

RECORD SERIES

2/8/2008

DEPARTMENT	OFFICE	TITLE OF RECORD SERIES	FORMAT	RETENTION	Contact
Academic Affairs	Faculty Senate	Minutes			Homer
Athletics	Department	Athletic Dept. records	Mixed	Three years	Rita Snee
Athletics	Recreation	Accident/incident reports			Winslow
Athletics	Sports Medicine	Student-Athlete Forms	Paper	Seven years	Cutruffello
Athletics	Sports Medicine	SportsWare	Electronic		Cutruffello
Finance & Treasurer		Financial analysis files	Electronic		Gregorowicz
Finance & Treasurer		Financial analysis files	Paper	Ten years	Gregorowicz
Finance & Treasurer		School as lender files	Electronic		Gregorowicz
Finance & Treasurer		School as lender files	paper	On going	Gregorowicz
Finance & Treasurer	Admin Servs / Printing & Mailing	Credit card receipts	paper	Permanent	Burd
Finance & Treasurer	Admin Servs / Printing & Mailing	Desktop publisher files	Electronic	Permanent	Burd
Finance & Treasurer	Admin Servs / Printing & Mailing	Employee evaluations	paper	Permanent	Burd
Finance & Treasurer	Admin Servs / Printing & Mailing	Employee job descriptions	paper	Permanent	Burd
Finance & Treasurer	Admin Servs / Printing & Mailing	Equipment	paper	When equipment is retired	Burd
Finance & Treasurer	Admin Servs / Printing & Mailing	Job files	Paper	Five years	Burd
Finance & Treasurer	Admin Servs / Printing & Mailing	Office copier files	Paper	After vendor affiliation expires	Burd
Finance & Treasurer	Admin Servs / Printing & Mailing	Planning	Paper	Permanent	Burd
Finance & Treasurer	Admin Servs / Printing & Mailing	Production statistics	Paper	Permanent	Burd
Finance & Treasurer	Admin Servs / Printing & Mailing	Purchase orders	Paper	Five years	Burd
Finance & Treasurer	Admin Servs / Printing & Mailing	Vendor files	Paper	After vendor affiliation expires	Burd
Finance & Treasurer	Comptroller	Account Analysis	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Alumni Batches	Paper	Five years	McNamara
Finance & Treasurer	Comptroller	Annual Internal Audit Financial Reports	Paper	Permanent	McNamara
Finance & Treasurer	Comptroller	Bank Recs	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Bond Documents Files	Paper	Permanent	McNamara
Finance & Treasurer	Comptroller	Bond Requisitions	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	Brokers Advice and Statements	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Certified Financial Documents	Paper	Permanent	McNamara
Finance & Treasurer	Comptroller	Comptroller Correspondence Files	Paper	Nine years	McNamara
Finance & Treasurer	Comptroller	Copies of Checks Deposits for Ac/Analysis	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Endowment Documents Files	Paper	Permanent	McNamara
Finance & Treasurer	Comptroller	Federal Form 990 and 990T	Paper	Nine years	McNamara
Finance & Treasurer	Comptroller	FISAP Files	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	Foreign Wire Bank Transfers	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	HAGIS Reports	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	Indirect Cost Report	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	IPEDS Report	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	IRS 1099 Forms	Paper	Seven years	McNamara

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Finance & Treasurer	Comptroller	Journal Entries Batches with	Paper	Nine years	McNamara
Finance & Treasurer	Comptroller	Microcomputer Loan Files	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Monthly Investment Report	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	Moving Expenses	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	NACUBO Investment Report	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	PA Labor Statistics Reports	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	PA Sales Tax Reports	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Payables Checks on CDs	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	Payroll Paper Checks	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Payroll Quarterly Reports	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Plant Fund Documents	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	PNC Bank Statements on CDs	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	PNC Fees Statements and Historical Rates	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Requests for IRS FIN Numbers	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Short-term Investment Activity	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Title IX NCAA & OE Files	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	Unitrust Documents Files	Paper	Permanent	McNamara
Finance & Treasurer	Comptroller	Unitrust Tax Returns	Paper	Indefinite	McNamara
Finance & Treasurer	Comptroller	Various Licenses and Permits--Fed & State	Paper	Seven years	McNamara
Finance & Treasurer	Comptroller	Year End Audit Reports	Paper	Nine years	McNamara
Finance & Treasurer	Financial aid	Alternative loan rosters	Paper	Three Years	Ferrise
Finance & Treasurer	Financial aid	Budgets reported for state aid purposes	Paper	Five years	Burke
Finance & Treasurer	Financial aid	Connecticut state grants; instructions; rosters	Paper	Three Years	Wilczynski
Finance & Treasurer	Financial aid	Delaware state grant	Paper	Three years	Wilczynski
Finance & Treasurer	Financial aid	Fiscal operations report	Paper	Indefinite	Burke
Finance & Treasurer	Financial aid	Loan certification letters	Paper	None required	Ferrise
Finance & Treasurer	Financial aid	Need merit list	Paper	Three years	Kirby
Finance & Treasurer	Financial aid	NETS	Paper	Until program review	Wilczynski
Finance & Treasurer	Financial aid	Ohio state grants	Paper	Three Years	Wilczynski
Finance & Treasurer	Financial aid	PHEAA	Paper	Until program review	Wilczynski
Finance & Treasurer	Financial aid	Pell grant information	Paper	Three Years	Suhanick
Finance & Treasurer	Financial aid	Student folders--Room 401	Paper	Three Years	Wilczynski
Finance & Treasurer	Financial aid	Student folders--Room 468	Paper	Three Years	Wilczynski
Finance & Treasurer	Financial aid	SWSP Payroll	Paper	Three years	Kirby
Finance & Treasurer	Financial aid	Vermont state grants	Paper	Three years	Wilczynski
Finance & Treasurer	Grant Accountant	Grant docuents for all University grants	Paper	Three to five years	Kurilla
Finance & Treasurer	Human Resources	Master Salary Records/Files	Electronic	Five Years	Reilly

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Finance & Treasurer	Human Resources	OSHA 300 Log	Paper	Five years following the end of the calendar years they cover	Reilly
Finance & Treasurer	Human Resources	OSHA 301 Incident Reports	Paper	Five years following the end of the calendar years they cover	Reilly
Finance & Treasurer	Human Resources	Vets 100 Report	Electronic	One Year	Reilly
Finance & Treasurer	Human Resources	Employment Logs	Paper	One Year	Reilly
Finance & Treasurer	Human Resources	Applicant Logs	Paper	One Year	Reilly
Finance & Treasurer	Human Resources	Medical Records	Paper	One year. If the records are related to FMLA they must be maintained for 3 years.	Reilly
Finance & Treasurer	Human Resources	Applicant Flow Information	Paper	One year. If while completing the affirmative action plan an "adverse impact" is discovered, the records must be maintained until 2 years after the adverse impact is eliminated.	Reilly
Finance & Treasurer	Human Resources	Employment Applications	Paper	Three Years	Reilly
Finance & Treasurer	Human Resources	Biographical data	Paper	Three Years	Reilly
Finance & Treasurer	Human Resources	Family Medical Leave Act	Paper	Three Years	Reilly
Finance & Treasurer	Human Resources	Record of Employee Disputes	Paper	Three Years	Reilly
Finance & Treasurer	Human Resources	Employment Contracts	Paper	Three Years	Reilly
Finance & Treasurer	Human Resources	Form 5500's (benefit plans)	Paper	Six Years	Reilly
Finance & Treasurer	Human Resources	Summary Plan Descriptions (benefit plans)	Electronic	Six Years	Reilly
Finance & Treasurer	Human Resources	Plan Determination Letters (benefit plans)	Paper	Six Years	Reilly
Finance & Treasurer	Human Resources	Benefit Billing Records	Paper	Six Years	Reilly
Finance & Treasurer	Human Resources	Pension Records and Correspondence	Paper	Six Years	Reilly
Finance & Treasurer	Human Resources	Health Insurance Records (HIPAA)	Paper	Six Years	Reilly
Finance & Treasurer	Human Resources	Short Term Disability Records	Both	One year. If the records are related to FMLA they must be maintained for 3 years.	Reilly
Finance & Treasurer	Human Resources	Plan Information from RFP's	Both	Six Years	Reilly
Finance & Treasurer	Human Resources	Affirmative Action Plan	Both	Two years	Reilly
Finance & Treasurer	Human Resources	Pennsylvania New Hire Reports	Electronic	Three Years	Reilly
Finance & Treasurer	Human Resources	Workers Compensation Files	Paper	Five Years	Reilly

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DEPARTMENT	OFFICE	TITLE OF RECORD SERIES	FORMAT	RETENTION	Contact
Finance & Treasurer	Human Resources	Employment Actions	Paper	*Two years from making the record or taking the action. If while completing the affirmative action plan an "adverse impact" is discovered, the records must be maintained until 2 years after the adverse impact is eliminated.	Reilly
Finance & Treasurer	Human Resources	Promotion			Reilly
Finance & Treasurer	Human Resources	Demotions			Reilly
Finance & Treasurer	Human Resources	Transfers			Reilly
Finance & Treasurer	Human Resources	Layoffs/Recalls			Reilly
Finance & Treasurer	Human Resources	Rehires			Reilly
Finance & Treasurer	Human Resources	Hires			Reilly
Finance & Treasurer	Human Resources	Separations			Reilly
Finance & Treasurer	Human Resources	Employment Test Results			Reilly
Finance & Treasurer	Human Resources	Hiring Records	Paper	One Year	Reilly
Finance & Treasurer	Human Resources	Resumes			Reilly
Finance & Treasurer	Human Resources	Employment Logs			Reilly
Finance & Treasurer	Human Resources	Offer and hiring records			Reilly
Finance & Treasurer	Human Resources	Job Advertisements and Internal Job Postings			Reilly
Finance & Treasurer	Human Resources	Promotion or Training Opportunities			Reilly
Finance & Treasurer	Human Resources	Medical Exams	Paper	Thirty (30) years	Reilly
Finance & Treasurer	Human Resources	Request for Reasonable Accommodation	Paper	*Two years from making the record or taking the personnel action.	Reilly
Finance & Treasurer	Office of Internal Audit	Internal audit reports			Boyle
Finance & Treasurer	Payroll	COBRA files	Paper	Ten years	Karlavige
Finance & Treasurer	Payroll	Employee files	Paper	Ten years	Karlavige
Finance & Treasurer	Payroll	Faculty compensation files	Paper	Ten years	Karlavige
Finance & Treasurer	Payroll	Faculty payroll files	Paper	Ten years	Karlavige
Finance & Treasurer	Payroll	Medical files	Paper	Ten years	Karlavige
Finance & Treasurer	Payroll	Non-exempt time cards	Paper	Three years	Karlavige
Finance & Treasurer	Payroll	Payroll interface reports	Paper	Ten years	Karlavige
Finance & Treasurer	Payroll	Payroll processing records	Paper	Ten years	Karlavige
Finance & Treasurer	Payroll	Pension and tax shelter files	Paper	Ten years	Karlavige
Finance & Treasurer	Payroll	Taxes and miscellaneous deduction files	Paper	Ten years	Karlavige

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DEPARTMENT	OFFICE	TITLE OF RECORD SERIES	FORMAT	RETENTION	Contact
Finance & Treasurer	Purchasing	Blanket purchase orders			Cruciani
Finance & Treasurer	Purchasing	Closed purchase orders			Cruciani
Finance & Treasurer	Purchasing	Closed purchase orders under bond projects			Cruciani
Finance & Treasurer	Purchasing	Construction projects			Cruciani
Finance & Treasurer	Purchasing	Credit card transactions			Cruciani
Finance & Treasurer	Purchasing	File server	Electronic		Parker
Finance & Treasurer	Purchasing	General files			Cruciani
Finance & Treasurer	Purchasing	Limited purchase orders			Cruciani
Finance & Treasurer	Purchasing	Open purchase orders			Cruciani
Finance & Treasurer	Purchasing	RFPs, RFQs, IFBs			Cruciani
Finance & Treasurer	Purchasing	RFPs, RFQs, IFBs--Contracts awarded			Cruciani
Finance & Treasurer	Purchasing	Service contracts			Cruciani
Mission	University Ministries	Agency Information	Paper/Web		Vaccaro
Mission	University Ministries	Budget/Time-entry/Payroll of student workers	Paper	1 year	Burton
Mission	University Ministries	Community Outreach Budget	Paper	Indefinite	Vaccaro
Mission	University Ministries	Community Outreach Personnel Information	Paper		Vaccaro
Mission	University Ministries	Community Outreach Service Learning	Mixed	Indefinite	Vaccaro
Mission	University Ministries	Community Outreach SJLA Time Sheets	Paper		Mascelli
Mission	University Ministries	Current International Service Program applicants	Paper		Bender
Mission	University Ministries	Drivers' Training Information	Paper	1 year	Burton
Mission	University Ministries	International Service Program Alum Records	Paper		Bender
Mission	University Ministries	International Service Program Evaluations	Paper		Bender
Mission	University Ministries	Ministry files	Paper		Devine
Mission	University Ministries	Office Finance	Paper		Devine
Mission	University Ministries	Personnel files	Paper		Devine
Mission	University Ministries	Personnel information	Paper		Devine
Mission	University Ministries	Retreat Registration Cards	Paper	1 year	Burton
Mission	University Ministries	Scholarship/Fellowship Information			Bender
Mission	University Ministries	Search Retreat Alumni List	Electronic		Seymour
Mission	University Ministries	Work orders	Paper		Bender
Institutional Advancement	Alumni Relations	Alumni Reunions	Paper	Permanent	Zelno
Institutional Advancement	Alumni Relations	Alumni Society	Paper	Society's life	Zelno
Institutional Advancement	Alumni Relations	Biographies	Paper	Permanent	Zelno
Institutional Advancement	Alumni Relations	Class year	Paper	Permanent	Zelno
Institutional Advancement	Alumni Relations	General Correspondence	Paper	Case by case	Zelno
Institutional Advancement	Alumni Relations	Induction	Paper	Permanent	Zelno
Institutional Advancement	Alumni Relations	O'Hara Award Recipients	Paper	Permanent	Zelno
Institutional Advancement	Development	Capital campaign	Paper	Permanent	Mulrine

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DEPARTMENT	OFFICE	TITLE OF RECORD SERIES	FORMAT	RETENTION	Contact
Institutional Advancement	Development	Development events	Paper	Transfer to Archives after event	Mulrine
Institutional Advancement	Development	Donor records	Paper	Permanent	Mulrine
Institutional Advancement	Development	Electronic donor records	Electronic		Mulrine
Institutional Advancement	Development	Gift processing records	Paper	Seven years	Mulrine
Institutional Advancement	Development	Planned giving	Paper	Permanent	Mulrine
Institutional Advancement	Public Relations	Biographical files of employees and Jesuits			
Institutional Advancement	Public Relations	Biographical files of trustees			Corrigan
Institutional Advancement	Public Relations	Commencement files			
Institutional Advancement	Public Relations	Digital photographs for publications	Electronic		Dudzic
Institutional Advancement	Public Relations	Digital photographs of news events	Electronic		Wolff
Institutional Advancement	Public Relations	Inauguration files			
Institutional Advancement	Public Relations	Media clippings books			
Institutional Advancement	Public Relations	News files/Press releases			
Institutional Advancement	Public Relations	Photographic slides	Media		
Institutional Advancement	Public Relations	Publications jobs	Electronic		Zaboski
Institutional Advancement	Public Relations	Royal News	Electronic		Wolff
Institutional Advancement	Public Relations	Scranton Journal			Wolff
Institutional Advancement	Public Relations	Scranton Record			Wolff
Institutional Advancement	Public Relations	Undergraduate catalog working copy	Electronic		Zaboski
Institutional Advancement	Public Relations	Videotapes	Media		Zaboski
Institutional Advancement	Public Relations	Web site pages working copy	Electronic		Zaboski
Library	Center for Teaching and Learning Excellence	Active records			
Library	Center for Teaching and Learning Excellence	Course evaluations			
Library	Center for Teaching and Learning Excellence	Requests for services, session sheets, summary data sheets			
Planning and Information Management	Office of Network Resources/Telephone	Check vouchers and purchase requisitions	Paper		Skutnick
Planning and Information Management	Office of Network Resources/Telephone	Interoffice files			Skutnick
Planning and Information Management	Office of Network Resources/Telephone	Off-campus telephone files	Paper		Skutnick
Planning and Information Management	Office of Network Resources/Telephone	Pinnacle	Electronic		Notarianni
Planning and Information Management	Office of Network Resources/Telephone	Royal card	Paper	at Diversified Storage	Skutnick

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DEPARTMENT	OFFICE	TITLE OF RECORD SERIES	FORMAT	RETENTION	Contact
Planning and Information Management	Office of Network Resources/Telephone	Royal card off-campus vendor check vouchers	Paper		Skutnick
Planning and Information Management	Office of Network Resources/Telephone	Royal card suspension, special requests, instructions	Paper		Skutnick
Planning and Information Management	Office of Network Resources/Telephone	Telephone	Paper	at Diversified Storage	Skutnick
Planning and Information Management	Office of Network Resources/Telephone	Telephone/Royal card workorders	Letter		Skutnick
Planning and Information Management	Office of Network Resources/Telephone	Verizon wireless	Letter		Skutnick
Planning and Information Management	Office of Network Resources/Telephone	Voice mailbox data	Electronic		Notarianni
Planning and Information Management	PAIRO	Academic Profile Report June 2005	Electronic		
Planning and Information Management	PAIRO	Academic program review schedule	Electronic		
Planning and Information Management	PAIRO	Accredited programs w/current status			
Planning and Information Management	PAIRO	Alumni survey report (2002, 2006)	Electronic		
Planning and Information Management	PAIRO	Annual report survey			
Planning and Information Management	PAIRO	Annual report system	Electronic		
Planning and Information Management	PAIRO	Assessment plan, 1996			
Planning and Information Management	PAIRO	Assessment plan, 2004	Electronic		
Planning and Information Management	PAIRO	Campus climate study -- Report & presentation	Electronic		
Planning and Information Management	PAIRO	CIRP Freshman survey 2004	Electronic		
Planning and Information Management	PAIRO	Common data set 2001-2005	Electronic		
Planning and Information Management	PAIRO	Databriefs/Benchmarking Reports			
Planning and Information Management	PAIRO	DPT substantive change proposal			
Planning and Information Management	PAIRO	Economic impact study			
Planning and Information Management	PAIRO	Effects of service learning assessment report, June 2005	Electronic		
Planning and Information Management	PAIRO	Enrollment reports, 2001-2006	Electronic		
Planning and Information Management	PAIRO	Environmental Scans (12)	Electronic		
Planning and Information Management	PAIRO	Fact Books -2001-2005	Electronic		
Planning and Information Management	PAIRO	First Year Experience Your First College Year (YFCY) 2002	Electronic		
Planning and Information Management	PAIRO	Freshman Year Survey 2001	Electronic		
Planning and Information Management	PAIRO	FYI Survey 2001	Electronic		
Planning and Information Management	PAIRO	Governance Assessment Report 2006	Electronic		
Planning and Information Management	PAIRO	Graduation Reports 2001-2006	Electronic		
Planning and Information Management	PAIRO	Guidelines for Academic Program Review	Electronic		
Planning and Information Management	PAIRO	HERI Faculty Survey Report 01-02, 04-05	Electronic		

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DEPARTMENT	OFFICE	TITLE OF RECORD SERIES	FORMAT	RETENTION	Contact
Planning and Information Management	PAIRO	Information Literacy Assessment Report 05	Electronic		
Planning and Information Management	PAIRO	Local Questions from surveys			
Planning and Information Management	PAIRO	Middle States Institutional Profile			
Planning and Information Management	PAIRO	Mission & Strategic Plan Survey Report 2003	Electronic		
Planning and Information Management	PAIRO	Mission Research (BINDER)			
Planning and Information Management	PAIRO	Mission, Goals and Characteristics, 2005	Electronic		
Planning and Information Management	PAIRO	Nat. Surv. of Std Engagement (NSSE): Benchmarking Brief	Electronic		
Planning and Information Management	PAIRO	Nat. Surv. of Std Engagement (NSSE): Middle States Standards Focused Report	Electronic		
Planning and Information Management	PAIRO	Nat. Surv. of Std Engagement (NSSE): Mission Focused Rpt	Electronic		
Planning and Information Management	PAIRO	Noel-Levitz Student Satisfaction Inventory Gap Analysis	Electronic		
Planning and Information Management	PAIRO	Periodic Review Report 2003 (PRR)	Electronic		
Planning and Information Management	PAIRO	Periodic Review Report President's Response			
Planning and Information Management	PAIRO	Periodic Review Report Reviewer's Report			
Planning and Information Management	PAIRO	Periodic Review Report, Executive Summary	Electronic		
Planning and Information Management	PAIRO	Physical Plant 05 Survey	Electronic		
Planning and Information Management	PAIRO	President's Initiatives, 2004	Electronic		
Planning and Information Management	PAIRO	President's letter after Governance Reform			
Planning and Information Management	PAIRO	Record after Governance Reform			
Planning and Information Management	PAIRO	Rehab Counseling Substantive Change Proposal			
Planning and Information Management	PAIRO	Self Study Evaluation Team Response, 1998			
Planning and Information Management	PAIRO	Self Study Report, 1998	Electronic		
Planning and Information Management	PAIRO	Senior Survey 2004: 00-04 comparison	Electronic		
Planning and Information Management	PAIRO	Senior Survey Report 03, 02, 01	Electronic		
Planning and Information Management	PAIRO	SEOL Enrollment Report Fall 2005	Electronic		
Planning and Information Management	PAIRO	SEOL Substantive Change Proposal			
Planning and Information Management	PAIRO	Statement of Accreditation Status (SAS)			
Planning and Information Management	PAIRO	Strategic Plan 2000-2005	Electronic		
Planning and Information Management	PAIRO	Strategic Plan 2000-2005 Final Report	Electronic		
Planning and Information Management	PAIRO	Strategic Plan 2005-2010	Electronic		
Planning and Information Management	PAIRO	Student Climate Study, 2005	Electronic		
Planning and Information Management	PAIRO	Tactical Planners Guide			
Planning and Information Management	PAIRO	Tactical Plans (11) (BINDER)			
Planning and Information Management	Systems and Software	Auxiliary System files	Electronic	As needed	Mancuso
Planning and Information Management	Systems and Software	Files	Paper		Kuzmak
Planning and Information Management	Systems and Software	Hardware tracking system	Data		Mancuso

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DEPARTMENT	OFFICE	TITLE OF RECORD SERIES	FORMAT	RETENTION	Contact
Planning and Information Management	Systems and Software	Records of servers and peripherals	Electronic		
President's Office	General Counsel	Agreements and contracts	Paper		Abigail Byman
President's Office	General Counsel	Patents and trademarks	Paper		Abigail Byman
President's Office	General Counsel	Real estate	Mixed		Abigail Byman
President's Office	President's Office	Administrators' Conference			Gunshannon
President's Office	President's Office	Board of Trustees Meeting Books			Gunshannon
President's Office	President's Office	Development files			Gunshannon
President's Office	President's Office	General office files			Gunshannon
President's Office	President's Office	Honorary degree files			Gunshannon
President's Office	President's Office	Meeting minutes			Gunshannon
President's Office	President's Office	Personnel files			Gunshannon
President's Office	President's Office	President's Letters/Memos			Gunshannon
Provost	College of Arts & Sciences	Alpha Sigma Nu	Paper		Mclver
Provost	College of Arts & Sciences	CAS Dean's Conference	Paper		Mclver
Provost	College of Arts & Sciences	Full-time Faculty Files	Paper		Mclver
Provost	College of Arts & Sciences	Part-time Faculty files	Paper	1 year	Mclver
Provost	College of Arts & Sciences	Student Awards	Paper		Mclver
Provost	Admissions	Contracts and Agreements	Paper	Passed to Registrar	Wetherell
Provost	Admissions	Travel Reports	Mixed	College Board Server	Wetherell
Provost	Admissions	Undergraduate Admissions Applications--Current	Mixed	To Registrar after Matriculation	Wetherell
Provost	Admissions	Undergraduate Admissions--Non matriculating	Mixed	Stored in Houlihan McLean	Wetherell
Provost	Admissions	Undergraduate Admissions Prospects	Mixed		Wetherell
Provost	Graduate School	Administrative files			
Provost	Graduate School	Admissions			
Provost	Graduate School	BISK			
Provost	Graduate School	Dean's Conference and GA files			
Provost	Graduate School	Graduate Students			
Provost	Graduate School	Miscellaneous			
Provost	Graduate School	Registration and Graduation			
Provost	Graduate School	Sensitive Materials			
Provost	Library	Forms	Paper		Fetsko
Provost	Library	General Correspondence - 1980	Paper		Fetsko
Provost	Library	General Correspondence - 1989	Paper		Fetsko
Provost	Library	General Correspondence - 1991 to 2000	Paper	5 years	Fetsko
Provost	Library	General Correspondence - 1995 to present	Paper	5 years	Fetsko
Provost	Library	General Correspondence - 1996 to present	Paper	5 years	Fetsko
Provost	Library	General Correspondence - 1997 to present	Paper	5 years	Fetsko

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DEPARTMENT	OFFICE	TITLE OF RECORD SERIES	FORMAT	RETENTION	Contact
Provost	Library	General Correspondence - 2000 to present	Paper	5 years	Fetsko
Provost	Library	General Correspondence - 2001 to present	Paper	5 years	Fetsko
Provost	Library	General Correspondence - Frye Leadership Institute	Paper	5 years	Fetsko
Provost	Library	Library Archives Financial Accounts	Paper	5 years	Fetsko
Provost	Library	Library Financial Accounts	Paper	5 years	Fetsko
Provost	Library	Library Machine Operations Financial Accounts	Paper	5 years	Fetsko
Provost	Library	Library Miscellaneous Budget Accounts	Paper	5 years	Fetsko
Provost	Library	Library Purchasing Card	Paper	5 years	Fetsko
Provost	Library	Library Staff/Faculty Personnel Files	Paper		Fetsko
Provost	Library	Library Staff/Faculty Personnel Files (Former)	Paper		Fetsko
Provost	Library	University of Success	Paper	5 years	Fetsko
Provost	Library - CTLE	Teaching Enhancement Grants	Paper	5 years	Fetsko
Provost	Library - CTLE	Web-based course stipends	Paper	5 years	Fetsko
Provost	Library - Friends	Budget 2006-2007	Paper	5 years	Fetsko
Provost	Library - Friends	Membership Records	Paper		Fetsko
Provost	Library - Friends	Friends of the Library - Advisory Board, Minutes	Paper	5 years	Fetsko
Provost	Office of Research Services	Banner-Finance-Research Accounting Module	Electronic		Landis
Provost	Office of Research Services	External grant activity reports	Electronic		Landis
Provost	Office of Research Services	External grant proposal database	Electronic		Landis
Provost	Office of Research Services	External grant proposal files, new and unfunded	Both		Callahan
Provost	Office of Research Services	Faculty Internal Research Funding Program	Both		Callahan
Provost	Office of Research Services	Faculty Research Committee--Minutes	Both		Callahan
Provost	Office of Research Services	Faculty Student Research Program	Both		Callahan
Provost	Office of Research Services	Grant awards -- Closed	Text		Callahan
Provost	Office of Research Services	Grants flyer	Both		Landis
Provost	Office of Research Services	Grants, research and sponsored programs compliance	Both		Callahan
Provost	Office of Research Services	Howard Hughes Medical Institute	Text		Callahan
Provost	Office of Research Services	Institutional Animal Care and Use Committee	Both		Callahan
Provost	Office of Research Services	Institutional Biosafety Committee	Both		Callahan
Provost	Office of Research Services	Institutional Review Board	Both		Callahan
Provost	Office of Research Services	Intellectual property	Both		Callahan
Provost	Office of Research Services	New faculty series	Both		Callahan
Provost	Office of Research Services	ORS administration	Both		Callahan
Provost	Office of Research Services	President's Fellowships for Summer Research	Both		Callahan
Provost	Office of Research Services	Research policies	Both		Callahan
Provost	Office of Research Services	Research seminar series	Electronic		Landis
Provost	Office of Research Services	Scholarly achievements	Both		Landis
Provost	Office of Research Services	Student scholar celebration	Both		Libassi

RECORD SERIES

2/8/2008

DEPARTMENT	OFFICE	TITLE OF RECORD SERIES	FORMAT	RETENTION	Contact
Provost	Registrar	Inactive student files stored off site	Text		Stager
Provost	Registrar	Inactive student files stored in Registrar's office	Text		Stager
Student Affairs	Counseling Center	Client files	Text		
Student Affairs	Performance Music	Administrative	Both		Boga
Student Affairs	Performance Music	Instrument records			Boga
Student Affairs	Performance Music	Music library			Boga
Student Affairs	Performance Music	Programming records/Historical			Boga
Student Affairs	Residence Life	Residence student files			Drake-Deese
Student Affairs	Student Activities and Orientation	Alcohol registration forms			Bealla
Student Affairs	Student Activities and Orientation	All reports (annual, board...)			Paciej/Bealla/Wasson
Student Affairs	Student Activities and Orientation	Appellate board notes			Paciej
Student Affairs	Student Activities and Orientation	Contracts for performers/events			Wasson
Student Affairs	Student Activities and Orientation	Evaluations and time off requests			Paciej
Student Affairs	Student Activities and Orientation	Purchases			Bealla
Student Affairs	Student Activities and Orientation	Random conflicts			Paciej/Wasson
Student Affairs	Student Activities and Orientation	SAO budget			Paciej/Bealla
Student Affairs	Student Activities and Orientation	Small games			Bealla
Student Affairs	Student Activities and Orientation	Student leadership position interviews			Paciej/Wasson
Student Affairs	Student Activities and Orientation	Student staff interviews			Bealla
Student Affairs	Student Activities and Orientation	Travel requests/liability waivers			Bealla
Student Affairs	Student Activities and Orientation	USPB budget			Wasson
Student Affairs	Student Health Services	Student health records			Popeck