

## College of Science Records Retention Schedule (Revised as of 2015\_0909)

Category	Sub-category	Documents (Wording Revised)	Use	Reference Files	Recommendation	Actual
Academic	Achievement reports	Reports compiled routinely to reflect the department's progress on special projects and the continued performance of ongoing activities. Duplicated reports from Office of the Vice President for Academic Affairs and Research and their data is incorporated into several academic and administrative planning documents including RAMPS, Five Year Plans, annual reports, audit reports, President's reports and HEGIS reports.	790.07	790.07, 795.07	2 years, after disposing of any ephemeral materials. Transfer to University Archives for appraisal and possible further retention. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS retains records for 2 years <b>except Zoology who must retain for 10 years until the record is reviewed and approved to be updated by the state.</b>
Academic	Advisement Files	Student Files. Student advisement files for both active and inactive graduate and undergraduate students. Contains applications, transcripts, records that document a student's clearance to graduate and registration slips showing courses taken, progress towards degree, and other related materials.	749.01	770.02, 780.02, 785.02, 749.01	7 years after date of graduation and/or last date of enrollment of the respective student/s. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS retains records for 7 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academic	Class Lists	Class lists for the first, tenth, and thirtieth day student enrollment in classes each term. The record includes lists of students enrolled in each class and grade received.	785.08	785.08, 795.15	1 term, provided "Grade List" received and administrative value expired. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	Microbiology retains for 1 term, <b>and the rest of COS must retain 5 years until the record is reviewed and approved to be updated by the state.</b>
Academic	Class Schedules	Printouts from Office of Admissions and Records distributed to College and departments. Schedule of classes original revised and resent to Admission and Records with copy retained in college and departments. Memos to Dean from departments for planning allocation of large lecture rooms for given classes	753.09	753.09, 775.04	2 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 2 years <b>except Geology must retain 5 years until the record is reviewed and approved to be updated by the state.</b>
Academic	Course Syllabi & Handout Files	Course syllabi including listing of classes, times classes taught, what professor taught, the content of the course and related handouts.	770.09	795.12, 770.09	In office, until updated or superseded. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS retain in office, until updated or superseded <b>except Zoology who must retain for 5 years until the record is reviewed and approved to be updated by the state.</b>
Academic	Curriculum Development	Original course outlines, course proposals, syllabi, course descriptions, copies of class enrollment reports (including 10th day enrollment reports), copies of university catalogs or excerpts of catalogs, class schedules, and original draft papers and memoranda of their revisions.	794.04	765.08, 794.04	In office, until updated or superseded. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS retain in office, until updated or superseded. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academic	Curriculum Files - Form 90s & 90As	Tracking logs to monitor Form 90s and Form 90As.	753.1	753.1	3 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 3 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academic	Curriculum Files - Meeting Minutes, Member bios, agenda, approved Form 90s & 90As	Minutes from Curriculum Committee meetings, memos sent to committee members, meeting agenda, background sketch of committee members that have served, processed copies of approved Form 90s and 90As.	753.1	753.1	10 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 10 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academic	Dean's List	Computer printouts/reports and labels generated by Office of Admission and Records and lists students from college who have been placed on Dean's list each semester.	753.11	753.11	1 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 1 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academic	Enrollment Reports	Enrollment reports sent by Office of Admission and Records, Course Inventory, Audit Reports, Distribution of Grades by Course Enrollment Analysis Reports, Enrollment Reports, Registration Section Status Summaries, Students Making 3.0 or Better, 10th Day Enrollment.	753.12	750.04, 753.03, 790.03, 753.12, 775.04, 765.07	5 years, until revised superseding report received whichever occurs first. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives.	All COS 5 years, until revised superseding report received whichever occurs first. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives.

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Academic	Exam Files	Departmental copies of exams given to students under the College. Faculty members retain their own originals and the student's resulting grades are forwarded to Records and Retention.	785.16	770.09, 780.03, 785.16	2 years, Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 2 years <b>except Computer Science who must retain one copy permanently in the office until the record is reviewed and approved to be updated by the state.</b>
Academic	Grade Lists/Sheets	Student grade sheets received at the end of each semester from Admission and Records in order to check the accuracy of the grades recorded.	785.09	775.04, 785.09, 770.04, 790.05, 765.07	5 years Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academics	Correspondence - Student <b>not pertinent</b> to Disciplinary Actions and/or Academic Status	Correspondence pertinent to students adding or dropping courses and their obtainment of work experience credits as well as administrative forms comprised by file cards and/or listings indicating or utilized for grade distribution (grade discrepancies and grade changes).	753.23	753.23	5 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academics	Correspondence - Student <b>pertinent</b> to Disciplinary Actions and/or Academic Status	Correspondence specific to students and relating to the following concerns: academic dishonesty, grievances, and other issues bearing on the academic status of students.	753.23	753.23	7 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 7 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academics	Proficiency Records	Records of students who proficiency out of a class.	780.01	780.01	5 years, after date of separation from university.	All COS 5 years, after date of separation from university.
Academics	Special Major Programs - Guidelines & Recommendations	Special Major Program guidelines and college's written recommendations for granting or denying a Special Major to individual students enrolled in the Special Major Program.	753.21	753.21	Permanently. Retain the Special Major Program guidelines for granting or denying a Special Major permanently. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS Permanently. Retain the Special Major Program guidelines for granting or denying a Special Major permanently. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academics	Special Major Programs - Student Files	Original or "master" student files for special major programs are maintained and scheduled for permanent retention by the Office of Admissions and Records or the Graduate School as applicable.	753.21	753.21	7 years, following student's completion and or separation from the program.	All COS 7 years, following student's completion and or separation from the program. <b>Until the record is reviewed and approved by the state and then 5 years all COS to follow the Student Files retention periods.</b>
Academics	Student Files - Active & Inactive	Files generally contains a record of all persons who have applied for admission into the department's degree program and are completed, rejected, accepted, withdrawn applicants, as well as, currently enrolled, withdrawn, suspended, graduated students. Materials in this file include application, copies of transcripts, grade slips, letters of recommendation, advisement forms, high school and/or college transcripts, relevant financial aid materials, letters of recommendation, grades received, courses taken, and related correspondence and materials. This includes both active and inactive files of students who have completed the program, failed to appear for program classes or enrollment, and files of those denied admission.	775.01	795.05, 765.01, 765.02, 765.04, 765.19, 790.01, 770.07, 795.02, 795.04, 775.01, 775.10, 795.05, 795.19, 785.07	5 years, after graduation or last period of enrollment or after respective file becomes inactive. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	5 years, after graduation or last period of enrollment or after respective file becomes inactive <b>except Chemistry &amp; Biochemistry who must retain 10 years active and inactive student files and permanently graduated Masters and PhD files until the record is reviewed and approved to be updated by the state.</b>
Academics	Student Files - Graduate Assistant	Graduate Assistant contracts and related correspondence.	790.02	780.04, 750.02, 790.02	5 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academics	Student Loan Agreement - Lab Equipment	Forms containing information regarding equipment loaned to students by the College of Science of Southern Illinois University at Carbondale. Included on these forms are the students names, <b>social security numbers (OBSOLETE) should be SIU Dawg Tag ID</b> , locker number, section number, date of loan, equipment inventory per student, student signature, and instructor signature. Student's agreement to return equipment to the College of Science at the end of the semester.	765.23	765.23	1 year, after equipment is returned. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 1 year, after equipment is returned. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academics	Student Recruitment	Student recruitment (supporting computer printout listings of prospective students received from the Office of Admissions and Records)	753.16	753.16	1 year. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 1 year. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.

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Academics	Tuition Waivers	Applications for tuition waiver, copies of tuition waiver award notifications which are sent to Financial Aid, related correspondence and computer generated reports received from Financial Aid confirming the total amount awarded for the fiscal year.	753.17	753.17	5 years, lapse from date of document or until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years, lapse from date of document or until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Academics	Work Experience for Academic Credit	Academic credit awarded to students for qualified work experience. Contained completed form (SCI257s) Concurrent Work Experience and (SCI258s) Past Work Experience with supporting correspondence from student employers confirming employment histories that would meet credit requirements and copies of add slips sent to Office of Admission and Records upon Associate Dean approval	753.19	753.19	7 years, lapse from date of record generation. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 7 years, lapse from date of record generation. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Administrative File	Administrative correspondence including memos, printouts of classes offered, lists of majors and minors, departmental achievement reports, locker key control records, information about fund-raising projects for the department, information about advertising in guides to science and other college programs, student enrollment, post doctoral research files by researchers hired on grant, general information from other university departments, and a chronological file of the Microbiology Chairpersons correspondence. PERMANENTLY, operating papers for the College of Science, departments and committees, statements or memorandums of understanding, meeting minutes, academic reviews by internal and external evaluators, annual planning statements, space and committee information, room assignments, renovations/changes to rooms, RAMPS, 5 Year Plans.	750.13	765.06, 785.01, 775.11, 780.05, 790.10, 790.13, 750.13	5 years in office, then permanently after disposing of any ephemeral materials. Transfer to University Archives for appraisal and possible further retention. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years in office, then permanently after disposing of any ephemeral materials. Transfer to University Archives for appraisal and possible further retention. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Alumni Background	Internal card file maintained primarily as a reference of alumni names and addresses.	765.05	765.05	In office, discretion of department. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS in office, discretion of department. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Alumni Letters	Record series includes copies of correspondence/newsletters exchanged with alumni on matters of professional academic assistance, foundation or scholarship funding and other related issues.	765.09	765.09	In office, discretion department. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS in office, discretion department. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Alumni Theses	Department's copies of theses and dissertations written by Masters and Doctorate degree candidates in Physics.	790.08	790.08	10 years, after date of graduation or last date of attendance at university. Dispose provided existence of original copy in the University Library has been confirmed.	All COS 10 years, after date of graduation or last date of attendance at university. Dispose provided existence of original copy in the University Library has been confirmed.
Administrative	Construction & Lab Equipment Files	Information about Life Science II building, blueprints, and budget quotations for lab equipment, some grant information, and correspondence.	785.03	785.03	Until administrative value expires and permanently items of historical value. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS until administrative value expires and permanently items of historical value. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Correspondence	Correspondence dealing with other departments internal campus, external and general information on campus activities. This file may include correspondence regarding academic, administrative, fiscal and human resource matters.	753.05	750.10, 753.01, 753.02, 753.05, 755.01, 753.06, 765.20, 770.01, 775.03, 798.14, 765.21, 765.17, 785.10	3 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 3 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Lab Accident Reports	Copies of these reports are routinely transmitted to Campus Safety Office	765.16	765.16	5 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years, permanently. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.

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Administrative	Meeting & Appointment Calendars	Associate Dean Calendar which records student appointments and other miscellaneous dates including Curriculum Committee	753.08	753.08	5 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Meeting Minutes	Minutes of meetings including Department Chair, department committees, undergraduate committees, graduate committees, advisory committees, promotion and tenure, curriculum review committee and/or any meeting that is a policy making body for the college.	750.03	750.03, 765.22, 775.09, 790.06, 795.13, 750.01	Permanently, in office or University Archives. Transfer to University Archives for appraisal and possible further retention.	All COS Permanently, in office or University Archives. Transfer to University Archives for appraisal and possible further retention.
Administrative	Planning Statements	Planning statements including files are comments by reviewers and suggestions on improving or adding programs.	795.07	795.07	Permanently. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS Permanently. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Professional Organizations	Various materials related to numerous professional organizations associated with the work and interests of the College of Science. Types of materials primarily include copies of organization membership applications, convention/conference program materials, and related correspondence and memoranda.	775.02	775.02	In office, discretion of department. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS in office, discretion of department. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Program Startup	Written proposals and supporting statistical reports and correspondence generated and exchanged with the Vice President for Academic Affairs and Research for the establishment of PhD program.	775.08	775.08	Permanently. Transfer to University Archives for appraisal and possible further retention.	All COS Permanently. Transfer to University Archives for appraisal and possible further retention.
Administrative	Proofs - Catalog & Correspondence	Galley proofs from Office of Admission and Records indicating changes/deletions to Counselor's Advisement Catalog, and the Undergraduate Catalog.	753.04	753.04	5 years, until administrative value expires whichever is longer.	All COS 5 years, until administrative value expires whichever is longer.
Administrative	Publication Files	Faculty articles/ publication files	750.06	750.06, 795.01	Permanently. Transfer to University Archives for appraisal and possible further retention.	All COS Permanently. Transfer to University Archives for appraisal and possible further retention.
Administrative	Recommendation Letters - written on behalf of students/staff	Letters of recommendation written on behalf of faculty seeking employment and students requesting admittance to a university, medical school or seeking employment.	753.14	753.14	5 years, lapsed from the date of receipt. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years, lapsed from the date of receipt. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Reference Files	Depts. Summary of Faculty Effort, Natl Council Accred. Teacher Ed books, Academic Requirements votes, Institutional Reports, Departmental reviews IBHE, Planning Statement Guidelines, Achievement Reports, RAMP Resource Allocation Management Plan, North Central Self Studies. Files for academic program development of courses and degree programs including meeting minutes, course development and course description materials. Salary reports, salary reviews, Trustee minutes, HR materials and related materials.	750.08	750.08, 770.01	Permanently. Transfer to University Archives for appraisal and possible further retention.	All COS Permanently. Transfer to University Archives for appraisal and possible further retention.
Administrative	Scholarship Files	Scholarship recommendations, vouchers, individual memorandum of agreements (copies sent to the SIU Foundation) and related correspondence pertinent to the various scholarships offered by the college, departments and/or outside organizations.	753.15	753.15, 795.06	5 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years, <b>except Zoology who must retain for 10 years until the record is reviewed and approved to be updated by the state.</b>
Administrative	Solicitation Sheets	Computer printouts from Office of Admission and Records and distributed to departments. Names of faculty members who have taught a class for particular semester. Originals sent back to Office of Admissions and Records who provide information to Institutional Research) and copies maintained by college.	753.2	753.2	5 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years, until administrative value expires whichever is longer. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Administrative	Student Files - Readmission Applications & Supporting Documents	Student applications for readmission with supporting information sheets on the students academic histories, petitions for reinstatement, and letters written to Associate Dean explaining reasons for past failure and corrective action to be taken. "Interval" student applications with transcripts who have been out at least one semester and have completed application through Admissions and Records but have yet to obtain final Associate Dean approval.	753.13	753.13	7 years, lapsed from the date of submission. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 7 years, lapsed from the date of submission. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.

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Administrative	Lab Breakage Reports	File contains records of laboratory equipment items broken. This record is used to aid the Bursar's office in issuing billings to students responsible for the breakage.	765.11	765.11	6 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 6 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Fiscal	Fiscal Files	Consist of vouchers, schedules, requisitions, budget administration papers forms, purchase orders, contract obligation documents, and/or miscellaneous obligation documents, AMO system computer printout account status reports/ledgers, and property control files. Budget, Travel, Purchasing, Payroll, Accounts Payable, Accounts Receivable, Printing/Duplicating, Key Control, Housing, Plant and Service Operations maintenance orders, Book orders, Bursar records, Inventory records, Equipment records and related materials.	750.07	750.07, 760.02, 770.08, 785.06, 790.11, 795.03, 775.12, 780.06, 795.10, 795.17, 785.14, 765.13, 785.13, 770.05, 785.12, 765.10, 785.11	3 years date of record generation or until information is superseded with current data. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 3 years date of record generation or until information is superseded with current data, <b>except for the following: Microbiology Equipment Repair Files, Zoology Equipment Files, Zoology Budget Files, Geology Budget and Fiscal Administration Records who must retain for 5 years until the record is reviewed and approved to be updated by the state.</b>
Fiscal	Pcard Files	All documentation related to credit card purchases. Such documentation includes the Bank Statement, receipts/invoices, P-Card transaction slips, packing lists, any restricted item approvals that may be required, competitive quotations, etc.	NEW		7 years (six plus the current year). Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 7 years (six plus the current year). Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Grant	Grant Files	Grant administration files for proposals and projects instituted via awards received from the granting agency. Documents include the departments copies of grant contracts, related fiscal administration records, expenditure reports, correspondence, and final reports of project results.	770.03	750.05, 770.03, 775.07	6 years after completion or termination of grant. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 6 years after completion or termination of grant. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Human Resources	Pay-Time Files - Payroll, Fringe Benefit & Time keeping	Payroll, fringe benefit, and timekeeping records for faculty, civil service, administrative professional, graduate assistants, and student workers for the College of Science.	750.12	750.12, 785.15, 795.11	3 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 3 years <b>except Zoology and Biological Sciences who must retain for 5 years until the record is reviewed and approved to be updated by the state.</b>
Human Resources	Personnel Files - Active & Inactive Faculty, Civil Service, Administrative Professional, Graduate Student and Student	Active and inactive Faculty, Civil Service, Administrative Professional, Graduate Student and Student personnel files containing appointments, duties, salary, and other related personnel matters.	750.11	765.14, 770.06, 775.05, 780.07, 785.04, 790.12, 795.09, 750.11	5 years, after separation of employment. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years, after separation of employment <b>except Microbiology who must retain for 10 years until the record is reviewed and approved to be updated by the state.</b>
Human Resources	Personnel Files - Faculty Promotion and Tenure	Faculty tenure & promotion documents, confidential evaluations, recommendations, Dean/Chair correspondence.	750.09	750.09	5 years, after separation of employment. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years, after separation of employment. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Human Resources	Personnel Files - Staff Effort	Assigned effort reports on faculty and graduate assistants including percentage of time spent, teaching, researching, university service, administration, and teaching support (serving on committees). Records of research assignments for each faculty member including the assignment and the amount of time to be given to it.	795.18	795.18, 765.15, 765.18, 795.08	5 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 5 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.
Human Resources	Search Files	Consists of information about the search as well as application material, including copies of the advertisement for the position, the job description, and minutes of the Search Committee's deliberations along with the applications, curriculum vitae and letters of recommendation from candidates, demographic data forms, hiring audit forms, and guidelines from the Affirmative Action Office. It also may include resumes, recommendations, transcripts, copies of theses or papers published, correspondence, certificates of awards/continuing education, replies to the department accepting or rejecting position, replies from the candidate, and related inter and intra-office correspondence.	750.10	770.10, 775.06, 785.05, 790.09	3 years. Dispose ephemeral materials provided all audits complete under Auditor General, and no litigation pending or anticipated. Review files and transfer any materials documenting significant planning decisions to University Archives for permanent retention.	All COS 3 years <b>except Geology who must retain for 6 years after respective vacancy is filled and until the record is reviewed and approved to be updated by the state.</b>