepartmental communications which do not subsequently result in the formulation of policies.
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

MET COUNCIL RECORDS

This series documents the Metropolitan Council, and may include invoices, correspondence and committee records.
Recommended retention: 5 fiscal years. Prior to destruction, offer to University Archives.

METER READING CARDS
This series consists of copier meter reading reporting cards mailed to OES by lessees which are used to generate monthly "per copy" bills.
Recommended retention: 3 fiscal years.

MINORITY VENDOR FILES
This series consists of records documenting construction vendor's commitment to hire minorities and women, and includes the monthly reports from the vendors tracking hiring.
Recommended retention: 3 fiscal years, or as long as construction is in process.

NASTE FORMS
This series documents the Non-Academic Short Term Employment (NASTE) forms, and are used for persons who work less than full time for less than 3 months.
Recommended retention: 3 fiscal years.

NAME CHANGE AUTHORIZATIONS - STUDENT
Recommended retention: 5 years after graduation or date of last attendance.

NAME CHANGE RECORDS - EMPLOYEE
Recommended retention: 1 fiscal year.

NCAA PROBATION REPORT
This series consists of reports and correspondence sent to the University from the NCAA Infractions Committee.
Recommended retention: 6 years after settlement.

NECROPSY REPORTS
This series includes the animal autopsy reports.
Recommended retention: 3 years after autopsy. (9 CFR Chapter 1, Subchapter A)

NEWSCLIPPINGS
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

NIH ASSURANCE STATEMENTS
This series consists of annual reports to NIH for the registration of the animal facility.Recommended retention: 5 years. (9 CFR Chapter 1, Subchapter A)

STUDENT OFFICIAL GRADUATION LISTS
This series is compiled by the Academic Support Resources after all clearances are completed and is done by semester.
Recommended retention: Permanent. Send copy of list to University Archives.

PACKING SLIPS
This series consists of packing slips from items received. The EFS system contains the receiving information on items, including purchase order, receiving and invoice processing.
Recommended retention: Departments and Units: Retain as needed for warranty purposes, otherwise destroy once administrative use is complete.

PARKING APPLICATION
This series consists of application for quarterly allocated parking spaces available to hall residents.
Recommended retention: 1 fiscal year.

PARKING BILLING STATEMENTS
This series consists of billing statements returned from customers for payment of parking fees.
Recommended retention: 90 days after posting.

PARKING CONTRACTS
This series consists of contracts signed by employees or students.
Recommended retention: 1 year after contract cancelled.

PARKING TICKETS
This series consists of facility parking tickets.
Recommended retention: 60 days.

PARKING TICKETS - BUDGET CHARGES
This series consists of facility parking tickets used to charge back parking fees to university budgets.
Recommended retention: 1 fiscal year.

PARKING TICKETS - EXCEPTION CHARGES
Recommended retention: 1 fiscal year.

PATIENT MEDICAL RECORDS
Recommended retention: 7 years after last visit, or 7 years after age of majority, whichever is longest.

PAYROLL DATABASE PURGE REPORT
Recommended retention: Duplicates: 1 fiscal year.

PAYROLL RECORDS
This series may include but is not limited to copies of payroll records, such as W-2's, Earnings Records, Deduction Registers, and departmental abstracts. Master record maintained at Payroll.
Recommended retention:
A. Payroll: 8 calendar years.
B. Duplicates: Current plus one fiscal year.

PAYROLL RECORDS - STUDENT
This series documents student employment at the department or unit level, and may include but is not limited to copies of employment forms, W-4 cards, payroll records and copies of social security cards. Master record maintained at Employment & Career Services, or Payroll.
Recommended retention: Duplicates: 3 fiscal years after termination of employment. (29 CFR 519.7)

PAYROLL REPORTS
This series consists of year-to-date and leave-to-date reports. Master record maintained at Payroll.
Recommended retention:
A: Payroll copy: 3 fiscal years.
B: Duplicates: Retain until obsolete, superseded or administrative value is lost.

PERMISSION FORMS
This series consists of playing practices and declaration forms, and includes summer camp forms.
Recommended retention: 6 calendar years.

PERMITS - RADIOACTIVE MATERIALS
This series consists of permits issued to users of radioactive materials, and includes permit applications, status changes, and close out file inventory forms. Permits are updated every 3 months, and renewed every 4 years.
Recommended retention: Retain until Commissioner terminates license.

PERMITS – RADIOISOTOPES
This series consists of permits issued to users of radioisotopes, and includes permit application and the application for human use of sources of ionizing radiation, when applicable.
Recommended retention: Retain until Commissioner terminates license.

PESTICIDE/INSECTICIDE APPLICATION LICENSE
This series consists of the State of Minnesota license which allows the holder to handle and apply pesticides and insecticides. Master record is held by individual licensee.
Recommended retention: Duplicate: Retain until obsolete, superseded or administrative value is lost.

PETITION FORMS
This series consists of forms filed by students requesting special considerations. These forms are typically filed with University or standing committees, but in some cases may be filed at the college level.
Recommended retention:
A: Granted: Master record maintained by the Office of the Registrar: 5 years after graduation or date of last attendance.
B: Denied: Master record maintained by the Scholastic Standing Committee: 5 years after graduation or date of last attendance.
C: All other petition forms: 5 years after graduation or date of last attendance.

PHOTOGRAPHIC, VIDEO, AUDIO AND WEB SITE CONSENT AND RELEASE FORM
This series consists of a release form authorizing the use of visual and audio media that may include the member for promotional or other purposes, and is signed by member or parent/legal guardian.
Recommended retention: Retain as long as visual or audio media is maintained, or as long as the media is used in promotional pieces.

PICK-UP AND DELIVERY SLIPS
This series consists of signed receipts for pick-up and deliveries made through Auxiliary Services.
Recommended retention: Retain until reconciled to budget.

POST OPERATIVE CARE DAILY EXAMINATIONS
This series documents the daily exams given to the animals, and documents what done and a description of how the animal was feeling and moving around.
Recommended retention: 3 years. 9CFR, Chapter 1, Subchapter A

POST OPERATIVE CARE DATA SHEET
This series documents the care that an animal with invasive surgery received in post-op, and includes date, animal identification, description of what was done, drugs used, when anesthetics given and any post-operative requests.
Recommended retention: 3 years. 9CFR, Chapter 1, Subchapter A

PROMOTION AND TENURE RECORDS
This series consists of documentation for the review process on promotions and tenure. May contain but is not limited to forms, letters and accompanying data. The letter granting promotion and/or tenure is kept in the Personnel File at Human Resources.
Recommended retention:
A: Denied: 7 years after termination of employment provided no litigation is pending.
B: Granted: Maintain until after next review period is complete.
C: Duplicates: Retain until obsolete, superseded or administrative value is lost.

PUBLICATIONS AND PHOTOGRAPHS
This series consists of publications and photographs from University departments, colleges, and units.
Recommended retention: Retain until administrative value is lost. Transfer to University Archives.

PUBLICATION SALES RECORDS
This series documents the departmental sales of publications and the collection of state sales tax on the sales.
Recommended retention: 4 calendar years.

PURCHASING CARD RECORDS

SEE FINANCIAL RECORDS OR SPONSORED ACCOUNT RECORDS.

PURCHASING RECORDS – SPONSORED ACCOUNT RECORDS
SEE SPONSORED ACCOUNT RECORDS

PURCHASING RECORDS – NON-SPONSORED ACCOUNTS
This retention encompasses all purchasing records and may include but is not limited to copies of RFP's, contracts, bids, contracts for professional services, price comparisons and requisitions.
Recommended retention:
A: Over $50,000: Master record maintained at Purchasing Services: 6 years after close of contract provided no litigation is pending
B: Over $50,000: Duplicates: Maintained at Department or Unit: Retain until administrative value is lost.
C: Under $50,000: Master record maintained at Department or Unit: 6 years after close of contract provided no litigation is pending.

RADIOACTIVE MATERIALS INCIDENT REPORTS
This series consists of reports filed with the radioactive protection division on unusual incidents, such as spills, contamination/injury or loss of control of materials, and includes a brief description of the incident, and actions taken.
Recommended retention: Retain until Commissioner terminates license.

RADIOACTIVE MATERIALS ORDER FORM
This series consists of the order form sent by departments to the Radiation Protection Division.
Recommended retention: 3 years after disposal or transfer of materials.

RADIOACTIVE MATERIALS QUARTERLY REPORTS
This series consists of but is not limited to inventory stock and waste reports, surveys of materials, and close-out surveys, and includes personnel changes, restricted isotope areas, contamination survey of areas, smear test and exposure rate. These reports are filed quarterly.
Recommended retention: 3 years after report filed with Commissioner.

RADIOACTIVE MATERIALS TRAINING RECORDS
This series documents training given to employees on radioactive materials, and includes tests.
Recommended retention: 3 years after employee terminates.

RADIOACTIVE WASTE COLLECTION REQUESTS
This series consists of the requests for pick-up of waste, along with the waste manifests.
Recommended retention: 3 years after disposal or transfer of materials.

RADIOACTIVE WASTE SEALED SOURCE RECORDS
This series documents the sealed storage containers, and includes leak tests.
Recommended retention: 3 years.

RAR VETERINARY TECHNICIANS CONFERENCE RECORDS

This series documents weekly conferences of the veterinary technicians, and includes submissions for surgery, labs and new cases.
Recommended retention: 3 years.

READING FILES
This series consists of duplicates of all outgoing correspondence which is filed chronologically. Copies are usually maintained in administrative subject files.
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

REAL ESTATE FILES
This series consists of abstracts, memos, correspondence, surveys and deeds documenting all property owned by the University of Minnesota.
Recommended retention: 7 years after sale or disposal of property provided no litigation is pending. Prior to destruction, offer to University Archives.

REAL ESTATE PURCHASE FILES
This series consists of all the property purchased by the University and may include but is not limited to building management files, purchase agreements, and correspondence.
Recommended retention: 7 years after purchase provided no litigation is pending.

RECREATION CENTER HEALTH INFORMATION SHEETS
This series consists of the health information sheet that is collected from children attending activities such as summer camp. Information on the sheet includes name, emergency contact information, insurance and physician information and a health history, such as allergies. This form acts as an authorization to treat the member in case of an emergency and is signed by the parent or guardian.
Recommended retention:
A: No injury or accident reported: 1 year after event completed provided no accident or emergency has taken place and provided not litigation is pending.
B: Accident or injury reported: 7 years after medical treatment provided no litigation is pending.

RECREATION CENTER MEMBERSHIP REGISTRATION FORMS
This series consists of membership forms submitted to Recreational Sports for use of facilities.
Recommended retention: 5 years after last visit.

RECREATION CENTER PERSONAL FITNESS REGISTRATION FORMS
This series consists of forms filled out by members using personal fitness trainers and may include but is not limited to fitness goals, medical history, and registration information.
Recommended retention: 5 years after last visit

REQUESTS FOR ANIMAL PURCHASES
Recommended retention: 3 fiscal years. 9CFR, Chapter 1, Subchapter A

RESOURCE SUBJECT FILES
This series consists of publications, articles and other general resource information.

Recommended retention: Retain until obsolete, superseded or administrative value is lost. Prior to destruction, offer internal publications to University Archives.

RETURNED DIPLOMAS
This series consists of diplomas that are returned to Academic Support Resources because of a bad address or other problem encountered in mailing.
Recommended retention: 10 years..

ROOM CONDITION REPORTS
This series consists of reports documenting physical condition of residence hall room at move-in and move-out time. The reports are used to determine whether charges for damage to room are justified.
Recommended retention: 1 fiscal year provided no litigation is pending.

ROOM REGISTRATION CARD
This series consists of registration/sign-in card for conference users of residence hall facilities.
Recommended retention: 1 fiscal year.

SAFETY TRAINING RECORDS
This series contains employee training records for lab and chemical safety.
Recommended retention: 5 years from date of training. (MR 5206)

SALARY SCHEDULES
Recommended retention: Retain until updated.

SEARCH COMMITTEE RECORDS
This series may consist of but is not limited to evaluations, minutes, reports, vitas, resumes, references of applicants, reasons candidates were not referred, and Forms UM1596 and UM 1598 (formerly Forms 16 & 17) or the unit version of this form.
Recommended retention:
A: Master record: Maintained by the hiring authority: 7 years after search completed provided no litigation or complaint is pending.
B: Duplicates: 1 year after search completed.

SECURITY CAMERA MONITOR DAILY SHIFT REPORTS
This series consists of reports by facility that detail who worked, hours, what the monitors did, and everything that happens.
Recommended retention: 3 fiscal years.

SECURITY MONITOR MONTHLY INCIDENT SUMMARIES
This series consists of monthly summaries of the shift reports, and includes people in facility, doors secured and where and when incidents occurred.
Recommended retention: 3 fiscal years.

SELF REPORTS
This series consists of self-reports of violations sent to the NCAA.

Recommended retention:
A: Database: 10 calendar years provided no litigation is pending.
B: Hard Copy: 10 calendar years provided no litigation is pending.

SENIORITY ROSTERS
This series documents the seniority of each person within the bargaining units.
Recommended retention: 3 years after termination of employment.

SERVICE AGREEMENTS
This series consists of agreements regarding maintenance and repair of leased equipment.
Recommended retention: 5 fiscal years.

SERVICE CALL LOG BOOK
This series consists of records of calls for service made to outside vendors for repair of equipment.
Recommended retention: Retain for life of equipment.

SEXUAL HARASSMENT BOARD RECORDS
This series documents the meetings of the University's Sexual Harassment Board.
Recommended retention: 3 fiscal years. Prior to destruction, offer to University Archives.

SHIFT REPORTS
This series consists of reports done by each shift working at the parking facilities, and includes facility, date, lane attendant, start and end time, beginning and end ticket number, and cash register tape.
Recommended retention: 3 fiscal years.

SOIL TESTING RECORDS
This series documents the performance of soil tests conducted by the Soil Testing Labs for departments, agencies and individuals both within and outside the University and includes, but is not limited to, range of tests conducted, billing and payment information and test results and reports.
Recommended retention: 3 fiscal years.

SPONSORED PROJECT RECORDS - FINANCIAL
This series documents grants received by departments and units through Sponsored Projects and may include copies of proposals, budget sheets, appropriations documents, authorizations and other finance and accounting and purchasing documents. Master record maintained at Sponsored Projects Administration or Disbursement Services.
Recommended retention:
A: Sponsored Projects Administration: 6 years after close of grant provided no litigation is pending and all audits have been completed.
B: Disbursement Services: 10 fiscal years.
C: Departments and Units:

1. Federal Grants: Maintain original materials for 3 years after close of grant. Duplicate information, such as that held at SPA and Disbursements may be destroyed upon close of grant.
2. State Grants: Maintain original materials for 6 years after close of grant. Duplicate information, such as that held at SPA and Disbursements may be destroyed upon close of grant.
3. Private Grants: Maintain original materials for 6 years after close of grant. Duplicate information, such as that held at SPA and Disbursements may be destroyed upon close of grant.

SPORT FILE
This series contains correspondence and memos to and from coaches, and is filed by sport.
Recommended retention: 6 calendar years.

STATISTICAL AND SUMMARY RECORDS
This series consists of daily, weekly, monthly, quarterly, and yearly reports and includes those generated from a computer database.
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

STUDENT ACADEMIC RECORD - TRANSCRIPT
This series consists of the student academic record and may include but is not limited to courses taken, grades, degree information, and test credits. This information is now kept in electronic format.
Recommended retention:
A: Master record: Maintained by Academic Support Services: Permanent.
B: Duplicates: Maintained by college and department offices: Retain until administrative value is lost.

STUDENT ATHLETE FILES
This series consists of files maintained on each student athlete as it relates to NCAA compliance.
Recommended retention: 6 years after student leaves the athletic program.

STUDENT BIWEEKLY PAYROLL DOCUMENT
This series consists of the biweekly payroll documents for student employees. Master record maintained at Payroll.
Recommended retention:
A: Payroll: 3 fiscal years. (29 CFR 519.17)
B: Duplicates: Current fiscal year.

STUDENT CORRESPONDENCE
This series consists of communications between students and Academic Support Resources or college and departmental offices. This communication is now done mostly by electronic mail.
Recommended retention:
A: HARD COPY: 5 years after graduation or date of last attendance.
B: AUTO-GENERATED ELECTRONIC MAIL: Maintain audit trail of when, why and to whom email was sent for 5 years after graduation or date of last attendance.

C: ELECTRONIC MAIL SPECIFIC TO A STUDENT ISSUE OR CONCERN: 5 years after graduation or date of last attendance.

STUDENT EDUCATION RECORDS
This series consists of departmental copies of admission applications, transcripts, correspondence, drop/add forms, application for degree, registration information, change slips, notice of admission, student petition records and correspondence. Master record maintained at Academic Support Resources or Graduate School. For additional information, see Student Records Management.
Recommended retention: Duplicates: 1 year after graduation.

STUDENT EMPLOYEES DAILY TIME SHEETS
This series consists of daily time sheets for each parking facility, and includes name and hours worked. This sheet is signed by the supervisor.
Recommended retention: 3 fiscal years provided applicable audits have been released.

STUDENT EMPLOYMENT COMMUNITY SERVICE PROGRAMS
This series documents the federal program designed for need-based employment of students. May include but is not limited to bills for reimbursement of wages, contracts, supporting documents, correspondence, time cards, copies of paychecks, and employment documents.
Recommended retention: 5 fiscal years.(34 CFR 675.19)

STUDENT EMPLOYMENT JOB REVIEW QUESTIONNAIRE (JRQ)
This series documents the review of student jobs to move to other classifications.
Recommended retention: 5 fiscal years.

STUDENT EMPLOYMENT RECORDS
This series documents student employment at the department or unit level, and may include but is not limited to copies of employment forms, W-4 cards, payroll records and copies of social security cards.
Recommended retention: 3 fiscal years after termination of employment.

STUDENT EMPLOYMENT WAIVERS
This series documents waivers sent to student employment by departments or units to hire non-students for jobs of less than 29 hours.
Recommended retention: 5 fiscal years.

STUDENT EVALUATIONS OF FACULTY
This series consists of summary sheets reflecting student evaluations of faculty and courses.
Recommended retention: Retain until next review period of faculty member is complete.

STUDENT GRADUATION RECORDS
This series may include but is not limited to balance sheets, lack notices, petitions, and graduation related correspondence. Master record maintained by Academic Support Resources, College Office or Graduate School.
Recommended retention:

A: Graduates: 1 year after graduation.
B: Non-graduates: Retain 7 years after termination of attendance unless special circumstances are present.

STUDENT HEARING TAPES
This series consists of tapes of hearings before the Student Behavior Committee and the President Student Behavior Review Panel. Outcomes are recorded in the Student file.
Recommended retention:
A: Expelled Students: Retain transcript of hearing permanently. Once transcript is certified, tape can be destroyed.
B: Other Discipline: 10 years after case closed.

STUDENT SCHOLARSHIP RECORDS
This series documents the application and award of scholarships to undergraduate and graduate students, and may contain committee records.
Recommended retention:
A: Awarded: 5 fiscal years after award.
B: Not awarded: 1 year after application denied.

TAX RECORDS
This series consists of documents used for tax purposes.
Recommended retention: 4 fiscal years.

TELEPHONE MESSAGES
This series consists of voice mail and telephone message books or slips filled out by employees, and includes online messages used through Gopher messaging.
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

TIME CARDS
Recommended retention:
A: Non-Sponsored Accounts: 3 fiscal years. (29 CFR 519.17)
B: Sponsored Accounts: SEE SPONSORED ACCOUNTS

TRAINING RECORDS - MERTKA
This series documents MERTKA-mandated employee training, including but not limited to fire prevention and chemical handling (Minn. Rules, Pt. 5206).
Recommended retention: 5 years after training.

TRAINING AND WORKSHOP FILES
This series documents training and workshops given internally and may include but is not limited to handouts, overheads, lecture notes, evaluations and attendee registrations.
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

TRANSCRIPT REQUEST FORMS
This series consists of requests for transcripts by students, and may be submitted either electronically or in hard copy.

Recommended retention: 1 year after date submitted.

TRANSIT SERVICES DRIVER TRIP SHEETS
This series consists of driver sheets from transit services that documents how many passengers used the buses, and includes driver name, terminal route, route start and end, bus number, date, times and mileage, scheduled vs. actual times, cash received, transfers, and trip totals. This information is held by Medicine Lake Lines, and information from the sheets is collected into a computer generated report.
Recommended retention: 1 fiscal year.

TRANSIT SERVICES MAPS
This series documents the transit way designs, and includes drawings, campus maps, system maps and building plans.
Recommended retention: Retain until superseded. Prior to destruction, offer to University Archives.

TRANSIT SERVICES MONTHLY REPORTS
This series documents statistics generated from the trip sheets.
Recommended retention: 3 fiscal years.

TRANSIT SERVICES ROUTE CHANGES
This series documents route changes for the bus routes.
Recommended retention: Retain until obsolete, superseded or administrative value is lost. Prior to destruction, offer to University Archives.

TRANSITORY MESSAGES
This series consists of transitory or routine messages that do not make policy or contain significant information, and may be between employees or external organizations or individuals.
Recommended retention: Retain until administrative value is lost.

UNCLAIMED PROPERTY
This series consists of reports filed with the State of Minnesota on unclaimed property.
Recommended retention: 10 years after report filed

UNION DUES PAYMENTS
This series documents payment of union dues.
Recommended retention: 5 fiscal years.

UNION HEALTH AND WELFARE PAYMENTS
This series consists of the payments made to the trade unions of health and welfare payments for employees.
Recommended retention: 5 fiscal years. (29 USC 436)

UNIVERSITY PAYROLL RECORDS
This series may include but is not limited to copies of payroll records, such as W-2's,

Earning Records, Deduction Registers, payroll sheets, and departmental abstracts. Master record maintained at Payroll.
Recommended retention:
A: Payroll: 8 calendar years.
B: Duplicates: Current plus one fiscal year.

USDA INSPECTION REPORTS
This series consists of inspection reports and correspondence relating to the licensing of the animal facility. The facility is re-certified every year.
Recommended retention: 5 years after certification. 9CFR, Chapter 1, Subchapter A

VENDOR FILES
This series may include but is not limited to publications, samples and catalogs.
Recommended retention: Retain until obsolete, superseded or administrative value is lost.

VEHICLE RECORDS
This series consists of registration files, vehicle certificate of title, insurance coverage, accident reports, expense reports and insurance information for leased and department owned vehicles.
Recommended retention:
A: Leased vehicles: 5 fiscal years.
B: Department owned vehicles: 1 year after disposition of vehicle.

VENDOR INVOICE (PV)
SEE FINANCIAL RECORDS OR SPONSORED PROJECT RECORDS

VETERANS RECORDS
This series documents the status and enrollment of veterans in the University, and may include but is not limited to any documents or information that is used to certify that the student is eligible for veteran benefits.
Recommended retention: 3 years from date of last certification.

VETERINARY CLINIC BILLING RECORDS
This series consists of billing records for veterinary technician services and medications.
Recommended retention: 3 fiscal years.

VIDEO LICENSING/ROYALTY AGREEMENT FILES
This series consists of licensing agreements with and royalty payments from outside firms.
Recommended retention: 3 years after expiration of agreement

VIDEO SURVEILLANCE RECORDS
This series consists of video surveillance records from cameras around and in campus facilities.
Recommended retention: 30 days provided all incident reviews are closed.

VOLUNTEER APPLICATION FORM

This series consists of the application forms for each volunteer in the extension and 4-H program. Information includes contact information, demographic information, self-reference check list, reference forms, authorizations, and volunteer signature. Background checks are done when a new volunteer is accepted, and then periodically on that person, not yearly. Background check information is included in the file with the volunteer application.
Recommended retention: 6 years after volunteer leaves the program provided no litigation is pending.

VOLUNTEER ENROLLMENT FORM
This series consists of a yearly enrollment form required for each volunteer in the 4-H program. Information on the form includes contact information, demographic information and signature of volunteer.
Recommended retention: 6 years after volunteer leaves the program provided no litigation is pending.

WITHDRAWAL AUTHORIZATIONS
This series consists of a request to drop classes after deadlines. Master record of this series maintained at College or Department Office.
Recommended retention: 1 year after date submitted.

WELL DRILLING LICENSES This series includes license applications and licenses for drilling of wells to collect water samples.
Recommended retention: 3 fiscal years (M.S. 103I.601; M.S. 103I.205; M.S. 116C.724).

WORKSHOP RECORDS
This series consists of registration fees, publications and correspondence related to workshops conducted or sponsored by departments or units.
Recommended retention: 3 fiscal years.