

Record Retention Collection Worksheet
Purdue University Graduate School

Record Name	Description	Retention Policy	Governing Regulations	Official Record Medium	Disposal	Office of Record	Contact Name/Phone
Electronic Application (not submitted) Slate Web-based online application for admission to graduate school not accessed by prospective applicant for at least 12 months.	Slate	12 Months	Graduate School Practice	Electronic	Purge	Graduate Admissions	Graduate School Admissions/46429
Electronic Application for Admitted, Denied, and Cancelled Students Slate Web-based online application for admission to graduate school	Slate	2 Years by session	Graduate School Practice	Electronic	Electronic-Archive and Purge	Graduate Admissions	Graduate School Admissions/46429
Electronic Faculty Review for Admitted, Denied, and Cancelled Students Slate online faculty review of student application	Slate	2 Years by session	Graduate School Practice	Electronic	Electronic-Archive and Purge	Graduate Admissions	Graduate School Admissions/46429
Electronically Submitted and Signed Recommendation for Admission for Admitted Students, Supporting Documents, and Copy of Admission Letter application for admission to Graduate School	Slate	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
Online letters of Recommendation Slate Web-based online application for admission containing electronic letters of recommendation.	Slate	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

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Paper letters of Recommendation Hard copy version of recommendation letters submitted	Each Graduate Program	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
Paper Supporting Documents (transcripts, diplomas, translations, recommendations, paper test scores etc.) submitted by applicant to graduate program but not admitted	Each Graduate Program	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
Electronic Application for submitted applications but no decision	Slate	2 years by session	Graduate School Practice	Electronic	Purge	Graduate Admissions	Graduate School Admissions
Electronic Test Scores (TOEFL, GRE, GMAT) GRE Record Exam required by some grad program for admission. The GRE is not a Graduate School requirement.	Banner	Permanently since 2000	Graduate School Practice	Electronic	N/A	Graduate School Admissions	Graduate Admission/42600
Credit Card Credits and Debits for Application Fee (electronic version) Documentation of credit card payments and/or refunds of the application fee.	Accounting Services/FREH and Bursar/HOVD	6 Years	Indiana Code, Title 24, Article 11, Chapter 2, Section 1	Electronic	N/A	Bursar/Accounting Services	Treasury Operations/67873
Credit Card Credits and Debits for Application Fee (electronic) Documentation of credit card payments and/or refunds of the application fee	Graduate School/YONG	6 Years	Indiana Code, Title 24, Article 11, Chapter 2, Section 1	Electronic - CD	Destroy CD	Graduate School Admissions	Graduate Admission/42600
Credit Card Credits and Debits for Application Fee (paper backup copies) Documentation of credit card payments and/or refunds of the application fee	Graduate School/YONG	6 Years	Indiana Code, Title 24, Article 11, Chapter 2, Section 1	Paper	Confidential Recycle Bin	Graduate School Admissions	Graduate Admission/42600

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Application Fee Waivers Requests for application fee waivers by applicants who are participants of certain recruitment programs	Graduate School/YONG	2 Years (Purged by calendar year.)	Graduate School Practice	Paper	Confidential Recycle Bin	Graduate School Admissions	Graduate School Admissions
Indiana Residency Requests from applicants to be reclassified as an Indiana resident for tuition purposes--documentation may include IRS tax returns, employment data, etc.	Registrar's Office	6 Fiscal years after the transaction date	Office of the Registrar	Paper	N/A	Registrars Office	
Slate to Banner Electronic Loads on SFTP to process applications, career accounts, PUID, emergency contact, and course delivery.	Graduate School/YONG	1 year	Graduate School Practice	Electronic	Destroy CD	Graduate School Admissions	Graduate School Admissions
Slate to Banner Load Electronic Files on CD that store submitted applicant data	Graduate School/YONG	2 Years by calendar year	Graduate School Practice	Electronic	Destroy CD	Graduate School Admissions	Graduate Admission/42600
Slate to Banner Load Reports (Paper Copy) paper records that store submitted applicant data for load validation	Graduate School/YONG	2 Years by calendar month	Graduate School Practice	Paper	Confidential Recycle Bin	Graduate School Admissions	Graduate School Admissions
Slate Archive CDs CD that store submitted applicant data regardless of payment	Graduate School/YONG	2 Years by calendar year	Graduate School Practice	Electronic	N/A	Graduate School Admissions	Graduate Admission/42600
Application Data for Colleges (Electronic) scheduled export of new and updated application data sent to a Slate SFTP for college database use.	Graduate School/Slate SFTP	1 year by calendar	Graduate School Practice	Electronic	Purge	Graduate School Admissions	Graduate School Admissions
Activity Tracking Results of recruitment activities, such as the number of applications, admits, and enrolled from recruitment events, mailings, etc.	Graduate School/YONG	Summary reports retained permanently since 2003	Graduate School Practice	Electronic	N/A	Graduate School Admissions	Graduate Admission/42600

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Slate Prospect Data Records for individuals interested in Purdue's graduate programs. Records may be self-entered, collected at recruitment events, etc.	Slate	5 years	Graduate School Practice	Electronic	Archive and Purge	Graduate School Admissions	Graduate Admission/42600
Big Ten+ Graduate School Expo Registration Data Student and recruiter registration forms, travel scholarship applications	Graduate School/YONG	1 year; electronic reports retained permanently since 2004	Graduate School Practice	Paper/Electronic	Paper copies sent to confidential recycle bin; Electronic registration forms purged; reports retained	Graduate School Admissions	Graduate Admission/42600
Unsolicited Prospects 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.	Graduate School/YONG	5 years	Graduate School Practice	Electronic	Purged	Graduate School Admissions	Graduate Admission/42600
Contact cards from fairs, presentations, etc	Graduate School/YONG	Destroyed upon entering in Slate	Graduate School Practice	Paper	Confidential recycle bin	Graduate School Admissions	Graduate Admission/42600
Excel files from entering contact cards, GRE, McNair, and NCUR	Graduate School/YONG	5 Years	Graduate School Practice	Electronic	Purged	Graduate School Admissions	Graduate Admission/42600
Travel documents and registration information from recruitment events	Graduate School/YONG	3 years	Graduate School Practice	Paper	Confidential recycle bin	Graduate School Admissions	Graduate Admission/42600
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.	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 bin.	Graduate School Records	Graduate Records/42600

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<p>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</p>	<p>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.</p>	<p>Permanently</p>	<p>Graduate School Practice</p>	<p>Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged</p>	<p>Paper copy of imaged documents to confidential recycle bin.</p>	<p>Graduate School Records</p>	<p>Graduate Records/42600</p>
<p>Changes in Plans of Study Document used by graduate students to make changes to a plan of study</p>	<p>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.</p>	<p>Permanently</p>	<p>Graduate School Practice</p>	<p>Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged</p>	<p>Paper copy of imaged documents to confidential recycle bin.</p>	<p>Graduate School Records</p>	<p>Graduate Records/42600</p>
<p>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</p>	<p>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.</p>	<p>Permanently</p>	<p>Graduate School Practice</p>	<p>Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged</p>	<p>Paper copy of imaged documents to confidential recycle bin.</p>	<p>Graduate School Records</p>	<p>Graduate Records/42600</p>
<p>Preliminary Examination Forms Form used by a doctoral graduate student's preliminary examination committee to report the results of the candidate's examination</p>	<p>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.</p>	<p>Permanently</p>	<p>Graduate School Practice</p>	<p>Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged</p>	<p>Paper copy of imaged documents to confidential recycle bin.</p>	<p>Graduate School Records</p>	<p>Graduate Records/42600</p>

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<p>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.</p>	<p>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.</p>	<p>Permanently</p>	<p>Graduate School Practice</p>	<p>Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged</p>	<p>Paper copy of imaged documents to confidential recycle bin.</p>	<p>Graduate School Records</p>	<p>Graduate Records/42600</p>
<p>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.</p>	<p>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.</p>	<p>Permanently</p>	<p>Graduate School Practice</p>	<p>Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged</p>	<p>Paper copy of imaged documents to confidential recycle bin.</p>	<p>Graduate School Records</p>	<p>Graduate Records/42600</p>
<p>Duplicate Imaged Academic Records A duplicate set of imaged records is located off campus in the old Hook's building just off SR 26 West.</p>	<p>Duplicate copies located off campus in the old Hook's building just off SR 26 West.</p>	<p>Permanently</p>	<p>Graduate School Practice</p>	<p>Microfilmed/digital media</p>	<p>N/A</p>	<p>Graduate School Records</p>	<p>Graduate School/42600</p>
<p>Research in Absentia Documents used by graduate students to petition for permission to register in absentia for doctoral research.</p>	<p>No records kept on microfilm/digital media. Records from fall 2007 electronically imaged.</p>	<p>Effective Fall 2007, Permanently</p>	<p>Graduate School Practice</p>	<p>Records up to and including summer 2007 were not kept. Records from fall 2007 stored are electronically imaged.</p>	<p>Paper copy of documents up to and including summer 2007 to confidential recycle bin.</p>	<p>Graduate School Records</p>	<p>Graduate Records/ 42600</p>

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<p>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.</p>	<p>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</p>	<p>Archival paper copies maintained permanently.</p>	<p>Graduate School Practice</p>	<p>Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged</p>	<p>Paper copy of imaged documents to confidential recycle bin.</p>	<p>Thesis/Dissertation Office</p>	<p>Thesis/ Dissertation 63157</p>
<p>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.</p>	<p>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.</p>	<p>Permanently</p>	<p>Graduate School Practice</p>	<p>Records up to and including summer 2007 stored on microfilm/digital media. Records from fall 2007 stored are electronically imaged</p>	<p>Paper copy of imaged documents to confidential recycle bin.</p>	<p>Thesis/Dissertation Office</p>	<p>Thesis/ Dissertation 63157</p>
<p>Confidentiality of Thesis Forms 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.</p>	<p>Graduate School/YONG</p>	<p>Permanently</p>	<p>Graduate School Practice</p>	<p>Paper</p>	<p>Confidential Recycle Bin</p>	<p>Thesis/Dissertation Office</p>	<p>Thesis/ Dissertation 63157</p>
<p>Graduate School Exit Survey Survey completed by PhD. And master's candidates regarding their experience as a Purdue Graduate Student.</p>	<p>Graduate School/YONG</p>	<p>Electronic summary kept permanently</p>	<p>Graduate School Practice</p>	<p>Electronic</p>	<p>Paper copies to confidential recycle bin after summarized electronically</p>	<p>James Mohler/IMA Office</p>	<p>James Mohler/67360</p>

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<p>Change of Duty Station (Form 33F) 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</p>	Graduate School/YONG; Original forwarded to Human Resources	Graduate School copy kept permanently	Graduate School Practice	Paper/Electronic	N/A	Graduate Programs Office	Laura Holladay/67360
<p>CIC Traveling Scholar Program Files CIC moved to a web-based system. All files purges.</p>	Graduate School/YONG	Permanently	CIC Practice	Paper/Electronic	N/A	Cynthia Lynch	C. Lynch/42598
<p>Comparative Assessment Reports Includes student demographics, degrees conferred, statistics, etc.</p>	Graduate School/YONG	Permanently	Graduate School Practice	Paper/Electronic	N/A	IMA Office	Jamie Mohler/66071
<p>Concentration Requests (G.S. Form 25) Requests from graduate programs to set up or change concentrations that appear on students' final transcripts</p>	Graduate School/YONG; requests forwarded to the Registrar on Form 710G	Permanently	Graduate School Practice	Paper/Electronic	N/A	Graduate Programs Office	Tina Payne/42601
<p>Grade Rosters for Grad Courses Courses used when departmental courses are not available and, then, only when approved for use by the Graduate School</p>	Graduate School/YONG	1 Year	Graduate School Practice	Paper/Electronic	Confidential Recycle Bin	Graduate Programs Office	Brittany Wright/67360
<p>Graduate Faculty Appointment Requests (Form 24) 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.</p>	Graduate School/YONG	Permanently	Graduate School Practice	Electronic	N/A	Graduate Programs Office	Laura Holladay/67360

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<p>Ombuds-Related Records 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 ombuds handwritten notes.</p>	Graduate School/YONG	1 Year	Consultation with Office of Dean of Students	Paper	Confidential Recycle Bin or Shred	Office of the Ombuds	Ombuds/42600
<p>Reciprocal Reduction of fees (IUPUI and WL) Requests Graduate School Form 31, 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.</p>	Graduate School/YONG	Central file purged every two years. Imaged permanently in student's Banner Document Management Suite record.	Graduate School Practice	Paper	Confidential Recycle Bin	Graduate School Records	Graduate Records/ 42600
<p>Signature Authority Requests/Records Record of authority given by heads of graduate programs to sign Graduate School forms for the head</p>	Graduate School/YONG	Permanently	Graduate School Practice	Paper/Electronic	Confidential Recycle Bin	Graduate Programs Office	Laura Holladay/67360
<p>Statistical Information A variety of reports focused on enrollment, graduate student appointments, and assessment</p>	Graduate School/YONG	Permanently	Graduate School Practice	Electronic	N/A	IMA Office	IMA / 42600
<p>Student Population Lists A variety of student cohorts provided in response to staff and outside requests.</p>	Graduate School/YONG	Permanently	Graduate School Practice	Electronic	N/A	IMA Office	IMA / 42600
<p>Surveys Requests from other institutions or national organizations on a variety of graduate education topics.</p>	Graduate School/YONG	Varies	Graduate School Practice	Paper/Electronic	Varies	IMA Office	IMA / 42600

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<p>Undergrad/Grad Courses Meeting Together Occasional requests from departments needing to offer an undergraduate and a graduate course together for one semester only.</p>	Graduate School/YONG	Permanently	Graduate School Practice	Paper/Electronic	Confidential Recycle Bin	Graduate Programs Office	Debbie Fellure/46963
<p>Historically Black Institutions (HBI) Visitation Program Rosters Rosters of students involved in HBI programs with student contact information included</p>	Graduate School/YONG	Retained permanently since 2007	Graduate School Practice	Paper/Electronic	Confidential Recycle Bin	Multicultural Programs	Melissa Danner/40945
<p>Recruitment Documents (Fairs, GRE Search Service, GEM, Project 1000, FAMU) Documents with student information used for inviting students to participate in HBI programs</p>	Graduate School/YONG	Retained permanently since 2007	Graduate School Practice	Paper/Electronic	Confidential Recycle Bin	Multicultural Programs	Melissa Danner/40945
<p>Summer Research Opportunity Program (SROP) and Committee on Institutional Cooperation (CIC) files All documents/forms used in the SROP/CIC Programs</p>	Graduate School/YONG	Retained permanently since 2007	Graduate School Practice	Paper/Electronic	Confidential Recycle Bin	Multicultural Programs	Melissa Danner/40945
<p>Fellow Applications 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.</p>	Graduate School/YONG	Permanently	Graduate School Practice	Electronic		Fellowship Office	N/A
<p>Graduate Student Fellowship Files Identifies the name of the student, the stats of his/her fellowship and how many fellowships the student may have and the time frame</p>	Graduate School/YONG	Permanently, Paper -2 years	Graduate School Practice	Paper/Electronic	Maintained in Graduate School Data Base	Fellowship Office	N/A

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Incentive Grants (Graduate Student) Applications submitted by graduate students which includes documentation that confirms the student applied for external and multi-year funding or dissertation fellowship funding	Graduate School/YONG	Permanently	Graduate School Practice	Electronic	Maintained in Graduate School Data Base	Fellowship Office	N/A
Fellowship Assignments GS Form 90 Document for setting up a fellowship and assuring tuition and fees are charged correctly	Graduate School/YONG	Paper maintained by SPS	Graduate School Practice	Paper	Paper maintained by SPS	Fellowship Office	N/A
Grad Council Minutes Record of Graduate Council actions taken at monthly meetings	Graduate School/YONG	Permanently	Graduate School Practice	Paper/Electronic	N/A	Graduate Programs Office	Debbie Fellure/46963
Graduate-Level Course Documents 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	Graduate School/YONG and Office of the Registrar	Permanently	Graduate School Practice and Office of the Registrar Practice	Paper/Electronic	N/A	Graduate Programs Office and Registrar's office	Debbie Fellure/46963 and Office of the Registrar
Other Graduate Council Documents Proposals for new graduate programs; requests for waivers to policies, Graduate Council meeting agendas; monthly administrative reports; and memoranda	Graduate School/YONG	Permanently	Graduate School Practice	Paper/Electronic	N/A	Graduate Programs Office	Tina Payne/42601
Activity Tracking Results of recruitment activities, such as the number of applications, admits, and enrolled from recruitment events, mailings, etc.	Graduate School/YONG	Summary reports retained permanently	Graduate School Practice	Electronic	N/A	Marketing and Communications Manager/Director	66588
Connect Prospect Data Records for individuals interested in Purdue's graduate programs. Records may be self-entered, collected at recruitment events, etc.	Graduate School/YONG	5 years	Graduate School Practice	Electronic	Archive and Purge	Marketing and Communications Manager/Director	66588

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Big 10+ Graduate School Expo Registration Data Student and recruiter registration forms, travel scholarship applications	Graduate School/YONG	1 year; electronic summary reports retained permanently	Graduate School Practice	Paper/Electronic	Paper copies sent to confidential recycle bin; Electronic registration forms purged; summary reports retained	Administrative Assistant	Chris Fugate/47287
Unsolicited Prospects 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.	Graduate School/YONG	5 years	Graduate School Practice	Electronic	Purged	Marketing and Communications Manager/Director	66588
Contact cards from fairs, presentations, etc	Graduate School/YONG	Destroyed upon entering in Connect	Graduate School Practice	Paper	Confidential recycle bin	Administrative Assistant	Chris Fugate/47287
Travel documents and registration information from recruitment events	Graduate School/YONG	3 years	Graduate School Practice	Paper	Confidential recycle bin	Administrative Assistant	Chris Fugate/47287
Paper Application Files hard copy version of the electronic application printed from the application system	OIGP/YONG	Purge one month following application decision deadline (Spring purge = May 15th)	OIGP Practice	Paper	Confidential recycle bin	Director/Manager	Gabauer/Musser
Letters of Recommendation Hard copy version of recommendation letters submitted electronically or via postal mail	OIGP/YONG	Purge one month following application decision deadline (Spring purge = May 15th)	OIGP Practice	Paper	Confidential Recycle Bin	Director/Manager	Gabauer/Musser
PDF Recommended (Did not accept offer) Application files-PULSe	OIGP/YONG	5 years on Z drive; all data collected in PULSe Admissions Database	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser
PDF Recommended (Did not accept offer) Application files-ESE	OIGP/YONG	5 years in Z drive; all data collected in ESE Admissions Database	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser

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PDF Recommended (Accepted Offer) Application Files--PULSe	OIGP/YONG	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
PDF Recommended (Accepted Offer) Application Files-ESE	OIGP/YONG	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
PDF Denied Application Files PULSe	OIGP/YONG	Purge one month following application decision deadline (Spring purge = May 15th)	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser
PDF Denied Application Files ESE	OIGP/YONG	Purge one month following application decision deadline (Spring purge = May 15th)	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser
PDF All Application Files CTSI	OIGP/YONG	Permanently	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser
Statistical Data on Recruitment, Admissions , and Enrollment Data tables maintained by the Data Coordinator to serve as a reference regarding recruitment, admissions and enrollment	OIGP/YONG	Permanently	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser

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<p>Enrollment Survey Summary Data Survey that includes applicant responses to questions regarding admits decision to accept or decline an offer of admission</p>	OIGP/YONG	Permanently	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser
<p>CTSI Survey Annual Update for NIH Data collected on all CTSI predoctoral trainees for grant reporting purposes</p>	OIGP/YONG	Permanently	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser
<p>Student Academic Record Files Files that record a student's academic standing from the beginning to the end of the student's graduate career.</p>	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	Electronic/Paper	Confidential Recycle Bin	Director/Manager	Gabauer/Musser
<p>Preliminary Examination Data 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, deadlines, Training Group affiliations, and results.</p>	OIGP/YONG	Permanently	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser
<p>Degree Data by Program 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)</p>	OIGP/YONG	Permanently	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser

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<p>Alumni Addresses by Program 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)</p>	<p>OIGP/YONG</p>	<p>Permanently</p>	<p>OIGP Practice</p>	<p>Electronic</p>	<p>N/A</p>	<p>Director/Manager</p>	<p>Gabauer/Musser</p>
<p>Executive Committee Minutes and Handouts 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.</p>	<p>OIGP/YONG</p>	<p>Permanently</p>	<p>OIGP Practice</p>	<p>Electronic/Paper</p>	<p>N/A</p>	<p>Director/Manager</p>	<p>Gabauer/Musser</p>
<p>Faculty Roster and Committee Files 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.</p>	<p>OIGP/YONG</p>	<p>Permanently</p>	<p>OIGP Practice</p>	<p>Electronic</p>	<p>N/A</p>	<p>Director/Manager</p>	<p>Gabauer/Musser</p>
<p>Student Organization Minutes The minutes from each PULSe student organization meeting are kept in an electronic file and organized by academic year.</p>	<p>OIGP/YONG</p>	<p>Permanently</p>	<p>OIGP Practice</p>	<p>Electronic</p>	<p>N/A</p>	<p>Director/Manager</p>	<p>Gabauer/Musser</p>

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<p>Event Data for Retreat, Open House, Recruitment Weekend, Individual Visits, Orientation Week, etc. Each PULSe event has its own electronic folder, which consists of files related to the planning of each event and is organized by year</p>	OIGP/YONG	Electronic records kept permanently, paper records kept for 2 years; necessary items scanned	OIGP Practice	Electronic/Paper	Confidential Recycle Bin	Director/Manager	Gabauer/Musser
<p>Program Handbooks Student and faculty versions are updated on an annual basis; the electronic versions are stored permanently. Web versions are updated annually.</p>	OIGP/YONG	Permanently	OIGP Practice	Electronic	Confidential Recycle Bin	Director/Manager	Gabauer/Musser
<p>Newsletter 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.</p>	OIGP/YONG	Permanently	OIGP Practice	Electronic	N/A	Data Coordinator	Gabauer/Musser
<p>Faculty Membership and Student Enrollment Data on all IGP's This includes statistical figures on faculty membership and student enrollment data on all interdisciplinary graduate programs, which is updated annually every fall.</p>	OIGP/YONG	Permanently	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser
<p>GS Form 25 Concentration 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</p>	OIGP/YONG	Permanently	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser
<p>Awards There are PDF application files for annual PULSe and OIGP student awards (some of which include letters of recommendation). Summary records are also kept for PULSe travel awards</p>	OIGP/YONG	Permanently	OIGP Practice	Electronic	N/A	Director/Manager	Gabauer/Musser

Record Retention Collection Worksheet
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Multicultural Visitation Program Rosters all students with contact information and program information	Graduate School/YONG	Rosters kept permanently, other documents purged yearly	Graduate School Practice	Electronic/Paper	Confidential Recycle Bin	AGEP Secretary/Coordinator	47899
Multicultural Visitation Program Applications	Graduate School/YONG	Purged yearly	Graduate School Practice	Paper	Confidential Recycle Bin	AGEP Secretary/Coordinator	47899
Scholars Awards	Graduate School/YONG	Permanently	Graduate School Practice	Electronic	N/A	AGEP Secretary/Coordinator	47899
Scholars Applications	Graduate School/YONG	Purged yearly	Graduate School Practice	Paper	Confidential Recycle Bin	AGEP Secretary/Coordinator	47899
Student Travel Awards	Graduate School/YONG	Electronic - kept permanently. Paper purged yearly	Graduate School Practice	Electronic/Paper	NA Confidential Recycle bin	AGEP Secretary/Coordinator	47899
Faculty Funding	Graduate School/YONG	Electronic - kept permanently. Paper purged yearly	Graduate School Practice	Electronic/Paper	N/A Confidential Recycle Bin	AGEP Secretary/Coordinator	47899
Bridge Roster	Graduate School/YONG	Electronic - kept permanently. Paper purged yearly	Graduate School Practice	Electronic/Paper	N/A	AGEP Secretary/Coordinator	47899
AGEP Eligible Students	Graduate School/YONG	Permanently	Graduate School Practice	Electronic	N/A	AGEP Secretary/Coordinator	47899
IRB Consent Forms, Survey, & Data	Graduate School/YONG	Permanently	Graduate School Practice	Electronic/Paper	N/A	AGEP Secretary/Coordinator	47899
Recruitment Names	Graduate School/YONG	Permanently	Graduate School Practice	Electronic	Retained 5 years	AGEP Secretary/Coordinator	47899
Grant submission & related materials	Graduate School/YONG	Permanently	Graduate School Practice	Electronic	N/A	AGEP Secretary/Coordinator	47899
Grant Reports, Data	Graduate School/YONG	Permanently	Graduate School Practice	Electronic	N/A	AGEP Secretary/Coordinator	47899

updated: 5/11/2017