

July 2019 Record Retention Schedule Edits

Record Category	Title of Series	Description	Retention Period	Rationale
Educational & Student Records	Academic Advising Records – current and graduated students	Advising records including advising notes, registration information, correspondence with and regarding the student, record of appointments, and referrals	5 years after date of graduation	New Record Series. Developed in collaboration with University College Office of the Dean and the Advising Deans.
Educational & Student Records	Academic Advising Supporting Documents - current and graduated students	Supporting documentation (such as correspondence with student) that is linked to within the advising record but stored within a remote application.	5 years after date of graduation	New Record Series. Developed in collaboration with University College Office of the Dean and the Advising Deans.
Educational & Student Records	Class Absence Records	Records collected or created by faculty to document a student’s absence from class	1 year after conclusion of course	New Record Series. Corresponds with Policy 3-02.1 updates
Educational & Student Records	Admissions- Applicants who do matriculate- Residency Status Documents	Documents supporting determination of legal domicile (residency)	6 years	New Record Series, added to correspond to same category applicable to students who do not matriculate
Educational & Student Records	Tuition Refund Appeals - Approved	The Committee’s communication to the student notifying them of the approval.	4 years	New Record Series. Added in consultation with Bursar’s Office.
Educational & Student Records	Tuition Refund Appeals - <u>Denied</u>	All relevant documentation considered in the deliberation and decision of the Committee, including: Completed appeal applications, letter of appeal, supporting documents, and email communication of the Committee's decision, regardless of the outcome. The Committee’s communication to the student documenting the denial. In cases of a second deliberation after an initial denied appeal the following documents related to the second deliberation should be retained: Supporting documents, email communication, and the Committee’s communication to the student documenting the subsequent denial.	4 years	Edited Series. Edited in consultation with the Bursar’s Office.

Educational & Student Records	Student Accessibility Services - Exam Records	Documents created and maintained for Student Accessibility Services for the purpose of student specific accommodated exam administration. Including exam appointments, exam schedules, exam administration records, completed exams that have been scanned and emailed to instructors, proctor logs, proctor schedules, professor permissions and phone messages.	1 Year	New Record Series. Added in consultation with Student Accessibility Services to reflect actual records kept and retention need.
Legal Records	Administrative Complaint Files	Records of work completed in defending administrative complaints (for example, EEOC, OCRC, DOE)	6 years from date of administrative decision or resolution	New Record Series. Retention period set following review of peer institutions.
Legal Records	Subpoenas	Records of Subpoenas received, and responses provided for matters in which the University is not a party	2 years	New Record Series. Retention period set following review of peer institutions.
Legal Records	Legal Opinions	Formal written legal opinions provided by the Office of General Counsel to University Administration.	5 years	New Record Series. Retention period set following review of peer institutions and the Ohio AG's Office.
Legal Records	PERM Audit Files	Supporting documentation and records required under 20 CFR 656.10(f)	5 years from date of filing	New Series. Retention period per 20 CFR 656.17(f)
Human Resources Records	Performance Evaluation – Faculty-Teaching Evaluations (<u>Student Surveys of Instruction, SSI's</u>)	Student evaluations of teacher's performance. Used for Reappointment, Promotion and Tenure.	5 years <u>for summary sheets, 1 year for individual student responses, if summary sheet is made.</u>	Edited Series. Additional retention language was part of previous schedule and lost in 2017 edits. Edits to Series title added for clarity.
Human Resources Records	FMLA Records	Records of FMLA requests and all supporting documentation.	3 years	New Record Series. Added for consistency with revised policy 3342-6-11.11
Security & Police Records	Security Surveillance Camera Recordings	Recordings produced by University cameras used for surveillance purposes as defined in University Policy 5-12.17	30 days	New Record Series. Added in consultation with KSUPD