

July 2022 Record Retention Schedule Updates

Record Category	Title of Series	Description	Retention Period	Rationale
Educational & Student Records	Course Syllabi		5 years after conclusion of semester	New Record Series. Added because of demand for the record category. Retention period determined in consultation with Provost's office and Faculty Senate Executive Committee, and after comparison to other Universities
Accounting & Financial Records	Gift Reporting Forms		4 years	New Record Series. Developed in consultation with the Controller's office.
Educational & Student Records	OPA MCE Continuing Education Event Records	Records reflecting accreditation efforts, attendance, and feedback of events hosted by KSU earning Ohio Psychological Association Mandatory Continuing Education credits	2 years	New Record Series. Developed in consultation with Psychological Clinic and OPA-MCE
Legal	Labor Condition Application Public Access File	Records required by 20 CFR 655.760(c)	Active + 1 (Active = last date of employment under the LCA or date withdrawn)	Per 20 CFR 655.760(c). Moved from HR Record Category and updated.
Plant Operations, Maintenance, & Environmental Records	Environmental Health and Safety Training Records	Environmental Health and Safety training records and records of specific lab training received	3 years	New Record Series. Developed in consultation with Environmental Health and Safety

		by faculty and staff		
General Administrative	Drafts	Draft versions of records	Transient - May destroy once superseded	New Record Series.
Educational & Student Records	Recordings of remote test proctoring sessions	Audio and/or video recordings of student's desktops and/or student's camera feeds recorded during remote test proctoring sessions	1 year	New Record Series. Developed in consultation with Office of Continuing and Distance Education.
Educational & Student Records	Gender discrimination & harassment investigation & disciplinary files - students, employees and visitors	Records of Investigations, informal resolutions, determinations, appeals, hearing recordings, sanctions, remedies	7 years	New Record Series. Required by 34 CFR 106.45 and developed in consultation with Student Affairs & HR
Human Resources	Gender discrimination & harassment training records	All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.	7 years	New Record Series. Required by 34 CFR 106.45 and developed in consultation with Student Affairs & HR
Legal Records	Contracts- General		Active + 6	Per ORC 2305.06 Change and IUC Model Retention Schedule.
Human Resources Records	Collective Bargaining Agreements		Active + 6	Per ORC 2305.06 Change and IUC Model Retention Schedule.
Accounting & Financial Records	Bids Accepted	For purchases.	Active + 6	Per ORC 2305.06 Change and IUC Model Retention Schedule.

Accounting & Financial Records	Purchase Orders	Purchasing Office's copy of order to a supplier authorizing purchase of goods.	Active + 6	Per ORC 2305.06 Change and IUC Model Retention Schedule.
Educational & Student Data	Research - Grant Files - Awarded	Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations. Note: Review for continuing administrative and historical value and potential transfer to institutional archives.	Active + 6	Per ORC 2305.06 Change and IUC Model Retention Schedule.
Educational & Student Data	Student Disciplinary Files	Files maintained by student affairs on students who have been accused of disciplinary violations	Active + 6 Years	Consolidated categories; retention period required by 34 CFR 106.45; developed in consultation with Student Affairs
Educational & Student Data	Student Disciplinary Files – Suspension, Dismissal, Non-student visitor persona non grata	Files maintained by student affairs on students who have been found responsible and sanctioned to suspension or dismissal; and non-student visitors found responsible and issued persona non grata status	Indefinite	Consolidated categories; developed in consultation with Student Affairs
Educational & Student Data	Student Disciplinary Files	Files maintained by student affairs on students who have been accused	Active + 6 Years	Consolidated

		of disciplinary violations		
Educational & Student Data	Student Disciplinary Files – Academic Action Notifications	Communications notifying students of dismissal, academic probation, etc.	Active + 1 Year	Consolidated
Educational & Student Data	Student Disciplinary Files – Requests for Formal Hearings	-	Active + 3 Years	Consolidated
Educational & Student Data	Student Disciplinary Files – Student Statements Regarding Hearing Panel Decisions	Student statements on content of records regarding hearing panel decisions	Active + 3 Years	Consolidated
Educational & Student Data	Student Disciplinary Files – Written Decisions of Hearing Panels	-	Active + 3 Years	Consolidated