

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Agriculture	Cooperative Extension Office	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
Agriculture	Cooperative 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 of Federal benefits, and SF-2809 Employee Health Benefits Registration form.	Termination/Retirement + 30 to 120 Days Transfer to Office for Personnel Management	U.S. Office of Personnel Management http://archive.opm.gov/feddata/Federal.txt NARA GRS-1	Paper	Recycle	Cooperative Extension Service	Jason Henderson 494-8489
Agriculture	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 494-8289
Agriculture	Creamery	Applications	Application for tester, sampler, or plant license.	7 Years	University Practice 365 IAC IC 15-18	Paper	Shred	Creamery License Division	Christy Coon 494-8290
Agriculture	Creamery	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 494-8291
Agriculture	Creamery	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 494-8292
Agriculture	Creamery	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 494-8293
Agriculture	Creamery	Heuler 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 494-8294

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Agriculture	Creamery	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 494-8295
Agriculture	Creamery	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 494-8296
Agriculture	Creamery	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 494-8297
Agriculture	EGG BOARD	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 494-8510
Agriculture	EGG BOARD	Board Meeting Minutes	Meeting minutes for State Egg Board	Permanent	370 IAC IC 16-42-11	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 494-8510
Agriculture	Egg Board	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 494-8510
Agriculture	Egg Board	Enforcement Correspondence	Correspondence on license and non-compliance issues	7 Years	University Practice 370 IAC IC 16-42-10	Paper	Recycle	Indiana State Egg Board (ISEB)	ISEB 494-8510
Agriculture	Egg Board	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 494-8510
Agriculture	Egg Board	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 494-8510
Agriculture	Egg Board	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 494-8510
Agriculture	Egg Board	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 494-8510
Agriculture	Egg Board	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 494-8510

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Agriculture	Egg Board	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 494-8510
Agriculture	Egg Board	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 494-8510
Agriculture	Egg Board	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 494-8510
Agriculture	Egg Board	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 494-8510
Agriculture	Egg Board	Annual Report	Published per the requirements of the Egg Law	Permanent	University Practice 370 IAC IC 16-42-10				
Agriculture	Office of the State Chemist-Feed	Notice of Inspection (Form F-5)	Required by Commercial Feed Law, yet issued for seed, fertilizer, and feed inspections. Lists the company name, recipient, and a description of the inspector's authority per each law.	7 Years	IC 15-19-7-35(b) Food, Drug & Cosmetic Act	Paper	Shred	OISC	D. Brett Groves 494-1552
Agriculture	Office of the State Chemist-Feed	Indiana Commercial Feed Tonnage Report (Form F-6)	Report of tonnage of commercial feeds distributed in Indiana during each calendar quarter.	7 Years	IC 15-19-7-30	Paper	Shred	OISC	D. Brett Groves 494-1552

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Agriculture	Office of the State Chemist-Feed	Feed Mill Inspection Report (Medicated & Non-medicated)	Inspection for compliance with medicated feed good manufacturing practices and the safe use of prohibited animal proteins in animal feeds.	Fiscal Year End + 6 Years	IC 15-19-7-35(a) Food, Drug & Cosmetic Act	Paper	Shred	OISC	Robert Geiger 494-1550
Agriculture	Office of the State Chemist-Feed	Correspondence	Letters, follow-up to violative samples. Etc.	Fiscal Year End + 6 Years	University Practice	Paper	Shred	OISC	Robert Geiger 494-1550
Agriculture	Office of the State Chemist-Feed	Analytical Summary Reports	Compliation of sample analysis by company	Fiscal Year End + 6 Years	IC 15-19-7-22	Paper	Shred	OISC	Robert Geiger 494-1550
Agriculture	Office of the State Chemist-Feed	Pet Food Listings	Listing of all small package (10 lbs and less) companies have paid inspection fee instead of reporting as tonnage.	Fiscal Year End + 6 Years	IC 15-19-7-30	Paper	Shred	OISC	Robert Geiger 494-1550
Agriculture	Office of the State Chemist-Feed	Commercial Feed License (Form F-1)	Application for a Commercial Feed License.	Fiscal Year End + 6 Years	IC 15-19-7-24	Paper	Shred	OISC	Robert Geiger 494-1550
Agriculture	Office of the State Chemist-Feed	Feed Sample Collection Reports (Form F-4)	Collection report completed by field inspector	Fiscal Year End + 6 Years	IC 15-19-7-35(a)	Paper	Shred	OISC	Robert Geiger 494-1550
Agriculture	Office of the State Chemist-Feed	Feed Sample Analysis Records	Analysis records for feed samples.	7 Years	IC 15-19-7-35(d)	Paper Electronic	Shred	OISC	Robert Geiger 494-1550
Agriculture	Office of the State Chemist-Feed	Feed Inspection Reports	These are the sample results reported to licensee, possessor, and distributor. Maintained electronically and can be printed anytime	Fiscal Year End + 6 Years	IC 15-19-7-22	Paper Electronic	Shred	OISC	Robert Geiger 494-1550
Agriculture	Office of the State Chemist-Fertilizer	Indiana Fertilizer Summary Form (Form B-8)	detailed description of registrant and sample collection information required for entry into LIMS to initiate the analytical process above.	7 Years	IC 15-16-2-34	Paper	Shred	OISC	D. Brett Groves 494-1552
Agriculture	Office of the State Chemist-Fertilizer	Indiana Commercial Fertilizer Tonnage Report (Form B-3)	summary of fertilizer material reported on a semi-annual basis, indicating total, exempted and net tons claimed and dollar amount reported and paid	7 Years	IC 15-16-2-33	Paper	Shred	OISC	D. Brett Groves 494-1552

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Agriculture	Office of the State Chemist-Fertilizer	Inspection Records	Case Tracking System	5 Years	IC 15-16-4-55 IC 15-16-5-69	Electronic	Shred	OISC	David Scott 494-1593
Agriculture	Office of the State Chemist-Fertilizer	Formulation Lab Analysis Reports/Records	Analysis records for formulation lab.	5 Years	IC 15-16-4-70	Paper Electronic	Shred	OISC	David Scott 494-1593
Agriculture	Office of the State Chemist-Fertilizer	Violation Reports	Case Summaries, Investigation Files, Product Violation Letters	5 Years	IC 15-16-4-69 IC 15-16-5-65	Paper Electronic	Shred	OISC	David Scott 494-1593
Agriculture	Office of the State Chemist-Fertilizer	Residue Lab Analysis Records	Case Files	5 Years	IC 15-16-5-69	Paper Electronic	Shred	OISC	David Scott 494-1593
Agriculture	OFFICE OF THE STATE CHEMIST-FERTILIZER	Applicator Certification & Registration	Exam Score Sheets, Exam-Pass/Fail	<u>Electronic</u> 5 Years <u>Paper</u> 6 Months	355 IAC 4 355 IAC 4-2	Paper Electronic	Shred	OISC	Leo Reed 494-1588
Agriculture	Office of the State Chemist-Fertilizer	Ag Ammonia Site Application	Request to install an anhydrous ammonia storage vessel along with site drawing identifying setbacks	Permanent	IC15-16-1-12	Paper	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Notice of Correction Order (Form 291)	Order issued for violation of anhydrous ammonia rules relevant to permanent storage, nurse tanks and related issues resulting in facility or equipment being removed from service.	2 Years or Until Corrected	355 IAC 3-2-4(b)	Paper	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Fertilizer Registration >12 lbs. (Form B-10)	Itemized registration of fertilizer products, bulk or over 12lbs, by brand of grade	7 Years	IC 15-16-2-31	Paper	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Fertilizer Registration < or = 12 lbs. (Form B-11)	Itemized registration of fertilizer products, 12lbs or less, by brand of grade	7 Years	IC 15-16-2-31	Paper	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Permit to Report Tonnage (Form B-2)	Signed statement agreeing to report tonnage, pay assigned fee and retain records for inspection as requested	Until Cancelled	IC 15-16-2-34	Paper	Shred	OISC	Matthew Pearson 494-1547

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Agriculture	Office of the State Chemist-Fertilizer	Commercial Lawn Care License (Form LC-1)	Application to obtain a Lawn Care License, applicable to those doing tank mix (fluid) applications to turf or landscape for hire	7 Years	IC 15-16-3-7	Paper	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Report of Tank Mix/Fertilizer Use (Form LC-2)	Annual report of actual fertilizer product applied in the lawn care application	2 Years	IC 15-16-3-15	Paper	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Stop Sale Order	Formal removal of product from the retail market for violation of the Agricultural fertilizer Law (registration, labeling or other noted violations on the form)	2 Years or Until Reconciled	IC 15-16-2-46	Paper	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Fertilizer Inspection Report	A report of analytical analysis for sample submitted using form below. In cases where guarantee is not met, a deficiency payment will be mandated as required by law	2 Years or Until Deficiency Satisfied	IC 15-16-2-40	Paper Electronic	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Fertilizer Collection Report (IS-F1)	Detailed description of registrant and sample collection information required for entry into LIMS to initiate the analytical process above.	2 Years	IC 15-16-2-38	Paper	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Bulk Storage Registration	The yearly collection and entry of fertilizer storage locations in the state along with type containment and volume of material stored.	Updated + 1 Year	355 IAC 2-9-1	Paper Electronic	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Fertilizer Sample Analytical Records	Analysis records for fertilizer samples.	7 Years	IC 15-16-2-38	Paper Electronic	Shred	OISC	Matthew Pearson 494-1547
Agriculture	Office of the State Chemist-Fertilizer	Business License Application	Application for a commercial Pesticide Business License with accounting information.	7 Years	IC 15-16-5-48	Paper Electronic	Shred	OISC	Tammy Beaver 4-1578
Agriculture	Office of the State Chemist-Fertilizer	Commercial Applicator License Application	Application for a commercial pesticide applicators license with accounting information.	7 Years	IC 15-16-5-52	Paper Electronic	Shred	OISC	Tammy Beaver 4-1578
Agriculture	Office of the State Chemist-Fertilizer	Registered Technician Application	Application for registered technician credentials, with accounting information.	7 Years	IC 15-16-5-56	Paper Electronic	Shred	OISC	Tammy Beaver 4-1578

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Agriculture	Office of the State Chemist-Fertilizer	Restricted Use Dealer Application	Application for a restricted use pesticide dealer registration, with accounting information.	7 Years	IC 15-16-5-57	Paper Electronic	Shred	OISC	Tammy Beaver 4-1578
Agriculture	Office of the State Chemist-Fertilizer	Consultant Application	Application for registered consultant credentials, with accounting information.	7 Years	IC 15-16-5-53	Paper Electronic	Shred	OISC	Tammy Beaver 4-1578
Agriculture	Office of the State Chemist-Fertilizer	Private Applicator Permit Application (Form PA)	Application for private applicator permit, with accounting information.	7 Years	IC 15-16-5-54	Paper Electronic	Shred	OISC	Tammy Beaver 4-1578
Agriculture	Office of the State Chemist-Pesticides	Continuing Certification	CCH Attendance Form	5 Years	355 IAC 4-7	Paper Electronic	Shred	OISC	Leo Reed 494-1588
Agriculture	Office of the State Chemist-Seed Commissioner	Agricultural and Vegetable Seed Quarterly Report (Form S-2)	Quarterly report of agricultural and/or vegetable seeds sold in Indiana by a seed producer. Every seed permit holder must file quarterly reports to indicate their seed distribution and calculation and payment of fees owed.	7 Years	IC 15-15-1-34 (h)(i)(j)	Paper	Shred	OISC	D. Brett Groves 494-1552
Agriculture	Office of the State Chemist-Seed Commissioner	Indiana Seed Permit (Form S-1)	Permit which allows seed producer to report the quantity of agricultural and/or vegetable seeds sold in Indiana in lieu of affixing or furnishing tags, labels, or stamps to the Seed Commissioner as provided under Indiana Seed Law.	Until Cancelled	IC 15-15-1-34 (h)(i)(j)	Paper	Shred	OISC	Larry Nees 494-1557
Agriculture	Office of the State Chemist-Seed Commissioner	Application for Registration of Agricultural Seed	Application used for agricultural seed products distributed in one pound or less. Any product requiring this type of registration is exempt from further reporting requirements and fee payments.	7 Years	360 IAC 1-1-13 IC 15-15-1-34 (g)	Paper	Shred	OISC	Larry Nees 494-1557
Agriculture	Office of the State Chemist-Seed Commissioner	Seed Inspection Report	Report of analysis of seed samples conducted by the State Seed Laboratory of OISC mailed to the labeler and possessor of the seed.	7 Years	IC 15-15-1-27	Paper Electronic	Shred	OISC	Larry Nees 494-1557
Agriculture	Office of the State Chemist-Seed Commissioner	Stop Sale Order	Order issued to possessor of seed products found to be in violation of the seed law, under the authority of IC 15-15-1-27.	7 Years	IC 15-15-1-27	Paper Electronic	Shred	OISC	Larry Nees 494-1557

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Agriculture	Office of the State Chemist-Seed Commissioner	Legume Inoculant & Plant Growth Substances Permit Form	Permit issued to applicants wishing to distribute legume inoculant and plant growth substances after annual registration payment is made for each product.	7 Years	IC 15-15-2-3	Paper	Shred	OISC	Larry Nees 494-1557
Agriculture	Office of the State Chemist-Seed Commissioner	Application for Special Use Permit (Form SUP-01)	Special Use Permit for Prohibited or Restricted Noxious Weed Species.	7 Years	360 IAC 1-1-5 360 IAC 1-1-6 IC 15-15-1-20.5	Paper	Shred	OISC	Larry Nees 494-1557
Agriculture	Office of the State Chemist-Seed Commissioner	Indiana Industrial Hemp License	Industrial Hemp Licenses issued for production and regulation of industrial hemp in the State of Indiana.	7 Years	IC 15-15-13	Paper	Shred	OISC	Larry Nees 494-1557
Agriculture	Office of the State Chemist-Seed Commissioner	Registration of Cultures of Micro-Organisms Used as Legume Inoculants (Form I-1)	Annual registration form for products falling under the jurisdiction of IC 15-15-2. A registration fee of \$25/product is assessed.	7 Years	IC 15-15-2-3	Paper	Shred	OISC	Larry Nees 494-1557
Agriculture	Office of the State Chemist-Seed Commissioner	Seed Sample Report (Form 272)	Inspector-generated report detailing information about each specific sample of seed obtained. This would include labeler's name and address, possessor's name and address and all required label guarantees for seed quality.	7 Years	IC 15-15-1-27	Paper	Shred	OISC	Larry Nees 494-1557
Agriculture	Office of the State Chemist-Seed Commissioner	Notice of Violation	Inspector issued order to seed possessors detailing minor violations of the law and includes documentation of corrective action taken.	7 Years	IC 15-15-1-27	Paper	Shred	OISC	Larry Nees 494-1557
Agriculture	Office of the State Chemist-Seed Commissioner	Official Seed Tag Invoice	Sales invoice for Official Seed Tag sales made to clients who wish to label using official tags in lieu of obtaining a seed permit.	7 Years	IC 15-15-1-34	Paper	Shred	OISC	Larry Nees 494-1557

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Office of the Treasurer	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	Confidential Recycle	ICA Student Services	Ed Howat 494-9752
Office of the Treasurer	Intercollegiate Athletics	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	Confidential Recycle	ICA Student Services	Ed Howat 494-9752
Office of the Treasurer	Intercollegiate Athletics	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	Confidential Recycle	ICA Student Services	Ed Howat 494-9752
Office of the Treasurer	Intercollegiate Athletics	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	Confidential Recycle	ICA Student Services	Ed Howat 494-9752
Office of the Treasurer	Intercollegiate Athletics	Sport Medicine	Doctors' Notes, Radiology Reports, Lab Reports, and Insurance and Billing Information for Medical Services (HIPAA), and NCAA drug testing compliance.	7 Years	IC 16-39-7-1 IC 16-39-7-2	Paper	Confidential Recycle	Sports Medicine	Jessica Lipsett or Doug Boersma 494-3245
Office of the Treasurer	Intercollegiate Athletics	Ticket Office - Player Guest Records	Player Guest Records, NCAA Compliance	Fiscal Year End + 6 Years	NCAA Big Ten	Paper	Confidential Recycle	ATO	Tom Mitchell 494-3992
Office of the Treasurer	Intercollegiate Athletics	Ticket Office: Deposit Batch Records	Deposit Batch Records	Fiscal Year End + 6 Years	ICA Policy	Paper	Confidential Recycle	ATO	Brian Fordyce 494-3194
Office of the Treasurer	Intercollegiate Athletics	Ticket Office - Tickets	Voided Tickets, Ticket Deadwood/Scrap	3 Years	Internal Audit Memo	Paper	Confidential Recycle	ATO	Brian Fordyce 494-3194

Purpose: The guidelines on this page are NOT the official record retention guidelines! This document describes how business offices handle records within their office. Only business office employees should use this, because it only describes business office responsibilities for prepared or filing records within business offices. Please contact Ann Templeman at 63300 or atemplem@purdue.edu for further information regarding business office best practices.

**For the use of:
BUSINESS OFFICE EMPLOYEES ONLY!**

Record Name	Official Retention Policy	Office of Record	Form # or T-Code	Retention Policy for <u>Departmental Business Office</u>	Departmental Business Office Maintains	Disposal	Notes
Additional Pay Request Form		Payroll / Tax		Until Terminated	Copy	Confidential Recycle	
All Budget Related Items	Permanent	Financial Planning & Analysis		Current Fiscal Year End + 1 Year	Electronic	Confidential Recycle	
Application for Waiver of Fidelity Three-Year Waiting Period		Human Resources		Pending File Until Processed	Copy	Confidential Recycle	
Blanket Out-of-State and In-State Travel Authorizations		Procurement Services		Current Fiscal Year End + 10 Years	Copy	Confidential Recycle	Valid until Concur implementation + 10 years = 2024
Bowl Travel Form		Procurement Services		Current Fiscal Year End + 1 Year	Copy	Confidential Recycle	
Cardholder Application		Procurement Services		Pending File Until Processed	Copy	Confidential Recycle	
Cardholder Change Form		Procurement Services		Most Recent Version Kept on File	Copy	Confidential Recycle	
Cash Handling Plan				University Receivables and Collections Office SharePoint	N/A	Confidential Recycle	
Cash Receipts Vouchers			FV50/CRV	Current Fiscal Year End + 1 Year / SPS Accounts Sponsor Guidelines from Last Transaction	Copy + Backup	Confidential Recycle	
CATS Cost Distribution Override Change Form				Pending File Until Processed	Copy		
Central Machine Shop Work Order			20	Current Fiscal Year End + 1 Year	Copy	Recycle	
Cost Distribution Form		Managerial Accounting Services	CD-01	Copy until processed	N/A	Confidential Recycle	New Guidelines Fiscal 2015 for Non SPS Accounts
Cost Override for Additional Payments		Payroll / Tax		Pending File Until Processed	Copy	Confidential Recycle	
County Extension Service (CES)			21	Current Fiscal Year End + 1 Year	Copy	Confidential Recycle	AG Business Office authorization from Travel to let Educators attach the Form with supervisor approval for a one line mileage report for each month's travel
Credit Card Reconciliation, Log Sheets, and Missing Hospitality Receipt Form		Business Office		SPS and Non SPS: Current Fiscal Year + 10 years	Original	Recycle	
Credit Card Transactions; Sales Invoices; Sales Receipts; PSCD Billings			FKKORD1	Non SPS: Current Fiscal Year End + 6 Years SPS: Current Fiscal Year End + 10 Years	Original + Backup	Recycle	
Credit Memo		Procurement Services	56A	Pending File Until Processed / SPS Accounts Sponsor Guidelines from Last Transaction	Copy	Recycle	
Direct Deposit Authorization	One (1) Rolling Year	Payroll / Tax	3	Do Not Retain	N/A	Confidential Recycle	
Direct Invoice Voucher (DIV)- payments, employee reimbursements, contractual encumbrances			DIV/FV50 types KR, RE & ZB	Non SPS: Current Fiscal Year End + 6 Years SPS: Sponsor Guidelines from Last Transaction	Copy + Backup	Recycle	
Disciplinary Documentation				Permanent (Retain in Employee Relations File; Not Personnel File)	Original	N/A	
Employee Contract		Payroll / Tax	19	Until Terminated	Copy	Confidential Recycle	
Employee Information Form		Payroll / Tax	13	Do Not Retain	N/A	Confidential Recycle	
Federal Tax Withholding		Payroll / Tax	W4	Do Not Retain	N/A	Confidential Recycle	
Fellowship Action Form		Payroll / Tax	FA	Until Terminated	Copy	Confidential Recycle	
FMBB Budgeting Workbench		Financial Planning & Analysis	FMBB	Current Fiscal Year End + 1 Year	Copy + Backup	Confidential Recycle	
FMLA Forms				Do Not Retain	N/A	Confidential Recycle	
Gift-In-Kind and Loan Report		University Development Office	41B	Current Fiscal Year End + 1 Year	Copy	Confidential Recycle	
Graduate Fellowship Assignment	Permanent	Graduate School	90	Until Terminated	Copy	Confidential Recycle	
I-9				Do Not Retain	N/A	Confidential Recycle	
Indiana Withholding Exemption & County Status Certificate		Payroll / Tax	WH-4	Do Not Retain	N/A	Confidential Recycle	
Intramural Invoice Vouchers	Fiscal Year End + 10 Years	Accounting Services	FV50 type JN	Non SPS: Current Fiscal Year End + 6 Years SPS: Sponsor Guidelines from Last Transaction	Copy	Recycle	
ISS Fee Paperwork for Immigration Processing				Pending File Until Processed	Copy	Confidential Recycle	
Journal Vouchers	Fiscal Year End + 10 Years	Accounting Services	FV50 document type SA	Current Fiscal Year End + 1 Year / SPS Accounts Sponsor Guidelines from Last Transaction	Copy	Recycle	
Leave Action Form				Until Terminated	Copy	Confidential Recycle	
Lecturer Appointment		Payroll / Tax	19L	Until Terminated	Copy	Confidential Recycle	
Notice of Non-Renewal of Contract		Payroll / Tax	19E	Until Terminated	Copy	Confidential Recycle	
Off-Cycle Payment Request Form		Payroll / Tax		Pending File Until Processed	Copy	Confidential Recycle	
Offer Letters				Until Terminated	Copy	Confidential Recycle	
PageCenterX Access Form			183a	Pending File Until Processed	Copy	Confidential Recycle	
Payee Certification		Payroll / Tax	PC - Taxes	Current Fiscal Year End + 1 Year / SPS Accounts Sponsor Guidelines from Last Transaction	Copy	Confidential Recycle	

Record Name	Official Retention Policy	Office of Record	Form # or T-Code	Retention Policy for Departmental Business Office	Departmental Business Office Maintains	Disposal	Notes
Performance Reviews				This information must be kept for the duration of an individual's employment + 7 years	Original	N/A	
Personnel Action forms; salary analysis documentation; payroll information	Permanent	Human Resources: Compensation	PA	Copy until processed	Copy	Confidential Recycle	
Personnel Activity Report (PARs)	Fiscal Year End + 10 years	Managerial Accounting Services	PAR	Sponsor Guidelines from last Transaction	Electronic copy	Confidential Recycle	
Personnel Change Request		Payroll / Tax	PC - Payroll	Pending File Until Processed	Copy	Confidential Recycle	
Position Description			HR10	Most Recent Version Kept on File	Electronic copy	Confidential Recycle	
Posting Job Form			HR2	Most Recent Version Kept on File	Electronic copy	Confidential Recycle	
PRF Check Request Form				Current Fiscal Year End + 1 Year	Copy	Confidential Recycle	
PRF Deposit Form				Current Fiscal Year End + 1 Year	Copy	Confidential Recycle	
PU Transportation Request		Transportation	1B	Pending File Until Processed	Copy	Recycle	1B Replaced with Electronic System
Purchase Requisitions	Fiscal Year End + 10 years	Procurement Services	Requisition	Non SPS: Current Fiscal Year End + 1 year SPS Accounts Sponsor Guidelines from Last Transaction	Original	Recycle	
Purchasing Contracts		Procurement Services		Contract End Date + 1 Year	Copy	Recycle	
Purdue Person Search (PPS) Access Request Form				Pending File Until Processed	Copy	Confidential Recycle	
Quota Payout Form		Payroll / Tax		Non SPS: Current Fiscal Year End + 1 year SPS Accounts Sponsor Guidelines from Last Transaction	Copy	Confidential Recycle	
Rate Approvals-All Campuses	Permanent	Managerial Accounting Services		All copies for historical review	Copy or electronic version		
Rate Approvals-All Campuses Study Abroad	Permanent	Managerial Accounting Services		Current Fiscal Year End + 1 Year	Copy or electronic version		
Reimbursement for Prospective Employees		Payroll / Tax	17C	Pending File Until Processed	Copy	Confidential Recycle	
Request and Leave Action form (RLA) for Sabbatical, Research Leave, Outside Activity Leave or Change in Duty Station			RLA	Until Terminated	Copy	Confidential Recycle	
Request for Absence		Payroll / Tax	33A	Fiscal Year End + 10 yrs	Original	Confidential Recycle	
Request for Advance		Payroll / Tax		Pending File Until Processed	Copy	Confidential Recycle	
Request for Approval for Consulting Services		Payroll / Tax	RCS	Non SPS Most Recent Version Kept on File Accounts Sponsor Guidelines from Last Transaction	Copy	Recycle	
Request for Electronic Funds Transfer		Treasury Operations	52A	Non SPS Pending File Until Processed SPS Accounts Sponsor Guidelines from Last Transaction	Copy	Recycle	
Request for Notice to Proceed		Sponsored Program Services (SPS)	27	Sponsor Guidelines from last Transaction	Copy	Recycle	
Request for Scholarship, Award or Prize - International Student		Payroll / Tax			N/A		Electronic
Request for SOD Conflict Exception				Most Recent Version Kept on File	Original + Backup	Recycle	
Request for Study Abroad Insurance Coverage			RM23	Current Fiscal Year End + 1 Year	Copy	Confidential Recycle	
Request for Travel			17	SPS Accounts Sponsor Guidelines from Last Transaction	Copy	Recycle	Non SPS Electronic in Concur
Request for Waiver of Competitive Bidding			PS02	Pending File Until Processed	Copy in Ariba	Confidential Recycle	
Request to Change Orders			26	Pending File Until Processed	Copy	Recycle	
Request to Claim Electronic Funds over 90 Days Old				Pending File Until Processed	Copy	Confidential Recycle	
Retirement Incentive Separation Payment Form		Payroll / Tax	12RI	Pending File Until Processed	Copy	Confidential Recycle	
Self Identification Compliance Form		Payroll / Tax	SICF	Do Not Retain	N/A		
Signature Authorization (Department Head Delegation)					N/A		Electronic in portal
Signature Authorization Form - PRF				Most Recent Version Kept on File	Copy	Confidential Recycle	
Signature Authorization Form- Grad PA Delegation		Payroll / Tax		Most Recent Version Kept on File	Copy	Confidential Recycle	
Signature Delegation for PI to Delegate Signature Authority				Sponsor Guidelines from Last Transaction	Original	Recycle	
Stores Requisition			100	Current Fiscal Year End + 1 Year	Copy	Recycle	
Student Social Security Number Request		Payroll / Tax	TAX-SSN1	Pending File Until Processed	Copy	Confidential Recycle	
Study Abroad Insurance Waiver		Risk Management	RM24	Current Fiscal Year End + 1 Year	Copy	Confidential Recycle	
Study Abroad Rate Request				Most Recent Version Kept on File	Copy	Confidential Recycle	
Summer Savings Enrollment Form		Payroll / Tax		Pending File Until Processed	Copy	Confidential Recycle	
Timecards		Payroll / Tax		SPS and Non SPS: Current Fiscal Year + 10 years	Original	Confidential Recycle	
Travel and Mileage Authorizations and Reimbursements	Travel Fiscal Year End + 10 years / Originating Department Fiscal Year End + 1 year	Travel	25	SPS Accounts Sponsor Guidelines from Last Transaction	Copy	Recycle	Non SPS Electronic in Concur
Unexpended Funds Transfer Request Form				SPS Accounts Sponsor Guidelines from Last Transaction	Copy	Recycle	
Vehicle Exception			VE	Pending File Until Processed	Copy in Ariba	Recycle	
Vehicle Purchase Justification			VPJ	Pending File Until Processed	Copy in Ariba	Recycle	
Vehicle Selection			VS	Pending File Until Processed	Copy in Ariba	Recycle	
Verification of Equipment Non Availability			VEN	Pending File Until Processed	Copy in Ariba	Confidential Recycle	
Voluntary Support/Gift Report			44	Current Fiscal Year End + 1 Year	Copy	Confidential Recycle	
Worker's Compensation Witness Report Form				Pending File Until Processed	Copy	Confidential Recycle	

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Board of Trustees	Bond Issues		Permanent	University Practice	Paper	Never	Board of Trustees	Janice Indrutz 494-9710
Office of the Treasurer	Board of Trustees	Construction Contracts and Change Orders	Through June 2010 transferred to University Archives; Office of the Executive Vice President and Treasurer thereafter	Permanent	University Practice	Paper	Never	Board of Trustees	Janice Indrutz 494-9710
Office of the Treasurer	Board of Trustees	Estates and Trusts		Permanent	University Practice	Paper	Never	Board of Trustees	Janice Indrutz 494-9710
Office of the Treasurer	Board of Trustees	Honorary Degree Files		Permanent	University Practice	Paper	Never	Board of Trustees	Janice Indrutz 494-9710
Office of the Treasurer	Board of Trustees	Leases		Permanent	University Practice	Paper	Never	Board of Trustees	Janice Indrutz 494-9710
Office of the Treasurer	Board of Trustees	Legal Suits	Through February 2013; Office of Legal Counsel thereafter	Permanent	University Practice	Paper	Never	Board of Trustees	Janice Indrutz 494-9710
Office of the Treasurer	Board of Trustees	Minutes	Minutes of the Board's Stated Meetings / Committees of the Board along with supporting documents.	Permanent	University Practice	Paper	Never	Board of Trustees	Janice Indrutz 494-9710
Office of the Treasurer	Board of Trustees	Property Files	Deeds - Warranty, Quit Claim, etc.	Permanent	University Practice	Paper	Never	Board of Trustees	Janice Indrutz 494-9710
Office of the Treasurer	Board of Trustees	Purdue Trustee Files	Personal files of current and former trustees	Permanent	University Practice	Paper	Never	Board of Trustees	Janice Indrutz 494-9710

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Accounting Services	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 OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Accounting Services	Kathleen Thomason 494-5717
Office of the Treasurer	Accounting Services	Electronic Fund Transfers not posted via Accounts Payable; Other Bank Debits	Electronic payments made from University bank accounts (typically limited to debt and debt-related payments); Payments made to outside entities using ACH (FV50 document type CC)	Fiscal Year End + 10 Years	University Practice IC-34-11-2-7 OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Accounting Services	Kathleen Thomason 494-5717
Office of the Treasurer	Accounting Services	Check Registers	A listing of checks written out of the University bank accounts	Fiscal Year End + 10 Years	University Practice OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Accounting Services	Kathleen Thomason 494-5717
Office of the Treasurer	Accounting Services	General Checks	Cancelled checks written out of the University's bank accounts	Fiscal Year End + 10 Years	University Practice OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Accounting Services	Kathleen Thomason 494-5717
Office of the Treasurer	Accounting Services	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 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Accounting Services	Kathleen Thomason 494-5717
Office of the Treasurer	Accounting Services	Fixed Asset Register	A listing of the University's fixed assets	Fiscal Year End + 10 Years	University Practice OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Recycle	Accounting Services	Kathleen Thomason 494-5717
Office of the Treasurer	Accounting Services	Intramural Invoice Vouchers	Internal charges between University departments (FV50 document type JN)	Fiscal Year End + 10 Years	University Practice OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Recycle	Accounting Services	Kathleen Thomason 494-5717
Office of the Treasurer	Accounting Services	Journal Vouchers	Used to transfer charges between University accounts (FV50 document type SA)	Fiscal Year End + 10 Years	University Practice OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Recycle	Accounting Services	Kathleen Thomason 494-5717
Office of the Treasurer	Accounting Services	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 IC-34-11-2-7	Paper / Electronic	Recycle	Accounting Services	Kathleen Thomason 494-5717
Office of the Treasurer	Accounting Services	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 (The last APCs/APDs will be eligible to be disposed of in 2017)	University Practice IC-34-11-2-7 OMB 2 CFR 200 Subpart D, 200.333	Paper	Confidential Recycle	Costing	Kimberly Hoebel 494-1060
Office of the Treasurer	Accounting Services	Accounting Master Data Requests	Requests sent to the Master Data team to create or change funds, cost centers, orders and WBS	Permanent	University Practice OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	N/A	Accounting Services	Kathleen Thomason 494-5717

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Accounting Services	University Financial Statements	Reports showing the revenue, expenses and changes in net assets for the University by fiscal year	Permanent	University Practice OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	N/A	Accounting Services	Kathleen Thomason 494-5717
Office of the Treasurer	Bursar	Fee Appeal Committee Documentation	(Documentation of Approved / Denied Student Fee Appeals and \$ Refunds)	Seven (7) Fiscal years following the FY in which the roster was completed	University Practice	Paper	Confidential Recycle	Bursars Office	Tim Riley 494-7574
Office of the Treasurer	Bursar	ELM Loan Rosters	Bank Alt Loan \$ Transfer & Borrower Info Records	Six (6) Fiscal years following the FY in which the roster was completed	University Practice	Electronic	Purge system as needed	Bursars Office	Michelle Fulk 494-7575
Office of the Treasurer	Bursar	Staff Child Remission Forms		Five (5) Fiscal years following the FY in which the form was processed	University Practice	Paper	Confidential Recycle	Bursars Office	Michelle Fulk 494-7575
Office of the Treasurer	Bursar	Staff Spouse Remission Forms		Five (5) Fiscal years following the FY in which the form was processed	University Practice	Paper	Confidential Recycle	Bursars Office	Michelle Fulk 494-7575
Office of the Treasurer	Bursar	Sponsored Billing Authorizations	Includes 3rd Party & VA Ch 33 Payment Activity	Four (4) Fiscal years following the FY in which the the authorization was made	University Practice	Paper	Confidential Recycle	Bursars Office	Michelle Fulk 494-7575
Office of the Treasurer	Bursar	FISAP Documentation	(Includes Federal Cash Draw-down information)	Four (4) Fiscal years following the submission of the documentation	34 CFR 668.24	Paper / Electronic	Confidentail Recycle -or purge	Bursars Office	Jamie Humbarger 494-7581
Office of the Treasurer	Bursar	Federal Work Study Off Campus Timecards		Four (4) Fiscal years following the submission of the documentation	34 CFR 668.24	Paper	Confidential Recycle	Bursars Office	Jamie Humbarger 494-7581
Office of the Treasurer	Bursar	Federal Work Study Outside Agency Agreements		Four (4) Fiscal years following the submission of the documentation	34 CFR 668.24	Paper	Confidential Recycle	Bursars Office	Jamie Humbarger 494-7581
Office of the Treasurer	Bursar	Federal Work Study Reconciliation Documentation	(Includes CD-01 Forms)	Four (4) Fiscal years following the submission of the documentation	34 CFR 668.24	Paper	Confidential Recycle	Bursars Office	Jamie Humbarger 494-7581
Office of the Treasurer	Bursar	Escheatment - Banner / Title IV Un-Cashed Checks	(Documentation of Due Diligence, Return of Fed Funds maintained in Banner)	Four (4) Fiscal years following the submission of the documentation	34 CFR 668.24	Electronic	Purge system as needed	Bursars Office	Michelle Fulk 494-7575
Office of the Treasurer	Bursar	Federal Work Study - PAF Form	Bursar Owns PAF - Auditor Requests Yearly	Four (4) Fiscal years following the submission of the documentation	University Practice	Electronic	Purge system as needed	Bursars Office	Jamie Humbarger 494-7581
Office of the Treasurer	Bursar	Poly-Technic Statewide Recon / Revenue Split		Four (4) Fiscal years following the submission of the documentation	University Practice	Electronic	Purge system as needed	Bursars Office	Jamie Humbarger 494-7581
Office of the Treasurer	Bursar	1098T IRS Transmission File		Six (6) Fiscal years following the FY fin which the agreement was effective	IRS pub.583	Backup Tapes	Re-use	Bursars Office	Tim Riley 494-7574
Office of the Treasurer	Bursar	ITMS (Remote Capture)		Six (6) Fiscal years following the FY in which the payment was made	University Practice	Paper	Confidential Recycle	Bursars Office	Val Corley 494-7584

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Bursar	Returned Check Documentation		Six (6) Fiscal years following transaction date	IC34-11-2-7	Paper / Electronic	Confidential Recycle / Purge System as needed	Bursars Office	Val Corley 494-7584
Office of the Treasurer	Bursar	Fee Deferment Authorizations (Personal Deferments, Aid In Process)	Fee Deferments Scanned into Xtender (Currently no plans in place to purge Xtender)	Six (6) Fiscal years following transaction date	IC34-11-2-7	Electronic	Purge system as needed	Bursars Office	Jamie Humbarger 494-7581
Office of the Treasurer	Bursar	Teller Daily Balancing Documentation		Two (2) Fiscal years following the FY in which the balancing occurred	University Practice	Paper / Electronic	Confidential Recycle	Bursars Office	Val Corley 494-7584
Office of the Treasurer	Bursar	Vault Daily Balancing, General Deposit and Supporting Documentation		Two (2) Fiscal years following the FY in which the balancing/deposit occurred	University Practice	Paper	Confidential Recycle	Bursars Office	Val Corley 494-7584
Office of the Treasurer	Bursar	Foreign Check Collection Documentation		Two (2) Fiscal years following the FY in which the collection occurred	University Practice	Paper	Confidential Recycle	Bursars Office	Val Corley 494-7584
Office of the Treasurer	Bursar	Student Organization Receipts (Form 1505)	Form 1505 - We Keep white, Yellow to BOSO, Student Org Keeps Pink Copy	Two (2) Fiscal years following the FY in which the payment was made	University Practice	Paper	Confidential Recycle	Bursars Office	Val Corley 494-7584
Office of the Treasurer	Bursar	Wire Transfer Documentation	Wire Claim Documentation scanned to WebNow	Two (2) Fiscal years following transaction date	University Practice	Electronic	Purge system as needed	Bursars Office	Val Corley 494-7584
Office of the Treasurer	Business Office Student Organizations	Student Organizations Supporting Check Documentation, adjustments, transfers,	Invoices, approvals, receipts, contracts, agreements, etc.	Minimum Required: Six (6) fiscal years following the transaction date. Current Practice: Electronic files available since system went live in 2008. Backup of	Indiana Code: 34_11_2_7	Vendor Server, Electronic	Confidential Recycle	Business Office Student Organizations	Norma McGinnis 494-6724
Office of the Treasurer	Business Office Student Organizations	FACES/COOL Accounting System Transaction Files	FACES/COOL accounting system used to record all income and expense activity related to Purdue student organizations, including E-commerce sales activity	Minimum Required: Six (6) Fiscal years following the transaction date. Current Practice: Electronic files available since system went live in 2008. Backup of data done daily to I.T. drives, Full system backup Weekly to Vendor Server, Prior week's backup stored off-site from Vendors server.	Indiana Code: 34_11_2_7 University Practice	Vendor Server, Electronic	N/A	Business Office Student Organizations	Norma McGinnis 494-6724
Office of the Treasurer	Business Office Student Organizations	Contracts	Student Organization related contracts used for professional services, procurement, fundraising, vendor agreements, etc.	Six (6) Fiscal years following the contract expiration	Indiana Code: 34_11_2_7 34_11_2_9	Paper	Confidential Recycle	Business Office Student Organizations	Norma McGinnis 494-6724

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Business Office Student Organizations	Student Organizations Bank Reconciliation	Bank statement, system reports, check ledger, etc.	Six (6) Fiscal years following the transaction date	Indiana Code: 34_11_2_7	Paper	Confidential Recycle	Business Office Student Organizations	Norma McGinnis 494-6724
Office of the Treasurer	Business Office Student Organizations	Student Organizations Checks	Cancelled Checks used to disburse student org related payments	Six (6) Fiscal years following the transaction date	Indiana Code: 34_11_2_7	Paper	Confidential Recycle	Business Office Student Organizations	Norma McGinnis 494-6724
Office of the Treasurer	Business Office Student Organizations	Student Organizations State Sales Tax Documentation	Back-up documentation and forms used to compile and submit to Indiana Dept. of Revenue	Six (6) fiscal years following the transaction date	Indiana Code: 34_11_2_7	Paper	Confidential Recycle	Business Office Student Organizations	Norma McGinnis 494-6724
Office of the Treasurer	Managerial Accounting Services	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	Fiscal Year End + 10 Years	University Practice I.C. 34-11-2-7 OMB A-110 Subpart C.53 2 CFR 215.53 OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Managerial Accounting Services	Kimberly Hoebel 494-1060
Office of the Treasurer	Managerial Accounting Services	Cost Distribution Change (CD-01)	Used to change the distribution of salary and related fringe benefit changes 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 OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Recycle	Managerial Accounting Services	Kimberly Hoebel 494-1060
Office of the Treasurer	Managerial Accounting Services	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 (The last PDCs will be eligible to be disposed of in 2017)	University Practice I.C. 34-11-2-7 OMB A-110 Subpart C.53 2 CFR 215.53 OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Recycle	Managerial Accounting Services	Kimberly Hoebel 494-1060
Office of the Treasurer	Managerial Accounting Services	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 2 CFR 215.53 OMB 2 CFR 200 Subpart D, 200.333 University Practice	Paper / Electronic	N/A	Managerial Accounting Services	Kimberly Hoebel 494-1060
Office of the Treasurer	Managerial Accounting Services	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	I.C. 34-11-2-7 OMB A-110 Subpart C.53 2 CFR 215.53 OMB 2 CFR 200 Subpart D, 200.333 University Practice	Paper / Electronic	Confidential Recycle	Managerial Accounting Services	Kimberly Hoebel 494-1060

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	ID Card Office	Electronic Records for Transactional Data	Includes transactional data for electronic door and meal access	Permanent	University Practice	Electronic	N/A	ID Card Office	Loribeth Hettinger 496-0448
Office of the Treasurer	Payroll & Tax	Off-cycle Forms	Copy of off-cycle forms for tax refunds along with payroll backup	3 Years from date of pay	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	19	Employment Eligibility Verification Form	3 yrs after date of hire or 1 yr after termination whichever is later	University Practice IC-34-11-2-7	Paper-hire date before 7/2011 & Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	1099	1099 received by Purdue	4 yrs from end of tax year (Following Federal Guidelines)	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form 1099 - Misc and back up documentation	Miscellaneous Income form. Manual entry 1099 backup documentation	4 yrs from end of tax year (Following Federal Guidelines)	University Practice 26 USC 6501	Paper Microfiche	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	ST105/W-9 Requests - Completed	Requests from vendors for tax exemption certificates	After request is completed		Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form W-8 Ben for Fellowships	Certificate of Foreign Status of Beneficial Owner for US Tax Withholding and Reporting (Individuals)	As long as treaty applies + 4 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	W9- treaties	Resident Alien treaty form, altered W-9	As long as vendor is paid by Purdue	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	W2 & Tax Form Requests	Requests from employees for duplicate tax forms	Current Year		Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	CATS Cost Distribution Override Change Form	Cost Override forms for CATs entries	Fiscal Year End + 10 yrs	University Practice IC-34-11-2-1 and 2	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Cost Overrides for add'l payments	Cost Override forms for AdPays	Fiscal Year End + 10 yrs	University Practice IC-34-11-2-1 and 2	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Quota Corrections	Corrections to Employee Quota Balances	Fiscal Year End + 10 yrs	University Practice IC-34-11-2-1 and 2	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Timecards without SPS Accounts	Employee Time Cards	Fiscal Year End + 10 yrs	University Practice IC-34-11-2-1 and 2	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Request for Absence w/ SPS account	Requests for absences w/certifications	Fiscal Year End + 10 yrs	University Practice IC-34-11-2-1 and 2			Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Direct Deposit Authorization	Signed Direct Deposit Authorization Forms	One (1) Rolling Year	University Practice	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	W4/Wh4's	Federal and State withholding forms	Fiscal Year End + 10 yrs	University Practice 26 USC 6501	Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	W2/1099/1042S - Returned	Returned tax forms due to out dated addresses	Fiscal Year End + 10 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	W5's	Earned Income Credit Advance Payment	Fiscal Year End + 10 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	WH-1	Indiana Monthly Tax Withholding Return	Fiscal Year End + 10 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Payroll & Tax	WH-3	Indiana Annual Tax Withholding Return	Fiscal Year End + 10 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	W2C's & W3C's	Corrected Wage and Tax Statements and Transmittal of Corrected Wage and Tax Statements	Fiscal Year End + 10 yrs	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Timecards w/SPS Accounts	Time Cards w/Certifications	Fiscal Year End + 10 yrs	University Practice IC-34-11-2-1 and 2	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Request for Absence without SPS Accounts	Requests for absences	Fiscal Year End + 10 yrs	University Practice IC-34-11-2-1 and 2	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Payroll Write Information Folders	Hard copies of reports run for auditing during payroll write.	Fiscal Year End + 10 yrs	University Practice	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form W9's-Vendor	Request for Taxpayer Identification Number and Certification for all vendors including individuals, corporations, etc	Indefinitely as long as the vendor is getting paid by Purdue	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form 52	Certificate of Residence - For Reciprocal States:Michigan, Ohio, Pennsylvania, Kentucky, and Wisconsin	keep as long as employee is at the University	University Practice IC-34-11-2-7	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form 52A	Certificate of Residence - For Employees Who Neither Work Nor Reside In Indiana	keep as long as employee is at the University	University Practice IC-34-11-2-7	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form 52C	Cancellation of Reciprocal Exemption From Withholding of Indiana Adjusted Gross Income Tax	keep as long as employee is at the University	University Practice IC-34-11-2-7	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	EVS Documentation	SSN verification files and letters returned from employees	FY End + 10 years	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form 673	Statement for Claiming Exemption From for the Exclusion(s) Provided by Section 911	Tax Year + 4 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form 8233	Exemption From Withholding on Compensation for Independent (and Certain Dependent)	Tax Year + 4 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Glacier Documents	Glacier software documents and immigration documents for nonresident aliens employed by Purdue	Tax Year + 4 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form 79A	Student award form	Tax Year + 4 yrs	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	REF-1000	Consolidated Application for Fuel Tax Refund	Tax Year End + 10 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	RP-11	Indiana Annual Consolidated Sales Tax Information Return	Tax Year End + 10 yrs	University Practice IC-34-11-2-7	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form 1042S	Foreign Person's US Source Income Subject to Withholding	Tax Year End + 4 yrs	University Practice 26 USC 6501	Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Payroll & Tax	Tax Refund Invoice Voucher	Copy of tax refund invoice voucher along with payroll backup	Tax Year End + 4 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Cash Advance Reconciliation Reports	Cash Advance Reconciliation Reports from cash advances given to employees for human subject projects or travel advances	Tax Year End + 4 yrs	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Fellowship Letter File	File which lists all fellowship recipients who received fellowship letters	Tax Year End + 4 yrs	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Personal Payment Invoice Vouchers	Personal payment invoice vouchers with backup document attached	Tax Year End + 4 yrs	University Practice 26 USC 6501	Paper transferred to Webview (ImageNow)	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	941	Employer's Quarterly Federal Tax Return	Tax Year End + 6	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	945	Annual Return of Withheld Federal Income Tax	Tax Year End + 6	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	4136	Credit for Federal Tax Paid on Fuels	Tax Year End + 6	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	8849	Claim for Refund of Excise Taxes	Tax Year End + 6	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	941C & 941X	Adjusted Employer's Quarterly Federal Tax Return or Claim for Refund	Tax Year End + 6	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	ATF F 5630.5R	Annual Alcohol Tax Renewal Registration and Return	Tax Year End + 6	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	B Notice Files	IRS notice on incorrect SSN's on 1099's along with documentation and W9's from vendors	Tax Year End + 6	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Consulting Agreements	Long-term Consulting Agreements for Personal Services	Tax Year End + 6	University Practice 26 USC 6501	Paper / Electronic	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form 1042	Annual Withholding Tax Return for US Source Income of Foreign Persons	Tax Year End + 6 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	UST-1	Underground Storage Tank Fee Return	Tax Year End + 6 yrs	University Practice 26 USC 6501	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Form 1096	Annual Summary and Transmittal of US Information Returns	Tax Year End + 6 yrs	University Practice 26 USC 6501	Paper Microfiche	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Food and Beverage Tax Return	Monthly Food and Beverage Tax for Allen County	Tax Year End + 6 yrs	University Practice IC-34-11-2-7	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	Innkeepers Tax Return	Monthly County Innkeepers Tax Return for Tippecanoe County	Tax Year End + 6 yrs	University Practice IC-34-11-2-7	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Payroll & Tax	ST-103	Indiana Monthly Sales and Use Tax	Tax Year End + 6 yrs	University Practice IC-34-11-2-7	Paper	Confidential Recycle	Payroll & Tax	Linda Baer 496-7863

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Payroll & Tax	990-T	Unrelated Business Income Tax	Tax Year End +19	University Practice 26 USC 6501	Paper / Electronic	N/A	Payroll & Tax	Linda Baer 496-7863
Office of the Treasurer	Property Accounting	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 OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Property Accounting	Kathleen Thomason 494-5717
Office of the Treasurer	Property Accounting	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 OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Property Accounting	Kathleen Thomason 494-5717
Office of the Treasurer	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 OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Property Accounting	Kathleen Thomason 494-5717
Office of the Treasurer	Property Accounting	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 OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Property Accounting	Kathleen Thomason 494-5717
Office of the Treasurer	Property Accounting	Gift in Kind Reports	All non-cash type property gifted to the University	Permanent	University Practice	Paper / Electronic	N/A	Property Accounting	Kathleen Thomason 494-5717
Office of the Treasurer	Property Accounting	Property Off-Campus-Form POC	Tracks any University property taken off campus	Return of Equipment Fiscal Year End + 3 Years	University Practice OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Confidential Recycle	Property Accounting	Kathleen Thomason 494-5717
Office of the Treasurer	University Receivables and Collection Office	Write-off Reports and Electronic Files	Includes main and regional campus write-off data and reports used to compile annual write-off submission	Never Purge due to on-going collections	University Practice	Paper, LAN Drives	N/A	Accounts Receivable	Randy Buller 496-2904
Office of the Treasurer	University Receivables and Collection Office	Write-off Access database	Used to compile annual write-off submission	One (1) Year	University Practice	LAN Drives	Purge/delete electronic copies	Accounts Receivable	Randy Buller 496-2904
Office of the Treasurer	University Receivables and Collection Office	Student Loan Transaction files / Heartland ECSI Vendor Loan System	Outsourced vendor system used to record all student loan (Perkins/Purdue) transactions. Includes Notes, disclosures, payment transactions, deferment cancellation forms, borrower correspondence, etc.	Permanent	34 CFR Part 674.19 42 CFR Part 57.215 42 CFR Part 57.315 ICC34_11_2_7	Vendor Server, Electronic	Maintained permanently by ECSI	University Receivables and Collections/ECSI	Carl Horner 494-5357
Office of the Treasurer	University Receivables and Collection Office	Annual Student Loan Reports	FISAP/AOR federal reports	Permanent	Federal Policy - provide citation	Paper	N/A	University Receivables and Collections	Carl Horner 494-5357
Office of the Treasurer	University Receivables and Collection Office	Bankruptcy Documentation	Documentation of all bankruptcy and court correspondence on a debtor	Seven (7) years following either discharge or dismissal of debts or bankruptcy	Title 11 USCode	Paper	Confidential Recycle	Accounts Receivable	Edie Doland 494-9459
Office of the Treasurer	University Receivables and Collection Office	Promissory Note and Disclosure Forms	Non-electronic executed Notes and Disclosures	Six (6) Fiscal years following the final payment date	Indiana Code: 34_11_2_7	Paper	Confidential Recycle	University Receivables and Collections	Carl Horner 494-5357

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	University Receivables and Collection Office	Accounts Receivable	All records that support accounts receivable including invoices, payment records: Cash Desk, Lockbox, Biller Direct Portal, ACH/wires, credit card transactions, cancels/adjustments documentation, credit refunds, tax intercept and collection agency payment worksheets, agency invoices and supporting documentation. Also includes originating departments documentation that supports their respective A/R billings.	Six (6) Fiscal years following the transaction date	Indiana Code: 34_11_2_7	Paper / Electronic	Confidential Recycle paper. Purge/delete for electronic copies	University Receivables and Collections, Originating Departments	Edie Doland 494-9459
Office of the Treasurer	University Receivables and Collection Office	SAP-PSCD Transaction files	SAP Accounts Receivable related transactions and customer account files	Six (6) Fiscal years following the transaction date	Indiana Code: 34_11_2_7	SAP System, Electronic	Purge/delete electronic copies	One Purdue / University Receivables and Collections-AR Operations	Edie Doland 494-9459
Office of the Treasurer	University Receivables and Collection Office	Small Claims/Litigation Files	Collection correspondence and copies of court documents	Twenty (20) years following a court ordered judgment	Indiana Code: 34_11_2_12	Paper	Confidential Recycle	Accounts Receivable	Randy Buller 496-2904

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Donor and Alumni	Alpha Files	Gathered documents on individuals and organizations that record historical information	Annual Review	University Practice	Paper	Confidential Recycle	UDO: Research	Susan O'Shea 494-7632
Office of the Treasurer	Donor and Alumni	Anonymous Record Files	Anonymous gift information gathered from Alums, Donors, and Friends	Permanent	University Practice	Paper	Confidential Recycle	UDO: Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	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	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Death/Purge Logs	Documentation gathered and used to record Alums, Donors, and Friends death information	Until Entered into Database	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Deposit Documents	Used to gather financial information that is used to record transferred information. Includes bank deposit tickets	Fiscal Year End	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Endowment Agreements	Used to confirm signed gift agreements	Permanent	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Endowment Reports	Reports mailed to Alums/Donor/Friends that provide reporting information	Permanent	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Gift Backup	Documentation gathered and used to record Alums, Donors, and Friends gift information	Fiscal Year End + 1 Year	University Practice	Scanned Image (Gifts > \$1,000)	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Gift Letters	Thank you letters mailed to Alums, Donors, and Friends	Until Scanned in Imaging System	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Gift/Pledge Corrections	Used to gather and record Alum/Donors/Friends corrected gift information	Fiscal Year End + 1 Year	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	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 & Paper	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Donor and Alumni	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	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Miscellaneous Documents	Information gathered that documents findings, results, and inquiries on Alums, Donors, Friends, or Organizations	Annual Review	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Non-University Forms	Used to provide tax and gift information to Alums, Donors, and Friends	Fiscal Year End + 1 Year	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	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	Until Scanned in Imaging System	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Pledge Forms	Used to gather and record Alums, Donors, and Friends pledged gift information.	Fiscal Year End + 1 Year	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Presidential Acknowledgement Letters	Thank you letters signed by President and mailed to Alums, Donors, and Friends	Permanent	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Reference	Information related to individuals and organizations retrieved from external sources (magazine, internet, newspaper articles)	Annual Review	University Practice	Scanned Image	Confidential Recycle	UDO: Research	Susan O'Shea 494-7632
Office of the Treasurer	Donor and Alumni	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	Confidential Recycle	UDO: Research	Susan O'Shea 494-7632
Office of the Treasurer	Donor and Alumni	Scholarship Letters	Thank you letters received from student scholarship recipients that are recorded for stewardship purposes	3 Years	University Practice	Scanned Image	Confidential Recycle	Stewardship DAUC	Amber Turner 494-7282
Office of the Treasurer	Donor and Alumni	Stadium Seating Letters	Stadium seating purchase confirmation letters mailed to Alums, Donors, and Friends	Permanent	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	Stock Value Letters	Informational letters mailed to Alums, Donors, and Friends that provides them with tax information.	Until Scanned in Imaging System	University Practice	Scanned Image	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	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 > \$1,000)	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290
Office of the Treasurer	Donor and Alumni	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 & Paper	Confidential Recycle	University Development Office (UDO): Donor Services	Mary Seyfried 494-0290

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Education	Professional Preparation & Licensure	Accreditation Documentation Files	Documentation related to National and State of Indiana accreditation.	Permanent	University Practice	Paper Electronic	N/A	College of Education Office of Professional Preparation & Licensure	T.J. Oakes 494-2345
Education	Professional Preparation & Licensure	COE Grade Appeals Committee File	Materials related to COE grade appeals.	Permanent	University Practice	Paper Electronic	N/A	College of Education Office of Professional Preparation & Licensure	T.J. Oakes 494-2345
Education	Gifted Education Resource Institute	Graduate Student Records	Graduate students in GERI Masters and PhD programs	7 Years	University Practice	Paper & Electronic	Confidential Recycle	GERI	Marcia Gentry 63721
Education	Gifted Education Resource Institute	Licensure Student Records	All students enrolled in GERI licensure program	7 Years	University Practice	Paper & Electronic	Confidential Recycle	GERI	Marcia Gentry 63721
Education	Professional Preparation & Licensure	Pearson Education, Inc. or Educational Testing Service (ETS) Score Reports and Examinee Lists	Test score and examinee information received from Pearson or ETS.		University Practice	Paper Electronic	Shred	College of Education Office of Professional Preparation & Licensure	T.J. Oakes 494-2345
Education	Professional Preparation & Licensure	Teacher Education Council (TEC) Files	Materials related to teacher education governance, including the TEC Special Cases Committee.	Permanent	University Practice	Paper Electronic	N/A	College of Education Office of Professional Preparation & Licensure	T.J. Oakes 494-2345
Education	Professional Preparation & Licensure	Teacher Education Program (TEP) Completer/Licensure Files/TEP File	Client documentation regarding completion of the TEP and/or licensing actions (teacher, administrative, school services).	Permanent, until deceased (Files are in process of conversion to digital format and shredded immediately after all information has been verified in the OPPL database.)	University Practice 511 IAC IC 20-28-2-6	Paper Electronic	Shred	College of Education Office of Professional Preparation & Licensure (OPPL)	T.J. Oakes 494-2345
Education	Professional Preparation & Licensure	Teacher Education Program (TEP) Client Files-admitted or not admitted, NOT A PROGRAM COMPLETER	Client documentation regarding TEP application, admission and retention; may include documentation for denial of future re-admission into the program. NOT A PROGRAM COMPLETER	TEP Application Date + 11 years or until there is verification of change of degree or Purdue degree in non-education major. (Files are in process of conversion to digital format and shredded immediately after all information has been verified in the OPPL database.) Exception: Never purge files with disposition documentation.	University Practice	Paper Electronic	Shred	College of Education Office of Professional Preparation & Licensure	T.J. Oakes 494-2345
Education	Professional Preparation & Licensure	Transcript Evaluations	Post-baccalaureate clients who had a transcript evaluation completed.	Permanent	University Practice	Electronic	N/A	College of Education Office of Professional Preparation & Licensure	T.J. Oakes 494-2345
Education	Gifted Education Resource Institute	Youth Program Student Records	Participants in GERI youth programs	7 Years	University Practice	Paper & Electronic	Confidential Recycle	GERI	Marcia Gentry 63721
Education	Gifted Education Resource Institute	Youth Program Teacher Records	Instructors in GERI youth programs	7 Years	University Practice	Paper & Electronic	Confidential Recycle	GERI	Marcia Gentry 63721

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Financial Planning & Analysis	("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 & Electronic	Never	Board of Trustees	Daniel Hlavek 494-2770
Office of the Treasurer	Financial Planning & Analysis	Budget Summaries	Bound summary of budget data for all campuses/ Distributed to external audiences	Permanent	University Practice	Paper & Electronic	Never	Board of Trustees	Daniel Hlavek 494-2770
Office of the Treasurer	Financial Planning & Analysis	Legislative Operating Budget Request	Biennial operating request for all Purdue campuses	Permanent	University Practice	Paper & Electronic	Never	Board of Trustees	Daniel Hlavek 494-2770

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Graduate School	Graduate	Activity Tracking	Graduate School/YONG-Results of recruitment activities, such as the number of applications, admits, and enrolled from recruitment events, mailings, etc.	Summary reports retained permanently	Graduate School Practice	Paper & Electronic	N/A	Marketing and Communications Manager/Director	496-6588
Graduate School	Graduate	Activity Tracking	Graduate School/YONG-Results of recruitment activities, such as the number of applications, admits, and enrolled from recruitment events, mailings, etc.	Summary reports retained permanently since 2003	Graduate School Practice	Electronic	N/A	Graduate School Admissions	Graduate Admissions 494-2600
Graduate School	Graduate	AGEP Eligible Students	Graduate School/YONG	Permanent	Graduate School Practice	Electronic	N/A	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Alumni Addresses by Program	OIGP/YONG-This table lists graduates of Purdue's interdisciplinary life science programs. The data includes student name,, degree and date earned, major professor, and address of employment (updates are requested annually)	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Application Data for Colleges (Electronic)	Graduate School/Shared Data Drive Scheduled export of new and updated application data sent to a shared drive for college database use	1 Years by calendar year	Graduate School Practice	Electronic	Purge	Graduate School Admissions	Graduate School Admissions/ ITAP
Graduate School	Graduate	Application Fee Waivers	Graduate School/YONG-Request for application fee waivers by applicants who are participants of certain recruitment programs	2 Years (purged by calendar year)	Graduate School Practice	Paper	Confidential Recycle	Graduate School Admissions	Graduate School Admissions 494-6429
Graduate School	Graduate	Awards	OIGP/YONG	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Big 10+ Graduate School Expo Registration Data	Graduate School/YONG-Student and recruiter registration forms, travel scholarship applications	1 Year; electronic summary reports retained permanently	Graduate School Practice	Paper & Electronic	Paper copies sent to confidential recycle; Electronic registration forms purged; summary reports retained	Administrative Assistant	Chris Fugate 494-7287
Graduate School	Graduate	Big Ten+ Graduate School Expo Registration Data	Graduate School/YONG-Student and recruiter registration forms, travel scholarship applications	1 Year; electronic reports retained permanently since 2004	Graduate School Practice	Paper & Electronic	Paper copies sent to confidential recycle; Electronic registration forms purged; reports retained	Graduate School Admissions	Graduate Admissions 494-2600
Graduate School	Graduate	Bridge Roster	Graduate School/YONG	Electronic-kept permanently. Paper-purged yearly	Graduate School Practice	Paper & Electronic	N/A	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Change of Duty Station (Form 33F)	Graduate School/YONG; original forwarded to Human Resources-Used to gain approval for graduate students to be stationed off campus for an assignment for an extended period of time while they are being paid by or through Purdue University. Identifies the name of the student information regarding the new location, dates, stipend, and required signatures	Graduate School copy kept permanently	Graduate School Practice	Paper & Electronic	N/A	Graduate Programs Office	Laura Holiday 496-7360
Graduate School	Graduate	Changes in Plans of Study	Document used by graduate students to make changes to a plan of study / Records up to and including summer of 2007 stored on microfilm & digital media in the Graduate School in YONG / Duplicate copies located off campus in the old Hook's building just off SR 26 West / Records from fall 2007 are electronically imaged	Permanent	Graduate School Practice	Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged	Paper copy of imaged documents to confidential recycle	Graduate School Admissions	Graduate Records 494-2600

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Graduate School	Graduate	CIC Traveling Scholar Program Files	Graduate School/YONG-CIC moved to a web-based system /All-files purges	Permanent	CIC Practice	Paper & Electronic	N/A	Cynthia Lynch	Cynthia Lynch 494-2598
Graduate School	Graduate	Comparative Assessment Reports	Graduate School/YONG-Includes student demographics, degrees conferred, statistics, etc.	Permanent	Graduate School Practice	Paper & Electronic	N/A	IMA Office	Jamie Mohler 496-7360
Graduate School	Graduate	Concentration Requests	Graduate School/YONG; requests forwarded to the Registrar on Form 710G. (G.S. Form 25) Requests from graduate programs to set up or change concentrations that appear on students' final transcripts	Permanent	Graduate School Practice	Paper & Electronic	N/A	Graduate Programs Office	Tina Payne 494-2601
Graduate School	Graduate	Confidentiality of Thesis Forms	Graduate School/YONG-This form is used by candidates' departments to request limited periods of thesis & dissertation confidentiality for such reasons as patent applications, publishing journal articles, limiting outside access to proprietary research, etc.	Permanent	Graduate School Practice	Paper	Confidential Recycle	Thesis/ Dissertation	Thesis/ Dissertation Office 496-3157
Graduate School	Graduate	Connect Prospect Data	Graduate School/YONG-Records for individuals interested in Purdue's graduate programs / Records may be self-centered, collected at recruitment events, etc.	5 Years	Graduate School Practice	Electronic	Archive and Purge	Marketing and Communications Manager/Director	496-6588
Graduate School	Graduate	Contact cards	Graduate School/YONG-From fairs, presentations, etc.	Destroyed upon entering in Connect	Graduate School Practice	Paper	Confidential Recycle	Administrative Assistant	Chris Fugate 494-7287
Graduate School	Graduate	Contact cards	Graduate School/YONG-Fairs, presentations, etc.	Destroyed upon entering in Slate	Graduate School Practice	Paper	Confidential Recycle	Graduate School Admissions	Graduate Admissions 494-2600
Graduate School	Graduate	Credit Card Credits and Debits for Application Fee (electronic version)	Documentation of credit card payments and/or refunds of the application fee.	6 Years	Indiana Code, Title 24, Article 11, Chapter 2, Section 1	Electronic	N/A	Bursar / Accounting Services	Treasury Operations 496-7873
Graduate School	Graduate	Credit Card Credits and Debits for Application Fee (electronic)	Documentation of credit card payments and/or refunds of the application fee	6 Years	Indiana Code, Title 24, Article 11, Chapter 2, Section 1	Electronic - CD	Destroy CD	Graduate School Admissions	Graduate School Admissions 494-2600
Graduate School	Graduate	Credit Card Credits and Debits for Application Fee (paper backup copies)	Documentation of credit card payments and/or refunds of the application fee	6 Years	Indiana Code, Title 24, Article 11, Chapter 2, Section 1	Paper	Confidential Recycle	Graduate School Admissions	Graduate School Admissions 494-2600
Graduate School	Graduate	CTSI Survey Annual Update for NIH	OIGP/YONG	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Degree Data by Program	OIGP/YONG-This table lists students who have earned degrees in the IGPS that the OIGP manages directly. The data includes student name, major professor, departmental affiliation, thesis title, degree earned, and training group affiliation, thesis title, degree earned and training group affiliation (if applicable)	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Duplicate Imaged Academic Records	A duplicate set of imaged records and copies are located off campus in Hooks	Permanent	Graduate School Practice	Microfilmed/digital media	N/A	Graduate School Records	Graduate Records 494-2600
Graduate School	Graduate	Electronic Application (for admitted)	Slate Web-based online application for admission to graduate school	Grad School retains electronic application in admitted status for 3 sessions, or if approved for Deferrment, then 6 sessions. If no registration occurs, records are purged.	Graduate School Practice	Electronic	Electronic-Archive and Purge	Graduate Admissions	Graduate School Admissions 494-6429
Graduate School	Graduate	Electronic Application (for denied/cancelled)	Slate Web-based online application for admission to graduate school	2 Years by session	Graduate School Practice	Electronic	Electronic-Archive and Purge	Graduate Admissions	Graduate School Admissions 494-6429

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Graduate School	Graduate	Electronic Application (not submitted)	Slate Web-based online application for admission to graduate school not accessed by prospective applicant for at least 12 months.	12 Months	Graduate School Practice	Electronic	Purge	Graduate School Admissions	Graduate School Admissions 494-6429
Graduate School	Graduate	Electronic Application for submitted applications but no decision		2 Years by session	Graduate School Practice	Electronic	Purge	Graduate Admissions	Graduate School Admissions 494-3429
Graduate School	Graduate	Electronic Test Scores (TOEFL, GRE, GMAT)	GRE Record Exam required by some grad program for admission. The GRE is not a Graduate School requirement.	Permanently since 2000	Graduate School Practice	Electronic	N/A	Graduate School Admissions	Graduate Admissions 494-2600
Graduate School	Graduate	Electronically Submitted and Signed Recommendation for Admission for Admitted Students, Supporting Documents, and Copy of Admission Letter	Application for admission to Graduate School	Permanently since 2008 as Banner Xtender imaged file	Graduate School Practice	Admission PDF files from Slate are automatically loaded to Banner via Xtender immediately after admission	No paper	Graduate Admissions	Graduate School Admissions 494-6429
Graduate School	Graduate	Enrollment Survey Summary Data	OIGP/YONG-Survey that includes applicant responses to questions regarding admits decision to accept or decline an offer of admission	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Event Data for Retreat, Open House, Recruitment Weekend, Individual Visits, Orientation Week, etc.	OIGP/YONG-Each PULSe event has its own electronic folder, which consists of files related to the planning of each event and is organized by year	Electronic records kept permanently, paper records kept for 2 years; necessary items scanned	OIGP Practice	Electronic	Confidential Recycle	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Excel files	Grdaute School/Yong - Entering contact cards, GRE, McNair, and NCUR	5 Years	Graduate School Practice	Electronic	Purge	Grdaute School Admissions	Graduate Admissions 494-2600
Graduate School	Graduate	Executive Committee Minutes and Handouts	OIGP/YONG-The Executive Committee is the main faculty governing body of the PULSe Program / These minutes and hand-outs serve as record of each Executive Committee meeting, which occurs approximately four times per semester	Permanent	OIGP Practice	Paper & Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Faculty Funding	Graduate School/YONG	Electronic-kept permanently. Paper-purged yearly	Graduate School Practice	Paper & Electronic	N/A Confidential Recycle Bin	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Faculty Membership and Student Enrollment Data on all IGP's	OIGP/YONG-This includes statistical figures on faculty membership and student enrollment data on all interdisciplinary graduate programs, which is updated annually every fall	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Faculty Roster and Committee Files	OIGP/YONG-The roster includes the names of PULSe faculty members, along with their departmental affiliation, office location, phone number, and email address / There are several worksheets that include members by training group and membership status / The committee spreadsheet records the history of those who served on the four PULSe committees, along with the contact information for those who currently serve as committee representatives	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Fellow Applications	Graduate School/YONG-Applications submitted by applicants stating their purpose for continuing graduate study, their reason for choosing Purdue, their research interests, and recommendations to become a graduate student or to complete a project	Permanent	Graduate School Practice	Electronic		Fellowship Office	N/A

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Graduate School	Graduate	Fellowship Assignments GS Form 90	Graduate School/YONG-Document for setting up a fellowship and assuring tuition and fees are charged correctly	Paper maintained by SPS	Graduate School Practice	Paper	Paper maintained by SPS	Fellowship Office	N/A
Graduate School	Graduate	Final Examination Forms	Form used by a master's or doctoral graduate student's examination committee to report the results of the candidate's final examination. Records up to and including summer of 2007 stored on microfilm & digital media in the Graduate School in YONG / Duplicate copies located off campus in the old Hook's building just off SR 26 West / Records from fall 2007 are electronically imaged	Permanent	Graduate School Practice	Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged	Paper copy of imaged documents to confidential recycle	Graduate School Admissions	Graduate Records 494-2600
Graduate School	Graduate	Final Unofficial Purdue	Transcript Unofficial transcript with final grades used in the degree clearance process for graduate degree candidates/ Records up to and including summer of 2007 stored on microfilm & digital media in the Graduate School in YONG/ Duplicate copies located off campus in the old Hook's building just off SR 26 West/ Records from fall 2007 are electronically imaged	Permanent	Graduate School Practice	Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged	Paper copy of imaged documents to confidential recycle	Graduate School Admissions	Graduate Records 494-2600
Graduate School	Graduate	Grad Council Members	Graduate School/YONG-Record of Graduate Council actions taken at monthly meetings	Permanent	Graduate School Practice	Paper & Electronic	N/A	Graduate Programs Office	Debbie Fellure 494-6963
Graduate School	Graduate	Grade Rosters for Grad Courses	Graduate School / YONG-Courses used when departmental courses are not available and, then, only when approved for use by the Graduate School	1 Year	Graduate School Practice	Paper & Electronic	Confidential Recycle	Graduate Programs	Brittany Wright 496-0475
Graduate School	Graduate	Graduate Faculty Appointment Requests (Form 24)	Graduate School/YONG-Approval document for appointment to 'regular' or 'special' graduate faculty status. Includes name of faculty member, department, field of study, date of initial appointment, highest degree achieved, experience or expertise and required signatures	Permanent	Graduate School Practice	Electronic	N/A	Graduate Programs	Laura Holiday 496-7360
Graduate School	Graduate	Graduate School Exit Survey	Graduate School/YONG-Survey completed by Ph.D. and Master's candidates regarding their experience as a Purdue Graduate Student	Electronic summary kept permanently	Graduate School Practice	Electronic	Paper copies to confidential recycle bin after summarized electronically	James Mohler/ IMA Office	Jamie Mohler 496-7360
Graduate School	Graduate	Graduate Student Fellowship Files	Graduate School/YONG-Identifies the name of the student, the stats of his/her fellowship and how many fellowships the student may have and the time frame	Permanently / Paper 2 Years	Graduate School Practice	Paper & Electronic	Maintained in Graduate School Data Base	Fellowship Office	N/A
Graduate School	Graduate	Graduate-Level Course Documents	Graduate School/YONG and -Office of the Registrar -Form 40G and Supporting Document-These are forms to request new graduate level courses that are approved by the Graduate Council or changes to existing courses that are approved administratively and reported to the Graduate Council	Permanent	Graduate School Practice and Office of the Registrar Practice	Paper & Electronic	N/A	Graduate Programs Office and Registrar's Office	Debbie Fellure 494-6963 and Office of the Registrar
Graduate School	Graduate	Grant Reports, Data	Graduate School/YONG	Permanent	Graduate School Practice	Electronic	N/A	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Grant submission & related materials	Graduate School/YONG	Permanent	Graduate School Practice	Electronic	N/A	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	GS Form 25 Concentration	OIGP/YONG-IGP Requests for Concentration(as received through the Graduate Programs Office)-if not filed initially through the OIGP-are copied, stored and tracked by the Data Coordinator	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Graduate School	Graduate	Historically Black Institutions (HBI) Visitation Program Rosters	Graduate School/YONG-Rosters of students involved in HBI programs with student contact information included	Retained permanently since 2007	Graduate School Practice	Paper & Electronic	Confidential Recycle	Multicultural Programs	Melissa Danner 494-0945
Graduate School	Graduate	Incentive Grants (Graduate Student)	Graduate School/YONG-Applications submitted by graduate students which includes documentation that confirms the student applied for external and multi-year funding or dissertation fellowship funding	Permanent	Graduate School Practice	Electronic	Maintained in Graduate School Data Base	Fellowship Office	N/A
Graduate School	Graduate	Indiana Residency Requests	Registrar's Office-From applicants to be reclassified as an Indiana resident for tuition purposes--documentation may include IRS tax returns, employment data, etc.	6 Fiscal Years after the transaction date	Office of the Registrar	Paper	N/A	Registrar's Office	
Graduate School	Graduate	IRB Consent Forms, Survey, & Data	Graduate School/YONG	Permanent	Graduate School Practice	Paper & Electronic	N/A	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Letters of Recommendation	OIGP/YONG-Hard copy version of recommendation letters submitted electronically or via postal mail	Purge 1 month following application decision deadline (Spring purge=May 15th)	OIGP Practice	Paper	Confidential Recycle	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Multicultural Visitation Program Applications	Graduate School/YONG	Purged Yearly	Graduate School Practice	Paper	Confidential Recycle	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Multicultural Visitation Program Rosters	Graduate School/YONG	Rosters kept permanently, other documents purged yearly	Graduate School Practice	Paper & Electronic	Confidential Recycle	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Newsletters	OIGP/YONG-PULSe newsletters are issued on average every two months during the academic year to students, faculty and key administrators / These are saved electronically and organized by year	Permanent	OIGP Practice	Electronic	N/A	Data Coordinator	Gabauer/Musser
Graduate School	Graduate	Ombuds-Related Records	Graduate School/YONG-Handwritten notes taken by the ombuds during meetings with visitors regarding their situations / These frequently include descriptions of the concerns, options discussed, and next steps to be taken, along with contact information / Sometimes, documentation provided by the students accompanies the ombudsman's handwritten notes	1 Year	Consultation with ODOS	Paper	Confidential Recycle	Office of the Ombuds	Ombuds 494-2600
Graduate School	Graduate	Online letters of recommendation	Slate Web-based online application for admission containing electronic letters of recommendation.	See above for Electronic Application Retention Policy. Letters of Recommendation are included in Electronic Applications.	Graduate School Practice	Electronic	Purge	Graduate Admissions	Graduate School Admissions 494-6429
Graduate School	Graduate	Other Graduate Council Documents	Graduate School/YONG-Proposals for new graduate programs; requests for waivers to policies, Graduate Council meeting agendas; monthly administrative reports; and memoranda	Permanent	Graduate School Practice	Paper & Electronic	N/A	Graduate Programs Office	Tina Payne 494-2601
Graduate School	Graduate	Paper Application Files	OIGP/YONG-Hard copy version of the electronic application printed from the application system	Purge 1 month following application decision deadline (Spring purge=May 15th)	OIGP Practice	Paper	Confidential Recycle	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Paper letter of recommendations	Hard copy version of recommendation letters submitted	Recommend to departments to destroy after the original purpose of the document has been served.	Graduate School Practice	Paper	Shred or Confidential Recycle Bin	Each Graduate Program	Department Graduate Contact
Graduate School	Graduate	Paper Supporting Documents (transcripts, diplomas, translations, recommendations, paper test scores etc.)	Submitted by applicant to graduate program but not admitted	Recommend to grad programs to destroy any electronic or paper copies after the original purpose of the document has been served.	Graduate School Practice	Paper	Shred or Confidential Recycle Bin	Each Graduate Program	Department Graduate Contact

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Graduate School	Graduate	PDF All Application Files	OIGP/YONG	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	PDF Denied Application Files	OIGP/YONG-PULSe & ESE	Purge 1 month following application decision deadline (Spring purge=May 15th)	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	PDF Recommendation	OIGP/YONG-Did not accept offer; Application files-PULSe	5 Years on Z drive; all data collected in PULSe Admissions Database	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	PDF Recommendation	OIGP/YONG-Did not accept offer; Application files-ESE	5 Years on Z drive; all data collected in PULSe Admissions Database	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	PDF Recommendation	OIGP/YONG-Accepted Offer; Application Files-PULSe	Permanently on Z drive; Maintain incoming and recently enrolled in Kadmissions and purge all other applications; Letters of Recommendation extracted and placed in a separate electronic Z file when taken off Kadmissions.	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	PDF Recommendation	OIGP/YONG-Accepted offer; Application Files-ESE	Permanently on Z drive; Maintain incoming and recently enrolled in Kadmissions and purge all other applications; Letters of Recommendation extracted and placed in a separate electronic Z file when taken off Kadmissions.	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Plans of Study	Document used by graduate students to list courses that are required for their degree program. Also, lists members of the advisory committee / Records up to and including summer of 2007 stored on microfilm & digital media in the Graduate School in YONG / Duplicate copies located off campus in the old Hook's building just off SR 26 West/ Records from fall 2007 are electronically imaged	Permanent	Graduate School Practice	Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged	Paper copy of imaged documents to confidential recycle	Graduate School Admissions	Graduate Records 494-2600
Graduate School	Graduate	Preliminary Examination Data	OIGP/YONG-This data includes the names of the students taking the PULSe/ESE preliminary exam each academic year, along with related information such as committee members, topics of study, dead-lines, Training Group affiliations, and results	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Preliminary Examination Forms	Form used by a doctoral graduate student's preliminary examination committee to report the results of the candidate's examination. Records up to and including summer of 2007 stored on microfilm & digital media in the Graduate School in YONG / Duplicate copies located off campus in the old Hook's building just off SR 26 West/ Records from fall 2007 are electronically imaged	Permanent	Graduate School Practice	Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged	Paper copy of imaged documents to confidential recycle	Graduate School Admissions	Graduate Records 494-2600
Graduate School	Graduate	Program Handbooks	OIGP/YONG-Student and faculty versions are updated on an annual basis; the electronic versions are stored permanently / Web versions are updated annually	Permanent	OIGP Practice	Electronic	Confidential Recycle	Director and Coordinators	Gabauer/Musser

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Graduate School	Graduate	Reciprocal Reduction of fees (IUPUI and WL) Requests - Graduate School Form 31	Graduate School/YONG-When fully approved, enables full-time graduate students or graduate staff at West Lafayette to take courses at the Indianapolis campus without paying tuition and fees. (Some fees, however, are applicable at the other campus.) The same is true for Purdue graduate students at Indianapolis taking courses at West Lafayette	Central file purged every 2 Years. Imaged permanently in student's Banner Document Management Suite record	Graduate School Practice	Paper	Confidential Recycle	Graduate School Records	Graduate Records 494-2600
Graduate School	Graduate	Recruitment Documents (Fairs, GRE Search Service, GEM, Project 1000, FAMU)	Graduate School/YONG-Rosters of students involved in HBI programs with student contact information included	Retained permanently since 2007	Graduate School Practice	Paper & Electronic	Confidential Recycle	Multicultural Programs	Melissa Danner 494-0945
Graduate School	Graduate	Recruitment Names	Graduate School/YONG	Permanent	Graduate School Practice	Electronic	Retained 5 years	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Requests for Transfer of Department	Document used by graduate students who are admitted to one department but who later decide to pursue a degree in another department. Records up to and including summer of 2007 stored on microfilm & digital media in the Graduate School in YONG. Duplicate copies located off campus in the old Hook's building just off SR 26 West. Records from fall 2007 are electronically imaged.	Permanent	Graduate School Practice	Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged	Paper copy of imaged documents to confidential recycle	Graduate School Admissions	Graduate Records 494-2600
Graduate School	Graduate	Research in Absentia	Documents used by graduate students to petition for permission to register in absentia for doctoral research / No records kept on microfilm & digital media / Records from fall 2007 electronically imaged	Effective Fall 2007, permanently	Graduate School Practice	Records up to and including summer 2007 were not kept. Records from fall 2007 stored are electronically imaged.	Paper copy of documents up to and including summer 2007 to confidential recycle	Graduate School Records	Graduate Records 494-2600
Graduate School	Graduate	Scholars Applications	Graduate School/YONG	Purged Yearly	Graduate School Practice	Paper	Confidential Recycle	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Scholars Awards	Graduate School/YONG	Permanent	Graduate School Practice	Electronic	N/A	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Signature Authority Requests/Records	Graduate School/YONG-Record of authority given by heads of graduate programs to sign Graduate School forms for the head	Permanent	Graduate School Practice	Paper & Electronic	Confidential Recycle	Graduate Programs Office	Laura Holiday 496-7360
Graduate School	Graduate	Signed Certification Forms	Form serves two purposes: 1) audit form used by the Graduate School to perform candidate audits on records for graduate students who are candidates for degrees. This audit notes any outstanding issues that remain on the candidates record that will prevent the degree from being awarded 2) serves as the department's notification to the Graduate School that all departmental degree requirements have been satisfied, or notes any departmental requirements that need to be completed prior to authorizing the posting of the degree / Records up to and including summer of 2007 stored on microfilm & digital media in the Graduate School in YONG / Duplicate copies located off campus in the old Hook's building just off SR 26 West/ Records from fall 2007 are electronically imaged	Permanent	Graduate School Practice	Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged	Paper copy of imaged documents to confidential recycle bin	Graduate School Admissions	Graduate Records 494-2600
Graduate School	Graduate	Slate Archive CDs	CD that store submitted applicant data regardless of payment	2 Years by calendar year	Graduate School Practice	Electronic	N/A	Graduate School Admissions	Graduate Admissions 494-2600

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Graduate School	Graduate	Slate Prospect Data	Graduate School/YONG-Records for individuals interested in Purdue's graduate programs. Records may be self-entered, collected at recruitment events, etc.	5 Years	Graduate School Practice	Electronic	Archive and Purge	Graduate School Admissions	Graduate Admissions 494-2600
Graduate School	Graduate	Slate to Banner Electronic Loads on SFTP	Process applications, career accounts, PUID, emergency contact, and course delivery.	1 Year	Graduate School Practice	Electronic	Destroy CD	Graduate School Admissions	Graduate Admissions 494-2600
Graduate School	Graduate	Slate to Banner Load Electronic Files	On CD that store submitted applicant data	2 Years by calendar year	Graduate School Practice	Electronic	Destroy CD	Graduate School Admissions	Graduate School Admissions 494-2600
Graduate School	Graduate	Slate to Banner Load Reports (Paper Copy)	Paper records that store submitted applicant data for load validation	2 Years by calendar year	Graduate School Practice	Paper	Confidential Recycle	Graduate School Admissions	Graduate School Admissions
Graduate School	Graduate	Statistical Data on Recruitment, Admissions , and Enrollment	OIGP/YONG-Data tables maintained by the Data Coordinator to serve as a reference regarding recruitment, admissions and enrollment	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Statistical Information	Graduate School/YONG-A variety of reports focused on enrollment, graduate student appointments, and assessment	Permanent	Graduate School Practice	Electronic	N/A	IMA Office	IMA 494-2600
Graduate School	Graduate	Student Academic Record Files	OIGP/YONG	Paper records for students while enrolled; Scanned electronic PDF permanent file kept for graduates, transfers and dropouts; External drive maintained as back-up (for programs that directly admit)	OIGP Practice	Paper & Electronic	Confidential Recycle	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Student Organization Minutes	OIGP/YONG	Permanent	OIGP Practice	Electronic	N/A	Director / Manager	Gabauer/Musser
Graduate School	Graduate	Student Population	Graduate School/YONG-A variety of student cohorts provided in response to staff and outside requests.	Permanent	Graduate School Practice	Electronic	N/A	IMA Office	IMA 494-2600
Graduate School	Graduate	Student Travel Awards	Graduate School/YONG	Electronic-kept permanently. Paper-purged yearly	Graduate School Practice	Paper & Electronic	N/A Confidential Recycle Bin	AGEP Secretary / Coordinator	494-7899
Graduate School	Graduate	Summer Research Opportunity Program (SROP) and Committee on Institutional Cooperation (CIC) files	Graduate School/YONG-All documents/forms used in the SROP/CIC Programs	Retained permanently since 2007	Graduate School Practice	Paper & Electronic	Confidential Recycle	Multicultural Programs	Melissa Danner 494-0945
Graduate School	Graduate	Surveys	Graduate School/YONG-Requests from other institutions or national organizations on a variety of graduate education topics	Varies	Graduate School Practice	Paper & Electronic	Varies	IMA Office	IMA 494-2600
Graduate School	Graduate	Thesis Acceptance Forms	This form is used by departments to signal acceptance of candidate thesis and dissertations / The form is signed by members of examining committees, heads of graduate programs, and, when required, departmental thesis format advisors / Records up to and including summer of 2007 stored on micro-film/digital media in the Graduate School in YONG / Duplicate copies located off campus in the old Hook's building just off SR 26 West / Records from fall 2007 are electronically imaged.	Archival paper copies maintained permanently	Graduate School Practice	Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged	Paper copy of imaged documents to confidential recycle	Thesis/ Dissertation	Thesis/ Dissertation Office 496-3157

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Graduate School	Graduate	Thesis Receipt Forms	This form is prepared by the thesis & dissertation Office to confirm candidate thesis & dissertation format is acceptable and that all required thesis-related forms have also been received prior to established thesis deposit deadlines/ Records up to and including summer of 2007 stored on microfilm & digital media in the Graduate School in YONG / Duplicate copies located off campus in the old Hook's building just off SR 26 West / Records from fall 2007 are electronically imaged	Permanent	Graduate School Practice	Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged	Paper copy of imaged documents to confidential recycle bin.	Thesis/ Dissertation	Thesis/ Dissertation Office 496-3157
Graduate School	Graduate	Travel Documents	Graduate School/YONG-Registration information from recruitment events	3 Years	Graduate School Practice	Paper	Confidential Recycle	Administrative Assistant	Chris Fugate 494-7287
Graduate School	Graduate	Travel documents and registration information	Graduate School/YONG-From recruitment events	3 Years	Graduate School Practice	Paper	Confidential Recycle	Graduate School Admissions	Graduate Admissions 494-2600
Graduate School	Graduate	Undergrad/Grad Courses Meeting Together	Graduate School/YONG-Occasional requests from departments needing to offer an undergraduate and a graduate course together for one semester only	Permanent	Graduate School Practice	Paper & Electronic	Confidential Recycle	Graduate Programs Office	Debbie Fellure 494-6963
Graduate School	Graduate	Unsolicited Prospects	Graduate School/YONG-Data (names, contact information, and other data for prospective students purchased from outside sources, such as the GRE Search Service / These individuals may/may not be interested in Purdue	5 Years	Graduate School Practice	Electronic	Purge	Marketing and Communications Manager/Director	496-6588
Graduate School	Graduate	Unsolicited Prospects	Graduate School/YONG-Data (names, contact information, and other data for prospective students purchased from outside sources, such as the GRE Search Service. These individuals may/may not be interested in Purdue	5 Years	Graduate School Practice	Electronic	Purge	Graduate School Admissions	Graduate Admissions 494-2600

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Health & Human Sciences	Speech, Language Hearing Sciences / Speech Language and Audiology Clinics	Audio- visual Recordings	Audio- Visual recordings of students conducting assessment and intervention sessions with patients	Recordings deleted from the server at the end of each semester	HIPPA / FERPA	Electronic	Recordings deleted	SLHS	Mary Lou Poole 494-3823 Shannon VanHyfte 765-496-6570
Health & Human Sciences	Human Development and Family Studies / Miller Lab School	Billing / Contracts	Families of enrolled children; billing information, contracts for tuition payments.	10 Years	Indiana State Licensing for child care centers / NAEYC Accreditation	Paper / Electronic	Confidential Recycle	MCDLS	Elizabeth Schlesinger-Devlin 4-4112 Janet Covington 4-0241
Health & Human Sciences	Human Development and Family Studies / Miller Lab School	Employee Documents	Employees; health records, evaluations, claims for injuries, drug screens, background checks	5 Years	Indiana State Licensing for child care centers / NAEYC Accreditation	Paper / Electronic	Confidential Recycle	MCDLS	Elizabeth Schlesinger-Devlin 4-4112 Janet Covington 4-0241
Health & Human Sciences	Human Development and Family Studies / Miller Lab School	Enrolled Children Documents	Children enrolled in MCDLS 6 weeks-age 5years individual doctor notes, health records, assessment/evaluation records, accident reports, incident reports, claims related to young children for injuries, food logs or menus and infant feeding program	3 Years	Indiana State Licensing for child care centers / NAEYC Accreditation	Paper / Electronic	Confidential Recycle	MCDLS	Elizabeth Schlesinger-Devlin 4-4112 Janet Covington 4-0241
Health & Human Sciences	Speech, Language Hearing Sciences/ Speech Language Clinic	Patients' Medical Records	Patients receiving speech-language assessment and intervention services. Medical records consists of signed HIPAA forms, case history, evaluation forms and reports, intervention notes and reports, documentation from physicians and other outside providers, billing documents	Paper=7 years EHR=Indefinite	HIPAA	Paper / Electronic	Confidential Recycle	SLHS	Mary Lou Poole 494-3823
Health & Human Sciences	Speech, Language Hearing Sciences/ Audiology Clinic	Patients' Medical Records	Patients receiving audiological assessment services. Medical records consists of signed HIPAA forms, case history, evaluation forms and reports, intervention notes and reports, documentation from physicians and other outside providers, billing documents	Paper=7 years EHR=Indefinite	HIPAA	Paper / Electronic	Confidential Recycle	SLHS	Shannon VanHyfte 765-496-6570
Health & Human Sciences	Human Development and Family Studies / Miller Lab School	Student Employee Documents	Student workers: health records, student status, fingerprinting results, drug screens	5 Years	Indiana State Licensing for child care centers / NAEYC Accreditation	Paper / Electronic	Confidential Recycle	MCDLS	Elizabeth Schlesinger-Devlin 4-4112 Janet Covington 4-0241

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Vice President for Human Resources	Americans with Disabilities Act (ADA) documentation	Documentation pertaining to applicants' and employees' requests for accommodation	1 Year following separation or upon death	Federal Regulation and University Practice	Paper & Electronic	Confidential Recycle	Employee Relations	Pat D. Russell 494-0269
Office of the Treasurer	Vice President for Human Resources	Commercial Driver's License (CDL)	Drug and alcohol documentation including test results and physical exams for University employees who hold commercial driver's licenses for their positions	1 Year following separation, upon death or 5 years from creation of paperwork for a verified positive test result or for refusal for testing	Department of Transportation (DOT) Regulations	Paper & Electronic	Confidential Recycle	Employee Relations	Pat D. Russell 494-0269
Office of the Treasurer	Vice President for Human Resources	Documentation from employment searches	Documentation from employment searches including vacancy information and job descriptions; applicants' credentials; resumes; reference checks; interview notes	3 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 & Electronic	Confidential Recycle	Employment	Brenda Coulson 494-0603
Office of the Treasurer	Vice President for Human Resources	Employee Benefit Files	Retirement, disability, life insurance and miscellaneous benefits information.	<ul style="list-style-type: none"> •Non-PERF covered position: 7 years beyond termination. •PERF covered position: <ul style="list-style-type: none"> a)Official retiree & drawing retirement - 7 years beyond termination b)Non-Retiree - age 71 or 7 years, whichever is later 	University Practice (Aligns with Personnel files)	Paper	Confidential Recycle	Benefits	Teresa Wesner 494-9514
Office of the Treasurer	Vice President for Human Resources	Employee Performance Evaluation	Supervisor and employee information related to annual staff evaluations and individual development plans.	This information must be kept for the duration of an individual's employment plus 7 years. (HR must be consulted prior to the destruction of an employee's staff evaluation records.)	Performance Evaluations for Staff (V.I.F.7)	Paper & Electronic	Confidential Recycle	Leadership and Organizational Development	Adedayo Adeniyi 494-1683

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Vice President for Human Resources	Employee Personnel files	Employee personnel files, including relevant hiring documents: personnel action forms; employment contracts; offer letters; leave action forms; Request and for Sabbatical, Research Leave, Outside Activity Leave or Change in Duty Station; Form 33 ABSENCE forms; Leave Action forms (RLA) and back-up documentation, Unemployment Documents and Personnel Change Requests (Form 13).	<ul style="list-style-type: none"> •Official University file - Non-PERF covered position: 7 years beyond termination. •Official University file - PERF covered position: <ul style="list-style-type: none"> a)Official retiree & drawing retirement - 7 years beyond termination b)Non-Retiree (left for any reason) - age 71 or 7 years, whichever is later •Departmental file: 7 years beyond termination 	University Practice/Variou Statutes of Limitations	Paper & Imaged	Confidential Recycle	Benefits	Pam Nesbitt 494-1185
Office of the Treasurer	Vice President for Human Resources	Employee Relations files	Documentation pertaining to employee relations matters (RIF documentation, charges of discrimination, action brought by the EEOC - Attorney General - Title VII or ADA)	7 Years after termination	University Practice	Paper & Electronic	Confidential Recycle	Employee Relations	Pam Nesbitt 494-1185
Office of the Treasurer	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 violent offender registry check, sex and violent offender registry check, limited criminal history check, limited sex and check, criminal history	6 Years following transaction date	Fair Credit Reporting Act (FCRA)	Electronic	Confidential Recycle	Outside vendor: HireRight	Brenda Coulson 494-0603
Office of the Treasurer	Vice President for Human Resources	Exemption test	Documentation created to meet FLSA duties test	1 year beyond delimited date	FLSA and University Practice	Paper & Electronic	Confidential Recycle	Compensation	Darrel Castricone 494-7389

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Vice President for Human Resources	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 Monthly-Paid Employees; Form 33 FMLA adoption paperwork; Record of FMLA Leave for Monthly-Paid Employees; Form 33 FMLA Injury or Illness of Covered service member; Family Leave; FMLA Certification for Serious Exigency for Military	3 Years from creation of records	Title 29, Part 825 of the C.F.R.; Family and Medical Leave Act of 1993	Paper & Electronic	Confidential Recycle	Benefits	Tammy Synesael 494-1691
Office of the Treasurer	Vice President for Human Resources	Federal employees health benefits	Documentation on federal employees working at the University for changes and/or additions to health benefits plan (federal form 2811)	Duration of employment; destroy at separation	Title 48 CFR; 1652.204-70 (Contractor Records Retention)	Paper	Confidential Recycle	Benefits	Connie Ratcliff 494-6652
Office of the Treasurer	Vice President for Human Resources	Fellowship applications for vision coverage	Enrollment forms for vision plan coverage for individuals on fellowships	1 year	University Practice	Paper & Electronic	Confidential Recycle	Benefits	Teresa Blacker 494-5938
Office of the Treasurer	Vice President for Human Resources	FLSA minimum wage audit	Biweekly audit to ensure compliance with minimum wage on biweekly employees	1 year beyond run date	FLSA	Paper & Electronic	Confidential Recycle	Compensation	Julie Schultz-Cory 494-7394
Office of the Treasurer	Vice President for Human Resources	Grievance files	Documentation pertaining to employees' grievances	7 Years after termination	University Practice	Paper & Electronic	Confidential Recycle	Employee Relations	Pam Nesbitt 494-1185
Office of the Treasurer	Vice President for Human Resources	Medical Claims	Customer service escalated claims	Plan year plus one	University Practice	Paper & Electronic	Confidential Recycle	Human Resources Service Center	Jenni Soulligne 494-8522
Office of the Treasurer	Vice President for Human Resources	Paid Parental Leave (PPL) documentation of records	Documentation created for requests for leave for new parents	3 Years from creation of records	University Practice	Paper & Electronic	Confidential Recycle	Benefits	Tammy Synesael 494-1691

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Vice President for Human Resources	Personnel Action forms; salary analysis documentation; payroll information	Documentation for pay decisions on employees	7 years beyond termination	Lilly Ledbetter Fair Pay Act of 2009	Paper & Electronic	Confidential Recycle	Compensation; employing department and business office; Central Files' employee files; Payroll	Darrel Castricone 494-7389
Office of the Treasurer	Vice President for Human Resources	Prevailing wage determination information	Salary queries based on job identification and job titles to determine prevailing wage	7 years beyond termination	Department of Labor (DOL) Wage and Hour Division; ISS	Paper & Electronic	Confidential Recycle	Compensation	Darrel Castricone 494-7389
Office of the Treasurer	Vice President for Human Resources	Same-sex domestic partner affidavit	Documentation created to establish partnership for University benefits	Destroy 1/1/2018	Board of Trustees Resolution	Paper & Electronic	Confidential Recycle	Benefits	Connie Ratcliff 494-1686
Office of the Treasurer	Vice President for Human Resources	Worker's Compensation files	Documentation created as a result of employees' work-related illnesses or injuries	<ul style="list-style-type: none"> • Litigated and Exposure claims - Permanent; • All other claims 10 years from date of injury 	State Regulation	Paper & Electronic	Confidential Recycle	Human Resources Service Center	Deborah Popa 494-0306

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
College of Pharmacy	Pharmacy	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 & Electronic	Confidential Recycle	Pharmacy	Susan White 6-7728 Brenda Fox 6-7740
College of Pharmacy	Pharmacy	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 & Electronic	Confidential Recycle	Pharmacy	Susan White 6-7728
College of Pharmacy	Pharmacy	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 & Electronic	Confidential Recycle	Pharmacy Central Files	Susan White 6-7728 Brenda Fox 6-7740
College of Pharmacy	Pharmacy	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)	Paper & Electronic	Confidential Recycle	Pharmacy	Susan White 6-7728 Brenda Fox 6-7740

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Purdue Research Foundation (PRF)	Annual Report of the Finance Committee	Finance report prepared for the Board of Trustees Finance Committee	7 Years (Electronic) / 3 Years (Paper)	University Practice	Paper & Electronic	Confidential Recycle	PRF	Scott Seidle 588-1061
Office of the Treasurer	Purdue Research Foundation (PRF)	Cambridge Associates Books	Books that report PU/PRF endowment stat.	Permanent (Electronic) Termination or Account Closed Fiscal Year End + 3 Years (Paper)	University Practice	Paper & Electronic	Confidential Recycle	PRF	Scott Seidle 588-1061
Office of the Treasurer	Purdue Research Foundation (PRF)	Investment Committee Meeting Minutes	Minutes of all Investment Committee Meetings. Monthly as well as Quarterly meetings.	Permanent (Electronic) 3 Years (Paper)	University Practice	Paper & Electronic	Confidential Recycle	PRF	Scott Seidle 588-1061
Office of the Treasurer	Purdue Research Foundation (PRF)	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	Paper & Electronic	Confidential Recycle	PRF	Scott Seidle 588-1061
Office of the Treasurer	Purdue Research Foundation (PRF)	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	Paper & Electronic	Confidential Recycle	PRF	Scott Seidle 588-1061
Office of the Treasurer	Purdue Research Foundation (PRF)	PRF Annual Meetings	Copies of reports and statements from the annual meetings of PRF's Board of Director's meetings	7 Years	University Practice	Paper & Electronic	Confidential Recycle	PRF	Scott Seidle 588-1061
Office of the Treasurer	Purdue Research Foundation (PRF)	PRF Audits	Copies of annual audit reports, conducted by an external auditor, of PRF's financial statements	7 Years	University Practice	Paper & Electronic	Confidential Recycle	PRF	Scott Seidle 588-1061
Office of the Treasurer	Purdue Research Foundation (PRF)	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	Paper & Electronic	Confidential Recycle	PRF	Scott Seidle 588-1061

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Physical Facilities Business Office	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 & Electronic	Recycle	Physical Facilities Work Request Center	Sherry McQueary 494-8001
Office of the Treasurer	Physical Facilities Business Office	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 494-8001
Office of the Treasurer	Physical Facilities Business Office	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 494-8001

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name
Office of the Treasurer	Procurement Services	Cardholder Application		Only retain for active cards. Applications are only kept for 3 months are closure.		Paper	Shred	Procurement Services	Robert Wynkoop 494-6221
Office of the Treasurer	Procurement Services	Cardholder Change Form		Retain as long as card is active. Forms are only kept for 3 months are closure.		Paper	Shred	Procurement Services	Robert Wynkoop 494-6221
Office of the Treasurer	Procurement Services	Certificates of Insurance-Incoming	Documents providing evidence of insurance coverage from outside vendors/contractors	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 & Electronic	Confidential Recycle	Procurement Services	Contracts Manager and All Contract Authors outside of P/S
Office of the Treasurer	Procurement Services	Change Notices (Form 16 and Form 26) Note: Form 26 discontinued during FY14, but records must be retained through stated retention period)	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 & Electronic	Recycle	Procurement Services	Robert Wynkoop 494-6221
Office of the Treasurer	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	Contract Expiration	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	Electronic	Confidential Recycle	Procurement Services	Robert Wynkoop 494-6221
Office of the Treasurer	Procurement Services	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 & Electronic	Confidential Recycle	Originating Department	Accounts Payable Manager
Office of the Treasurer	Procurement Services	Invoice Vouchers	Payments made through direct invoices or purchase orders, regardless of payment method (check, wire transfer, ACH)	Fiscal Year End + 10 Years	University Practice IC 34-11-2-7	Paper (for 3 months) & Electronic	Recycle	Accounting Services	Accounts Payable Manager
Office of the Treasurer	Procurement Services	Purchase Orders (copies)	Copies of purchase orders sent to suppliers	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 prior to 2013 & Electronic	Confidential Recycle	Procurement Services	Robert Wynkoop 494-6221

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name
Office of the Treasurer	Procurement Services	Purchase Requisitions	Internal forms used for ordering goods and services	Fiscal Year End + 10 Years	University Practice	Paper prior to 2013 & Electronic	Recycle	Procurement Services	Robert Wynkoop 494-6221
Office of the Treasurer	Procurement Services	RFPs and Supporting Documents	RFPs and Supporting Documents	Fiscal Year End + 10 Years	University Practice	Paper prior to 2013 & Electronic	Confidential Recycle	Procurement Services	Robert Wynkoop 494-6221
Office of the Treasurer	Procurement Services	Travel and Mileage Authorizations and Reimbursements	Approval only required on certain sponsored funds	Travel Fiscal Year End + 10 Years Originating Department Fiscal Year End + 1 Year	University Practice IC 34-11-2-7	Electronic	Confidential Recycle	Travel	Robert Wynkoop 494-6221

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Sponsored Program Services	Affiliation Agreements	Includes contracts and agreements related to Internships, Inter-University, Statewide Technology, Study Abroad, etc.	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Certificates of Insurance-Incoming	Documents providing evidence of insurance coverage from outside vendors/contractors	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 / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Confidentiality Agreements (Non-Disclosure Agreements)	Agreement between Purdue and other entities ensuring that both parties maintain any confidential information they may receive as part of a collaboration. SPS Contracting reviews and approves the agreements. The faculty or staff member signs acknowledging their responsibility related to confidential information	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Donation Agreements	Agreements related to the donation of equipment for University use	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Federal Contracts, Purchase Orders and Subcontracts Post Award Files	Records related to federal contracts and purchase orders. May include: 1. Funded Proposal including COEUS budget(s) 2. Original Contract or Purchase Order and any associated modifications - see separate instruction 3. Subagreements (Agreements we issue under our prime agreement) - see separate instruction 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)	Policy: Final payment + 3 years or period specifically stated in the contract *	FAR Part 4, Subpart 4.7	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Sponsored Program Services	Federal Contracts, Purchase Orders and Subcontracts Post Award Files	Original Contract or Purchase Order and any associated modifications Subagreements (Agreements we issue under our prime agreement)	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Post Award Files	Property records of equipment purchased using federal funds and/or property furnished by the U. S. Government	Policy: Disposal of Equipment + 3 years. Current practice: Saved indefinitely *	FAR Part 4, Subpart 4.7 or OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Federal Grants, Cooperative Agreements and Subawards - Post Award Files	Records related to federal grants, cooperative agreements and subawards. May include: 1. Funded Proposal including COEUS budget(s) 2. Original Grant, Cooperative Agreement or Subaward and any associated amendments - see separate instruction 3. Subagreements (Agreements we issue under our prime agreement) - see separate instruction 4. Subagreement Cost Analysis 5. Sponsor Prior Approval Requests or IPAS/OPAS (Institution Approval System) documents 6. Request for Notice to Proceed (Business Office Form 27) 7. U. S. EPA MBE/WBE Utilization under Federal Grants, Cooperative Agreements and Interagency Agreements (EPA Form 5700-52A) 8. Federal Financial Report (FFR) Standard Form 425 9. Billing Forms: - Request for Advance or Reimbursement (Standard Form 270) - SAP Invoices or other forms 10. Financial Status Report (FSR) Standard Form 269, 269A or Other Financial Forms 11. Federal Cash Transaction Report (Standard Form 272) 12. Cost Sharing/Matching Documentation including Matching Fund - Form 32(s)	Policy: Final financial report submission date + 3 years or, awards renewed annually, submission date of annual expenditure report + 3 years *	OMB A-110 Section .53 (b) 1 OMB A-110 Section .53 (b) 2 OMB 2 CFR 200 Subpart D, 200.333	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Sponsored Program Services	Federal Grants, Cooperative Agreements and Subawards - Post Award Files	Original Grant, Cooperative Agreement or Subaward and any associated amendments Subagreements (Agreements we issue under our prime agreement)	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Hold Harmless Agreements	Mutual agreements stating that each party holds the other harmless and releases the other from all liability arising from the activity involved	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Lease Agreements	Agreements related to leasing land or space (originating from SPS)	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	License Agreements	Agreements related to broadcast licensing and software	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Non-Federal Agreements-Post Award Files	Records related to non-federal agreements including Industrial, Foundations, State of Indiana, etc. may include: 1. Funded Proposal including COEUS budget(s) 2. Original Contract, Purchase Order or other Agreement and any associated modifications - see separate instruction 3. Subagreements (Agreements we issue under our prime agreement) - see separate instruction 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)	Policy: Final payment + 3 years *	University Practice	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Office of the Treasurer	Sponsored Program Services	Non-Federal Agreements-Post Award Files	Original Contract, Purchase Order or other Agreement and any associated modifications Subagreements (Agreements we issue under our prime agreement) Note: Contracts involving the potential for Private Business Use (Restricted Research - Model 2 & 3 agreement) will be retained by the Office of Treasury Operations in accordance with retention requirements based on facility bonds retention requirements.	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	OMB 2 CFR 200 Subpart F, Single 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	Submission of Data Collection Form and Reporting Package to the Federal Clearinghouse + 3 years	OMB 2 CFR 200 Subpart F, 200.512 (f)	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Performance Agreements	Performance agreements related to music, theater, and the Purdue Musical Organization	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Proposals-Denied Funding	Proposal file including copy of proposal, Proposal Submission Form, COEUS budgets, transmittal letter, and other documents associated with the proposal submission.	Policy: Denial of Proposal + 3 years Current Practice: Saved Indefinitely**	University Practice	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Service Agreements	Service agreements related to educational training, etc.	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
Office of the Treasurer	Sponsored Program Services	Service Agreements-Artwork	Service agreements related to artwork	Policy: Expiration of Agreement + 10 years. Current practice: Saved indefinitely **	University Practice, Statute of Limitations	Paper / Electronic	Shred/Recycle/ Delete	Sponsored Program Services (SPS)	Ken Sandel 494-1063
* Retention Policy Manager will be added to ImageNow. This enhancement will enable electronic records to be purged in accordance with the record retention policy. Until this capability is available									
** Sponsored Program Services is anticipating replacing COEUS as its electronic research administration system. System capabilities related to document retention will be evaluated with a replacement									

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
Student Life	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	Confidential Recycle	HIPAA Privacy Compliance Office HIPAA Covered Components	Megan Stuart 494-5908
Student Life	Student Health Center (PUSH)	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	Acid Bath (Film) Confidential Destruction (Electronic)	PUSH	Deb Steiner 494-1835
Student Life	Student Health Center (PUSH)	Staff/Faculty Health Files	Includes: treatment for worker's compensation (including reportable exposures), immunizations for OSHA, travel immunizations, and allergy injections.	35 Years	29 CFR 1910.1020(d) 29 CFR 1910.1030(h) IC 16-39-7-1 IC 16-39-7-2 IC 22-3-7-9(f)(5) 410 IAC 15-1.5-9(e)	Paper & Electronic	Acid Bath (Film) Confidential Destruction (Electronic)	PUSH	Megan Stuart 494-5908
Student Life	Student Health Center (PUSH)	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 16-39-7-1 410 IAC 15-1.5-9(e)	Paper & Electronic	Acid Bath (Film) Confidential Destruction (Electronic)	PUSH	Megan Stuart 494-5908 Medical Services Susan Prieto- Welch CAPS 494- 6995

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
School of Veterinary Medicine	Animal Disease and Diagnostics Lab	Calibration Records	Equipment maintenance	7 Years	Quality Manual	Paper	Shred	ADDL	Lou Samudio 494-0244
School of Veterinary Medicine	Animal Hospital	Deceased TCC patient medical records	Entire medical record for deceased TCC patients are maintained by the Oncology Department for research.	Permanent	University Practice and VTH Practice	Paper & Electronic	Never	Oncology Technician Office	Christine Royce 41130
School of Veterinary Medicine	Animal Disease and Diagnostics Lab	Histopathology Slides	Slides prepared for microscopic examination	10 Years	Quality Manual 888 IAC 1.1-5.2	Microscopic Slides	Boxed, labeled and placed in waste receptacle	ADDL	Lou Samudio 494-0245
School of Veterinary Medicine	Animal Disease and Diagnostics Lab	Legal Cases	Test results from cases submitted as "legal/Insurance"	7 Years	Quality Manual 888 IAC 1.1-5.3	Paper	Shred	ADDL	Stephen Hosser 494-6831
School of Veterinary Medicine	Animal Hospital	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 Veterinary Teaching Hospital (VTH).	Last admission + 20 Years	University Practice 888 IAC 1.1-5-2 State of Indiana requires that Veterinary medical records be maintained a minimum 3 years.	Paper & Electronic	Confidential Recycle	VTH Medical Records Department	Brittany Vale 48758

Major Area	Department	Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal Instructions	Office of Record	Contact Name Phone #
School of Veterinary Medicine	Animal Hospital	Medical Record - Teaching and Research	Medical records that have met the VTH and state required retention timeframe but are maintained by Faculty Clinicians for teaching or research purposes.	Retention timeframe TBD by clinician storing records since records are have exceeded VTH retention period	University Practice and VTH Practice	Paper & Electronic	Confidential Recycle	Faculty clinician	N/A
School of Veterinary Medicine	Animal Disease and Diagnostics Lab	Physical Evidence	Physical evidence collected such as bullets, radiographs, etc.	7 Years	Quality Manual 888 IAC 1.1-5.4	Various	Various methods	ADDL	Stephen Hosser 494-6832
School of Veterinary Medicine	Animal Disease and Diagnostics Lab	Technical Records and Photos	Lab worksheets	7 Years	Quality Manual 888 IAC 1.1-5.5	Paper	Shred	ADDL	Lou Samudio 494-0245
School of Veterinary Medicine	Animal Disease and Diagnostics Lab	Test Results	All laboratory results sent to submitters	7 Years	Quality Manual 888 IAC 1.1-5.6	Electronic	Shred	ADDL	Lou Samudio 494-0245
School of Veterinary Medicine	Animal Hospital	VTH Radiology films	Radiographic films and associated paperwork related to medical care of an animal / All films 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 State of Indiana requires that Veterinary radiologic films be maintained a minimum 3 years.	Paper & Electronic	HIPPA compliant company is contracted for destruction of films and associated paperwork.	Radiology Department	Donna Tudor 66232