

# **POLICY NO. 304**

**Area: General Administration**

Adopted: May 20, 2003

Certified by

*Original signature on file in  
Office of General Counsel*

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Vice President for Administration

Revisions Approved: September 27, 2022

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## **Subject: RECORDS RETENTION**

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Central State University has adopted a records retention program consistent with the retention periods developed by the Inter-University Council of Ohio (IUC) and as published in the IUC's "Records Retention for Public Colleges and Universities in Ohio" manual.

### **Definition and Examples of University Records**

1. Definition of university records

In general, a university record is any recorded information, regardless of physical form or characteristics, which serves to document the organization, functions, policies, decisions, or other activities of the university and its faculty, staff, and students.

2. Examples of university records

- A. Correspondence, reports, policy statements, and related items sent and received
- B. Minutes of all university and departmental boards, committees, and other groups
- C. Lists of officers and offices of the university's units
- D. Printed or other reproduced items issued by the university
- E. Films, audio and video recordings, or photographs of university faculty, staff, groups, or events
- F. Personnel records of faculty, staff, students, and alumni
- G. Administrative records such as requisitions, purchase orders, invoices, canceled checks, bank data, and ledgers or journals

### 3. Examples of historical university records

Historical records are institutional records that document the origin, development, and operation of university offices and relate the roles of faculty and staff and/or student organizations to the operational activities of the university or campus life.

- A. Meeting minutes of the Board of Trustees
- B. Administrative records of the President's Office
- C. Administrative records of the Vice Presidents
- D. Select administrative records of upper administrative level offices
- E. Meeting minutes, memoranda, and reports of administrative committees operating at or above the departmental level
- F. Meeting minutes, correspondence, and reports of the faculty and its committees and University Senate and its committees.
- G. Meeting minutes, correspondence, and subject files of the Office of Alumni Relations and the Alumni Association.
- H. Administrative records of the Office of Student Affairs and student organizations
- I. Newsletters, booklets, catalogs, class schedules, yearbooks, alumni magazines, and other publications distributed on a university-wide basis

### 4. Examples of records in the General Retention Schedule

- A. All blank forms and volumes which are outdated
- B. Shorthand notes or dictation recordings which have been transcribed into written or typed form
- C. Preliminary draft or extra copies of correspondence, reports, and other records when an official copy has been retained
- D. Copies of published or processed items preserved for supply purposes or for office or personal use when an official copy is retained in Special collections and Archives
- E. Machine readable and audio and video recordings which have been transcribed and are not of research value in themselves

F. Documents, regardless of physical form or characteristics, which were purchased with personal funds or produced in a private capacity

A schedule for recommended retention periods may be obtained from the Hallie Q Brown Library entitled, "Records Retention for Public Colleges and Universities in Ohio: A Manual."

**PROCEDURE:**

Records Retention Procedure 304.1