

Iowa State University Record Retention Schedule

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
A				
Absence Requests, Faculty and Staff	Administrative Unit	Unrestricted	Retain 2 years; then discard	Retain 2 years; then discard
Academic Planning Report	Office of the Provost	Unrestricted	Retain 5 years; then transfer to University Archives	Retain until updated; then discard
Academic Progress Records, Includes Dismissal, Reinstatement, and Temporary Enrollment Records	Office of the College Dean	Confidential by state and federal statutes	Retain 5 years after last enrollment; then destroy	Retain 5 years; then destroy
Accident Reports (Other than Workers' Compensation)	Relevant Administrative Unit	Confidential by state and federal statutes	Retain 10 years; then destroy	Retain as long as needed; then destroy

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Accounts Receivable, See Vouchers				
Accreditation Reports and Reviews	Office of the President or Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain until next accreditation report or review; then transfer to University Archives	Retain until next accreditation report or review; then transfer to University Archives
Activities of Student Organizations, (Departmental and Nondepartmental) See Student Organizations				
Ad Hoc (One-Time) Reports	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain 2 years; then destroy
Add/Drop Procedures	Office of the Registrar	Unrestricted	Retain 5 years; then transfer to University Archives	Retain until updated; then discard

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Administrative Board	Director of University Relations	Unrestricted	Retain 5 years; then transfer to University Archives	Retain 2 years; then discard
Admission Policies, See Policies and Procedures				
Admissions Records (Student)	Admissions Office	Confidential by state and federal statutes	Retain 5 years if enrolled; retain 1 year if not enrolled; then destroy	Retain as long as needed; then destroy
Admissions Reports (Statistical Data)	Admissions Office	Confidential by state and federal statutes	Retain permanently	Retain 3 years; then discard
Admissions Standing (Placement Examinations)	Student Counseling Service	Confidential by state and federal statutes	Retain as long as needed (at least 5 years); then destroy	Retain as long as needed (at least 5 years); then destroy

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Advisor Major Professor File (Student)	Departmental Office	Confidential by state and federal statutes	Retain 5 years after date of last enrollment; then destroy	Retain 2 years after date of last enrollment; then destroy
Advisory Groups, External, e.g., College of Agriculture Advisory Committee, Advisory Committee to the College of Home Economics	Office of the Dean	Unrestricted, provided confidential material is deleted	Retain 15 years; then transfer to University Archives	Retain 3 years; then destroy
Advisory Groups, Student, e.g., Agriculture Council, Sciences and Humanities Council (All Materials Pertaining Thereto)	Office of the Dean	Unrestricted, provided confidential material is deleted	Retain 15 years; then transfer to University Archives	Retain 3 years; then destroy
Advisory List (List of Student Advisors/Major Professors) Undergraduate	Departmental Office	Unrestricted	Retain as long as needed; then discard	Retain as long as needed; then discard
Affiliated Organization, e.g., 4-H Foundation, ISU Research Foundation	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then discard	Retain as long as needed; then discard

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Affirmative Action Applicant Statistical Data Forms	Affirmative Action Office	Confidential by state and federal statutes	Retain 5 years; then destroy*	Retain until updated; then discard
Affirmative Action Policy (Guidelines)	Affirmative Action Office	Unrestricted	Retain 10 years; then transfer to University Archives	Retain until updated; then discard
Agencies, Governmental, See Governmental Agencies				
Agreement, See Contracts				
Agreements, Cooperative	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then destroy

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Alumni Lists	Alumni Office	Unrestricted, provided confidential material is deleted	Retain permanently	Retain until updated by the Alumni Office; then destroy
Alumni Records Retained at the Departmental or College Level	Alumni Office	Unrestricted, provided confidential material is deleted	Retain permanently	Retain until no longer needed; then consult with the Alumni Office for the disposition of these files
Animal Inventory, See Inventory, Animal				
Anniversaries, See Special Observances				
Annual and/or Periodic Reports	Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain until updated; then discard

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Application, Job (Unsolicited)	Administrative Unit	Confidential by state and federal statutes	Retain 3 years; then destroy	Not applicable
Applications for Admission, See Admissions Records (Student)				
Applications, Job (Solicited)	Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then destroy	Retain until search is terminated; then destroy
Assistantships, Graduate, See Graduate Assistants				
Associations, Educational, and Professional and Scientific	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain 3 years; then destroy

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Awards, Honors, See Honors, Awards

B

Bequests, See Wills and Bequests

Bids, Construction Successful	Purchasing	Unrestricted	Retain 5 years; then discard	Not applicable
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Blueprints, See Building Projects

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Boards, See specific entries, i.e., Administrative Board or Committees				
Budget, Departmental (Internal) Breakdown of Current Expenses	Administrative Unit	Unrestricted	Retain as long as needed; then destroy	Not applicable
Budget, Departmental Section of the Annual University Budget and Supplemental Budgets	University Business Office	Unrestricted	Retain permanently	Retain 2 years; then destroy
Building Projects (Original Construction and Remodeling)	Facilities Planning and Management		Retain 10 years; then transfer to University Archives	Retain as long as needed; then discard
Building Repairs	Facilities Planning and Management	Unrestricted	Retain permanently	Retain 2 years; then discard

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Building, Space Utilization, See Space Utilization, Building				
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Buildings, Dedication of, See Dedications				
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C

Cabinets, See Committees				
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Calendar, Change from Quarter to Semester	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then destroy
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Calendars, University	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then destroy
Camps, See Conferences				
Car Pool, See Services, Stores, and Revolving Units				
Cash Reports	University Business Office	Unrestricted, provided confidential material is deleted	Retain permanently	Retain 2 years; then destroy
Casualty Losses	Office of the Vice President for Business and Finance	Unrestricted	Retain permanently	Retain 3 years, then discard

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Catalog Preparation Material, Includes General, Graduate, and all other ISU catalogs	Administrative Unit	Unrestricted	Retain until new catalog appears; then discard	Retain until new catalog appears; then discard
Centennial, See Special Observances				
Center, See Institutes and Centers				
Chemistry Stores, See Service, Stores, and Revolving Units				
Class Lists	Office of the Registrar	Confidential by state and federal statutes	Retain permanently	Retain final class list 5 years; then destroy

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Class Schedule, Listing of yearly and summer classes offered by the university	Office of the Registrar	Unrestricted	Retain permanently	Retain as long as needed; then discard
Class Schedules, Student, Includes change in classification	Office of the Registrar	Restricted by university policy under state law	Retain 5 years; then destroy	Retain 1 year; then destroy
Clippings, Newspaper, See Newspaper Clippings				
Clubs, Departmental, See Activities of Student Organizations				
College Memoranda, See Correspondence				

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College, Establishment of	Office of the President and Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 10 years; then transfer to University Archives	Not applicable
Colloquia, See Seminars				
Commencement Addresses	Office of the Director of University Relations and Office	Unrestricted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then destroy
Committees, Search, See Applications, Job (Solicited)				
Conferences (All Materials Pertaining Thereto) Includes Instructional Camps	Administrative Unit(s)	Unrestricted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then discard

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Consortia, See Association				
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Constitution, Departmental, See Governance Documents, Departmental				
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Construction Projects, See Building Projects				
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Construction, Services Performed by the University, See Gifts, Grants, Contracts				
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Consultation Records	Office of the College Dean	Unrestricted, provided confidential material is deleted	Retain 5 years; then destroy	Not applicable
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Contracts, Athletic	Office of the Director of Athletic	Unrestricted	Retain 5 years; then discard	Not applicable
Convocation Address College	Office of the President	Unrestricted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then destroy
Coop Work Experience, See Work Experience, Student				
Correspondence	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archive	Retain as long as needed; then destroy
Councils, Advisory, See Advisory Groups				

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Councils, College	Office of the Head of the Appropriate Administrative Unit, e.g., Department Head, Dean, Vice President	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then destroy
Councils, Interinstitutional, e.g., Board of Regents, Big 8	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain as long as needed, then destroy
Councils, University, e.g., Professional and Scientific, Supervisory and Confidential, Safety	Council	Unrestricted, provided confidential material is deleted	Retain 2 years; then to University Archives	Retain 2 years, then destroy
Counseling Records	Student Counseling Service	Confidential by state and federal statutes	Retain 5 years; following the date of the last contact with the person counseled; then destroy	Not applicable
Course Content Evaluation by Faculty	Department Offering Course	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Not applicable

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Course Offering Changes	Office of the Registrar	Unrestricted	Retain 2 years; then discard	Retain 1 year; then discard
Course Offerings	Office of the Registrar	Unrestricted	Retain 3 years; then discard	Retain as long as needed; then discard
Courses, Experimental (Intent to Offer)	Office of the Registrar	Unrestricted	Retain permanently	Retain 2 years; then discard
Courses, Interdisciplinary, e.g., Seminar 70	Department Offering Course	Unrestricted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then discard
Curricula (Includes current and development of new)	Department(s)	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then destroy

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Cyclone Aides, See Orientation of Students Cyclones Aides				
D				
Deans' List, See Grades and Grade Point Averages				
Dedications	Dedication Committee	Unrestricted, provided confidential material is deleted	Retain until committee disbands; then transfer to University Archives	Not applicable
Degree Program, Students	Office of Registrar	Unrestricted	Retain 10 years after graduation; then destroy	Retain 5 years after graduation; then destroy

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Degree Proposals, Departmental	Office of the Provost and Relevant Dean's Office	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Not applicable
Departmental Evaluation, See Evaluations, Departmental				
Departmental Executive Officers (See Councils)				
Departmental Governance Documents, See Governance Documents, Departmental				
Departmental Memoranda, See Correspondence				

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Departmental Minutes, See Committees or Meetings				
Departmental Newsletters, See Newsletters				
Departmental Officers in Graduate Education (Doge), See Councils				
Departmental Review Presented to Central Administration	Academic Departments	Unrestricted	Retain 5 years; then transfer to University Archives	Retain until updated; then discard
Departmental Statements	University Business Office	Unrestricted	Retain permanently	Retain 2 years; then discard

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Diploma Slip, See Graduation Approval Slip				
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Directory, Annual, See Publications				
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Directory, Student, See Student Directory List				
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Dissertations, Lists of	Academic Departments	Unrestricted	Retain permanently	Not applicable
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Distribution of Marks, See Reports and Studies				
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E

Educational Associations, See Associations

Effort Report (for Indirect Cost Proposal),
See Personnel Activity Report

Employee Requisitions

Personnel Office

Unrestricted

Retain 1 year; then discard

Retain as long as needed; then
discard

Employment, Applications, See Application,
Job (Solicited and Unsolicited)

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English Proficiency, Undergraduate, Graduate	Department of English	Confidential by state and federal statutes	Retain 1 year; then discard	Retain as long as needed; then discard
Enrollment and Use of Rooms Report	Facilities Planning and Management	Unrestricted	Retain permanently	Retain 2 year; then discard
Enrollment Report (Office of the Registrar), Enrollment Statistics by Sex, Year, Department and College	Office of the Registrar	Unrestricted	Retain permanently	Retain 2 years; then discard
Equipment on Loan (REAP), See Research Equipment Assistance Program				
Equipment, Departmental Inventory, See Inventory, Equipment				

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Evaluation of Faculty, See Student Evaluations of Faculty, See Teaching Effectiveness, Evaluation of (Statistical)				
Evaluations, Departmental	Department's)	Confidential by state and federal statutes	Retain as long as needed; then destroy	Retain as long as needed; then destroy
Evaluations, Merit and Professional and Scientific, See Performance Evaluations				
Events (e.g. Greek Week, Homecoming, Residence Halls Week)	Relevant Administrative Unit	Unrestricted	Retain 5 years, then transfer to University Archives	Retain as long as needed
Experimental Courses, See Courses, experimental				

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Extension Conferences, See Conferences				
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Extension Courses, See Off-Campus Credit Courses				
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Extension Programs	Relevant Administrative Unit	Unrestricted	Retain 5 years; then transfer to University Archives	Retain 3 years; then discard
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External Degree Program, See Off-Campus Credit Courses				
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F

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Facilities Planning and Management Requisitions	Facilities Planning and Management	Unrestricted	Retain 5 years; then discard	Retain as long as needed; then discard
Faculty Activity Survey Questionnaire	Department	Unrestricted, provided confidential material is deleted	Retain 1 year; then destroy	Not applicable
Faculty Activity Survey, Summary	Institutional Research Office	Unrestricted	Retain permanently	Not applicable
Faculty Exchange Programs	Office of the College Dean	Unrestricted, provided confidential material is deleted	Retain permanently	Retain as long as needed; then destroy
Faculty Handbook	Office of the Provost	Unrestricted	Retain permanently; annually transfer an electronic version to University Archives	Retain until updated; then discard

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Faculty Improvement Leaves, Domestic Travel Grants, Foreign Travel Grants	Office of the Provost; Relevant Administrative Unit; Office of International Affairs	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain 3 years; then destroy
Faculty Meetings, Departmental, College, University, See Faculty Senate	Senate	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then destroy
Faculty Senate	Senate	Unrestricted, provided confidential material is deleted	Retain 2 years; then transfer to University Archives	Retain 2 years; then destroy
Faculty, Student Evaluations of, See Student Evaluations of Faculty				
Fees and Tuition	Office of the Vice President for Business and Finance	Unrestricted	Retain permanently	Retain as long as needed; then discard

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Field Trips, Student	Department	Unrestricted	Retain reports 5 years; transfer to University Archives; discard all else when no longer needed	Retain 2 years; then discard
Financial Aid Programs	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then transfer to University Archives.
Financial Aid Record, Student	Financial Aids Office	Confidential by state and federal statutes	Retain 5 years; then destroy	Retain information until updated; then destroy
Financial Aid Records, Student Loans	Financial Aids and Loans Receivable	Confidential by state and federal statutes	Retain loan document permanently; retain application 1 year; then destroy	Not applicable
Floor Plans	Facilities Planning and Management	Unrestricted	Retain until updated; then discard	Not applicable

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Food Stores, See Service, Stores, and Revolving Units				
Forms (10,2,3,3A, and 4), See Graduate College Forms				
Forms (111 and 111A), See Personnel Action Sheets				
Foundations, Philanthropic e.g., Ford, Rockefeller	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then destroy
4-H Foundation, See Affiliated Organizations				

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Furniture, Departmental Inventory, See Inventory, Equipment and Furniture

G

General Faculty

Director of University Relations

Unrestricted

Retain 5 years, then transfer to University Archives

Retain as long as needed; then discard

Gifts, Grants, and Contracts

University Business Office

Unrestricted, provided confidential material is deleted

Retain permanently

Retain until outdated; then transfer to University Archives

Goals, See Missions and Goals

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Governance Documents, Departmental	Department	Unrestricted	Retain until updated; then transfer older copy to University Archives	Retain until updated; then discard
Governmental Agencies, Departments, etc.	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain 3 years; then destroy
Grade Books		Confidential by state and federal statutes	Retain as long as needed; then destroy	
Grades and Grade Point Averages, Academic Record	Office of the Registrar	Confidential by state and federal statutes	Retain permanently	Retain as long as needed; then destroy
Graduate	Office of the Graduate College	Unrestricted	Retain as long as needed; then discard	Retain as long as needed; then discard

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Graduate Assistants Applications	Department	Confidential by state and federal statutes	Retain 3 years; then destroy	Not applicable
Graduate College Forms (10, 2, 3, 3A, and 4)	Office of the Graduate College	Unrestricted, provided confidential material is deleted	Retain 2 years after separation; then destroy	Retain 2 years after separation; then destroy
Graduate Faculty (All Materials Pertaining Thereto)	Office of the Graduate College	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then destroy
Graduate Student Committees, See Program of Study (POS) Committee				
Graduate Students Application	Admissions Office	Confidential by state and federal statutes	Retain 5 years if enrolled; 1 year if not enrolled; then destroy	Retain as long as necessary; then destroy

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Graduate Students, Armed Forces Personnel, e.g., AFIT (Air Force Institute of Technology). (All Materials Excluding Enrollment, Grades). For Grades and Enrollment, see specific entries	Department	Confidential by state and federal statutes	Retain 5 years; then destroy	Not applicable
Graduating Students, List of	Office of the Registrar	Unrestricted	Retain as long as needed; then discard	Retain as long as needed; then discard
Graduation approval Slip	Office of the Registrar	Confidential by state and federal statutes	Retain 5 years; then destroy	Not applicable
Grants, See Gifts, Grants, and Contracts				
Grievance Procedures	Administrative Unit	Unrestricted	Retain until updated; then transfer to University Archives	Not applicable

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Grievance Records	Administrative Unit	Confidential by state and federal statutes	Retain permanently	Not applicable
H				
Handbooks, Department, College, University	Administrative Unit	Unrestricted	Retain until updated; then transfer to University Archives	Retain until updated; then discard
History, Departmental, College	Administrative Unit	Unrestricted, provided confidential material is deleted	Retain permanently; send files and copy of history to University Archives	Not applicable
Hold Records (Students)	Office of the Registrar	Confidential by state and federal statutes	Retain until hold is removed; then destroy	Retain until hold is removed; then destroy

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Honoraria Requests, See Vouchers				
Honoraria, See Vouchers				
Honoraries, See Societies, Honoraries				
Honors and Awards (Includes Student, Faculty, and Staff)	Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 10 years; then transfer to University Archives	Retain as long as needed; then destroy
Honors Program, Departmental, College, University	Administrative Unit	Unrestricted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then discard

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I

Improvement Leaves and Travel Grants,
Faculty, See Faculty Improvement Leaves

Inaugurals, See Special Observances

Income Tax Guidelines for Graduate Student
Stipends

Department

Unrestricted

Retain until updated; then discard

Retain until updated; then
discard

Injury, First report of, See Workers'
Compensation

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Innovative Teaching	Department	Unrestricted	Retain as long as needed; then transfer to University Archives	Not applicable
Inquiries	Departmental Offices	Unrestricted, provided confidential material is deleted	Retain as long as needed; then destroy	Retain as long as needed; then destroy
Institutes and Centers, University, e.g., World Food Institute, Industrial Relations Center, Center for Industrial Research and Service (CIRAS)	Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Retain 2 years; then destroy
Institutes, Annual, e.g., World Affairs, See Conferences				
Institutes, Research, e.g., engineering Research Institute, Sciences and Humanities Research Institute	Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Retain 2 years; then destroy

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Instructor Evaluation, See Student Evaluations of Faculty				
Instrument Shop, See Service, Stores, and Revolving Units				
Insurance, Personal	Relevant Administrative Unit	Confidential by state and federal statutes	Retain policies permanently; retain claims 10 years following date of claim	Not applicable
Insurance, Property	Office of the Vice President for Business and Finance	Unrestricted, provided confidential material is deleted	Retain policies permanently; retain claims 10 years following date of claim	Not applicable
Intensive English Orientation Program (IEOP), See English Proficiency				

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Interdisciplinary Courses, See Courses, Interdisciplinary				
Interdisciplinary Programs, See Programs, Interdisciplinary				
Interdisciplinary Research Projects, See Research Projects				
Interinstitutional Groups, See Councils, Interinstitutional				
International Assistance Programs, e.g., Baroda, Agency for International Development (AID) Programs	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then transfer to University Archives

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
International Programs, e.g., Regents' Study Abroad (ALL Materials, Excluding Enrollment and Grades). For Grades and Enrollments, see their specific entries	Department	Unrestricted	Retain 5 years; then transfer to University Archives	Retain 2 years; then discard
Internships (All Materials Pertaining Thereto)	Department	Unrestricted	Retain as long as needed; then discard	retain as long as needed; then discard
Intramural Vouchers, See Vouchers				
Inventory, Animal	Relevant Administrative Unit	Unrestricted	Retain 5 years; then discard	Retain 2 years; then discard
Inventory, Building and Land	Relevant Administrative Unit	Unrestricted	Retain permanently	Retain until updated; then discard

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Inventory, Equipment and Furniture	University Business Office	Unrestricted	Retain permanently	Retain until updated; then discard
Inventory, Food stuffs	Relevant Administrative Unit	Unrestricted	Retain as long as needed; then discard	Not applicable
Inventory, Records	Relevant Administrative Unit	Unrestricted	Retain permanently	Not applicable
Inventory, Supplies	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then destroy	Not applicable
Inventory, Typewriters and Dictaphones	Purchasing (Machine Service)	Unrestricted	Retain permanently	Retain until updated; then discard

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Invoice Vouchers, Se Vouchers

ISU Department of Public Safety

ISU Department of Public Safety

Confidential by state and federal statutes

Retain permanently

Retain 5 years; then destroy

ISU Research Foundation, See Affiliated Organizations

J

Job Announcements, See Position Announcements

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Job Applications (Solicited and Unsolicited); See Applications, Job (Solicited and Unsolicited)				
Job Classifications, See Position Description Questionnaires				
Job News	Personnel Office	Unrestricted	Retain 5 years; then discard	Retain until updated; then discard
K				
Key Issue Cards	Relevant Administrative Unit	Confidential by state and federal statutes	Retain as long as needed; then destroy	Not applicable

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Key Issue Records	Facilities Planning and Management	Confidential by state and federal statutes	Retain for life of building; then destroy	Not applicable
L				
Language Requirement Cards, English Proficiency (Test Out)	Office of the Registrar	Confidential by state and federal statutes	Retain permanently	Retain 5 years; then destroy
Leave-Without-Pay Records	Office of the Provost Personnel Office	Unrestricted	Retain permanently	Retain 5 years; then discard
Lectures, Visiting	Department	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer non-confidential material to University Archives	Retain until no long needed; then destroy

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Ledger Sheets, See Departmental Statements				
Legislature, State, Federal	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed then transfer to University Archives	Not applicable
Letter of Intent, See Personnel Files Academic				
Liberal Arts and Sciences Representative Assembly	Office of the Dean of Liberal Arts and Sciences	Unrestricted	Retain 10 years; then transfer to University Archives	Not applicable
Licenses, e.g., Pesticide, Federal Communications Commission	Relevant Administrative Unit	Unrestricted	Retain until updated; then transfer to University Archives	Retain until updated; then discard

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Lists, See specific entries, e.g., Alumni Lists

Livestock Inventory Sheets, See Animal Inventory

M

Maintenance Contracts, See Contracts

Maps

Relevant Administrative Unit

Unrestricted

Retain until updated; then transfer to University Archives

Retain until update; then discard

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Marks, Distribution of, See Grades and Grade Point Averages				
Media Center, See Service, Stores, and Revolving Units				
Meetings, See also Faculty Meetings	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 10 years; then transfer to University Archives	Retain 3 years; then destroy
Membership in External Associations	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 10 years; then transfer to University Archives	Retain 2 years; then destroy
Memoranda, See Correspondence				

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
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Memorial Funds, See Wills and Bequests				
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Mid-Term Grade Reports, See Grades and Grade Point Averages				
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Minutes, See Committees, Councils, Institutes, and Meetings				
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Missions and Goals	Relevant Administrative Unit	Unrestricted	Retain permanently; forward duplicate copies to University Archives	Retain until updated; then discard
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N

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Newsletters, Any Newsletters produced by a unit of the university	Relevant administrative Unit	Unrestricted	Retain 5 years; then transfer to University Archives	Retain 2 years; then discard
Newspaper Clippings	Relevant Administrative Unit	Unrestricted	Retain 5 years; then transfer to University Archives	Retain 2 years; then discard
Notice of Vacancy, Faculty, and Professional and Scientific	Affirmative Action Office	Unrestricted	Retain 3 years; then discard	Retain as long as needed; then discard
Notice of Vacancy, Merit	Personnel Office	Unrestricted	Retain 1 year; then discard	Retain as long as needed; then discard

O

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Off-Campus Credit Courses (All Materials, Excluding Enrollment, Grades). For Grades and Enrollment, see specific entries	Department	Unrestricted	Retain 5 years; then transfer to University Archives	Retain 2 years; then discard
Organization Charts	Relevant Administrative Unit	Unrestricted	Retain until updated; then transfer to University Archives	Not applicable
Organization, ISU Affiliated, See Affiliated Organizations				
Orientation of Students Cyclone Aides	Orientation and Retention Office	Unrestricted	Retain 3 years; then transfer to University Archives	Not applicable

P

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Payroll Vouchers, See Vouchers				
Performance Evaluations, Merit Employees	Personnel Office	Confidential by state and federal statutes	Retain 5 years after separation from the university; then destroy	Retain 5 years after separation from the university; then destroy
Permits, See Licenses				
Personnel Action Sheets (Forms 111 and 111A), Faculty and Professional and Scientific	Office of the Provost	Confidential by state and federal statutes	Retain permanently	Retain 5 years after separation from the University; then destroy
Personnel Action Sheets, Graduate Assistants	Office of the Graduated College	Confidential by state and federal statutes	Retain permanently	Retain 5 years after separation from the University; then destroy

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Personnel Action Sheets, Merit	Personnel Office	Confidential by state and federal statutes	Retain permanently	Retain 5 years after separation from the University; then destroy
Personnel Activity Reports (PAR)	Office of the Controller	Confidential by state and federal statutes	Retain as long as needed; then discard	Retain 2 years; then discard
Personnel Files, Academic	Office of the Provost	Confidential by state and federal statutes	Retain personnel information sheets permanently	All contents of folders, such as: personnel information sheets; letters of recommendation, etc., can be destroyed 5 years after separation from the University
Personnel Files, Graduate Assistants	Office of the Graduate College	Confidential by state and federal statutes	Retain personnel information sheets permanently	All contents of folders, such as: personnel information sheets; letters of recommendation, etc., can be destroyed 5 years after separation from the University
Personnel Files, Merit and Casual Hourly (Includes Students)	Personnel Office	Confidential by state and federal statutes	Retain personnel card permanently; retain performance evaluations 5 years after separation from the University; retain other material 1 year after termination; then destroy	All contents of folders, such as: personnel information sheets; letters of recommendation, etc., can be destroyed 1 years after separation from the University

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Personnel Files, Professional and Scientific	Office of the Provost	Confidential by state and federal statutes	Retain personnel information sheets permanently	All contents of folders, such as: personnel information sheets; letters of recommendation, etc., can be destroyed 5 years after separation from the University
Pesticide License, See Licenses				
Ph.D. Qualifying Rules	Office of the Graduate College	Unrestricted	Retain until updated; then transfer to University Archives	Retain until updated; then discard
Photo Stores, See Service, Stores, and Revolving Units				
Photographs* (ISU-Related)	Relevant Administrative Unit	Unrestricted	Retain as long as necessary; then transfer to University Archives	Not applicable

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Placement Record	Office of the Dean	Confidential by state and federal statutes	Retain 5 years after date of last enrollment; then destroy	Not applicable
Planning Report, Academic, See Academic Planning Report				
Policies and Procedures, Departmental, College, University	Relevant Administrative Unit	Unrestricted	Retain until updated; then transfer to University Archives	Retain until updated; then discard
Position Announcements for Faculty, and Professional and Scientific (All Materials Pertaining Thereto)	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then destroy	Retain until search is terminated; then destroy
Position Description Questionnaires (All Materials Pertaining Thereto)	Personnel Office	Confidential by state and federal statutes	Retain until updated; then destroy	Retain until updated; then destroy

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Position Descriptions	Personnel Office	Unrestricted	Retain until updated; then discard	Retain until updated; then discard
Position Inquiries, See Applications, Job				
Pre-Employment Monitoring Form (Affirmative Action)	Affirmative Action Office	Confidential by state and federal statutes	Retain 5 years; then destroy*	Retain as long as needed; then destroy
Printing Requisitions	Printing or Publications Office	Unrestricted	Retain 5 years; then discard	Retain 2 years; then discard
Professional and Scientific Council, See Councils				

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Professional and Scientific Employees	Relevant Administrative Unit		Retain 5 years after separation from the university; then destroy	Retain 5 years after separation from the university; then destroy
Professional Associations, See Associations				
Program of Study (POS) Committee (All Materials Pertaining Thereto)	Office of the Graduate College	Confidential by state and federal statutes	Retain permanently then destroy	Retain as long as necessary
Programs, Extension, See Extension Programs				
Programs, Graduate	Office of the Graduate College; Office of the Provost and Office of the Relevant Dean and Department Head	Unrestricted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then transfer to University Archives

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Programs, Interdisciplinary (All Materials, Excluding Enrollment, Grades). For Grades and Enrollment, see specific entries	Relevant Administrative Units	Unrestricted	Retain 5 years; then transfer to University Archives	Retain 3 years, then destroy
Programs, Proposed Undergraduate	Office of the Provost and Office of the Relevant Dean and Department Head	Unrestricted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then transfer to University Archives
Programs, Special, e.g., CUTE (Cooperative Urban Teacher Education) Program (All Materials, Excluding Enrollment, Grades). For Grades and Enrollment, see their specific entries	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Retain 3 years; then destroy
Programs, Support, e.g., Foreign Student Furniture Exchange)	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then destroy
Progress Reports	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then destroy

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Project Statements	Department	Unrestricted	Retain as long as needed; then discard	Not applicable
Projects, Research, See Research Projects				
Promotion and Tenure Criteria	Department	Unrestricted	Retain until updated; then transfer to University Archives	Retain until updated; then discard
Promotion and Tenure Recommendations Supporting Documents	Relevant Administrative Unit	Confidential by state and federal statutes	Retain 5 years after separation from the University; then destroy	Not applicable
Property Losses	Office of the Vice President for Business and Finance	Unrestricted, provided confidential material is deleted	Retain 5 years; then destroy	Retain 3 years; then destroy

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Proposals, research, See Research Proposals				
Publications*, Departmental, College, University	Relevant Administrative Unit	Unrestricted	Retain until no longer Needed; then transfer to University Archives	Retain until no longer needed; then discard
Purchase Orders	Purchasing Office	Unrestricted	Retain 10 years; then discard	Retain 2 years; then discard
Purchases Requisitions	Purchasing Office	Unrestricted	Retain 10 years; then discard	Retain 2 years; then discard

Q

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Questionnaires, Human Subjects in Research	Human Subjects in Research Committee	Unrestricted, provided confidential material is deleted	Retain permanently	Not applicable
Questionnaires, Internal, External	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then destroy
R				
Rankings, Mid-Term Grade Reports, Deans' List, Student Grade Reports, etc.	Office of the Registrar	Confidential by state and federal statutes	Retain as long as needed; then destroy	Retain as long as needed; then destroy
Rankings, Student, See Grades and Grade Point Averages				

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
REAP, See Research Equipment Assistance Program				
Receipts	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 3 years; then destroy	Retain as long as s needed; then destroy
Recruitment, See Applications, Job				
Regents Study Abroad Program, See International Programs				
Regents, Board of (All Materials Pertaining Thereto)	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Not applicable

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Rentals, See Contracts

Repairs, Replacements, and Alterations,
See Building Repairs

Reports and Studies, See also specific titles, such as: Academic Planning, Ad Hoc (One-Time), Annual or Periodic, Enrollment

Relevant Administrative Unit or Individual

Unrestricted, provided confidential material is deleted

Retain 5 years; then transfer to University Archives

Retain 2 years; then destroy

Requisitions, See Employee Requisitions,
See Facilities Planning and Management Requisitions, See Printing Requisitions, See Purchase Requisitions

Research and Service Agencies, See Institutes and Centers, and Institutes, Research

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Research Equipment Assistance Program (REAP)	Office of the Associate Provost for Research and Advanced Studies	Unrestricted	Retain permanently	Retain inventory list until updated; then discard
Research Foundation, ISU, See Affiliated Organizations				
Research Institutes, See Institutes, Research				
Research Projects	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Transfer nonconfidential files on research projects when completed to University Archives. Retain confidential files until no longer needed; then destroy	Retain as long as needed; then destroy
Research Proposals (Funded), See Research Projects				

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Research Proposals (Unfunded)	Relevant Administrative Unit	Unrestricted	Retain as long as needed; then discard	Not applicable
Research, Human Subjects in, See Questionnaires, Human Subjects in Research				
Resource Centers, e.g., International Resource Center, Microcomputer Product Center, American Abroad Information Center	Relevant Administrative Unit	Unrestricted	Retain as long as needed; then discard	Not applicable
Room and Enrollment Report, See Enrollment and Use of Rooms Report				
Room Assignment Printouts	Facilities Planning and Management	Unrestricted	Retain permanently	Retain until updated; then discard

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Room Utilization Report	Facilities Planning and Management	Unrestricted	Retain permanently	Retain 2 years, then discard
S				
Schedule of Classes, See Class Schedule				
Schedule Request Forms	College Classification Office	Confidential by state and federal statutes	Retain 1 term; then destroy	Not applicable
Scheduling Tallies	Office of the Registrar	Unrestricted	Retain 5 years; then transfer to University Archives	Not applicable

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Scholarship Credit Report	Office of the Graduate College	Unrestricted	Retain 5 years; then discard	Retain 2 years; then discard
Scholarships	Office of the Graduate College	Unrestricted	Retain 5 years; then discard	Retain 2 years; then discard
Scholarships, See Financial Aid Programs				
Scientific Association, See Associations				
Scrapbooks	Relevant Administrative Unit	Unrestricted	Retain until no longer needed; then transfer to University Archives	Not applicable

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Search Committee, See Applications, Job (Solicited)				
Security, See ISU Department of Department of Public Safety				
Semester, Change to, See Calendar, Change from Quarter to Semester				
Seminars (All Materials Pertaining Thereto), Departmental, College, Interdisciplinary, University	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer to University Archives	Not applicable
Service Contracts, See Contracts				

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Service Performed for and Materials Sold to the University	Purchasing	Unrestricted	Retain 10 years; then discard	Retain as long as needed; then discard
Service, Stores, and Revolving Units, e.g., Photo Service, Car Pool, Instrument Service, Chemistry Stores, Food Stores	Relevant Service Unit	Unrestricted	Retain 5 years; then transfer to University Archives	Not applicable
Short Courses, See Conferences or Off-Campus Credit Courses				
Sick Leave Records, See Vacation and Sick Leave Records				
Societies, Honorary, Departmental, College, University	Relevant Administrative Unit	Unrestricted	Retain 5 years; then transfer to University Archives	Not applicable

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Societies, Scientific, See Associations				
Space Utilization, Building Summary of Utilization by Room Types	Facilities Planning and Managements	Unrestricted	Retain permanently	Not applicable
Speakers, Visiting, See Lecturers, Visiting				
Special Observances, e.g., Inaugurals, Centennials, Anniversaries	Committee or Relevant Administrative Unit	Unrestricted	Retain until committee disbands or event is over; then transfer to University Archives	Not applicable
Staff Meetings, Departmental, College, See Meetings				

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Student Admissions, See Applications for Admission				
Student Directory List All-University	Office of the Registrar	Unrestricted, provided confidential material is deleted	Retain permanently	Retain until updated; then destroy
Student Directory List, College and Departmental	Office of the Dean	Unrestricted, provided confidential material is deleted	Retain as long as needed; then destroy	Retain as long as needed; then destroy
Student Evaluations of Faculty and Courses	Department	Confidential by state and federal statutes	Retain as long as needed; then destroy	Not applicable
Student Financial Aids, See Financial Aid Programs, Departmental				

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Student Grade Reports, See Grades and Grade Point Averages				
Student Health Transaction Records (UARCO)	Student Health Center	Confidential by state and federal statutes	Retain numerical copies 3 years, alphabetical copies 1 year, then destroy	Not applicable
Student Organizations, Departmental Activities of, e.g., Botany Club, Horticulture Club, Dairy Science Club	Office of Sponsoring Group or Organization	Unrestricted	Retain 5 years; then transfer to University Archives	Retain as long as needed; then discard
Student Organizations, Governing Bodies, e.g., Government of the Student Body and Graduate Student Senate	Office of Government of the Student Body and Office of the Graduate Student Senate	Unrestricted, provided confidential material is deleted	Retain 2 years; then transfer non-confidential material to University Archives. Retain confidential files until no longer needed; then destroy	Retain as long as needed; then destroy
Student Organizations, Non departmental Activities of, e.g., Focus	Office of the Faculty or Staff Advisor	Unrestricted, provided confidential material is deleted	Retain 5 years; then transfer non-confidential material to University Archives. Retain confidential files until no longer needed; then destroy	Retain as long as needed; then destroy

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Student Records Policy, See Policies and Procedures				
Student Schedules, See Class Schedules, Student				
Student Teaching Assignments	Relevant Administrative Unit	Unrestricted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then discard
Student Work Experience, See Work Experience, Student				
Students, Dropped, See Academic Progress Records				

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Students, Withdrawing	Office of the Registrar	Confidential by state and federal statutes	Retain permanently	Retain lists 3 years; then destroy
Studies, See Reports and Studies				
Summer Camp, See Conferences				
Supervisory and Confidential Council, See Councils				
Surveys, See Questionnaires				

<i>Records Series Title and Description</i>	<i>Office Responsible for Retention of Permanent</i>	<i>Policy for Release</i>	<i>Minimum Retention Policy for Holder of Permanent Record</i>	<i>Minimum Retention Policy for Holder of Nonpermanent Record</i>
Symposia (All Materials Pertaining Thereto)	Relevant Administrative Unit	Unrestricted	Retain 5 years; then transfer to University Archives	Retain 3 years; then discard
T				
Teaching Effectiveness, Evaluation of (Individual)	Department	Confidential by state and federal statutes	Retain 5 years after separation; then destroy	Not applicable
Teaching Effectiveness, Evaluation of (Statistical)	Office of the College Dean	Unrestricted	Retain 10 years; then transfer to University Archives	Not applicable
Teaching Load Reports, See Reports and Studies				

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Teaching, Innovative, See Innovative Teaching				
Telephone Tickets, See Vouchers				
Tenure, See Promotion and Tenure Criteria				
Test-Out Performance Report (Failed)	Department	Confidential by state and federal statutes	Retain 10 years, then destroy	Not applicable
Test-Out Performance Report (Passes)	Office of the registrar	Confidential by state and federal statutes	Retain 10 years, then destroy	Not applicable

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Theses, List of	Academic Departments	Unrestricted	Retain permanently	Not applicable
Time Records, See Wage-Hour Reports				
Time Sheets (Hourly Reports) for XH and H Base Persons	Payroll Office	Confidential by state and federal statutes	Retain permanently	Not applicable
Transportation Services, See Services, Stores, and Revolving Units				
Travel Authorizations	Relevant Administrative Office	Unrestricted	Retain 5 years, then discard	Retain 2 years; then discard

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Travel Expense Vouchers, See Vouchers

Tuition, See Fees and Tuition

Twenty-Five Year Club, See Honors and
Awards

U

UARCO (Intramural) Tickets, See Vouchers

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Unemployment Compensation	Personnel Office	Confidential by state and federal statutes	Retain 5 years after separation; then destroy	Not applicable
University	Office of the President	Unrestricted	Retain as long as needed; then transfer to University Archives	Retain as long as needed; then destroy
University Research Grants, See Research Projects				
V				
Vacation and Sick Leave Records	Relevant Administrative Unit	Confidential by state and federal statutes	Retain 5 years; then destroy	Not applicable

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Veishea (all material pertaining thereto)	Relevant Administrative Unit	Unrestricted	Retain 5 years; then transfer to University Archives	Not applicable
Vending Accounts, See Vouchers				
Visiting Lecturers, See Lecturers, Visiting				
Visual Aids, e.g., Films, overlays, slides, transparencies	Relevant Administrative Unit	Unrestricted, provided confidential material is deleted	Retain as long as needed; then transfer to University Archives	Not applicable
Voting Rights, See Governance Documents, Departments				

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Vouchers, e.g., Honoraria, Intramurals, Invoices, Payroll, Receipts, Travel Expense	Accounting Office	Unrestricted, provided confidential material is deleted	Retain permanently	Retain 2 years; then destroy
W				
W-4 Forms	Personnel Office	Confidential by state and federal statutes	Retain the most recent W-4 from, together with any other W-4 forms which were in effect during the previous 5-year period; destroy all others	Not applicable
Wage Hour or Similar reports for XH, H, and E Base Persons	Department	Confidential by state and federal statutes	Retain 5 years after the calendar year in which remuneration was due or paid, unless formal audit or litigation shows need for further retention, then destroy	Not applicable
Will and Bequests	Office of the Vice President for Business and Finance, and/or Office of the ISU Foundation	Confidential by state and federal statutes	Retain permanently	Not applicable

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Withdrawal Request, See Students, Withdrawing				
Work Experience, Student (to fulfill degree requirements): e.g., Agriculture 104, Engineering Co-operative Program	Department	Confidential by state and federal statutes	Retain 5 years after the last date of enrollment; then destroy	Not applicable
Workers Compensation Files	Personnel Office	Confidential by state and federal statutes	Retain 5 years; then destroy	Not applicable
Workshops, See Conferences				
Work-Study Program, See Financial Aid Records, Student				