

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
AGRICULTURE							
Animal Disease and Diagnostics Lab							
Calibration Records	Equipment maintenance.	7 Years	Quality Manual	Paper	Shred	ADDL	Lab Supervisor
Histopathology Slides	Slides prepared for microscopic examination.	10 Years	Quality Manual 888 IAC 1.1-5-2	Microscopic Slides	Boxed, Labeled & Placed in Waste Receptacle	ADDL	Paula Brost 4-7468
Legal Cases	Test results from cases submitted as "legal/insurance."	7 Years	Quality Manual 888 IAC 1.1-5-2	Paper	Shred	ADDL	Linda Hendrickson 4-7448
Physical Evidence	Physical evidence collected such as bullets, radiographs, etc.	7 Years	Quality Manual 888 IAC 1.1-5-2	Various	Various Methods	ADDL	Stephen Hooser 4-6831
Technical Records and Photos	Lab worksheets.	7 Years	Quality Manual 888 IAC 1.1-5-2	Paper	Shred	ADDL	Lab Supervisor
Test Results	All laboratory results sent to submitters.	7 Years	Quality Manual 888 IAC 1.1-5-2	Electronic	Shred	ADDL	Steve Vollmer 4-9433
Cooperative Extension Service							
4-H Shooting Sports Omnibus Form	Completed by Certified Shooting Sport Education Coordinator and Certified Instructor to comply with the "Gun Ban for Individuals Convicted of a Misdemeanor Crime of Domestic Violence" (also known as the "Omnibus Consolidated Appropriations Act").	Inactive w/Program + 7 Years	18 USC 922(g)	Paper	Recycle	County Extension Office	Extension Youth Educator County Extension Office
Personnel File - Civil Service Employees (Schedule A Employees)	Personnel files for Civil Service employees maintained by the Cooperative Extension Service. Includes the SF-2806 CSRS (IRR) Individual Retirement Card, records of payments on Federal benefits, and SF-2809 Employee Health Benefits Registration form.	Termination/Retirement + 30 to 120 Days Transfer to Office of Personnel Management	U.S. Office of Personnel Management <a href="http://www.opm.gov/fed
data/Federalr.txt">http://www.opm.gov/fed data/Federalr.txt NARA GRS-1	Paper	N/A	Cooperative Extension Service	Charles Hibberd 4-8489
Creamery							
Annual Report	Formal Report of the previous years doings.	Permanent	University Practice 365 IAC IC 15-18	Electronic	N/A	Creamery License Division	Christy Coon 4-8289
Applications	Applications for tester, sampler, or plant license.	7 Years	University Practice 365 IAC IC 15-18	Paper	Shred	Creamery License Division	Christy Coon 4-8289
Board Appointments	Written letter from organization appointing a board member to the Creamery Licensing Board.	Permanent	University Practice 365 IAC IC 15-18	Paper	N/A	Creamery License Division	Christy Coon 4-8289
Board Meeting Agenda and Minutes	Agenda and Minutes of board meeting for the Creamery Examining Board.	Permanent	University Practice 365 IAC IC 15-18	Paper	N/A	Creamery License Division	Christy Coon 4-8289

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Exams	Written exams completed by person applying for tester or sampler's license.	7 Years	University Practice 365 IAC IC 15-18	Paper	Shred	Creamery License Division	Christy Coon 4-8289
Hauler Sample Scores	Score sheets for samples collected on milk haulers.	7 Years	University Practice 365 IAC IC 15-18	Paper	Shred	Creamery License Division	Christy Coon 4-8289
Licensing Lists	List of all individuals, or processing plants holding a Creamery License Division License/permit for the year.	7 Years	University Practice 365 IAC IC 15-18	Electronic	Shred	Creamery License Division	Christy Coon 4-8289
May Assessments	Description of milk collected from Indiana farms during May that is due for assessment.	7 Years	University Practice 365 IAC IC 15-18	Paper	Shred	Creamery License Division	Christy Coon 4-8289
Quarterly Financial Reports	Quarterly Financial Report for the Creamery License Division.	7 Years	University Practice 365 IAC IC 15-18	Electronic	Shred	Creamery License Division	Christy Coon 4-8289
Egg Board							
Annual Report	Published per the requirements of the Egg Law.	Permanent	University Practice 370 IAC IC 16-42-11	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
Board Correspondence	Correspondence related to the State Egg Board.	3 Years	370 IAC IC 16-42-11	Paper Electronic	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
Board Meeting Minutes	Meeting minutes for State Egg Board.	Permanent	370 IAC IC 16-42-11	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
Employee Weekly Activity Sheets	Records documenting the status of activities and daily operations of the State Egg Board.	3 Years	University Practice	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
Enforcement Correspondence	Correspondence on license and non-compliance issues.	7 Years	University Practice 370 IAC IC 16-42-11	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
Inspection Reports	Retail and wholesale inspection reports.	7 Years	University Practice 370 IAC IC 16-42-11	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
Non-Compliance Forms	Violations found during inspections.	7 Years	University Practice 370 IAC IC 16-42-11	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
Quarterly Audit Forms - Payment Information	Record of shell egg volume distributed in the state of Indiana by licensed wholesalers and payment information.	Last Distribution + 3 Years	University Practice 370 IAC IC 16-42-11	Paper Electronic	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Retail License Application	Annual application for retail license.	7 Years	University Practice 370 IAC IC 16-42-11	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
Staff Meeting Minutes and Correspondence	Minutes of staff meetings and general correspondence regarding daily operations of the State Egg Board.	3 Years	University Practice	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
USDA - School Lunch	PY 210p destination inspection form for school lunch products.	3 Years	USDA-AMS Grant: 12-25-A-3276 7 CFR 57.200 7 CFR 1250.353 7 CFR 1250.535	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
USDA - Shell Egg Surveillance	PY 156 surveillance inspection form and PY 76 payment request form.	3 Years	USDA-AMS Grant: 12-25-A-3276 7 CFR 57.200 7 CFR 1250.353 7 CFR 1250.535	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
USDA Correspondence	Correspondence with USDA poultry programs.	3 Years	USDA-AMS Grant: 12-25-A-3276 7 CFR 57.200 7 CFR 1250.353 7 CFR 1250.535	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
Wholesale License Application	Application for wholesale license, annual renewal, deposit fund maintained from first application.	Last Distribution + 3 Years	University Practice 370 IAC IC 16-42-11	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 4-8510
ATHLETICS							
Intercollegiate Athletics							
Academic Support	Includes: Laptop Check Out Forms, SS# Release Form, tutoring timecards, Tutor/Mentor Employment Records, Tutor/Mentor Session Report Forms, and Tutor Request Forms.	1 Year	ICA Policy	Paper	Shred	ICA Student Services	Ed Howat Michele Brost 4-9752
Compliance	Includes: Award Lists, Ethical Conduct, Fall Team Meeting Forms, Participation Forms, Permissible Recruiters Forms, Petitions/Waivers (NCAA/Big Ten), Self-Reports, Unofficial Visit Forms, Comprehensive Prospect List, O.V. Documentation, and Phone Logs.	6 Years	<u>NCAA Constitution</u> 3.2.4.6 and 3.2.4.7 <u>NCAA Bylaws</u> 14.1.3.1 and 14.1.4 30.5 and 31.12	Paper	Shred	ICA Student Services	Ed Howat Michele Brost Tom Reiter 4-9752

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Eligibility	Includes: CEL's, Clearance for Participation Forms, NCAA Clearinghouse Forms (48C), NLI, Squad Lists, Team Roster Revision Forms, and Transfer (in/out) Information Forms.	6 Years	<u>NCAA Constitution</u> 3.2.4.6 and 3.2.4.7 <u>NCAA Bylaws</u> 14.1.3.1 and 14.1.4 30.5 and 31.12	Paper	Shred	ICA Student Services	Ed Howat Michele Brost 4-9752
Financial Aid	Includes: 5th Year Aid Forms, New Tender Request Forms, Tender Renewal Forms, Tenders, SAF/SADF, and Summer School Request Forms.	6 Years	Big Ten	Paper	Shred	ICA Student Services	Ed Howat Michele Brost 4-9752
Sport Medicine	Doctors' notes, radiology reports, lab reports, and insurance and billing information for medical services.	7 Years	IC 16-39-7-1 IC 16-39-7-2	Paper	Shred	Sports Medicine	Jane Bline Denny Miller 4-3245
Ticket Office - Player Guest Records	Player Guest Records	Fiscal Year End + 6 Years	NCAA Big Ten	Paper	Shred	ATO	George Ade 4-3194
Ticket Office - Tickets	Voided Tickets, Ticket Deadwood/Scrap	3 Years	Internal Audit Memo	Paper	Shred	ATO	George Ade 4-3194
BUSINESS SERVICES							
Accounting Services							
Accounting Master Data Requests	Requests sent to the Master Data team to create or change funds, cost centers, orders and WBS elements.	Permanent	University Practice	Paper Scanned Image	N/A	Accounting Services	Matt Westhuis 4-5717
Amended Payroll Certifications /Distribution	Accounting Services Form 1422A. Changes to payroll distribution (Legacy form). Replaced with Cost Distribution Change Form (CD-01) in SAP.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Scanned Image	Shred	Accounting Services	Matt Westhuis 4-5717
Bank Reconciliations	Evidence that the University's monthly bank account statement variances are identified and resolved.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Accounting Services	Matt Westhuis 4-5717
Changes in Budget Estimate Contract Notices of Award	Budget changes to University accounts. FMBB in SAP and 1008's in Legacy.	Fiscal Year End + 10 Years	University Practice OMB A-110 (C .53) 2 CFR 215.53	Scanned Image	Recycle	Accounting Services	Matt Westhuis 4-5717
Check Registers	A listing of checks written out of the University bank accounts.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Microfiche Electronic	Shred	Accounting Services	Matt Westhuis 4-5717
Credit Card Transactions - Accounts Payable	Support documents for transactions on accounts using University issued credit cards.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Originating Department	Matt Westhuis 4-5717
Electronic Fund Transfers	Electronic payments made from University bank accounts.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Microfiche Electronic	Shred	Accounting Services	Matt Westhuis 4-5717
Fixed Asset Register	A listing of the University's fixed assets.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper Electronic	Recycle	Accounting Services	Matt Westhuis 4-5717

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
General Checks	Cancelled checks written out of the University's bank accounts.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Compact Disc	Shred	Accounting Services	Matt Westhuis 4-5717
General Operating Financial Reports	Miscellaneous reports used by business offices throughout the University to help manage business operations.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper Electronic	Recycle	Originating Department	Matt Westhuis 4-5717
Intramural Invoice Vouchers	Internal charges between University departments (FV50 document type JN).	<u>SPS Accounts</u> Fiscal Year End + 10 Years <u>Non-SPS Accounts</u> Fiscal Year End + 6 Years	University Practice IC 34-11-2-7	Paper Electronic Scanned Image	Recycle	Accounting Services Originating Department	Matt Westhuis 4-5717
Invoice Vouchers	Payments made through direct invoices or purchase orders, including Payee Certifications, non-travel reimbursements to employees and contractual encumbrances (FV50 document types KR, RE and ZB).	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Scanned Image	Recycle	Accounting Services	Matt Westhuis 4-5717
Journal Vouchers	Used to transfer charges between University accounts (FV50 document type SA).	<u>Accounting</u> Fiscal Year End + 10 Years <u>Originating Department</u> Fiscal Year End + 1 Year	University Practice IC 34-11-2-7	Scanned Image Paper	Recycle	Accounting Services Originating Department	Matt Westhuis 4-5717
Other Bank Credits	Payments to the University recorded outside the regular cash receipt process such as wires and ACH payments (FV50 document type CB).	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Scanned Image	Shred	Accounting Services	Matt Westhuis 4-5717
Other Bank Debits	Payments made to outside entities using ACH (FV50 document type CC).	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Scanned Image	Shred	Accounting Services	Matt Westhuis 4-5717
Unclaimed/Abandoned Property Reports	A report of unclaimed or abandoned property. Includes checks written by the University that have not been cashed.	Fiscal Year End + 10 Years	University Practice OMB A-110 Subpart C .53 2 CFR 215.53	Paper	Shred	Accounting Services	Matt Westhuis 4-5717
University Financial Statements	Reports showing the revenue, expenses and changes in net assets for the University by fiscal year.	Permanent	University Practice IC 34-11-2-7	Paper	N/A	Accounting Services	Matt Westhuis 4-5717
Board of Trustees							
Board of Trustees Minutes	Minutes of Board of Trustees meetings and backup materials.	Permanent	University Practice	Paper; Scanned Image	N/A	Board of Trustees	Janice Beard 4-9710
Bond Issues		Permanent	University Practice	Paper	N/A	Board of Trustees	Janice Beard 4-9710

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Construction Contracts and Change Orders		Permanent	University Practice	Paper	N/A	Board of Trustees	Janice Beard 4-9710
Honorary Degree Files		Permanent	University Practice	Paper	N/A	Board of Trustees	Janice Beard 4-9710
Leases		Permanent	University Practice	Paper	N/A	Board of Trustees	Janice Beard 4-9710
Legal Suits		Permanent	University Practice	Paper	N/A	Board of Trustees	Janice Beard 4-9710
Property Files	Deeds - Warranty, Quit Claim, etc.	Permanent	University Practice	Paper	N/A	Board of Trustees	Janice Beard 4-9710
Purdue Trustee Files		Permanent	University Practice	Paper	N/A	Board of Trustees	Janice Beard 4-9710
Budget and Fiscal Planning							
Budget ("Bound Budget")	Salary and FM data generated from BW-BPS budget system, includes all budgeted funds and all campuses. For record purposes only, not distributed to external audiences.	Permanent	University Practice	Paper	N/A	Budget & Fiscal Planning	Melissa Johnson 4-7124
Budget Summaries	Bound summary of budget data for all campuses. Distributed to external audiences.	Permanent	University Practice	Paper	N/A	Budget & Fiscal Planning	Melissa Johnson 4-7124
Legislative Operating Budget Request	Biennial operating request for all Purdue campuses.	Permanent	University Practice	Paper	N/A	Budget & Fiscal Planning	Melissa Johnson 4-7124
Costing							
Comptroller/SPS Signature Delegation Form	Business Services Form: CSSD. Used by a Comptroller to delegate signature authority for purchases of goods and services. Includes name, authority level, role, account numbers, effective dates, and authorizing signatures.	Permanent	University Practice I.C. 34-11-2-7 OMB A-110 Subpart C .53 2 CFR 215.53	Paper	Shred	Costing	Kimberly Hoebel 4-1060
Cost Distribution Change (CD-01)	Used to change the distribution of salary and related fringe benefit charges after a payroll has been posted. Includes name, personnel number and group, effective dates, account numbers, percent changed, estimated amount, and certifying/authorizing signatures (formally Accounting Services Form 1422A).	Fiscal Year End + 10 Years	University Practice I.C. 34-11-2-7 OMB A-110 Subpart C .53 2 CFR 215.53	Paper Scanned Image	Recycle	Costing	Kimberly Hoebel 4-1060
Facilities and Administrative Cost Rates Proposal and Supporting Records	Used to prepare the Cost Study to establish the F&A rate.	Permanent	OMB A-110 Subpart C .53(g)(1) 2 CFR 215.53	Paper Microfiche	N/A	Costing	Kimberly Hoebel 4-1060

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Payroll Distribution Change (PDC)	Business Office Form 65. Documents adjustments to salary and related fringe benefits charges to match the Personnel Activity Report (PAR). May include name, position, department, account numbers, percent of compensated effort and percent per PAR as well as authorizing signatures.	Fiscal Year End + 10 Years	University Practice OMB A-110 Subpart C .53 2 CFR 215.53	Paper	Recycle	Costing	Kimberly Hoebel 4-1060
Personnel Activity Report (PARs)	Used to document exempt employees' efforts for those employees that are funded in part by a Sponsored Program. Documents compliance with OMB Circular A21. Information may include: employee name; position, effort reporting period, percent of cost distribution and effort and certifying signatures.	<u>Costing</u> Fiscal Year End + 10 Years <u>Originating Department</u> Fiscal Year End + 1 Year	University Practice OMB A-110 Subpart C .53 2 CFR 215.53	Paper Scanned Image	Shred	Costing	Kimberly Hoebel 4-1060
Departmental Business Offices							
Accounts Receivable	All records that support accounts receivable operations including invoices, credit card transactions, sales receipts and back-up documentation.	<u>SPS Accounts</u> Fiscal Year End + 10 Years <u>Non-SPS Accounts</u> Fiscal Year End +6 Years	University Practice IC 34-11-2-7	Scanned Image Paper	Shred	University Collections Originating Department	Rich Wells 4-5356
Blanket and In-State Travel Authorizations	Authorization memos approving blanket out-of-state and in-state travel for a fiscal year.	Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Originating Department	Matt Westhuis 4-5717
Cash Receipts Vouchers (CRV) - Back Up	Department copies of CRV's and back up documentation maintained by the department for operational purposes only.	Fiscal Year End + 1 Year	University Practice	Paper	Shred	Originating Department	Matt Westhuis 4-5717
Credit Card Transactions - Accounts Payable	Support documents for transactions on accounts using University issued credit cards.	<u>Depts. w/ SPS Accounts</u> Fiscal Year End + 10 Years <u>Depts. w/o SPS Accounts</u> Fiscal Year End + 6 Years	University Practice IC 34-11-2-7	Paper	Shred	Originating Department	Matt Westhuis 4-5717
General Operating Financial Reports	Miscellaneous reports used by business offices throughout the University to help manage business operations.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper Electronic	Recycle	Originating Department	Matt Westhuis 4-5717
Intramural Invoice Vouchers	Internal charges between University departments (FV50 document type JN).	<u>SPS Accounts</u> Fiscal Year End + 10 Years <u>Non-SPS Accounts</u> Fiscal Year End + 6 Years	University Practice IC 34-11-2-7	Paper Electronic Scanned Image	Recycle	Accounting Services Originating Department	Matt Westhuis 4-5717

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Invoice Voucher - Back Up	Support documents for payments made through direct invoices or purchase orders, including Payee Certifications, non-travel reimbursements to employees and contractual encumbrances (FV50 document types KR, RE and ZB).	<u>SPS Accounts</u> Fiscal Year End + 10 Years <u>Non-SPS Accounts</u> Fiscal Year End + 6 Years	University Practice IC 34-11-2-7	Scanned Image	Recycle	Accounting Services Originating Department	Matt Westhuis 4-5717
Journal Vouchers	Used to transfer charges between University accounts (FV50 document type SA).	<u>Accounting</u> Fiscal Year End + 10 Years <u>Originating Department</u> Fiscal Year End + 1 Year	University Practice IC 34-11-2-7	Scanned Image Paper	Recycle	Accounting Services Originating Department	Matt Westhuis 4-5717
Personnel Activity Report - Biweekly Paid Non-Exempt Employees (Payroll Form 1423)	Bi-weekly timecard used to track attendances, absences and effort distribution.	<u>Depts. w/ SPS Accounts</u> Fiscal Year End + 10 Years <u>Depts. w/o SPS Accounts</u> Fiscal Year End + 6 Years	University Practice IC 34-11-2-7		Shred	Departmental Business Office	Departmental Business Manager
Personnel Activity Report (PARs)	Used to document exempt employees' efforts for those employees that are funded in part by a Sponsored Program. Documents compliance with OMB Circular A21. Information may include: employee name; position, effort reporting period, percent of cost distribution and effort and certifying signatures.	<u>Costing</u> Fiscal Year End + 10 Years <u>Originating Department</u> Fiscal Year End + 1 Year	University Practice OMB A-110 Subpart C .53 2 CFR 215.53	Paper Scanned Image	Shred	Costing	Kimberly Hoebel 4-1060
Request for Absence from Campus (HRS Form 33 Absence)	Employee requests for leave from work, including vacation, personal days, sick days, jury duty, etc. Includes days absent, leave compensation, and approval signatures.	<u>Depts. w/ SPS Accounts</u> Fiscal Year End + 10 Years <u>Depts. w/o SPS Accounts</u> Fiscal Year End + 6 Years	University Practice IC 34-11-2-7		Shred	Departmental Business Office	Departmental Business Manager
Travel and Mileage Authorizations and Reimbursements	Includes approval to travel on University business, requests for reimbursement of travel expenses, mileage reimbursements for County Extension Services and other travel related records. Forms include: Request for Travel (Form 17), Travel Reimbursement Request (Form 25), and County Extension Service (CES) Form 21.	<u>Travel</u> Fiscal Year End + 10 Years <u>Originating Department</u> Fiscal Year End + 1 Year	University Practice IC 34-11-2-7	Scanned Image	Shred	Travel	Matt Westhuis 4-5717
Director of Business Managers							
Rate Approvals - All Campuses	Documents requesting rate approvals for the sale of goods and services and recharge activities.	Permanent UNDER REVIEW	University Practice	Paper	N/A	Director of Business Managers	Lucia Anderson 4-9452

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Requests for Employee Records with Release	Letters requesting records of a student or employee which include a signed release. Responses to these requests for records along with backup documentation needed to prepare the response.	2 Years	University Practice	Paper	Shred	Public Records	Gene Ann Fausett 4-9218
Requests for Public Records	Requests for Public Records forms and responses, along with backup documentation needed to prepare the response.	2 Years	University Practice	Paper	Shred	Public Records	Gene Ann Fausett 4-9218
Subpoenas - Third Party	Subpoena Duces Tecum (Third Party) and responses, along with backup documentation needed to prepare the response.	3 Years	University Practice	Paper	Shred	Public Records	Gene Ann Fausett 4-9218
Property Accounting							
Equipment Change of Status - Form ECS	Used to make changes to equipment such as disposal, change in location, theft, etc..	Disposal Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Property Accounting	Matt Westhuis 4-5717
Gift in Kind Reports	All non-cash type property gifted to the University.	Permanent	University Practice	Paper	N/A	Property Accounting	Matt Westhuis 4-5717
Inventory Reports	Various reports generated from the process of performing a physical inventory of capital equipment.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Electronic	Recycle	Property Accounting	Matt Westhuis 4-5717
Moveable Asset Records	List of University moveable equipment with the description of the equipment, serial number and contact person.	Disposal Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Property Accounting	Matt Westhuis 4-5717
Property off Campus - Form POC	Tracks any University property taken off campus.	Return of Equipment Fiscal Year End + 3 Years	University Practice	Paper	Recycle	Property Accounting	Matt Westhuis 4-5717
Purchase Orders - Capital Equipment	Evidence of the authorization and purchase of capital equipment.	Disposal Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Recycle	Property Accounting	Matt Westhuis 4-5717
Procurement Services							
Contracts	Procurement related contracts, leases, professional services agreements, licenses, confidentiality agreements, donation agreements, hospitality, government, franchises, hardware, maintenance, master pricing agreements, master service agreements, A&E, etc.	Contract Expiration Fiscal Year End + 10 Years	University Practice IC 26-1-2-725 IC 34-11-1-2 IC 34-11-2-3 IC 34-11-2-7 IC 34-11-2-9	Paper	Shred	Procurement Services	Philip O'Keeffe 4-0226
Photographic Service Vouchers (Form 1)	Vouchers used for photographic services.	Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Photographic Services	Patty Whaley 4-2743
Printing Services Copy Service Order Form (Printing Services Form 32)	Forms used to order copy services from Printing Services.	Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Printing Services	Cheryl Purefoy 4-0223

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Printing Services Work Order (Printing Services Form 3)	Forms used to order work from Printing Services.	Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Printing Services	Cheryl Purefoy 4-0223
PU Transportation Request (Transportation Form 1)	Forms used for ordering services from Transportation Services.	Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Transportation Services	Carol Cox 4-2114
Change Notices (Form 16)	Forms used to transmit orders and change orders to suppliers.	Expiration Fiscal Year End + 10 Years	University Practice IC 26-1-2-725 IC 34-11-1-2 IC 34-11-2-3 IC 34-11-2-7 IC 34-11-2-9	Paper	Recycle	Procurement Services	Philip O'Keeffe 4-0226
Purchase Requisitions (Purchasing Form 12)	Internal forms used for ordering goods and services.	Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Procurement Services	Philip O'Keeffe 4-0226
Purchasing Request for Quotations (Form 14)	Forms used for sourcing goods and services.	Fiscal Year End + 10 Years	University Practice	Paper	Shred	Procurement Services	Philip O'Keeffe 4-0226
Request To Change Orders (Purchasing Form 26)	Internal form for requesting change to purchase orders.	Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Procurement Services	Philip O'Keeffe 4-0226
Stockless Purchase Order (PU Stores Requisition Form 100)	Internal form used by Stores for filling walk up orders.	Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Materials Distribution Services	Mike Wilkins 4-7097
Risk Management							
Certificates of Insurance	Evidence of coverage documents.	Current Year + 2 Years	University Practice	Paper	Shred	Risk Management	Mark Kebert 4-1689
Claim Files - CS Stars	Detailed record of claim and related payments for all lines of coverage.	Under Review	University Practice	Electronic	N/A	Risk Management	Mark Kebert 4-1689
Claim Files - Prior to CS Stars	Detailed record of claim and related payments for all lines of coverage.	Last Payment + 2 Years	University Practice	Paper	Shred	Risk Management	Mark Kebert 4-1689
Coverage Renewal Information	Annual underwriting data, statement of values, contractual agreements, and applications for insurance carriers.	5 Years	University Practice	Paper	Shred	Risk Management	Mark Kebert 4-1689
Insurance Bids/Proposals	Detailed bid proposals from insurance carriers received as part of insurance placement process.	5 Years	University Practice	Paper	Shred	Risk Management	Mark Kebert 4-1689

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Insurance Policies	Detailed description of coverage provided by insurance carriers.	Permenant	University Practice	Paper Electronic	N/A	Risk Management	Mark Kebert 4-1689
ISE Annual BOT Report	Annual report of financial results and claim summary.	Under Review	University Practice	Electronic	N/A	Risk Management	Mark Kebert 4-1689
ISE Quarterly Financial Reports	Quarterly report of financial results.	Under Review	University Practice	Electronic	N/A	Risk Management	Mark Kebert 4-1689
Loss Recovery Rosters	Summary of claim payments by year.	Under Review	University Practice	Electronic	N/A	Risk Management	Mark Kebert 4-1689
New Vehicle Paperwork	All paperwork necessary to license/title a newly owned vehicle. Includes copy of title or C of O, ST-108, Odometer Statement, University Purchase Order, and Transportation Services Vehicle Check-In Sheet.	Current Year + 2 Years	University Practice	Paper	Shred	Risk Management	Mark Kebert 4-1689
Purdue Police Reports	Detailed description of incidents responded to by Purdue Police Department.	Current Year + 1 Year	University Practice	Paper	Shred	Risk Management	Mark Kebert 4-1689
Vehicle Registrations	State issued document .	Disposition of Vehicle	State Law-BMV	Paper	N/A	Risk Management	Mark Kebert 4-1689
Vehicle Title	State issued document proving ownership.	Disposition of Vehicle	State Law-BMV	Paper	Sent with vehicle	Risk Management	Mark Kebert 4-1689
Sponsored Program Services							
Affiliation Agreements	Includes contracts and agreements related to Internships, Inter-University, Statewide Technology, Study Abroad, etc.	Expiration of Agreement + 3 Years	University Practice	Paper	Recycle	Sponsored Program Services (SPS)	Mike Ludwig 4-1063
Confidentiality Agreements (Non-Disclosure Agreements)	Agreement between Purdue and other entities insuring that both parties maintain any confidential information they may receive as part of a collaboration. The University Contracting Group reviews and approves the agreements. The faculty or staff member signs acknowledging their responsibility related to confidential information.	Expiration of Confidentiality Period + 3 Years	University Practice	Paper	Shred	Sponsored Program Services (SPS)	Mike Ludwig 4-1063
Donation Agreements	Agreements related to the donation of equipment for University use.	Disposal of Equipment + 3 Years	University Practice	Paper	Recycle	Sponsored Program Services (SPS)	Mike Ludwig 4-1063

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Federal Contracts and Purchase Orders - Post Award Files	Records related to federal contracts and purchase orders. <u>May include:</u> 1. Funded Proposal including COEUS budget(s) 2. Original Contract or Purchase Order and any associated modifications 3. Subagreements (Agreements we issue under our prime agreement) 4. Subagreement Cost Analysis 5. Sponsor Prior Approval Requests 6. Request for Notice to Proceed (Business Office Form 27) 7. DOD Industrial Plant Equipment Requisition (DD Form 1419) 8. Financial Reports 9. Billing Forms: - Public Voucher for Purchases and Services Other than Personal (Standard Form 1034) - Other Forms 10. Subcontracting Report for Individual Contracts (Standard Form 294) 11. Summary Subcontract Reports (Standard Form 295) 12. Cost Sharing/Matching Documentation including Matching Fund - Form 32(s) 13. Property records of equipment purchased using contract funds	Final Payment + 3 Years	FAR 4.700	Paper	Recycle	Sponsored Program Services (SPS)	Mike Ludwig 4-1063
		Disposition of Property + 3 Years	FAR 52.245.1				

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Non-Federal Agreements - Post Award Files	Records related to non-federal agreements including Industrial, Foundations, State of Indiana, etc. <u>May include:</u> 1. Funded Proposal including COEUS budget(s) 2. Original Contract, Purchase Order or other Agreement and any associated modifications 3. Subagreements (Agreements we issue under our prime agreement) 4. Subagreement Cost Analysis 5. Sponsor Approval Requests 6. Request for Notice to Proceed (Business Office Form 27) 7. Financial Reports 8. Billing Forms: - SAP Invoices - State of Indiana Claim Vouchers (Form A-12) - Other Forms 9. Cost Sharing/Matching Documentation including Matching Fund - Form 32(s)	Final Payment + 3 Years	University Practice	Paper	Recycle	Sponsored Program Services (SPS)	Mike Ludwig 4-1063
OMB A-133 Audit Working Papers	Spreadsheets containing expenditure information down to the sponsored program or order level by CDFA # for all Federal activity during the fiscal year.	Issuance of Audit Report + 3 Years	OMB A-133 Section .515 (a)	Paper	Recycle	Sponsored Program Services (SPS)	Mike Ludwig 4-1063
Performance Agreements	Performance agreements related to music, theater and the Purdue Musical Organization.	Expiration of Agreement + 3 Years	University Practice	Paper	Recycle	Sponsored Program Services (SPS)	Mike Ludwig 4-1063
Proposals - Denied Funding	Proposal file including copy of proposal, Proposal Submission Form, COEUS budgets, transmittal letter, and other documents associated with the proposal submission.	Denial of Proposal + 3 Months	University Practice	Paper	Recycle	Sponsored Program Services (SPS)	Mike Ludwig 4-1063
Service Agreements	Service agreements related to educational, training, etc.	Expiration of Agreement + 3 Years	University Practice	Paper	Recycle	Sponsored Program Services (SPS)	Mike Ludwig 4-1063
Service Agreements - Artwork	Service agreements related to artwork.	Permanent	University Practice	Paper	Recycle	Sponsored Program Services (SPS)	Mike Ludwig 4-1063
Tax							
941	Employer's Quarterly Federal Tax Return	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper Electronic	Shred	Tax	Linda Mundy 4-0521
945	Annual Return of Withheld Federal Income Tax	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
1099	1099 received by Purdue.	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
4136	Credit for Federal Tax Paid on Fuels	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
8849	Claim for Refund of Excise Taxes	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
941C & 941X	Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper Electronic	Shred	Tax	Linda Mundy 4-0521
990-T	Unrelated Business Income Tax	Permanent	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
ATF F 5630.5R	Annual Alcohol Tax Renewal Registration and Return	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
B Notice Files	IRS notice on incorrect SSN's on 1099's along with documentation and W9's from vendors.	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Cash Advance Reconciliation Reports	Cash Advance Reconciliation Reports from cash advances given to employees for human subject projects or travel advances.	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Consulting Agreements	Long-term Consulting Agreements for Personal Services	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
EVS Documentation	SSN verification files and letters returned from employees.	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Fellowship Letter File	File which lists all fellowship recipients who received fellowship letters.	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Food and Beverage Tax Return	Monthly Food and Beverage Tax for Allen County	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Tax	Linda Mundy 4-0521
Form 1042	Annual Withholding Tax Return for US Source Income of Foreign Persons	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Form 1042S	Foreign Person's US Source Income Subject to Withholding	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper Electronic	Shred	Tax	Linda Mundy 4-0521
Form 1096	Transmittal of 1099-MISC forms (manual, corrected)	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper Microfiche	Shred	Tax	Linda Mundy 4-0521

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Form 1099 - Misc and back up documentation	Miscellaneous Income form. Manual entry 1099 backup documentation.	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper Microfiche	Shred	Tax	Linda Mundy 4-0521
Form 52	Certificate of Residence - For Reciprocal States: Michigan, Ohio, Pennsylvania, Kentucky, and Wisconsin.	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Tax	Linda Mundy 4-0521
Form 52A	Certificate of Residence - For Employees Who Neither Work Nor Reside In Indiana	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Tax	Linda Mundy 4-0521
Form 52C	Cancellation of Reciprocal Exemption From Withholding of Indiana Adjusted Gross Income Tax	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Tax	Linda Mundy 4-0521
Form 673	Statement for Claiming Exemption From Withholding on Foreign Earned Income Eligible for the Exclusion(s) Provided by Section 911	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Form 79A	Student award form.	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Form 8233	Exemption From Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Form W-8 Ben for Fellowships	Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Form W9's	Request for Taxpayer Identification Number and Certification	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Glacier Documents	Glacier software documents and immigration documents for nonresident aliens employed by Purdue.	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Innkeepers Tax Return	Monthly County Innkeepers Tax Return for Tippecanoe	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Tax	Linda Mundy 4-0521
Off-cycle Forms	Copy of off-cycle forms for tax refunds along with payroll backup.	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
Personal Payment Invoice Vouchers	Personal payment invoice vouchers with backup document attached.	Fiscal Year End + 10 Years	University Practice 26 USC 6501 IC 34-11-2-7	Paper transferred to Webview.	Shred	Tax	Linda Mundy 4-0521
REF-1000	Consolidated Application for Fuel Tax Refund	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
RP-11	Indiana Annual Consolidated Sales Tax Information Ret	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Tax	Linda Mundy 4-0521
ST-103	Indiana Monthly Sales and Use Tax	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Tax	Linda Mundy 4-0521

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Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
ST105/W-9 Requests - Completed	Requests from vendors for tax exemption certificates.	Current Year	University Practice	Paper	Shred	Tax	Linda Mundy 4-0521
Tax Refund Invoice Voucher	Copy of tax refund invoice voucher along with payroll backup.	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
UST-1	Underground Storage Tank Fee Return	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
W2 & Tax Form Requests	Requests from employees for duplicate tax forms.	Current Year	University Practice	Paper	Shred	Tax	Linda Mundy 4-0521
W2/1099/1042S - Returned	Returned tax forms due to out dated addresses.	Tax Year End + 4 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
W2C's & W3C's	Corrected Wage and Tax Statements and Transmittal of Corrected Wage and Tax Statements	Fiscal Year End + 10 Years	University Practice 26 USC 6501 IC 34-11-2-7	Paper Electronic	Shred	Tax	Linda Mundy 4-0521
W2's & W3's	Wage and Tax Statements and Transmittal of Wage and Tax Statements	Fiscal Year End + 10 Years	University Practice 26 USC 6501 IC 34-11-2-7	SAP PageCenter Microfiche	Shred	Tax	Linda Mundy 4-0521
W4/WH4's	Federal and State withholding forms.	Fiscal Year End + 10 Years	University Practice 26 USC 6501 IC 34-11-2-7	Paper transferred to Webview.	Shred	Tax	Linda Mundy 4-0521
W5's	Earned Income Credit Advance Payment Certificate	Fiscal Year End + 10 Years	University Practice 26 USC 6501	Paper	Shred	Tax	Linda Mundy 4-0521
WH-1	Indiana Monthly Tax Withholding Return	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Tax	Linda Mundy 4-0521
WH-3	Indiana Annual Tax Withholding Return	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper	Shred	Tax	Linda Mundy 4-0521
Travel							
Blanket and In-State Travel Authorizations	Authorization memos approving blanket out-of-state and in-state travel for a fiscal year.	Fiscal Year End + 10 Years	University Practice	Paper	Recycle	Originating Department	Matt Westhuis 4-5717
Travel and Mileage Authorizations and Reimbursements	Includes approval to travel on University business, requests for reimbursement of travel expenses, mileage reimbursements for County Extension Services and other travel related records. Forms include: Request for Travel (Form 17), Travel Reimbursement Request (Form 25), and County Extension Service (CES) Form 21.	<u>Travel</u> Fiscal Year End + 10 Years <u>Originating Department</u> Fiscal Year End + 1 Year	University Practice IC 34-11-2-7	Scanned Image	Shred	Travel	Matt Westhuis 4-5717
Treasury Operations							
Investment Income Distribution Reports	Calculation of interest income or expense on unit/fund balances across the University.	Final Payment + 3 Years	OMB A-110 Section 53	Paper	Recycle	Treasury Operations	Terri Mimms 4-6594

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Bonded Debt	Working papers and official transcripts reflecting issuance of public or non-public debt obligations of the University.	Bond Redeemed + 3 Years (IRS)	26 CFR 1.148-5(d)(6)(iii)(E) 26 USC 6001 26 CFR 1.6001-1(a)	Paper	Recycle	Treasury Operations	Denise Laussade 6-1223
RFPs and Supporting Documents	RFPs and supporting documents	Fiscal Year End +10 years	University Practice	Paper	Recycle	Treasury Operations	Denise Laussade 6-1223
Contracts	Procurement related contracts, leases, professional services agreements, licenses, confidentiality agreements, government, hardware, maintenance, master pricing agreements, master service agreements, etc.	Contract Expiration Fiscal Year End + 10 Years	University Practice IC 26-1-2-725 IC 34-11-1-2 IC 34-11-2-3 IC 34-11-2-7 IC 34-11-2-9	Paper	Shred	Treasury Operations	Denise Laussade 6-1223
Monthly Reconciliations for Investment Account of Bond Proceeds	Monthly reconciliations for investment account of bond proceeds.	Bond Redeemed + 3 Years (IRS)	26 CFR 1.148-5(d)(6)(iii)(E) 26 USC 6001 26 CFR 1.6001-1(a)	Paper	Recycle	Treasury Operations	Denise Laussade 6-1223
University Collections - Accounts Receivable, Bursar, Student Loans							
Accounts Receivable	All records that support accounts receivable operations including invoices, credit card transactions, sales receipts and back-up documentation.	<u>SPS Accounts</u> Fiscal Year End + 10 Years <u>Non-SPS Accounts</u> Fiscal Year End +6 Years	University Practice IC 34-11-2-7	Scanned Image Paper	Shred	University Collections Originating Department	Rich Wells 4-5356
Cash Receipts Vouchers (CRV)	Posting of cash receipts to University accounts (FV50 document type CE).	<u>SPS Accounts</u> Fiscal Year End + 10 Years <u>Non-SPS Accounts</u> Fiscal Year End +6 Years	University Practice IC 34-11-2-7	Scanned Image Paper	Shred	Accounting Services	Matt Westhuis 4-5717
Cash Receipts Vouchers (CRV) - Back Up	Department copies of CRV's and back up documentation maintained by the department for operational purposes only.	Fiscal Year End + 1 Year	University Practice	Paper	Shred	Originating Department	Matt Westhuis 4-5717
DEVELOPMENT (Donor and Alumni Records)							
University Development Office							
Alpha Files	Gathered documents on individuals and organizations that record historical information.	Annual Review	University Practice	Paper	Shred	UDO: Research	Susan O'Shea 4-7632
Anonymous Record Files	Anonymous gift information gathered from Alums, Donors, and Friends.	Permanent	University Practice	Paper	Shred	UDO: Donor Services	Mary Seyfried 4-0290

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Bio Updates	Biographical information gathered by staff through email, phone, or letters and used to record information in database.	Until Entered into Database	University Practice	Electronic	Shred	University Development Office (UDO): Donor Services	Mary Seyfried 4-0290
Death/Purge Logs	Documentation gathered and used to record Alums, Donors, and Friends death information.	10 Years	University Practice	Scanned Image	Shred	University Development Office (UDO): Donor Services	Mary Seyfried 4-0290
Deposit Documents	Used to gather financial information that is used to record transferred information. Includes bank deposit tickets.	Fiscal Year End + 1 Year	University Practice	Scanned Image	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Endowment Agreements	Used to confirm signed gift agreements.	Permanent	University Practice	Scanned Image Electronic	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Endowment Reports	Reports mailed to Alums/Donor/Friends that provide reporting information.	Permanent	University Practice	Scanned Image	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Gift Backup	Documentation gathered and used to record Alums, Donors, and Friends gift information.	Fiscal Year End + 1 Year	University Practice	Scanned Image (Gifts > \$5,000)	Shred	University Development Office (UDO): Donor Services	Mary Seyfried 4-0290
Gift Letters	Thank you letters mailed to Alums, Donors, and Friends.	To be determined. Procedure changing.	University Practice	Scanned Image	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Gift/Pledge Corrections	Used to gather and record Alum/Donors/Friends corrected gift information.	Fiscal Year End + 1 Year	University Practice	Scanned Image (Gifts > \$5,000)	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Gift-in-Kind and Loan Report (Form 41B)	Used to collect demographic and account information for gift-in-kind and/or service with no monetary value. Includes backup documentation.	Fiscal Year End + 10 Years (Electronic) Fiscal Year End + 1 Year (Paper)	University Practice	Scanned Image (Gifts > \$5,000) Paper	Shred	University Development Office (UDO): Donor Services	Mary Seyfried 4-0290
Gifts Entered at WL for Regional Campus Sites	Gift information gathered by regional campuses that is used to record Alums, Donors, and Friends gift information.	Fiscal Year End + 1 Year	University Practice	Scanned Image	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Miscellaneous Documents	Information gathered that documents findings, results, and inquiries on Alums, Donors, Friends, or Organizations.	Annual Review	University Practice	Scanned Image	Shred	UDO: Research	Susan O'Shea 4-7632
Non-University Forms	Used to provide tax and gift information to Alums, Donors, and Friends.	Fiscal Year End + 1 Year	University Practice	Scanned Image	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Official Retiree Forms	Used to gather and record official University retiree information. Mailing lists generated from data are used to keep in contact with the Retiree to ensure they are kept up to date with the University community.	Fiscal Year End + 1 Year	University Practice	Scanned Image	Shred	UDO: Donor Services	Mary Seyfried 4-0290

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Pledge Forms	Used to gather and record Alums, Donors, and Friends pledged gift information.	Fiscal Year End + 1 Year	University Practice	Scanned Image	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Presidential Acknowledgement Letters	Thank you letters signed by President and mailed to Alums, Donors, and Friends.	Permanent	University Practice	Scanned Image	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Reference	Information related to individuals and organizations retrieved from external sources (magazine, internet, newspaper articles).	Annual Review	University Practice	Scanned Image	Shred	UDO: Research	Susan O'Shea 4-7632
Research Documents	Internal reports that contain reference information that document findings, results, and inquiries on Alums, Donors, Friends, or Organizations.	Annual Review	University Practice	Scanned Image	Shred	UDO: Research	Susan O'Shea 4-7632
Scholarship Letters	Thank you letters received from student scholarship recipients that are recorded for stewardship purposes.	3 Years	University Practice	Scanned Image	Shred	UDO: University Events & Stewardship	Geni Greiner 6-6911
Stadium Seating Letters	Stadium seating purchase confirmation letters mailed to Alums, Donors, and Friends.	Permanent	University Practice	Scanned Image	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Stock Value Letters	Informational letters mailed to Alums, Donors, and Friends that provides them with tax information.	1 Year	University Practice	Scanned Image	Shred	UDO: Donor Services	Mary Seyfried 4-0290
Telefund Pledge Reminder	Mailed as a reminder to Alums, Donors, and Friends indicating pledge payment is due. Form returned with pledge payment is used to record gift information.	Fiscal Year End + 1 Year	University Practice	Scanned Image (Gifts > \$5,000)	Shred	University Development Office (UDO): Donor Services	Mary Seyfried 4-0290
Voluntary Support / Gift Report (Form 44)	Used to collect all the demographic and account information for gifts with no economic benefit to the grantor. Includes backup documentation.	Fiscal Year End + 10 Years (Electronic) Fiscal Year End + 1 Year (Paper)	University Practice	Scanned Image (Gifts > \$5,000) Paper	Shred	University Development Office (UDO): Donor Services	Mary Seyfried 4-0290
EDUCATION (Licensure Records, Various Clinics and Engagement Programs)							
Office of Professional Preparation & Licensure							
Accreditation Files	Documentation related to the National Council for Accreditation of Teacher Education (NCATE) and State of Indiana accreditation.	Permanent	University Practice	Paper	N/A	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486
COE Grade Appeal Committee File	Materials related to COE grade appeals.	Permanent	University Practice	Paper Audio Tape	N/A	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486
Education Testing Service (ETS) Score Reports	Test score information received from ETS.	11 Years	University Practice	Paper Electronic	Shred	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Graduate Studies Letters	Letters of Acceptance to College of Education Graduate School.	<u>Enrolled</u> Transfer to TEP File <u>Not Enrolled</u> 2 Years	University Practice	Paper Electronic	Shred	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486
Teacher Education Council (TEC) Files	Materials related to teacher education governance, including the TEC Special Cases Committee.	Permanent	University Practice	Paper Audio Tape Electronic	N/A	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486
Teacher Education Program (TEP) Client Files - Admitted	Client documentation regarding application, admission and retention in the TEP for students who were admitted into the program.	Last Course Work + 2 Years	University Practice	Paper Electronic	Shred	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486
Teacher Education Program (TEP) Client Files - Never Completed Program	Client documentation regarding application, admission and retention in the TEP for students who did not complete the program. These files include documentation regarding issues with students which may result in denial of future re-admission into the program.	Admission to TEP (Gate A) + 11 Years <u>Exception:</u> Never purge files with Dispositions.	University Practice	Paper Electronic	Shred	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486
Teacher Education Program (TEP) Client Files - Not Admitted	Client documentation regarding application in the TEP for students who were never admitted.	Last TEP Application Date + 2 Years	University Practice	Paper Electronic	Shred	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486
Teacher Education Program (TEP) Completer/Licensure Files	Client documentation regarding completion of the TEP and/or licensing (teacher, administrative, school services).	Until Deceased	University Practice IAC 515 IC 20-28	Paper Electronic	Shred	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486
Teacher Education Program Orientation Cards/Forms	Cards/form filled out at TEP orientation.	<u>Application Received</u> Transfer to TEP File <u>Not Enrolled in Teacher Education Courses</u> 5 Years	University Practice	Paper Electronic	Shred	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486
Transcript Evaluations	Post-baccalaureate clients who had a transcript evaluation completed.	<u>Enrolled</u> Transfer to TEP File <u>Not Enrolled</u> 2 Years	University Practice	Paper Electronic	Shred	Office of Professional Preparation & Licensure	T.J. Oakes 4-5486
EDST/Gifted Education Resource Institute							
Graduate Student Records	Graduate students in GERI Masters and PhD programs.	7 Years	University Practice	Paper	Shred	GERI	Marcia Gentry 6-3721
Licensure Student Records	All students enrolled in GERI licensure program.	7 Years	University Practice	Paper	Shred	GERI	Marcia Gentry 6-3721
Youth Program Student Records	Participants in GERI youth programs.	7 Years	University Practice	Paper	Shred	GERI	Marcia Gentry 6-3721

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Youth Program Teacher Records	Instructors in GERI youth programs.	7 Years	University Practice	Paper	Shred	GERI	Marcia Gentry 6-3721
GRADUATE SCHOOL							
Update coming soon...							
HEALTH AND HUMAN SERVICES							
Health Insurance Portability and Accountability Act (HIPAA)							
HIPAA Documentation	Records required by HIPAA. HIPAA related policies and procedures, communications, actions, activities, or designations. Please refer to the following for a list of documents affected by HIPAA retention requirements: http://www.purdue.edu/hipaa/publicrecords/docretention.shtml	Creation Date + 6 Years or Effective Date + 6 Years Whichever Is Later	45 CFR 164.530(j)	Paper Electronic	Shred	HIPAA Privacy Compliance Office HIPAA Covered Components	Joan Vaughan 6-1927
HUMAN RESOURCES (Faculty, Staff, Retirees, Employment)							
Vice President for Human Resources							
Employment background checks	Verification of credentials and other information about a candidate or employee which may include educational verification, license verification, credit history check, criminal history check, sex and violent offender registry check, limited criminal history check, limited sex and violent offender registry check	Six years following transaction date	Fair Credit Reporting Act (FCRA)	Paper	Secure Recycle	Outside vendor: HireRight	Brenda Coulson 4-0603
Documentation from employment searches	Documentation from employment searches including vacancy information and job descriptions; applicants' credentials; resumes; reference checks; interview notes	Three years from date of personnel action	Title VII of the Civil Rights Act of 1964; Age Discrimination in Employment Act (ADEA); Uniform Guidelines on Employee Selection; University Practice	Paper	Secure Recycle	Employment and hiring departments	Brenda Coulson 4-0603
Employee personnel files	Employee personnel files, including relevant hiring documents: personnel action forms; employment contracts; offer letters; leave action forms; Request and Leave Action forms (RLA) for Sabbatical, Research Leave, Outside Activity Leave or Change in Duty Station; Form 33 ABSENCE forms; and related documents	Permanent	University Practice		N/A	Human Resources Service Center	Kevin Vedder 4-7137
Benefit information/documentation or request by employee (Change in Family Status)	Records requesting specific employee information	Seven years	University Policy	Paper	Shred	Human Resources Service Center	Kevin Vedder 4-7137
Family and Medical Leave Act (FMLA) documentation	All documentation related to requests for FMLA Leave including FMLA Request and Notice; FMLA Medical Certification Form; FMLA Certification of Qualifying Exigency for Military Family Leave; FMLA Certification for Serious Injury or Illness of Covered Servicemember; adoption paperwork; Record of FMLA Leave for Monthly-Paid Employees; Form 33FMLA	Three years from creation of records	Title 29, Part 825 of the C. F. R.; Family and Medical Leave Act of 1993	Paper	Shred	Human Resources Service Center	Lisa Hornbeck 4-1310

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Flexible Spending Account information	Information relevant to employee-elected flexible spending with only employee contributions on payroll pre-tax basis	Seven Years	Federal Regulation	Paper	Shred	Human Resources Service Center	CIGNA
Health Reimbursement Account information	Records relevant only to employees who opted for early retirement incentive package	Seven years	Federal Regulation	Paper	Shred	Human Resources Service Center	Julie Thedans 4-4768
Graduate medical insurance	Records on changes (family status) made by graduate student staff	Seven years	University Practice	Paper	Shred	Human Resources Service Center	Julie Thedans 4-4768
Fellowship applications for vision coverage	Enrollment forms for vision plan coverage for individuals on fellowships	Seven years	University Practice	Paper	Shred	Human Resources Service Center	Julie Thedans 4-4768
Federal employees health benefits	Documentation on federal employees working at the University for changes and/or additions to health benefits plan (federal forms 2809 and 2811)	Seven years	Federal Regulation	Paper	Shred	Human Resources Service Center	Julie Thedans 4-4768
Long Term Disability documentation	Documentation created as a result of faculty or staffs' long-term disabilities	Seven years past death	University Practice	Paper	Shred	Human Resources Service Center	Tammy Synesael 4-1691
Long Term Disability documentation-maintained by CIGNA	Documentation created as a result of faculty or staff's long-term disabilities	Six years after claim closed	Federal Regulation		Unknown	Human Resources Service Center	Tammy Synesael and CIGNA 4-1691
Open enrollment documentation	Documentation of employees' choices of medical plans; flexible spending accounts; disability coverage; life and accident plans; voluntary benefit options	Seven years	University Policy	Paper	Shred	Human Resources Service Center	Connie Ratcliff 4-1686
Other medical records	Non-FMLA medical documentation	Three years from creation of records	University Practice	Paper	Shred	Human Resources Service Center	Lisa Hornbeck 4-1310
Paid Parental Leave (PPL) documentation	Documentation created for requests for leave for new parents	Three years from creation of records	University Practice	Paper	Shred	Human Resources Service Center	Lisa Hornbeck 4-1310
Retirement-Tax deduction annuities documentation	Voluntary contributions to retirement-tax deferred annuities	Ten years	Other	Paper	Shred	Human Resources Service Center	Janine Gulbranson 4-1680
Retirement-Copies of retirement applications	Applications for Public Employees Retirement Fund (PERF)	Permanent	University Practice	N/A	N/A	Human Resources Service Center	Susan Ince 6-1964
Same-sex domestic partner affidavit	Documentation created to establish partnership for University benefits	Indefinitely	Board of Trustees Resolution	N/A	N/A	Human Resources Service Center	Connie Ratcliff 4-1686
Short Term Disability documentation	Documentation created as a result of clerical or service employees' illnesses or injuries	Seven years past death	University Practice	Paper	Shred	Human Resources Service Center	Tammy Synesael 4-1691
Short Term Disability documentation-maintained by CIGNA	Documentation created as a result of clerical or service employees' illnesses or injuries	Six years after claim closed	Federal Regulation	Unknown	Unknown	Human Resources Service Center	Tammy Synesael and CIGNA 4-1691
Worker's Compensation files	Documentation created as a result of employees' work-related illnesses or injuries	One hundred years	State Regulation	Paper	Shred	Human Resources Service Center	Deborah Popa 4-0306
Fair Labor Standards Act (FLSA) minimum wage audit	Monthly reports to ensure compliance with minimum monthly wage of \$1971.67 to maintain exemption status	Permanent	FLSA and University Practice	N/A	N/A	Compensation	Julie Bilbrey 4-7394
FLSA minimum wage audit	Biweekly audit to ensure compliance with minimum wage on biweekly employees	Permanent	FLSA	N/A	N/A	Compensation	Julie Bilbrey 4-7394
Exemption test	Documentation created to meet FLSA duties test	Permanent; maintained in position description file	FLSA and University Practice	N/A	N/A	Compensation	Director, Compensation and Benefits 4-0097

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Prevailing wage determination information	Salary queries based on job identification and job titles to determine prevailing wage	Permanent	Department of Labor (DOL) Wage and Hour Division; ISS	N/A	N/A	Compensation	Director, Compensation and Benefits 4-0097
Performance evaluations; Personnel Action forms; salary analysis documentation; payroll information	Documentation for pay decisions on employees	Permanent	Lilly Ledbetter Fair Pay Act of 2009	N/A	N/A	Compensation; employing department and business office; Central Files' employee files; Payroll	Director, Compensation and Benefits 4-0097
Americans with Disabilities Act (ADA) documentation	Documentation pertaining to applicants' and employees' requests for accommodation	Permanent	Federal Regulation and University Practice	N/A	N/A	Employee Relations	Pat D. Russell 4-0269
Commercial Driver's License (CDL) Drug and Alcohol documentation	Drug and alcohol test results and associated paperwork on University employees who hold commercial driver's licenses for their positions	Three to five years from creation of paperwork	Department of Transportation (DOT) Regulations	Paper	Shred	Employee Relations	Pat D. Russell 4-0269
Reduction-in-Force documentation	Documentation regarding employee's reduction in work hours, or Capacity Utilization Level (CUL) and/or cessation of work	Permanent	University Practice	N/A	N/A	Employee Relations; Benefits; employing department	Melissa Reardon Henry 6-6846
Personnel records relevant to a charge of discrimination or an action brought by the Equal Employment Opportunity Commission (EEOC) or the Attorney General, against the University under Title VII or the Americans with Disabilities Act (ADA)	Personnel records relevant to a charge of discrimination or an action brought by the Equal Employment Opportunity Commission (EEOC) or the Attorney General, against the University under Title VII of the Civil Rights Act or the Americans with Disabilities Act (ADA)	Permanent	University Practice	N/A	N/A	Employee Relations	Melissa Reardon Henry 6-6846
Grievance files	Documentation pertaining to employees' grievances	Ten years after termination	University Practice	Paper	Shred	Employee Relations	Melissa Reardon Henry 6-6846
Employee Relations files	Documentation pertaining to employee relations matters	Permanent	University Practice	N/A	N/A	Employee Relations	Melissa Reardon Henry 6-6846
PHARMACY							
Pharmacy, Nursing and Health Sciences							
3rd Party Insurance, Payments and Reconciliation Statements	Summary of paid or rejected claims for prescriptions usually received monthly for each individual insurance company billed for individual patient prescription payment above copay.	Fiscal Year End + 6 Years	IC 34-11-2-7 Contractual agreements w/ insurance companies.	Paper	Confidential Cart	Pharmacy	Susan White 6-7728 Brenda Fox 6-7740

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
DEA 222 Forms & Related Records	Triplicate forms used to order Schedule II controlled substances. One copy kept by purchaser, one kept by supplier, one sent to DEA.	5 Years	University Practice 21 USC 828 21 CFR 1305.17	Paper	Shred & Confidential Cart	Pharmacy	Susan White 6-7728
Merchandise/Service Invoice & Voucher Copies	List of items (drugs, vials, supplies, etc.) ordered from various sources utilized in daily pharmacy operations.	Fiscal Year End + 6 Years	IC 34-11-2-7	Paper	Confidential Cart	Pharmacy Central Files	Susan White 6-7728 Brenda Fox 6-7740
Prescriptions	Prescriber generated prescription orders for individual patients that can be handwritten or typed, faxed, phoned in and reduced to writing or electronically generated and printed in pharmacy. Prescriptions are filed numerically by date. Controlled substance prescriptions are filed separately from non-controlled prescriptions.	7 Years <u>Medicare</u> 10 Years	Various Insurance Company Contracts <u>Medicare</u> 42 CFR 423.505(d) 21 CFR 1304.04 IC 25-26-13-25(a)	Scanned Image Paper	Shred & Confidential Cart	Pharmacy	Susan White 6-7728 Brenda Fox 6-7740
PHYSICAL FACILITIES							
Business Office							
Parking Permit Applications	Applications for parking permits including Student form P100 and Staff form P18.	Fiscal Year End + 6 Years	IC 34-11-2-7	Paper	Shred	Physical Facilities Parking Services	Holly Alexander 4-9315
Parking Violation Appeal	Request to waive parking ticket.	Fiscal Year End + 6 Years	IC 34-11-2-7	Paper	Shred	Physical Facilities Parking Services	Holly Alexander 4-9315
Request for New Service Agreement (Form 58)	Departmental request to Physical Facilities for periodic maintenance.	Fiscal Year End + 6 Years	IC 34-11-2-7	Paper	Recycle	Physical Facilities Work Request Center	Sherry McQueary 4-8001
Request for Physical Plant Building Repairs (Form 18)	Departmental or internal requests for building repair and maintenance.	Fiscal Year End + 6 Years	IC 34-11-2-7	Paper Electronic	Recycle	Physical Facilities Work Request Center	Sherry McQueary 4-8001
Request for Services (Form 18A)	Departmental request to Physical Facilities for individual or one-time services.	Fiscal Year End + 6 Years	IC 34-11-2-7	Paper Electronic	Recycle	Physical Facilities Work Request Center	Sherry McQueary 4-8001
Tickets - Form P42	Citations for parking violations.	Fiscal Year End + 6 Years	IC 34-11-2-7	Paper	Shred	Physical Facilities Parking Services	Holly Alexander 4-9315
PURDUE EXTENDED CAMPUS							
Continuing Education and Conferences							
Calendar Office Activity Approval Form	A form used to "calendar" certain types of activities and events with the University Calendar Office.	7 Years	University Practice	Electronic Paper	Recycle	CEC University Calendar Office	Connie Houston 4-7229
Central Service Pest Control Database	Tracks student participation in correspondence courses. Noncredit activity record of participation.	Under Review		Electronic	Delete	Continuing Education	Robin Cunningham 4-2975

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Continuing Education Units (CEU)	CEU's awarded to establish permanent records for individual participants for accumulating, updating, and transferring information concerning their noncredit lifelong learning experience.	Permanent	University Practice	Electronic Paper	N/A	CEC Dean's Office	Kathy Greenwood 6-2321
Distance Learning Student Files	Preserves documents relating to individual students' participation in Distance Learning including Form 23, ICN form, emails, etc.	3 Years	University Practice	Paper	Shred	Continuing Education	Robin Cunningham 4-2975 Lindsay Roberts 4-2973
Form 1 - CEC Request to Post Position	Dean's approval to post a position in CEC.	7 Years	University Practice	Paper	Shred	CEC Business Office	Patty Whaley 4-2743
Form 57 - CEC Employment Certification Form	Certification by employee and employee's home department that work performed is considered additional duties and employee should be compensated as such.	Fiscal Year End + 6 Years	University Practice IC 34-11-2-1 IC 34-11-2-7	Paper	Shred	CEC Business Office	Patty Whaley 4-2743
Letter of Agreement	CEC signed agreement with Sponsoring departments for CEC services.	Fiscal Year End + 6 Years	University Practice	Paper	Shred	CEC Business Office	Patty Whaley 4-2743
Out-of-State Activity Approval	Requests approval to conduct a noncredit activity or conference outside the state of Indiana.	Fiscal Year End + 6 Years	University Practice	Electronic Paper	Recycle	CEC Dean's Office	Kathy Greenwood 6-2321
RESEARCH							
Update coming soon...							
STUDENT AFFAIRS							
Student Health Center							
Radiology Films/Images	Includes: skeletal x-ray diagnostic images.	5 Years (Film) 7 Years (Digital)	IC 16-39-7-1 IC 16-39-7-2 410 IAC 15-1.5-9(e)	Paper Electronic Film	Acid Bath (Film) Confidential Destruction (Electronic)	PUSH	Susan Clark 6-7421 Deb Steiner 4-1835
Staff/Faculty Health Files	Includes: treatment for worker's compensation (including reportable exposures), immunizations for OSHA, travel immunizations, and allergy injections.	30 Years	29 CFR 1910.1020(d) 29 CFR 1910.1030(h) IC 16-39-7-1 IC 16-39-7-2 410 IAC 15-1.5-9(e)	Paper Electronic	Acid Bath (Film) Confidential Destruction (Electronic)	PUSH	Susan Clark 6-7421 Deb Steiner 4-1835
Student, Spouse, and Visitor Treatment Files	Includes: medical treatment documentation, diagnostic test results, immunization compliance, and correspondence sent from other facilities or providers. Counseling and Psychological Services records are kept separately within PUSH and at the Psych building location.	7 Years	IC 16-39-7-1 IC 16-39-7-2 410 IAC 15-1.5-9(e)	Paper Electronic Film	Acid Bath (Film) Confidential Destruction (Electronic)	PUSH	Susan Clark 67421 Medical Services Susan Prieto-Welch CAPS 4-6995
VETERINARY MEDICINE							
Animal Hospital Records							

Records Retention Schedule 12/20/2011

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Department							
Medical Record	Documentation, findings and billing information related to the medical care of an animal. All medical records also serve as a teaching tool for veterinary students and are considered property of the VTH.	Last Admission + 20 Years	University Practice 888 IAC 1.1-5-2	Paper Electronic	Shred	Veterinary Teaching Hospital (VTH) Medical Records	Sue Hardy 4-8758
Medical Record - Teaching and Research	Medical records that have met their state required retention but are maintained by Faculty Clinicians for teaching or research purposes.	Annual Review	University Practice	Paper Electronic	Shred	Faculty Clinician	N/A
TREASURER							
Investments							
Annual Report of the Finance Committee	Finance report prepared for the Board of Trustees Finance Committee	7 Years (Electronic) 3 Years (Paper)	University Practice	Electronic Paper	Shred	Investments	Scott Seidle 4-0444
Cambridge Associates Books	Books that report PU/PRF endowment stat.	Permanent (Electronic) Termination or Account Closed Fiscal Year End + 3 Years (Paper)	University Practice	Electronic Paper	Shred	Investments	Scott Seidle 4-0444
Investment Committee Meeting Minutes	Minutes of all Investment Committee Meetings. Monthly as well as Quarterly meetings.	Permanent (Electronic) 3 Years (Paper)	University Practice	Electronic Paper	Shred	Investments	Scott Seidle 4-0444
Manager Presentation Materials	Materials sent from prospective managers prior to initial funding considerations.	Termination or Account Closed Fiscal Year End + 7 Years (Electronic) + 3 Years (Paper)	University Practice IC 34-11-2-9	Electronic Paper	Shred	Investments	Scott Seidle 4-0444
NACUBO Endowment Study	National Association of College and Universities Business Offices. Yearly study/ranking report comparing endowment returns.	7 Years (Electronic) 3 Years (Paper)	University Practice	Electronic Paper	Shred	Investments	Scott Seidle 4-0444
PRF Annual Meetings	Copies of reports and statements from the annual meetings of PRF's Board of Director's meetings.	7 Years	University Practice	Electronic Paper	Shred	Investments	Scott Seidle 4-0444
PRF Audits	Copies of annual audit reports, conducted by an external auditor, of PRF's financial statements.	7 Years	University Practice	Electronic Paper	Shred	Investments	Scott Seidle 4-0444
PU/PRF Monthly Manager Reconciliations A=Limited Partner B=MALTS C=Funds D=Actively Managed	Monthly reconciliations between Purdue/Purdue Research Foundation, the custodial bank-BNY Mellon, and specific manager monthly statement of account.	Termination or Account Closed Fiscal Year End + 7 Years (Electronic) + 3 Years (Paper)	University Practice IC 34-11-2-9	Electronic Paper	Shred	Investments	Scott Seidle 4-0444