



# Miami University Records Retention Schedule

Accounting

## Record Series

## Retention

## Disposition

*Accounts Payable*

6 years

Destroy

Invoices

Bill for goods or services received.

[MU Policy](#)

*Accounts Payable Records*

4 years

Destroy

Documentation regarding amounts owed on open account for goods or services received. Includes bills for goods or services received, journals in which accounts payable and their payments are recorded (e.g., ledgers, voucher registers)

*Accounts Receivable*

4 years

Destroy - Secured

Amounts due from others on open accounts as a result of providing goods or services.

*Annuity Records*

4 years

Destroy - Secured

Statement of payroll deduction for employees' annuity plans.

*Bad Debt Records*

4 years

Destroy - Secured

Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.

*Balance Sheets*

4 years

Destroy - Secured

A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.

*Cash Accounting Records*

4 years

Destroy - Secured

Includes documentation regarding the disbursement and receipts of cash. Includes Cash Book (record of cash transactions showing running balance); Cash Disbursement Journals (special journal used exclusively to record disbursements of cash); Cash Journal (journal of cash received); Cash Register Tapes & Receipts.



# Miami University Records Retention Schedule

Accounting

## Record Series

## Retention

## Disposition

### *Chart of Accounts*

5 years

Destroy

A list of the accounts used by an organization with each account usually assigned a number or code.

[MU Policy](#)

### *Cost Accounting*

6 years

Destroy

Record analyzing cost for producing certain items or performing certain tasks.

[MU Policy](#)

### *Credit Card Receipts*

4 years

Destroy - Secured

Other than Pcard

Credit card receipts created through the sales of goods and services by the university. Destroy media containing cardholder data when it is no longer needed for business or legal reasons and requirements of credit card companies.

[MU Policy](#)

### *Expenditure Report*

4 years

Destroy - Secured

Periodic reports of expenditures, usually by department or account.

### *Fixed Assets Records*

ACT+6

Destroy

Inventory and other information maintained on capitalized assets (structures, site improvements, machinery & equipment, information systems, furniture & fixtures, and vehicles)

### *General Ledgers*

6 years

Destroy - Secured

A book containing a summary or detail of all transactions affecting the accounts of an institution.

[Review for continuing historical value and transfer to institutional Archives.](#)

### *Invoices*

4 years

Destroy - Secured

Bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment.



# Miami University Records Retention Schedule

Accounting

## Record Series

## Retention

## Disposition

*Journals*

4 years

Destroy - Secured

The record in which financial transactions are first recorded before being posted as a debt or credit to an account in a ledger. A chronological documentation of transactions.

*Payroll*

ACT+15

Destroy - Secured

Special pay for faculty

MU Policy

*Payroll Records*

4 years

Destroy - Secured

Payroll documentation including checks, payroll deduction authorizations, (all forms used to authorize deductions); change reports (bi-weekly listings of payroll adjustments through personnel concerning full- or part-time employee status, i.e., new employee, promotion, reclassification, leave of absence, lateral transfers, removals. Arranged by pay period.

*Petty Cash Records*

4 years

Destroy - Secured

*Procurement Card (Pcard)*

5 years

Destroy - Secured

Documentation

Including: statements from bank regarding Pcard use, transaction forms, and other supporting documentation.

Original receipts retained in department of card owner. MU Policy

*Requisitions*

4 years

Destroy

Forms used to order good and services.

*Royalty Payments*

4 years

Destroy - Secured



# Miami University Records Retention Schedule

Accounting

## Record Series

## Retention

## Disposition

### *Student Accounting Records*

4 years

Destroy - Secured

Documentation on individual students' paid/unpaid accounts; records of canceled registrations, including amount owed & reason; correspondence; account activity record; insurance records; tuition remission records.

### *Student Accounting Records*

ACT+8

Destroy - Secured

#### Dorm Contracts

Actual agreement and Release Files between students and residence halls governing room and board and fee. Includes application, correspondence, meal plan authorizations, and record of decision reached concerning request to break contracts.

[Contracts, external](#)

### *Student Accounting Records*

4 years

Destroy - Secured

#### Financial Aid

Includes documentation of award amounts disbursed (name, type, amount of award); canceled checks/stubs, check journals showing payments for financial aid made to students; Accounting Billing Letters (concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money)

### *Student Accounting Records*

4 years

Destroy - Secured

#### Insurance Records

Record of students enrolled in university or college health program.

### *Subsidiary Ledgers*

4 years

Destroy - Secured

A book of accounts of an institution.

### *Telephone Expense Records*

4 years

Destroy - Secured

Periodic reports of long distance and local phone charges.

### *Travel Reimbursement Records*

4 years

Destroy - Secured

Documentation of expenses incurred on official institutional travel.



# Miami University Records Retention Schedule

Accounting

## Record Series

## Retention

## Disposition

*Unemployment Insurance Payments*

4 years

Destroy - Secured

*Vending Commission Income Records*

4 years

Destroy - Secured

Record of money received as commission on vending contracts.

*Vouchers*

6 years

Destroy

A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction.

[MU Policy](#)

*Workers Compensation Payments*

4 years

Destroy - Secured



# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

*Academic Grievance Files*

ACT+6

Archival Review

Files documenting grievances of students against faculty members.

Review for continuing administrative and historical value and potential transfer to institutional Archives.

*Admissions*

6 years

Destroy

**Applicant Flow Data File**

Statistical information, percentages dealing with race, religion, sex, etc.

*Admissions*

ACT+1

Destroy - Secured

**Applicants who do Matriculate**

**Advanced Placement Records**

Forms and records supporting consideration for advanced placement in course(s) where no credit is granted.

*Admissions*

ACT+1

Destroy - Secured

**Applicants who do Matriculate**

**Applications for Admission or Readmission**

Forms requesting admission or readmission to the institution.

*Admissions*

ACT+1

Destroy - Secured

**Applicants who do Matriculate**

**Correspondence**

Forms requesting admission or readmission to the institution.

*Admissions*

ACT+1

Destroy - Secured

**Applicants who do Matriculate**

**Entrance Examination & Placement Test Reports**

Standardized test scores related to admission to the institution and placement test scores.

*Admissions*

ACT+1

Destroy - Secured

**Applicants who do Matriculate**

**Letters of Recommendation**

Letters of reference supporting application to the institution.



# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

### *Admissions*

ACT+1

Destroy - Secured

Applicants who do Matriculate

Medical Records

Medical records related to application to the institution.

### *Admissions*

ACT+7

Destroy - Secured

Applicants who do Matriculate

Medical Records of Registered Students

Student counseling records case notes

MU Policy

### *Admissions*

ACT+3

Destroy - Secured

Applicants who do Matriculate

Personalized Recruitment Materials

Student-specific letters related to encouraging potential student to attend the institution.

VA regulations require that all recruitment materials be retained 3 years.

### *Admissions*

ACT

Returned to student

Applicants who do Matriculate

Portfolios

Retain until the admission determination is made and the student is advised of the admission decision. MU Policy

### *Admissions*

ACT+1

Destroy - Secured

Applicants who do Matriculate

Transcripts

High School

Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.



# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

### *Admissions*

ACT+1

Destroy - Secured

Applicants who do Matriculate

Transcripts

Other Institutions of Higher Learning

Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.

Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.

### *Admissions*

ACT+1

Destroy - Secured

Applicants who do Matriculate

Transfer Credit Evaluations

### *Admissions*

ACT+1

Destroy - Secured

Applicants who do not Matriculate

Acceptance Letters

Student-specific correspondence relating to admission and enrollment at the institution.

### *Admissions*

1 year

Destroy - Secured

Applicants who do not Matriculate

Acceptance Letters

Letters notifying students of acceptance or non-acceptance to the institution.

### *Admissions*

ACT+3

Destroy - Secured

Applicants who do not Matriculate

Access To See Letters of Recommendation Waiver

Student waivers for rights of access to see Letters of Recommendation for Admission.

### *Admissions*

1 year

Destroy - Secured

Applicants who do not Matriculate

Advanced Placement Records

Forms and records supporting consideration for advanced placement in course(s) where no credit is granted.





# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

### *Admissions*

1 year

Destroy - Secured

Applicants who do not Matriculate

Applications for Admission or Readmission

Forms requesting admission or readmission to the institution.

### *Admissions*

1 year

Destroy - Secured

Applicants who do not Matriculate

Correspondence

Forms requesting admission or readmission to the institution.

### *Admissions*

1 year

Destroy - Secured

Applicants who do not Matriculate

Entrance Examination & Placement Test Reports

Standardized test scores related to admission to the institution and placement test scores.

### *Admissions*

ACT+3

Destroy - Secured

Applicants who do not Matriculate

Foreign Student Forms

I-20 and other forms.

Since many items included in foreign students' records are to be retained for at least five years, it is recommended that Immigration and Naturalization Service documentation also be retained five years.

### *Admissions*

1 year

Destroy - Secured

Applicants who do not Matriculate

Letters of Recommendation

Letters of reference supporting application to the institution.

### *Admissions*

1 year

Destroy - Secured

Applicants who do not Matriculate

Medical Records

Medical records related to application to the institution.



# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

### *Admissions*

ACT+3

Destroy - Secured

Applicants who do not Matriculate

Personalized Recruitment Materials

Student-specific letters related to encouraging potential student to attend the institution.

VA regulations require that all recruitment materials be retained 3 years.

### *Admissions*

6 years

Destroy - Secured

Applicants who do not Matriculate

Residency Status Documents

Documents supporting determination of legal domicile (residency).

### *Admissions*

1 year

Destroy - Secured

Applicants who do not Matriculate

Transcripts

High School

Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.

### *Admissions*

1 year

Destroy - Secured

Applicants who do not Matriculate

Transcripts

Other Institutions of Higher Learning

Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.

Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.

### *Admissions*

3 years

Destroy - Secured

Graduate Student

Program Inquiries

MU Policy

### *Admissions*

ACT

Destroy - Secured

Students who do not Matriculate

Portfolios

Retain until the admission determination is made and the student is advised of the admission decision. Return to student according to department policy. MU Policy



# Miami University Records Retention Schedule

Education & Student

Record Series	Retention	Disposition
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<b>Classes</b> <b>Audit Authorizations</b> Approval forms to audit a class.	ACT+3	Destroy - Secured
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<b>Classes</b> <b>Change of Course Schedule (Add/Drop)</b>	ACT+1	Destroy - Secured
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<b>Classes</b> <b>Class Schedules (Students)</b> Lists of classes student took a given term.	ACT+1	Destroy - Secured
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<b>Classes</b> <b>Credit by Examination Form</b>	IND	Permanent
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<b>Classes</b> <b>Credit/No Credit Approvals</b> Review for continuing administrative and historical value and potential transfer to institutional Archives.	ACT+3	Archival Review
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<b>Classes</b> <b>Evaluations, Class/Course</b> Summary evaluations of course by students. <a href="#">MU Policy (2012)</a>	6 years	Destroy
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<b>Classes</b> <b>Independent Study Permits</b> <a href="#">MU Policy</a>	ACT+3	Destroy - Secured
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<b>Classes</b> <b>Official Class Roster</b> Lists of students enrolled for individual classes.	ACT+3	Destroy - Secured
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# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

*Classes*  
Pass/Fail Request

ACT+1

Destroy - Secured

*Classes*  
Registration/Enrollment Forms

ACT+3

Destroy - Secured

*Classes*  
Syllabi

ACT+6

Archival Review

Course syllabi faculty distribute to students.

[Review for continuing administrative and historical value. MU Policy](#)

*Classes*  
Tests and Exams

ACT+1

Destroy - Secured

The actual exam (paper copy or electronic)

[Retain one year after end of term. MU Policy](#)

*Classes*  
Withdrawal Authorizations

ACT+3

Destroy - Secured

*Curriculum*  
Catalogs

IND

Archival Review

Official course bulletins of the institution.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

*Curriculum*  
Continuing Education  
Course proposals  
Not approved

1 year

Destroy

[MU Policy](#)



# Miami University Records Retention Schedule

Education & Student

Record Series	Retention	Disposition
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<p><i>Curriculum</i></p> <p>Continuing Education</p> <p>Course proposals</p> <p>Approved</p> <p>MU Policy</p>	6 years	Destroy
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<p><i>Curriculum</i></p> <p>Development Files</p> <p>Files documenting approval of new programs and degrees.</p> <p>Review for continuing historical value and potential transfer to institutional Archives.</p>	IND	Archival Review
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<p><i>Curriculum</i></p> <p>Schedule of Classes (Departmental)</p> <p>Department worksheets (electronic or hard copy) informing Registrar of courses department will teach each semester.</p> <p>MU Policy</p>	ACT+1	Destroy
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<p><i>Curriculum</i></p> <p>Schedule of Classes (Institutional)</p> <p>Schedule of classes offered each term by the institution.</p> <p>Review for continuing historical value and potential transfer to institutional Archives.</p>	IND	Archival Review
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<p><i>Financial Aid</i></p> <p>General</p> <p>Non-Recipient Files</p> <p>Copy of FAF for students who did not receive aid or enter the university or college.</p>	1 year	Destroy - Secured
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<p><i>Financial Aid</i></p> <p>Non U.S. Department of Education Funding</p> <p>General Administrative</p> <p>Annual Interim Fiscal Operations Reports</p> <p>Reports to federal government on expenditures for federal programs.</p> <p>Review for continuing administrative or historical value and potential transfer to institutional Archives.</p>	ACT+6	Destroy - Secured
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# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

### *Financial Aid*

ACT+1

Destroy - Secured

Non U.S. Department of Education Funding

National Guard Scholarship Rosters

Lists of students receiving scholarships from the Ohio National Guard.

[Review for continuing administrative and historical value and potential transfer to institutional Archives.](#)

### *Financial Aid*

ACT+1

Destroy - Secured

Non U.S. Department of Education Funding

Ohio Academic Scholarship Rosters

Lists of students receiving scholarships for current academic year.

[Review for continuing administrative and historical value and potential transfer to institutional Archives.](#)

### *Financial Aid*

ACT+6

Destroy - Secured

Non U.S. Department of Education Funding

Ohio Bureau of Vocational Rehabilitation Grants Files

Record of awards by state agency for handicapped students.

### *Financial Aid*

ACT+1

Destroy - Secured

Non U.S. Department of Education Funding

Ohio Instructional Grants

Files

Record submitted by student for payment of fees. Eventually sent to OBOR for payment.

[Review for continuing administrative and historical value and potential transfer to institutional Archives.](#)

### *Financial Aid*

ACT+6

Destroy - Secured

Non U.S. Department of Education Funding

Ohio Instructional Grants

Rosters

List of students receiving grants for current academic year.



# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

### *Financial Aid*

ACT+6

Destroy - Secured

Non U.S. Department of Education Funding

#### Student Files

Files on recipients: FAF's & FAF need analysis reports, parental tax files, award letters, Statement of Educational Progress, grants-in-aid documentation, guaranteed student loan applications, health profession & nursing loan files, scholarships, National Merit Scholarships, graduate assistants, sponsored student accounts.

### *Financial Aid*

ACT+6

Destroy - Secured

Non U.S. Department of Education Funding

#### Work-Study Student Files

Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.

### *Financial Aid*

ACT+3

Destroy - Secured

U.S. Department of Education Funding

#### Federal Loan Check Registers

Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans.

### *Financial Aid*

ACT+3

Archival Review

U.S. Department of Education Funding

#### General Administrative

#### Annual Interim Fiscal Operations Reports

Reports to federal government on expenditures for federal programs.

*Review for continuing administrative or historical value and potential transfer to institutional Archives.*

### *Financial Aid*

ACT+3

Destroy - Secured

U.S. Department of Education Funding

#### Student Files

Files on recipients, including: FAF's, and FAF need analysis reports, parental tax files, draft registration compliance record, award letters, Statement of Educational Progress, Basic Education Opportunity Grant (Pell) Files, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, graduate assistantships, sponsored student accounts.



# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

### *Financial Aid*

ACT+3

Destroy - Secured

U.S. Department of Education Funding

Work-Study Student Files

Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.

### *Grades*

IND

Permanent

Change of Grade Forms (Update Documents)

### *Grades*

ACT+6

Destroy - Secured

Faculty Grade Book

(paper or electronic) Used for storing and computing assessment grades for exams, quizzes, presentations, or other student grades.

[MU Policy](#)

### *Grades*

IND

Permanent

Faculty Grade Report (Grade or narrative)

Copy of grade reports as submitted to registrar by faculty.

### *Grades*

ACT+1

Destroy - Secured

Grade Reports (Registrar's Copies)

Copy of grade report as sent to student. Grade or narrative.

### *Grades*

IND

Archival Review

Grade Statistics

[Review for continuing administrative and historical value and potential transfer to institutional Archives.](#)

### *Graduation*

ACT+1

Destroy - Secured

Applications for Graduation





# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

*Graduation*

IND

Archival Review

Commencement Programs

Review for continuing administrative and historical value and potential transfer to institutional Archives.

*Graduation*

ACT+1

Destroy - Secured

Graduation Authorizations

Documents certifying completion of degree requirements.

*Graduation*

IND

Archival Review

Graduation Lists

Review for continuing administrative and historical value and potential transfer to institutional Archives.

*Head Start*

ACT+5

Destroy - Secured

Documents of Head Start meetings and grantee level matters.

*IPEDS Report*

IND

Destroy - Secured

Integrated Post-secondary Education Data System

*OBOR Report*

IND

Destroy

Ohio Board of Regents

*Placement Files*

ACT+1

Destroy - Secured

Files maintained on alumni for purposes of career placement. Includes credentials, letters of recommendations, etc. Students pay to have credentials maintained.

*Requests*

ACT+3

Destroy - Secured

Disclosures of Personally Identifiable Information



# Miami University Records Retention Schedule

Education & Student

Record Series	Retention	Disposition
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<i>Requests</i> Health Insurance Waivers  Signed waiver indicating student's acceptance or waiver of university student health insurance.	1 year	Destroy - Secured
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<i>Requests</i> Student Requests for Nondisclosure of Directory Information	ACT+3	Destroy - Secured
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<i>Requests</i> Student's Written Consent for Records Disclosure	ACT+3	Destroy - Secured
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<i>Research</i> Graduate Students  No external funding or intellectual property <a href="#">MU Policy</a>	ACT+6	Destroy - Secured
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<i>Research</i> Grants Files Awarded  Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations.  <a href="#">Review for continuing administrative and historical value and potential transfer to institutional Archives.</a>	ACT+5	Archival Review
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<i>Research</i> Grants Files Awarded State Only  Files containing proposal, budgets, accounting information on grants received by faculty members from state agencies.  <a href="#">MU Policy</a>	ACT+6	Destroy - Secured
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# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

*Research*

ACT+7

Archival Review

Grants Files

Discovery Center

Includes project files, grant model school research files, budget, program files.

Review for continuing administrative and historical value and potential transfer to institutional Archives. MU Policy

*Research*

1 year

Destroy - Secured

Grants Files

Not Awarded

Applications and proposals by faculty for grants that were not funded.

*Research*

ACT+10

Archival Review

Research Protocol Committee Files

Includes lists of protocols to be considered, new reviews, approvals, requests, and revised protocol forms.

Review for continuing administrative and historical value and potential transfer to institutional Archives.

*Research*

ACT+3

Destroy - Secured

Research Protocol Records

Includes protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file.

*Statistics*

IND

Destroy

Degree

*Statistics*

IND

Archival Review

Enrollment

*Statistics*

IND

Destroy - Secured

Racial/Ethnic



# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

### *Student Disciplinary Files*

Destroy - Secured

Files maintained by student affairs on students who have been accused of disciplinary violations.

[See Miami University Student Handbook Code of Student Conduct, Disciplinary Records. MU Policy](#)

### *Student Records*

IND

Permanent

### Academic Records

Record of academic work pursued, including: grades, competency assessments, etc.

### *Student Records*

IND

Permanent w/in  
Department or Unit

### Academic Records

### Graduate Students

[MU Policy](#)

### *Student Records*

ACT+1

Destroy - Secured

### College or Departmental Office Files

Files maintained in individual college and department offices on students enrolled in that college or department. Includes transcripts, letters of recommendation, etc. Includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled.

### *Student Records*

ACT+3

Destroy - Secured

### Continuing Education

Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.

### *Student Records*

ACT+1

Destroy - Secured

### Correspondence

Student-specific correspondence (other than admissions).

### *Student Records*

ACT+1

Destroy - Secured

### Program Requirement Modification

Change of major forms; degree requirement waiver or substitution authorization.



# Miami University Records Retention Schedule

Education & Student

## Record Series

## Retention

## Disposition

*Student Records*

ACT+3

Destroy - Secured

Transcript Requests (other than student requested)

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*Student Records*

ACT+3

Destroy - Secured

Veterans Administration Records and Correspondence

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*Tuition and Fee Schedule*

IND

Archival Review

Listing of fee charges for each term by an institution.

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# Miami University Records Retention Schedule

Environmental

## Record Series

## Retention

## Disposition

*Environmental Monitoring Records*

5 years

Destroy - Secured

*Radioactive Materials*

IND

Permanent

Transportation Records

DOT transfer record; Authorization for shipment of RAM; and Off-site transfers.

*Radioactive Materials*

ACT+3

Destroy - Secured

Waste Records

RAM use cards, specific use, and disposal information.

*Space Utilization Request Forms*

10 years

Destroy

[MU Policy](#)



# Miami University Records Retention Schedule

Finance

## Record Series

## Retention

## Disposition

*Annual Financial Report*

10 years

Archival Review

Consolidated year-end report of financial situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and student services areas. May include audit report.

[Review for continuing historical value and potential transfer to institutional Archives. MU Policy](#)

*Audit Report*

4 years

Archival Review

External

Final report of state or independent auditor.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

*Audit Report*

SUP

Destroy - Secured

Internal

Final report internal auditor.

[Until superseded by new internal audit; but no longer than 10 years. MU Policy](#)

*Bank Deposits*

4 years

Destroy - Secured

Record of deposits in banking institutions.

*Bank Reconciliations*

4 years

Destroy - Secured

Explanation of differences between bank statement balance and actual balance.

*Bank Statements*

4 years

Destroy - Secured

Periodic statement of bank balances.

*Bids*

ACT+5

Destroy

Accepted

For purchases.



# Miami University Records Retention Schedule

Finance

## Record Series

## Retention

## Disposition

### *Bids*

3 years

Destroy

### Rejected

For purchases.

### *Bond Registers*

ACT+6

Destroy - Secured

Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.

### *Budget*

ACT+1

Destroy

### Institutional

Final, approved, yearly budget for institution, usually in printed form.

[Review for continuing historical value and potential transfer to institutional Archives](#)

### *Budget*

ACT+1

Archival Review

### Planning Documents

Budget requests, including program plans for coming year, usually by cost center.

[Review for continuing historical value and potential transfer to institutional Archives](#)

### *Budget*

ACT+4

Destroy

### Transfers

[MU Policy](#)

### *Canceled Checks*

4 years

Destroy - Secured

Checks deposited by remote capture are retained in a secure location for a period of 14 days at which time they are destroyed. Banking industry standard.

### *Check Register*

4 years

Destroy - Secured

Book or original entry for all cash disbursements paid by check.





# Miami University Records Retention Schedule

Finance

## Record Series

## Retention

## Disposition

### *Delivery Slips*

3 years

Destroy

Documents sent with purchased goods indicating item(s) shipped.

---

### *Endowment Fund Reports*

ACT+6

Destroy - Secured

#### Annual

Annual report of funds received and expended by endowment accounts. May be in form of report to donors.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

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### *Endowment Fund Reports*

ACT+6

Destroy - Secured

#### Periodic

Periodic report of funds collected or expended by endowment accounts.

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### *Purchase Orders*

ACT+5

Destroy

Purchasing Office's copy of order to a supplier authorizing purchase of goods.

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# Miami University Records Retention Schedule

General  
Administrative

## Record Series

## Retention

## Disposition

### *Accreditation Files*

4 years

Archival Review

University, college or department files documenting accreditation review by accrediting agencies.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

### *Bookstore Management Documentation*

4 years

Destroy - Secured

Including buy-back records, cash drawer sign-out sheets, cashier balancing forms, charge forms, mark-up/mark-down sheets, merchandise return records, and special orders.

### *Input Documents*

SUP

Destroy - Secured

Copies of records or forms designed and used solely for data input and control.

### *NCAA Compliance Records*

7 years

Destroy - Secured

[MU Policy \(2014\)](#)

### *Organizational Charts*

ACT+10

Archival Review

[Review for continuing historical value and potential transfer to institutional Archives.](#)

### *Pre-School Program*

ACT+6

Destroy - Secured

#### Attendance Records

Pre-School Attendance and Emergency Sheets.

### *Pre-School Program*

IND

Permanent

#### Children's Files

Includes screening evaluation forms, contracts, parental and developmental information, reports from outside agencies, examples of student work, health records from physicians, and information from Social Services coordinator.



# Miami University Records Retention Schedule

General  
Administrative

## Record Series

## Retention

## Disposition

*Program Review Files*

IND

Archival Review

All documents associated with the review cycle of academic departments/programs.

Review for continuing administrative and historical value and potential transfer to institutional Archives. MU Policy

*Records Destruction Documentation*

10 years

Destroy - Secured

*Subject Files*

3 years

Destroy - Secured

**General Administrative**

Files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices [Note: excludes President, Vice President, Director, Dean, or Chair and other upper level administrative offices].

MU Policy

*Subject Files*

3 years

Archival Review

**President, Vice President, Director, Dean, or Chair**

Files of correspondence, reports, memoranda, etc., documenting activities of these upper level administrative offices.

Review for continuing historical value and potential transfer to institutional Archives.

*Surplus Property Documentation*

ACT+6

Destroy

*Transient Records*

Destroy

All informal and/or temporary messages (including but not limited to those stored in e-mail and voice mail, including .wav audio files) and all notes and all drafts used in the production of public records by any Miami University employee. Transient material also includes anonymous, unsigned and/or unsolicited written or electronic materials, including but not limited to anonymous student complaints, anonymous writings from individuals inside or outside the institution and voice mail messages. This includes tape recordings of University Senate and Board of Trustees meetings. Retain until no longer of administrative value.

In order to prevent accidental deletion, voice mail is retained on the University server for a period of 30 days. Voice mail content that may be identified as a record should be moved to a medium that supports recordkeeping, e.g. email. MU Policy



# Miami University Records Retention Schedule

General  
Administrative

**Record Series**

**Retention**

**Disposition**

*University Governance Files*

3 years

Archival Review

Files of minutes of boards, committees, and other governance groups documenting official actions of governing bodies.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

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# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

*Affirmative Action*

ACT+6

Destroy - Secured

Complaint Files

Record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically.

*Affirmative Action*

6 years

Destroy - Secured

EE-06 Report [EEOC]

Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees.

*Affirmative Action*

6 years

Destroy

Plan Files

Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

*Affirmative Action*

6 years

Destroy - Secured

Position Applicant Files

Record of affirmative action procedures followed for university or college position openings. Files include position request and authorization forms, job descriptions, appointment activity record, proof of citizenship, chronological data on search and correspondence. Files divided into faculty, contract and classified staff headings. The classified staff portion is comprised of statistical data sent to Affirmative Action Office by Personnel Office. Under these headings, files are arranged alphabetically by department or office.

*Classified Staff Report*

1 year

Destroy - Secured

Monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range / step, suspensions, terminations, etc.

*Classified Staff Report*

6 years

Archival Review

Categorical Summary

Listing of civil service employees categorized by race and sex.

[Review for continuing administrative or historical value and potential transfer to institutional Archives.](#)



# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

### *Classified Staff Report*

3 years

Destroy - Secured

### Surveys, Wage and Fringe Benefit

Surveys conducted by the university or college with area organizations in an effort to acquire comparative data regarding wage and fringe benefit programs.

### *Classified Staff Report*

5 years

Destroy - Secured

### Suspension Files

Record of suspended university or college employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.

### *Classified Staff Report*

4 years

Destroy - Secured

### Union Dues Membership List

Copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department.

### *Collective Bargaining Agreements*

ACT+5

Archival Review

Review for continuing administrative or historical value and potential transfer to institutional Archives.

### *Department Assistance File*

1 year

Destroy

### Classified Staff

Correspondence documenting Personnel Office services to university or college departments regarding classified staff positions.

### *Employment*

6 years

Destroy - Secured

### Alien Certification Files

Records of employee requests made to the Department of Labor and Immigration and Naturalization for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation. Files arranged alphabetically.



# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

### *Employment*

6 years

Destroy - Secured

#### Classified Staff

#### Applicant Card Files

Reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions.

[MU Policy](#)

### *Employment*

6 years

Destroy - Secured

#### Classified Staff

#### Application Files

Includes application form, resume, test results, referral and interview data.

[MU Policy](#)

### *Employment*

6 years

Destroy - Secured

#### Classified Staff

#### Canceled Position File

Application forms, correspondence sent and received concerning positions that have been canceled.

[MU Policy](#)

### *Employment*

ACT+3

Destroy - Secured

#### Classified Staff

#### Certification Files

Record of employees who have attained certification in their classification. May include log book and printouts.

### *Employment*

3 years

Destroy

#### Classified Staff

#### Personnel Requisitions

Departmental request placed whenever a position within the department becomes vacant.

### *Employment*

3 years

Destroy - Secured

#### Classified Staff

#### Selection Criteria Form

Form providing an explanation as to why a person was or was not hired for a university or college position.



# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

*Employment*

6 years

Destroy - Secured

Faculty

Application Files - Non-hires

Contains application, correspondence, resumes, etc. from applicants for positions.

[MU Policy](#)

*Employment*

6 years

Destroy - Secured

Faculty

Declinations Files

Contracts, recommendations, letters of people who have declined positions.

[MU Policy](#)

*Employment*

ACT+15

Faculty

Disciplinary Files

Findings should go in personnel file and follow retention

[MU Policy \(2007\)](#)

*Employment*

ACT+15

Destroy - Secured

Faculty

Promotion & Tenure Files

Recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file.

[Review for continuing administrative or historical value and potential transfer to institutional Archives. MU Policy.](#)

*Employment*

6 years

Destroy - Secured

Faculty

Search Committee

Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, authorization to hire forms.

[MU Policy](#)

*Employment*

2 years

Destroy - Secured

Graduate Assistants

Enrollment Report

[MU Policy](#)





# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

*Employment*

3 years

Destroy - Secured

Graduate Assistants

Letters of Offer

[MU Policy](#)

*Employment*

3 years

Destroy - Secured

Residence Hall Advisers

Not Selected

Files on candidates not selected as residence hall advisors.

*Employment*

ACT+6

Destroy - Secured

Residence Hall Advisers

Selected

Files on candidates selected for employment as residence hall advisors.

*Employment*

6 years

Destroy - Secured

Staff

Applicant Files

Resumes on file

[MU Policy](#)

*Employment*

6 years

Destroy - Secured

Staff

Recruitment/Search

Staff search files. May contain position authorization forms, job descriptions, minutes, applicants' credentials, search chronologies, authorization to hire forms, correspondence.

[MU Policy](#)

*Employment*

ACT

Destroy

Student

Summer Contracts

Flyers for on- and off-campus employment opportunities.

*Employment*

ACT+1

Destroy - Secured

Verification

[MU Policy](#)



# Miami University Records Retention Schedule

Human Resources

Record Series	Retention	Disposition
---------------	-----------	-------------

<i>Employment Forms</i> 1099	6 years	Destroy - Secured
---------------------------------	---------	-------------------

Federal form used to report salaries, wages, and tips of temporary employees.

<i>Employment Forms</i> I-9 (Faculty)	ACT+3	Destroy - Secured
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Federal employment eligibility verification for faculty.

Originals maintained in a single discrete location. MU Policy

<i>Employment Forms</i> I-9 (Student)	ACT+3	Destroy - Secured
--	-------	-------------------

Federal employment eligibility verification for on-campus student employees.

Originals maintained in a single discrete location. MU Policy

<i>Employment Forms</i> Payroll Deduction Authorizations	ACT+6	Destroy - Secured
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All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.

<i>Employment Forms</i> W-2	6 years	Destroy - Secured
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Federal form reporting salaries, wages, and tips for each employee to the IRS.

<i>Employment Forms</i> W-4	ACT+6	Destroy - Secured
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Forms completed by employee showing federal tax withholding exemptions.

<i>Faculty Employment Reports</i> Activity & Service	ACT+6	Archival Review
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Records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service. Data is included for full-time and part-time faculty and graduate assistants. Reports printed either alphabetically by name of faculty member or by department.

Review for continuing administrative or historical value and potential transfer to institutional Archives.



# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

### *Faculty Employment Reports*

ACT+6

Archival Review

### Index System

Cards or other reference list for all active and inactive faculty.

Review for continuing administrative or historical value and potential transfer to institutional Archives.

### *Garnishment Documentation*

ACT+3

Destroy - Secured

### Classified Staff

Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.

### *Garnishment Documentation*

ACT+3

Destroy - Secured

### Faculty

Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.

### *Garnishment Documentation*

ACT+3

Destroy - Secured

### Staff

Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.

### *Hazardous Materials*

IND

Destroy - Secured

### Exposure Documentation

### *Hazardous Materials*

IND

Permanent

### Exposure Documentation

### Radioactive Materials

Files of monthly reports of persons exposure to Radioactive Materials.



# Miami University Records Retention Schedule

Human Resources

Record Series	Retention	Disposition
---------------	-----------	-------------

<p><i>Hazardous Materials</i></p> <p>Exposure Documentation</p> <p>Radioactive Materials</p> <p>Incident Report</p> <p>Report of Radioactive Materials Incident.</p>	IND	Permanent
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<p><i>Hazardous Materials</i></p> <p>Radiation Safety Workers</p> <p>Includes training records, exposure records, applications and authorizations, documents of Authorized Users Lab; Specific RW Training/Interview; Emergency Notification, and Declaration of Pregnancy forms.</p>	IND	Permanent
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<p><i>Hazardous Materials</i></p> <p>Radioactive Materials Authorized Users</p> <p>Includes applications for non-human use of RM; Statement of prior Training and Experience; Authorization for Internal Transfer of Material between AUs; Room Surveys; Application for Clinical Use of RAM; Emergency Notification; Application for Investigational Human Use of RAM.</p>	IND	Permanent
---	-----	-----------

<p><i>Layoff Documentation</i></p> <p>Classified Staff</p> <p>File contains printouts, rosters, and correspondence documenting university or college layoffs. Pertinent employee data, date of hire, classification, department, and retention points (performance) are included.</p>	5 years	Destroy - Secured
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<p><i>Leave Record</i></p> <p>Classified Staff</p> <p>Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.</p>	5 years	Destroy - Secured
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<p><i>Leave Record</i></p> <p>Faculty</p> <p>Vacation and sick leave earned and used.</p>	ACT+6	Destroy - Secured
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# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

### *Leave Record*

5 years

Destroy - Secured

#### Staff

Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.

### *Ohio Board of Regents Annual FTE Report*

1 year

Archival Review

Annual printout required by the Ohio Board of Regents documenting full-time equivalent staffing levels. The summary of the inventory is sent to the Ohio Board of Regents.

[Review for continuing administrative or historical value and potential transfer to institutional Archives.](#)

### *Performance Evaluation*

5 years

Destroy - Secured

#### Classified Staff

File contains annual printouts and log books, with such information as name, Social Security Number, date of hire, classification, supervisory, mid- and end-probationary dates, and department, and university or college employee performance evaluations.

### *Performance Evaluation*

5 years

Destroy - Secured

#### Classified Staff

#### Reclassification Files

Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.

### *Performance Evaluation*

10 years

Archival Review

#### Faculty

#### Promotion & Tenure Policy

Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.

[Review for continuing administrative or historical value and potential transfer to institutional Archives.](#)

### *Performance Evaluation*

6 years

Destroy - Secured

#### Faculty

#### Teaching Evaluations

Student evaluations of teacher's performance. Used for Reappointment, Promotion, and Tenure.

[MU Policy \(2012\)](#)



# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

### *Performance Evaluation*

6 years

Destroy - Secured

#### Staff

File contains annual printouts and log books, with such information as name, Social Security Number, date of hire, classification, supervisory, mid- and end-probationary dates, and department, and university or college employee performance evaluations.

### *Performance Evaluation*

5 years

Destroy - Secured

#### Staff

#### Reclassification Files

Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.

### *Personnel Files*

ACT+15

Archival Review

#### Classified Staff

Employment record maintained for full-time and part-time classified employees. Files may contain applications, copies of driver's license, Social Security card, birth certificate, payroll, leave or absence requests, letters of commendation and reprimand,

[Review for continuing administrative value. MU Policy](#)

### *Personnel Files*

ACT+15

Destroy - Secured

#### Classified Staff

#### Card File

File card coordinated to classified personnel files. Includes name, Social Security Number, status, classification, department, anniversary date, pay, resignation, date, sick leave, performance, etc.

[Review for continuing administrative value. MU Policy](#)

### *Personnel Files*

5 years

Destroy - Secured

#### Classified Staff

#### Summer Employment

Record of employees with alternate summer job responsibilities usually in dining halls, union, health center, residence halls and custodial.

### *Personnel Files*

ACT+15

Archival Review

#### Faculty

Original faculty contracts and addenda, promotion and tenure documentation, original transcripts, hiring documentation, resumes, letters of recommendation, correspondence, teaching schedules, tax forms, sabbatical information, evaluation forms, STRS forms

[Review for continuing administrative value. MU Policy](#)



# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

*Personnel Files*

ACT+15

Archival Review

Staff

Employment record maintained for full-time and part-time university or college contract employees. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate

[Review for continuing administrative value. MU Policy](#)

*Personnel Files*

ACT+6

Destroy - Secured

Student Employee

Active and inactive files. Student authorization forms, State and federal withholdings, PERS, step increases, termination notices, reclassification forms, exemptions.

[Review for continuing administrative value.](#)

*Personnel Files*

1 year

Destroy - Secured

Student Employee

Summary Report

Stipend list, updated social security number reports, 1040 hours report, termination reports, summer rehires, college work-study awards, changes chart of accounts, step increases, department summaries, CWS earnings report, time cards by sequence number.

*Position Descriptions*

ACT

Destroy

Classified Staff

Master file of classified job descriptions. Retained for pay-range classification purposes.

*Position Descriptions*

ACT

Destroy

Faculty

Description of current positions.

*Position Descriptions*

3 years

Destroy

General

*Position Descriptions*

ACT

Destroy

Student Job Cards

Job descriptions for campus and off-campus positions which have been filled or are no longer offered.



# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

*Position Vacancy Announcement*

6 years

Destroy

Job descriptions for each university or college position posted.

[MU Policy](#)

*Public Employees Retirement System (PERS) File*

ACT+6

Destroy - Secured

**Classified Staff**

Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.

*Public Employees Retirement System (PERS) File*

ACT+6

Destroy - Secured

**Staff**

Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.

*Public Employees Retirement System (PERS) Log*

ACT+6

Destroy - Secured

**Classified Staff**

Record of university or college classified employees and their date of retirement and address.

*Public Employees Retirement System (PERS) Log*

ACT+6

Destroy - Secured

**Staff**

Record of university or college classified employees and their date of retirement and address.

*State Classification File*

SUP

Destroy

**Classified Staff**

Lists of classification by pay range as directed by the State Department of Administrative Services.

*Super Bill Files*

4 years

Destroy - Secured

Record given to each person who visits university health services. Records diagnosis, treatment, and charges or lack of charges. Used for insurance claims.





# Miami University Records Retention Schedule

Human Resources

Record Series	Retention	Disposition
---------------	-----------	-------------

<i>Time Cards</i>	5 years	Destroy - Secured
-------------------	---------	-------------------

Record of time worked by employees.

<i>Time Cards</i>	3 years	Destroy - Secured
-------------------	---------	-------------------

Classified Staff

KRONOS edits

Changes to employee KRONOS timecard by supervisor.

Retained by department. MU Policy

<i>Time Cards</i>	5 years	Destroy - Secured
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Student Employees

Record of hours worked by student employees.

<i>Training Documentation</i>	ACT	Destroy
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Classified Staff

Civil Service Examinations File

Old examinations used for the purpose of devising new testing programs. Also can include information and materials for Civil Service testing.

<i>Training Documentation</i>	ACT+3	Destroy - Secured
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Classified Staff

On-the-Job Training Records

Complete training records for individuals seeking classified positions. Includes V.A. approval, progress report, record of trainee-trainer, date started, hours worked, etc.

<i>Training Documentation</i>	1 year	Destroy
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Training Courses

Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.

<i>Unemployment Compensation</i>	SUP	Destroy - Secured
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Log

Record of unemployment compensation cases.



# Miami University Records Retention Schedule

Human Resources

## Record Series

## Retention

## Disposition

*Unemployment Compensation Documentation*

ACT+6

Destroy - Secured

Consolidated file listing all employees (classified, contract and faculty) for whom an unemployment claim has been filed. This includes copies of claim forms, correspondence, costs for the institution and amount of unemployment compensation paid.

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*University Medical Records*

ACT+15

Archival Review

Review for continuing administrative or historical value and potential transfer to institutional Archives. MU Policy

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# Miami University Records Retention Schedule

Information  
Technology

## Record Series

## Retention

## Disposition

### *Information Systems*

3 CYCLES

Destroy

#### Audit Trail Files

Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.

### *Information Systems*

3 CYCLES

Destroy

#### Backup Files

Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction.

### *Information Systems*

SUP

Destroy

#### Computer Run Scheduling Records

Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.

### *Information Systems*

4 years

Destroy - Secured

#### Computer Usage

#### Chargeback Billing Records

Reports and other records from campus computer centers detailing charges for computer services. Includes monthly billing reports, copies of vouchers and bills

### *Information Systems*

3 CYCLES

Destroy

#### Computer Usage

#### Files

Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.

### *Information Systems*

SUP

Destroy

#### Computer Usage

#### Files

#### Summary

Summary reports created to document computer usage.



# Miami University Records Retention Schedule

Information  
Technology

## Record Series

## Retention

## Disposition

### *Information Systems*

ACT+3

Archival Review

#### Data Documentation & Data Dictionary Records

Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements, user guides, system or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.

*Review for continuing historical value if not all data migrated or destroyed.*

### *Information Systems*

ACT+3

Destroy

#### Disaster Preparedness and Recovery Plans

Records related to the protection and re-establishment of data processing services, equipment and data (back-up files) in case of a disaster.

### *Information Systems*

ACT+3

Destroy

#### Hardware & Software Conversion Plans

Records relating to the replacement of equipment or computer operating systems.

### *Information Systems*

ACT+3

Destroy

#### Hardware Documentation

Records documenting the use, operation, and maintenance of the university's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.

### *Information Systems*

1 year

Destroy

#### Help Desk Logs and Reports

Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.

### *Information Systems*

ACT+3

Archival Review

#### Information Resources Management and Data Processing Services Plans

University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas.

*Review for continuing historical value and potential transfer to institutional Archives.*



# Miami University Records Retention Schedule

Information  
Technology

## Record Series

## Retention

## Disposition

### *Information Systems*

ACT+6

Destroy - Secured

#### Maintenance Contract Files

Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.

### *Information Systems*

ACT+3

Destroy

#### Network Usage Reports

Summary reports and other records created to document computer usage for reporting or other purposes.

### *Information Systems*

ACT+3

Archival Review

#### Operating Procedures

Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

### *Information Systems*

ACT+10

Archival Review

#### Policies

Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

### *Information Systems*

ACT+6

Destroy - Secured

#### Procurement Records

##### Hardware & Software

Records used in the procurement of system hardware and software including request for proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.

### *Information Systems*

4 years

Destroy - Secured

#### Procurement Records

##### Services

Records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for private service providers including copies of purchase orders, involve requests, receipts, agency vouchers, service reports, and other supporting documents.



# Miami University Records Retention Schedule

Information  
Technology

## Record Series

## Retention

## Disposition

### *Information Systems*

SUP

Destroy

#### Security Camera

#### Tapes

Digital images are to be retained for a minimum of seven days after which time they may be destroyed or recorded over.

Retention of digital images captured for research purposes is governed by OARS in consultation with the University's record manager. MU Policy

### *Information Systems*

ACT+3

Archival Review

#### Software Documentation

Copy of program code, program flowcharts, program maintenance log, system change notices, original design documents, specifications requirements, acceptance tests, and other records that document computer programs and the modifications made to computer programs.

Review for continuing historical value if not all data migrated or destroyed.

### *Information Systems*

SUP

Destroy - Secured

#### Tape Library Control Records

Records used to control disposition of magnetic media in a tape library.

### *Information Systems*

ACT+3

Destroy

#### Test Database and Files

Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.

### *Information Systems*

ACT+3

Destroy - Secured

#### Users Access Records

Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.



# Miami University Records Retention Schedule

Legal	Record Series	Retention	Disposition
		ACT+10	Destroy - Secured
<hr/>			
	<i>Contracts</i> General	ACT+10	Archival Review
<hr/>			
<i>MU Policy (2014)</i> Review for continuing obligations. <i>MU Policy (2014)</i>			
	<i>EthicsPoint® System Reports</i>	4 years	Delete
<hr/>			
Retain until no longer useful but not longer than 4 years from date of the closing of the report. <i>MU Policy</i>			
	<i>Patents</i>	Life of patent	Archival Review
<hr/>			
If Miami University or an industry that funded the research pursues patent; maintain lifetime of patent plus length of time to issue patent (usually 20 years) Review for continuing administrative and historical value and potential transfer to institutional Archives. <i>MU Policy</i>			
	<i>Patents</i>	ACT+6	Destroy - Secured
<hr/>			
Research with potential for intellectual property; but no immediate patent <i>MU Policy</i>			
	<i>Public Records Request Files</i>	3 years	Destroy - Secured
<hr/>			
	<i>Trademark Registrations</i>	ACT+6	Archival Review
<hr/>			
Review for continuing administrative and historical value and potential transfer to institutional Archives.			



# Miami University Records Retention Schedule

Plant Operations & Maintenance

## Record Series

## Retention

## Disposition

*Plant Operations & Maintenance*

LOB+6

Archival Review

### Blueprints

The As-Built construction drawings.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

*Plant Operations & Maintenance*

ACT+5

Destroy - Secured

### Child Care Licensing Files

Records related to obtaining Food License, License to Run a Nursery/Day Care, and Building Operations License.

*Plant Operations & Maintenance*

ACT+6

Archival Review

### Construction Projects

#### Construction Designs and Specifications

Written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto, including: Analysis of site impact and volumetric formation, circulation patterns and infrastructural servicing to illustrate client and architect's design vision in a definitive way; Drawings, Specifications, Addenda, Notice to Bidders, Instructions to Bidders, Definitions, Bid Form, Contract and Attachments, Bond, Bulletins, Shop Drawings, Change Orders, Change Order Procedure and Pricing Guidelines and Standard Conditions of the Contract Assignments, if any (General and Special); Geotechnical and material testing and reports to insure strength of materials, compaction and construction acceptability.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

*Plant Operations & Maintenance*

ACT+6

Archival Review

### Construction Projects

#### Design Review Committee

Minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and Master Plan.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

*Plant Operations & Maintenance*

LOB+6

Archival Review

### Construction Projects

#### Environmental Impact Assessment

Used to determine potential environmental concerns existing at site prior to demolition and construction.

[Review for continuing historical value and potential transfer to institutional Archives.](#)





# Miami University Records Retention Schedule

Plant Operations & Maintenance

Record Series	Retention	Disposition
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<i>Plant Operations &amp; Maintenance</i> Construction Projects Project Request & Program Statement A request from the University community to initiate a project. <i>Review for continuing historical value and potential transfer to institutional Archives.</i>	ACT+6	Archival Review
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<i>Plant Operations &amp; Maintenance</i> Elevator Certifications	ACT+3	Destroy
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<i>Plant Operations &amp; Maintenance</i> Laboratory Inspection Reports Periodic inspections of laboratories.	ACT+3	Destroy
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<i>Plant Operations &amp; Maintenance</i> Real Estate Records Copies of deeds, leases, purchase agreements, appraisals, etc. documenting real property purchased or leased by the institution. Original deed maintained by Auditor of State. <i>Review for continuing historical value and potential transfer to institutional Archives.</i>	ACT+5	Archival Review
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<i>Plant Operations &amp; Maintenance</i> Residence Halls Change in Meal Plan Records of changes on board contracts.	ACT+5	Destroy - Secured
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<i>Plant Operations &amp; Maintenance</i> Residence Halls HUD Reports Annual reports filed with the federal government concerning operation of residence halls. <i>Review for continuing historical value and potential transfer to institutional Archives.</i>	6 years	Archival Review
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# Miami University Records Retention Schedule

Publicity & Marketing

## Record Series

## Retention

## Disposition

*Publicity*  
Advertising

5 years

Archival Review

Review for continuing historical value and potential transfer to institutional Archives.

*Publicity*  
News Releases

IND

Permanent

Review for continuing historical value and potential transfer to institutional Archives.

*Publicity*  
Newsletters

IND

Archival Review

Review for continuing historical value and potential transfer to institutional Archives.

*Publicity*  
Photographs

IND

Archival Review

Review for continuing historical value and potential transfer to institutional Archives.

*Publicity*  
Recruitment Materials

5 years

Archival Review

Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution.

Review for continuing historical value and potential transfer to institutional Archives.

*Publicity*  
Viewbooks

5 years

Permanent

Document utilized for Recruitment.

Review for continuing historical value and potential transfer to institutional Archives.



# Miami University Records Retention Schedule

Security & Police

## Record Series

## Retention

## Disposition

### *Bicycle Registration Forms*

1 year

Destroy

Records decal number and issued to bicycle registered.

### *Dispatch Logs*

1 year

Destroy - Secured

Records of request for service received by the dispatcher, including phone and radio transmissions and audio logs.

### *Police Reports*

ACT+6

Destroy - Secured

Reports of incidents or requests for service to include the officer's actions, referrals, and subsequent investigation.

### *Police Reports*

ACT+6

Destroy - Secured

#### Accidents

Reports created by university or college police for traffic accidents that occur on campus.

### *Police Reports*

30 years

Destroy - Secured

#### Arrests

Report of arrest, criminal citation, or uniform traffic citation issued to offender.

[MU Policy](#)

### *Police Reports*

6 years

Archival Review

#### Campus Security Act and Uniform Crime

Reports produced in compliance with federal programs.

[Review for continuing historical value and potential transfer to institutional Archives.](#)

### *Police Reports*

ACT+6

Archival Review

#### Crime

Reports created by university or college police on campus criminal activity.

[Review for continuing administrative and historical value and potential transfer to institutional Archives.](#)



# Miami University Records Retention Schedule

Security & Police

## Record Series

## Retention

## Disposition

*Police Reports*

1 year

Destroy - Secured

Daily Activity

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*Transportation Logs*

ACT+6

Destroy - Secured

Injury/Ill Person

Reports created by university or college police on ill or injured persons transported to local hospitals from campus.

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*Transportation Logs*

1 year

Destroy - Secured

Student

Record of rides given by student transport service or campus police officers.

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# Miami University Records Retention Schedule

Transportation & Parking

## Record Series

## Retention

## Disposition

*Motor Vehicle Records*

ACT+6

Destroy - Secured

Includes title, insurance, and maintenance documentation.

*Parking*

1 year

Destroy - Secured

**Permit Applications**

Application for parking permit/decal-non-fee.

*Parking*

4 years

Destroy - Secured

**Tickets**

**Paid**

*Parking*

ACT+1

Destroy - Secured

**Tickets**

**Retrieval of Vehicle Registration (RoVR)**

Provides missing customer information for vehicles and/or citations imported through an update process that creates the appropriate data relationships among customers, citations, and vehicles.

[MU Policy](#)

*Parking*

4 years

Destroy - Secured

**Tickets**

**Unpaid**

*Parking*

ACT+1

Destroy - Secured

**Tickets**

**Vehicle Immobilization Record**

Form completed by parking technician/staff to document the placement of an immobilizing device/boot on a vehicle.

[MU Policy](#)