

North Dakota Colleges/Universities
General Records Retention Schedule

5/3/2016

Functional Area	Record Series Title	Record Category Number	Records Series Description	Office of Record Retention	Method of Disposal	Confidential	Legal Reference
Accounting							
	Audit Reports and Workpapers	010202	This record series contains audit reports received from audits conducted by external auditors employed by the University or by outside parties. Includes fiscal, performance, academic, athletic, and compliance audits.	10ACFY	Recycle	No	
	Budget	010405	This record series contains the approved annual and/or biennial budget and other schedules used for budget monitoring.	6ACFY	Archive	No	
	Proposed Budget and Working Papers	010406	This record series contains documentation created during preparation and submittal of the annual/biennial budget process.	6ACFY	Recycle	No	
	Receipts and Cash Transaction Records	010501	This record series contains information that provides a verification of payments received for goods or services provided by the department for transactions not related to grants. May include journal tapes from a cash register, cash receipt books, receipts, mail logs, departmental deposits cash daily activity, commission records, etc.	3ACFY	Recycle	No	
	Banking Records	010602	This record series contains records related to deposits of cash, checks, ACH direct deposits, wire transfers, etc. with a financial institution or approved off-campus center. This record series may also include receipt registers, bank statements, bank deposit slips, and bank reconciliations.	10ACFY	Shred	Yes	Account Number is exempt per NDCC 44-04-18.9
	Bond Issue Books	011001	This record series contains records related to bonds issued, including all legal documents regarding the bond issue. It also provides a historical record of the transactions.	LB+6	Archive	No	
	Monthly Financial Reports	011002	This record series contains monthly reporting of financial transactions. Includes revenue and expense reports, fund summary, fund summary transaction reports, and reconciliation to these reports.	3ACFY	Recycle	No	
	Annual Financial Statements and Reports	011003	This record series contains the Annual Financial Reports and the Annual Financial Statements for the college/university. The Audited Financial Statement may be completed by the State Auditor's Office or another third-party auditing agency.	10ACFY	Archive	No	
	Paid Bonds and Coupons	011004	This record series contains paid bonds and coupons.	LB+6	Shred	Yes	SSN is confidential per NDCC 44-04-28
	Sales Tax Returns	011005	This record series contains information that documents sales tax collection for college/university services provided to other outside entities.	4ACFY	Recycle	No	
	Inventory - Major Equipment	011201	This record series contains property inventories of major equipment owned by the college/university.	10ACFY	Recycle	No	
	Inventory - Minor Equipment and Supplies	011202	This record series contains inventories of minor equipment and supplies owned by the college/university.	3ACFY	Recycle	No	
	Inventory - College/University Stores	011203	This record series contains information on inventories held by college/university stores, such as dining services, facilities, etc.	10ACFY	Recycle	No	
	Chart of Accounts	011302	This record series contains records relating to creation and changes to the chart of accounts.	10ACFY	Recycle	No	
	General Ledger/Journal Entries	011303	This record series contains general ledger and journal entries showing annual financial transactions.	10ACFY	Recycle	No	
	Accounts Payable	011502	This record series contains records documenting expenditures and purchases from entities outside of the college/university. This includes billings, invoices, request for payments, refund/disbursements, vouchers, check copies, cancelled checks, registers, journal entries, adjusting memos, etc. that show creation and payment of financial obligations.	10ACFY	Shred	Yes	SSN is confidential per NDCC 44-04-28
	Accounts Payable Reporting	011503	This record series contains reports generated for review or balancing of accounts payable system.	1MO	Shred	Yes	SSN is confidential per NDCC 44-04-28

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	Inter-departmental Billings	011504	This record series contains records documenting activities and charges owed by internal college/university departments and functions to other departments.	10ACFY	Recycle	No	
	Receipts/Cash Transaction Records - Grants	011505	This record series contains information that provides a verification of payments received for goods or services provided by the department as part of a grant. May include journal tapes from a cash register, cash receipt books, receipts, mail logs, departmental deposits, cash daily activity, etc.	10ACFY	Recycle	No	Legal value per 45 CFR 74.53 and 34 CFR 74.53
	Credit Card Transaction Documentation	011506	This records series contains credit card slips/sales receipts which document any transaction in which a credit card is used. PCI Data Security Standards require this information to be locked in a secure location and the information must be kept for a minimum of 18 months. These slips MUST not contain the CVC code, which must be shredded immediately.	3ACFY	Shred	Yes	Account numbers are exempt per NDCC 44-04-18.9
	Employee Payroll Files	011603	This record series contains information related to payroll information of an individual employee, including but not limited to: employee benefits (i.e. tuition rate reductions, flex benefits, retirement benefits, etc.), deduction forms (i.e. university meal plan deductions, Payroll Deducted Parking), health insurance forms, tax forms (W-2s, W-4s), and other information related to employee payroll (garnishments, federal wage levies, notices from collection agencies, child support, court documents, etc.). This also includes notices of appointment and one-time pays.	10AT	Shred	Yes	Exempt per NDCC 44-04-18.1; Legal value per NDAC 27-02-02-01; 29 CFR 1627.3; 29 CFR 516.5(a)
	Payroll Reports	011604	This record series contains forms and reports dealing with worker's compensation, insurance, labor distribution, and similar reports and deductions. This also includes Payroll reconciliation reports, abstracts, banking reports, salary and fringe reports, flex benefits, and TIAA/CREF reporting. These reports are used by the office for administrative purposes only.	5ACFY	Shred	Yes	Exempt per NDCC 44-04-18.1; Legal value per NDAC 27-02-02-01; 29 CFR 1627.3; 29 CFR 516.5(a)
	Tax Reporting	011605	This record series contains W-2, W-4, and filings with state and federal tax authorities for social security withholding, worker's compensation, and unemployment.	13	Shred	Yes	Exempt per NDCC 44-04-18.1; Legal value per 26 USC 6501 and 26 USC 6502
	Accounts Receivable	011804	This record series contains a record of charges to customers for any goods or services rendered or collected by the institution. May include journal entries and adjusting memos, work orders, and subsidiary records reflecting customer charges for goods or services and payments or credits applied to the account.	10ACFY	Recycle	No	
	Accounts Receivable Reporting	011805	This record series contains various reports concerning accounts receivable.	1MO	Recycle	No	
	Delinquent Accounts/Collections	011806	This record series contains records associated with attempts to collect delinquent debts. Includes records associated with collection efforts using outside agencies and legal processes.	6 ACM (after collection, debt matures, or service provided)	Shred	Yes	SSN is confidential per NDCC 44-04-28; Legal value per NDCC 28-01-16
	Indirect Cost Study	900107	This record series contains information documenting the indirect cost rate that is negotiated with the federal government.	6AT	Recycle	No	
Administrative							
	Fundraising Records	011006	This record series contains information that documents efforts to raise money and other contributions through contact with alumni and other contributors. This record series may include requests for fund-raising; approvals and priorities; solicitations; and related documentation, reports and correspondence. Active ceases with the completion of the fund-raising campaign.	WA+3	Archive	No	

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	Gifts/Donations	011007	This record series contains the documentation of tangible and intangible donations given to the university. It includes information that documents potential or realized private or corporate funding. This record series may include certificates of gifts, donor records, letters and agreements of gifts; copies of bequest instruments and wills from individuals or estates, and related documentation, reports and correspondence. *Retain in the office while active, then send to the State Archives or University Archives.	PERM	Retain	No	
	Ticket/Event Sales	011807	This record series contains records relating to event or ticket sales activity. This includes event and ticket sales for the athletic department, performing arts, or other activities sponsored by the college/university. Records may include stock orders; ticket type reports; stock purchase records; box office balance sheets; printing and control records; season ticket sales listings; voided tickets, mail order receipts and orders; third party and telephone sales records; ticketmaster reports; complimentary ticket distribution records; merchandise and concession inventory records; deposits and correspondence relating to ticket sales.	3ACFY	Recycle	No	
	Instructional Development Funding Requests	020202	This record series contains information on funding requests from faculty for instructional development.	5ACFY	Recycle	No	
	Agendas and Minutes	220110	This record series contains agendas, minutes, notes, and reports that record the actions and transactions taken by college/university departments, divisions, committees, councils, and similar groups.	6ACFY	Archive	No	Executive session minutes are confidential per NDCC 44-04-19.2(5)
	Executive Session Recordings	220111	This record series contains recordings used within the scope of an executive session of a meeting.	3ACFY	Shred	Yes	Legal value and confidential per NDCC 44-04-19.2(5)
	Bylaws	220313	This record series contains bylaws for committees.	UD+3	Archive	No	
	Training-Professional Development	350101	This record series contains information on the various professional development courses offered by the university specifically for college/university staff and faculty. This includes sign up and completion lists and general information on the class. This does not include transcripts.	3ACFY	Recycle	No	
	Training Materials-Safety and Environmental	350102	This record series contains information and materials on safety and environmental training developed or provided by the college/university. May include course listings, schedules, training program materials, administrative records, sign-in sheets and reference materials. Includes classes for lead, asbestos, hazardous wastes/materials, defensive driving and others.	UD+3	Recycle	No	
	Retreats/Workshops/Seminars/Conferences	350501	This record series contains documents pertaining to the organization and planning of a retreat, workshop, camp, clinic, seminar or conference.	6ACFY	Archive	No	
	Equipment Information	430101	This record series contains repair reports, maintenance, manuals, warranties, and licenses.	LOE+6	Recycle	No	
	Log Books	430301	This record series contains information on the times and usage of college/university owned equipment as well as access to computer secured areas and also may include shuttle bus records.	3ACFY	Recycle	No	
	Work Orders/Project Requests	430501	This record series contains a record of requests for repair and/or maintenance of facility or property.	3ACFY	Recycle	No	
	Administrative Correspondence	450103	This record series contains documents sent or received intra-office, intra-campus, or with external organizations or individuals that contain significant information. The information may be used for fiscal or administrative purposes.	3ACFY	Recycle	No	

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	Executive Correspondence	450104	This record series contains information sent or received intra-office, intra-campus, or with external organizations or individuals that documents significant events and the development of administrative structure for the college/university. It may also include the historical development of an office/department. This type of correspondence may include, but is not limited to, letters; memoranda; or acknowledgements sent or received.	6ACFY	Archive	No	
	General Correspondence	450105	This record series contains documents sent or received intra-office, intra-campus, or with external organizations or individuals that pertain to any communications that does not contain any significant information. The correspondence is general in routing or nature.	1ACFY	Recycle	No	
	Organizational Charts	650301	This record series contains a graphical display of the organizational structure of the college/university.	UD+3	Archive	No	
	Disposition Records	650401	This record series contains documentation of records disposed in accordance with the Records Retention Schedule and the Records Management Program. Records may include, but are not limited to, Records Disposal Request, Records Disposal Authorization, Certificate of Records Disposal, and computer-generated disposal listings.	6ACFY	Recycle	No	
	Records Inventory	650402	This record series contains documentation on the types of records located in college/university departments and offices.	UD	Recycle	No	
	Records Retention Schedule	650403	This record series contains a listing of the types of records maintained by the college/university and the period of time after which destruction is authorized.	UD+3	Recycle	No	
	Directives / Policies / Procedures / Guidelines	650501	This record series contains all college/university policies, procedures and guidelines.	UD+3	Archive	No	
	Reference Material	720103	This record series contains information maintained for reference purposes only.	WA	Recycle	No	
	Mailing/Phone Lists	720301	This record series contains a record of addresses for information requests and mailing purposes. It also includes phone lists for departments at the college/university which are used to update phone directories.	UD	Recycle	No	
	Building Key Records	750201	This record series contains documentation of key request information related to the requisition, inventory, and return of university-authorized keys. Active ceases when the key has been turned into the lock shop or the locks have been changed for any unaccountable keys.	WA+3	Shred	Yes	Student information is confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Identification Card Information	750202	This record series contains applications from anyone applying for a college/university issued ID card. This includes faculty, staff, and students.	6ACFY	Shred	Yes	Exempt per NDCC 44-04-18.1 and FERPA (20 USC 1232g; 34 CFR Part 99)
	Traffic/General Vehicle Information	750203	This record series contains information on vehicles registered for any faculty, staff, or student parking on campus. This includes any parking tickets received and any tickets appealed.	WA	Recycle	No	
	Environmental Regulation Records	750401	This record series contains documentation that is required to be kept by environmental regulatory agencies, such as the Environmental Protection Agency (EPA) or the North Dakota State Health Department. This includes, but is not limited to, Air Pollution Control Title V Permit to Operate; quarterly, semi-annual, and annual reports and other related supporting documentation or correspondence under Title V of the Clean Air Act.	10ACFY	Recycle	No	Legal value per 40 CFR

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	Departmental Files	800101	This record series contains information on each of the different departments on campus, including graduate and undergraduate programs. It includes information on history, documentation on restructuring, trends and other statistics, enrollment numbers, academic program information etc. It does not include organizational charts or financial information.	WA+3	Archive	No	
	Engineering (Wiring) Files	800206	This record series contains FCC applications, mock inspection files, and wiring documents.	5	Recycle	No	Legal value per FCC guidelines
	Federal Communications Commission Files	800207	This record series contains documentation required by the FCC for licensing. This may include maps, agreements, etc.	6ACFY	Recycle	No	Legal value per FCC guidelines
	Events	800324	This record series contains information on events that are planned by a department, such as graduation, homecoming, recognition ceremony for staff personnel, show records, etc.	6ACFY	Archive	No	
	Printing Requests/Service	800325	This record series contains information furnished in order for printing centers to carry out a printing job. This may include samples of the job, correspondence etc. This does not include billing information.	3ACFY	Recycle	No	
	Project Documentation	800345	This record series contains all records stored in the project repository. These could include historical documents such as business cases, charters, plans, schedules, and reports. It may also include other products of project management such as meeting minutes, scope changes, deliverable/project acceptance, risk logs, issue logs, quality related documents, budgets, variance reports, recovery plans, project status reports, copies of RFI/RFP and contracts (including all attachments/addendums), and relevant e-mail communications.	3APC	Recycle	No	
	Building/Construction/Plant Improvement	800703	This record series contains information on the college's/university's buildings. This may include construction, contracts, change orders, architecture plans, additions, plant improvements, and correspondence.	LOB+3	Archive	No	
	Engineering Design Records	800704	This record series contains drawings, blueprints, specifications, standards, and other technical data. Active ceases with disposition of property.	WA+3	Archive	No	
	Technical Reports	800901	This record series contains technical/progress reports submitted to sponsoring agencies and publications. This includes any support documentation that a grant or contract has been fulfilled.	10ACFY	Recycle	No	
	Travel Records	850301	This record series contains general information concerning any travel arrangements for personnel. Financial records are included in accounts payable.	3ACFY	Recycle	No	
	Surveys	900108	This record series contains information on internal surveys. This may include, but is not limited to, faculty and staff salary surveys. NOTE: The final results or report of the survey should be sent to the State Archives or University Archives. The supporting documents are to be recycled or shredded if they contain confidential information.	5	Archive final survey results only	No	
	Annual Reports	900206	This record series contains a summary of departmental, college/university, or division activities by year.	6ACFY	Archive	No	
	Reports/Plans	900207	This record series contains adhoc reports, progress reports, final reports, strategic plans, disaster plans, or other reports/plans not associated with another project or service. For departmental annual reports, use Annual Reports record series.	3AFRS	Archive	No	
	Space Reports	900208	This record series contains information related to the allocation of physical space.	3ACFY	Archive	No	

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Athletics							
	Sports Information	020402	This record series contains information on the current and past athletes who have competed for the college/university. This may include pictures, press releases, newspaper articles, and other related documentation.	UD	Archive	No	
	Athletic Recruitment	020501	This record series contains information on prospective athletic students and for what sports they are being recruited. This may include high school transcripts, test scores, etc.	CY+1	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Competition/Trip Records	800326	This record series contains a summary record of individual games and competitions. This may include sport name, opponent name, date, event location, final score, player names and positions, and time played per athlete, etc.	1ACFY	Recycle	No	
	Athletic Aid Eligibility	801101	This record series contains record of verification by intercollegiate athletics of student athletes' academic progress to the NCAA. These records include computer generated academic progress reports.	UD+3	Recycle	No	
	Athletic Compliance	801102	This record series contains documents used to comply with athletic guidelines and NCAA requirements, including eligibility, housing releases, and drug tests of students.	6ACFY	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Championship Competition Reports	900209	This record series contains a listing of all the activities the teams do while attending a championship tournament. This is used for reporting to the NCAA.	3ACFY	Recycle	No	
	Gender Equity Reports	900210	This record series documents the progress made by gender equity in sports over the years.	UD+3	Archive	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99) if the reports contain personally identifiable information
Communications							
	Public Relations Material	260102	This record series contains press releases, newspaper clippings, promotional materials, brochures, bulletins, and other related items for college/university publicity.	UD	Archive	No	
	Newsletters/Publications	260403	This record series contains information on specific events, summary of events, current happenings, etc.	UD	Archive	No	
	Audio/Visual Presentations	260701	This record series contains digital photographs, film, and photographic proofs and negatives of college/university activities, and presentations for internal and/or external presentation.	WA	Archive	No	
	E-mail Messages	450108	This record series contains e-mail messages sent or received by staff and faculty as part of their official business of the college or university.	3ACFY - Record must then be reviewed to determine additional retention requirements based on the content of the message.	Recycle/ Shred	Yes*	*Some messages may be confidential based on the content. Legal value per NDCC 15-10-44(1)(g)
Curriculum							
	Continuing Education Units (CEUs)	020201	This record series contains applications, rosters, setup and approval forms, and a description of the CEU activities for the courses approved by Continuing Education.	3ACFY	Recycle	No	

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	Academic Administrative Records	020203	This record series contains information that documents the daily administrative responsibilities of colleges, departments, or schools concerning their respective academic programs. This includes graduate, undergraduate, and continuing education courses for university credit. This series includes rosters/class lists, course files, enrollment statistics, registration reports, convenience copies of reports prepared by the office of registration, degree/graduation lists and registration forms, and other related documents.	3ACFY	Archive	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Course Lecture Notes/ Handouts/Master Copy of Exams	020204	This record series contains faculty lecture notes, handouts, master copy of exams, and miscellaneous instructional materials.	UD	Recycle	No	
	Educational Catalog Records	020205	This record series contains a record of institutional policies and procedures, program requirements, and course offerings. Information in the individual catalogs includes academic policies and procedures, program names and descriptions, course names and descriptions, credits offered per course, and related programs and course information. This series may include copies of undergraduate, graduate, and summer catalogs, and the time schedule of classes.	UD	Archive	No	
	Program and Course Request Records	020206	This record series contains information that documents the requested approval, and the implementation of undergraduate, graduate, professional degree programs, Continuing Education Programs, and any other reorganizations or changes to established programs. This may include curriculum action documentation, working papers, final reports, related course descriptions, outlines, syllabi, sample examinations, text book lists, etc.	UD+3	Archive	No	
	Student Evaluations	020207	This record series contains a summary report of the evaluations done on advisors, instructors, and courses. Departmental office may maintain a copy of the instructor evaluation summaries in the faculty personnel file.	10ACFY	Recycle	No	
	Class Scheduling Records	020208	This record series contains documentation for the development of class schedules by academic departments for inclusion in the final time schedule of classes and final exam schedule. This includes IVN classes.	3ACFY	Recycle	No	
	Grade Book (Class Record)	020601	This record series contains a record of grades, kept by the professor, received by each student in an academic course. This includes both electronic and paper varieties.	5ACFY	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Accreditation Records	020701	This record series contains information that documents the process and status of the accreditation of the college/university itself, and individual colleges, schools, departments, and programs. Included are self-study records, response letters, letter of re-accreditation, lists of accredited schools, revisions, etc. Includes documents supporting the process and status of becoming accredited and/or activities associated with confirming the accreditation status of the school.	ACM (Current + Previous Accreditation Period. Minimum: 3ACFY)	Archive	No	
	Program Evaluations	020702	This record series contains evaluations of each undergraduate and graduate academic program.	CR+1 (Current + Previous Period)	Archive	No	
	Textbook Order Records	801201	This record series contains information that documents what books were ordered for the various courses taught in the department.	2ACFY	Recycle	No	

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Financial Aid							
	Disbursement Records	020301	This record series contains signatures of students who have received financial aid disbursements, scholarship checks, and other credits to student's accounts. This includes the form signed to authorize checks to be mailed to the student.	3ACM (after canceled, repaid or satisfied)	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99); Legal value per 34 CFR 668.24 & 34 CFR 674.19
	Financial Aid Records	020302	This record series contains records of students financial information in accordance with their attendance at the university. This may include program of study enrollment status and duration, award letters, applications for financial aid, and admission records.	3 ACM (After Award Year)	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99); Legal value per 34 CFR 668.24
	Financial Aid Reports	020303	This record series contains the operations reports and grant and scholarship reports of the Student Financial Aid Office.	3 ACM (After Award Year)	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99); Legal value per 34 CFR 668.24
	Satisfactory Progress for Financial Aid Eligibility	020304	This record series contains information on students who fail to meet the criteria to receive Federal financial assistance. This may include student letters of appeals; letters and worksheets from Student Financial Aid Office; and decision of Appeals Board (i.e. meeting minutes and letters to students).	5ACFY	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
Grants							
	Effort Reporting	800902	This record series contains information on the distribution of effort for employees paid by grant funding.	10ACFY	Shred	Yes	SSN is confidential per NDCC 44-04-28
	Grant Proposals	800903	This record series contains grants, contracts, and fellowships that have been applied for, but the college/university has not received notice whether the proposals have been awarded or not awarded. For proposals that are awarded, transfer to the Grants/Contracts record series. For the proposals that are not awarded, return to the Principal Investigator (PI) or the originating department and that party will then become the office of record and must retain until the retention requirement has been fulfilled.	1ACFY	Shred	Yes	Confidential per NDCC 44-04-18.4
	Grant Reports	800904	This record series contains information reported on various grants and the status of each. This includes lobbying certification disclosure reports and presidential reports.	3ACFY	Recycle	No	Legal value per 34 CFR 74.53 and 45 CFR 74.53
	Grants/Contracts	800905	This record series contains grants or contracts that have been awarded for which the university provided research, instruction, or other services to a sponsor or third party. This may include award letter/notice, proposal, correspondence, equipment inventory (final), final report, etc., This record series may also contain fellowships.	10ACFY	Recycle	No	Legal value per 34 CFR 74.53 and 45 CFR 74.53
	Financial Summary Reports	800906	This record series contains a record of monthly grant financial transactions. This may include Principal Investigator summary reports, detailed transaction reports, etc.	10ACFY	Recycle	No	Legal value per 34 CFR 74.53 and 45 CFR 74.53
Human Resources							
	Compensation Records	011606	This record series contains information that documents overtime hours earned for compensation purposes and compensatory hours used or requested. Does not include overtime hours paid monetarily on the regular hourly reporting form.	5ACFY	Recycle	No	Legal value per NDAC 27-02-02-01
	Student Employment Payroll Reports	011607	This record series contains various reports concerning student employees. This includes workstudy and institutional positions. Included in this series would be record of earnings reports.	5ACFY	Shred	Yes	Exempt per NDCC 44-04-18.1; Legal value per NDAC 27-02-02-01
	Professional Organizations	140109	This record series contains various information from professional organizations to which an employee is a member.	WA	Recycle	No	
	Employee Health Records	190101	This record series contains general health information on all employees. This may include current shot information and blood tests required by OSHA.	30AT	Shred	Yes	Confidential per NDCC 44-04-18.1

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	Biographical Records	260101	This record series contains biographical data for institutional faculty, staff, and other significant people. The records are used for public information releases and referenced by the institutional staff to provide responses to inquiries. This series may include but is not limited to: biographical sketches, vitae, photographs, personal history sheets, newspaper clippings, retirement notices, and obituaries. Active ceases when no longer needed administratively.	WA+3	Archive	No	
	Applications/Recruitment Records	600203	This record series contains resumes, applications, letters of recommendation, and interview documentation on applicants screened for jobs at the college/university, including faculty, staff, and post-doctorate positions. The successful applicant's records are then filed with their personnel file.	6ACM (after selection made)	Recycle	No	Legal value per 29 CFR 1627.3(b)(1)(i)
	Credentials	600604	This record series contains information on current credentials, license and continuing education records.	WA+3	Recycle	No	
	Student Employment Records	600605	This record series contains resumes, student's class schedule, employment registration forms, and other related correspondence on undergraduate, graduate, and medical student employees. This series documents the student employee's work history and contains records for work-study and institutional student employees.	6AT	Shred	Yes	Exempt per NDCC 44-04-18.1; Legal value per NDCC 28-01-16(5)
	Faculty Personnel Files	600606	This record series contains information that documents the faculty member's work history. It includes information such as job title, rank and education, employment background, grant work, training, and certifications. This may include copies of a request to recruit, request to appoint, initial vitae, letter of intent, letters of reference, academic records, supplements, tenure forms, yearly contracts, listing of grant work, and students' evaluations of course and instructor summary sheets. This includes both academic and clinical faculty. Note: The official personnel file may consist of different information than the department. This includes appointments and contracts, summer session faculty files, and Extension Program Instructor Files.	6AT	Shred	Yes	Exempt per NDCC 44-04-18.1; Legal value per NDCC 28-01-16(5)
	I-9 Forms	600607	This record series contains the employee's citizenship and employment eligibility status and may include other supporting documentation.	ACM (3 years after hire or 1 year after termination, whichever is later)	Shred	Yes	SSN is confidential per NDCC 44-04-28; Legal value per 8 CFR 274a.2
	Position Descriptions	600608	This record series contains documentation of position titles and descriptions by position number. Active ceases when the position description is updated or no longer used.	WA+3	Recycle	No	Legal value per 29 CFR 1627.3(b)
	Staff Personnel Files	600609	This record series contains non-faculty personnel files which includes routine personnel forms and other employee related records. The records are used to document period of employment, position change, salary, goals, training, and certifications.	6AT	Shred	Yes	Exempt per NDCC 44-04-18.1; Legal value per NDCC 28-01-16(5)
	Designated Medical Provider Forms	600610	This series contains forms completed by employees designating their choice of medical provider should a work-related injury occur.	UD+1	Shred * If SSN included	No	SSN is confidential per NDCC 44-04-28
	Calendar Books	600702	This record series contains records documenting the official work schedules and appointment books kept by university personnel.	CY+2	Recycle	No	

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	Departmental Leave	600703	This record series contains a record that summarizes leave status and leave donations for each employee by department. This also includes justification and documentation regarding donation of leave, leave reports, leave donation sheets, employee leave forms, and departmental leave reports.	3ACFY	Shred	Yes	Exempt per NDCC 44-04-18.1; Legal value 29 CFR 516.5
	Time Reporting	600704	This record series contains a record of hours worked. This includes hourly payroll reporting forms, time cards, and time slip correction forms.	10ACFY	Shred	Yes	Exempt per NDCC 44-04-18.1; Legal value NDAC 27-02-02-01
	Grievances	601301	This record series contains information relating to the filing of grievances and records of all proceedings in the settlement of disputes on the campus of faculty, staff, and students. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be shred when the file is closed. Active ceases with the resolution of the grievance.	WA+6	Shred	Yes	Student information is confidential per K168 Legal value per NDCC 28-01-16(1)
	Volunteers	601502	This record series contains applications, letters of reference, and a list of training with their certificates on the different volunteers that donate their time.	WA+3	Recycle	No	
	Annual Employee Notification of Policies	601503	This record series contains documentation showing acknowledgment, through a signed and returned form, that each university employee was notified of any new policies as well as to serve as a reminder of existing policies.	3ACFY	Recycle	No	Legal value per 29 CFR 1627.3(b)
	Market Data	601504	This record series contains market salaries by position for the college/university.	CY+1	Recycle	No	
	Post Doctorates	800327	This record series contains requests to recruit, request to appoint, and any other information concerning post doctorates.	6AT	Shred	Yes	SSN is confidential per NDCC 44-04-28
Information Technology							
	Software Inventory	011204	This record series contains inventory reports generated by IT and department inventory records of software that is installed on college/university computers.	WA+6	Recycle	No	
	Telephone Log	430302	This record series contains a listing of telephone calls made by college/university personnel and residents. Logs include individual date, time, caller, originating telephone number, recipient telephone number and length of call.	3ACFY	Recycle	No	
	Network Flow Data	430303	This record series contains documents including extremely high volume captures of network traffic such as session initiation, IP addresses, port numbers, and packet content. The data is used for forensic investigations and problem troubleshooting.	90DY	Shred	Yes	Confidential per NDCC 44-04-27
	Software Licenses	430801	This record series contains documents regarding the purchase of software and the software license agreements.	6AE	Recycle	No	
	E-mail Messages		See 450108 under Communications				
	Information Technology Security Violations	650701	This record series contains documents and findings related to incidents of possible violations of acceptable use policies and procedures for electronic communications devices for students, employees, and others. This may include records of the Acceptable Use Review Committee (AURC), incident reports, notes, equipment seizure and chain of custody forms, computer or related forensic examination results and samples, and evidence (storage media, hard drives, etc.). Active ends when case is resolved for stand-alone records.	WA+6	Shred	Yes	Confidential per NDCC 44-04-27; Legal value per NDCC 28-01-16
	Computer System Access Requests	750204	This record series contains information on the passwords and user IDs given to college/university personnel for use on the computer systems that have access to confidential information. This includes Computer Center Security Forms.	4AT	Shred	Yes	Confidential per NDCC 44-04-27

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	Telephone Passwords	750205	This record series contains information on the authorization codes given to university personnel for use in making long-distance phone calls. This also includes student's code information.	3ACFY	Shred	Yes	Confidential per NDCC 44-04-27
	System Logs	750206	This record series contains automatically created and purged log files of access, administrative system events (i.e. in computers, routers, data switches, and other electronic devices), and network or local application transactions of the server, routers, data switches, and other electronic devices (i.e. web server logs).	60DY	Shred	Yes	Confidential per NDCC 44-04-27
Legal							
	Affirmative Action	180102	This record series contains reports dealing with affirmative action requirements made by the government.	6	Recycle	No	Legal value per NDCC 28-01-16
	Contracts/Leases/Agreements	300103	This record series contains legal documents, correspondence, and reports related to the negotiation, fulfillment, and termination of a contract, lease, or agreement.	6AE	Recycle	No	Legal value per NDCC 28-01-16
	Requests for Information	450106	This record series contains general inquiry requests such as enrollment, grade verifications, general information on individual academic departments and Open Records Requests.	1	Recycle	No	Legal value per NDCC 44-04-21.1(1)
	Litigation Files	500401	This record series contains records related to threatened or asserted litigation or investigation. This series contains the official litigation file with any orders, pleadings, correspondence, and discovery related to litigation.	6ACC	Shred	Yes	Ongoing investigations are exempt per NDCC 32-12.2-11; Legal value per NDCC 28-01-16(1)(5)
	Legal Opinions	500501	This record series contains documentation from legal counsel detailing facts which result in rules, policy, or administrative procedures. Internal memos, notes, and research may be included.	UD+3	Recycle	No	
	Copyright Documents	501401	This record series contains copyright documents belonging to the institution. Includes documentation of registration and submittals to Library of Congress.	95	Recycle	No	Legal value per 17 USC 302, 304
	Clery Act (Campus Security)	750207	This record series contains crime logs, campus security reports, registered sex offenders (students, faculty, staff), and other documents relating to the Clery Act.	CY+6	Recycle	No	
Library							
	Circulation Records	800328	This record series contains information that documents the borrowing of library materials by qualified patrons. This series may include the name of the borrower, the titles of materials borrowed, the due date, overdue information, and related correspondence and documentation.	3ACFY	Shred	Yes	Confidential per NDCC 40-38-12
	Collection Records	800329	This record series contains information that documents the acquisition or transfer of materials or information. This series may include information on the collection itself, inventory lists, database reports, payment information, cancellation information and related correspondence and documentation concerning the collections.	3ACFY	Recycle	No	
	Exhibit Records/Shelf List Records	800330	This record series contains information that documents the display and use of materials held by the library. This series includes advertisements for the exhibit, layout and design, photographs of the exhibit, exhibit ideas, and related documentation and correspondence about the exhibit.	3ACFY	Recycle	No	
	Inter-Library Loan Records	800331	This record series contains information that documents the borrowing/lending inter-library loan process for college/university materials. This series may include requests, borrower/lender approvals, transaction slips, and related correspondence.	3ACFY	Shred	No	Confidential per NDCC 40-38-12

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	Archival Collection Records	800342	This record series contains information that documents the acquisition or transfer of archival materials or information. This series may include information on the collection itself, inventory lists, database reports, payment information, cancellation information and related correspondence and documentation concerning the archival collections.	PERM	Retain	No	
Purchasing							
	Surplus Property Disposal	011205	This record series contains records of sales or disposal of surplus property owned by the colleges/university. Includes valuations, bills of sale, and receipts.	10	Recycle	No	Legal value per 34 CFR 74.53 if acquired with grant funds
	Purchase Orders/ Requisitions/Purchase Cards	011507	This record series contains records of purchases requested or authorized by college/university departments.	10ACFY	Shred *If SSN included	Yes	SSN is confidential per NDCC 44-04-28; Legal value per 34 CFR 74.53 if acquired with grant funds
	Bids	300701	This record series contains requests for proposals and documentation related to bids submitted for prospective goods and services, including prime contracts.	10ACFY	Recycle	No	
Safety and Security							
	Insurance Policies	470201	This record series contains information related to insurance carried by the college/university.	PERM	Retain	No	Legal value per NDCC 28-01-16(1)
	Insurance Policy Claims	470301	This record series contains information on insurance claims, including billings, incident reports, and correspondence.	6 ACM (6 years after claim or age 19, if juvenile involved)	Recycle	No	Legal value per NDCC 28-01-16(1) and NDCC 28-01-25
	Workers Compensation Claim Files	470302	This series contains information which documents claims made by employees under Workers Compensation Insurance. Records typically include, but are not limited to, initial Incident Report, Worker's Claim for Injury (Form C-2), Employer's Report of Injury (Form C-2), Doctor's Report of Injury (Form C-3), Prior Injury Questionnaire (Form C-16) when indicated, workability updates, dismissal statement when appropriate, and other related correspondence. Active ceases with the termination of employment or the end of permanent disability, whichever occurs later.	WA+4	Shred	Yes	Confidential per NDCC 65-05-32; Legal value per NDCC 65-05-35
	Employee Exposure File	750106	This series contains records and reports of employee exposure to hazardous materials, chemicals or harmful physical agents. Includes incident reports, investigation files, medical surveillance, treatment and related records.	30AT	Shred	Yes	Confidential per NDCC 44-04-18.1 (1); Legal value per NDCC 28-01-16
	Incident Reports - Employees	750107	This series contains records and reports of accidents or incidents incurred by an employee of the college/university, as well as any follow-up investigation documentation. This does not include formal claims made against the college/university. If formal claim is made, transfer records to the Workers Compensation Claim Files.	3	Shred	Yes	SSN is confidential per NDCC 44-04-28; Pending claims are exempt per NDCC 32-12.2-11; Legal value per NDCC 32-12.2-02(4) and NDCC 28-01-22.1
	Incident Reports - Non-Employees	750108	This record series contains reports of any accidents or incidents incurred by non-employees or visitors, as well as any follow-up investigation documentation. This does not include formal claims made against the college/university. If a formal claim is made, transfer records to the Litigation Files.	3	Shred	Yes	SSN is confidential per NDCC 44-04-28; Pending claims are exempt per NDCC 32-12.2-11; Legal value per NDCC 32-12.2-02(4) and NDCC 28-01-22.1
	Safety Inspections	750301	This series contains records relating to inspections of fire equipment, testing of fire extinguishers, and records of fire drills conducted on university grounds or facilities; asbestos; environmental regulations; X- Ray registration; and survey meters. Includes mitigation records of deficiencies.	CY+3	Recycle	No	
	General Safety Information	750402	This record series contains information related to safety issues.	3ACFY	Recycle	No	

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	Hazardous Waste Forms	750403	This record series contains the requests to pick up and/or dispose of hazardous waste. It also tracks the movement of chemicals and wastes coming into and going out of the college/university.	3ACM (3 years plus any period of time required by regulatory action or as requested by EPA Administrator)	Recycle	No	Legal value per 40 CFR 262.40
	Safety Data Sheets	750404	This record series contains information and safe handling procedures for toxic and/or hazardous chemicals. Superseded SDS sheets may be recycled if the changes are administrative in nature and the chemical properties of the substance have not been changed.	WA+30	Recycle	No	Legal value per 40 CFR 262.40
	Preventative Ergonomics Files	750405	This record series contains information that documents the assistance given to employees to prevent repetitive musculoskeletal injuries. Records typically include, but are not limited to, ergonomic worksheets; changes made at the time of assessment; recommendations; and other related correspondence. If file becomes a workers compensation claim, transfer to the Workers Compensation Claim File.	1AT	Shred	Yes	Personal information is exempt per NDCC 44-04-18.1
	Adult Citation Files	800332	This record series contains information on all infractions by adults cited by the police department.	ACM (10 yrs after expiration of sentence or 5 yrs after case is closed).	Shred	Yes	Personal information, active criminal intelligence information, and active criminal investigative information are exempt per NDCC 44-04-18.7
	Adult Complaint Files	800333	This record series contains information on all complaints filed at the campus police department, including investigative and evidence information.	ACM (10 yrs after expiration of sentence or 5 yrs after case is closed).	Shred	Yes	Personal information, active criminal intelligence information, and active criminal investigative information are exempt per NDCC 44-04-18.7
	Juvenile Files	800334	This record series contains complaints against juvenile subjects and citation files in which the person cited was a juvenile.	ACM (Until subject is 20 yrs old, or case is closed, whichever is longer)	Shred	Yes	Confidential per NDCC 27-20-52
	Police Incident Reports	900211	This record series contains incident reports written by campus police.	7ACC	Recycle	No	
Student Health							
	Patient Medical Records	190102	This record series contains patient medical information. May include diagnosis, treatments, medications, doctor appointments, test results, X-Rays, X-Ray cards, patient histories, and patient charts.	6ACM (6 years after patient is 19 or last treatment date, whichever is longer).	Shred	Yes	Confidential per NDCC 44-04-18.16 and FERPA (20 USC 1232g; 34 CFR Part 99); Legal value per NDCC 28-01-18, 28-01-25
	Drug and Alcohol Evaluations	190103	This record series contains drug and alcohol evaluations that may be either court mandated, requested by students for counseling reasons, or for accident reports. This includes the Counseling Center's evaluations.	7ACFY	Shred	Yes	Confidential per HIPAA Public Law 104-191
	Prescriptions	800335	This record series contains the prescriptions received by the pharmacy.	6ALA	Shred	Yes	Confidential per HIPAA Public Law 104-191 and FERPA (20 USC 1232g; 34 CFR Part 99); Legal value per NDCC 43-15-31 and 43-15-31.1

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	Immunization Records	800336	This record series contains proof of immunization information regarding MMR and TB testing, as required for admission. This series also contains immunization reports from mass immunization clinics, such as meningitis and influenza.	6ACM (6 years after patient is 19 or last treatment date, whichever is longer).	Shred	Yes	Confidential per HIPAA Public Law 104-191 and FERPA (20 USC 1232g; 34 CFR Part 99)
	Narcotics Inventory	801103	This record series contains an inventory of all Federally controlled prescriptions. It also includes an inventory of narcotics used in the Pharmacy Lab courses for instructional purposes.	3ACFY	Recycle	No	Legal value per 21 CFR 1304.04
	Student Health Reports	900212	This record series contains reports generated by student health containing statistical information and trends. Also includes the supporting and preparation documents, such as the other medical ledgers.	CY+3	Shred	Yes	Confidential per HIPAA Public Law 104-191 and FERPA (20 USC 1232g; 34 CFR Part 99)
Students							
	Residency Application	012201	This record series contains residency applications from students in order to calculate tuition rates.	3ACFY	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Admission Applications	020101	This record series contains the applications prospective students fill out in order to attend the college/university. If accepted, move to Student Academic Records.	3ACFY	Shred	Yes	SSN is confidential per NDCC 44-04-28
	Admission Applications - No Money	020102	This record series contains applications received over the internet or mailed without the processing fee enclosed. If payment is received, move to Admission Applications.	1ACFY	Shred	Yes	SSN is confidential per NDCC 44-04-28
	Graduate Admission Applications	020103	This record series contains correspondence, applications, transcripts, equivalency diploma, residency affidavit, and re-admission forms of students. If accepted, move to Academic Records-Graduate.	3ACFY	Shred	Yes	SSN is confidential per NDCC 44-04-28
	Articulation Agreements	020209	This record series contains information on agreements between the college/university and other colleges or universities for the transfer of course credit.	UD+3	Archive	No	
	National Student Loan Clearinghouse	020305	This record series contains a report stating the academic enrollment status of students.	3ACFY	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Promissory Notes	020306	This record series contains students' promissory notes from federal, state, and university loans.	AFP+3	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99); Legal value per 34 CFR 668.24
	Release of Information	020401	This record series contains documentation allowing the college/university to release student information to a third party. This may include disciplinary, financial, or academic records, along with any other information specified by the release signed or submitted by the student. This record series includes FERPA releases.	PERM	Shred	Yes	FERPA (20 USC 1232g; 34 CFR Part 99)
	Academic Records-Non-Permanent	020403	This record series contains information on student academic history that is not retained on a permanent basis. Records include, but are not limited to, transfer transcripts, applications for admission, letters of recommendation, receipts for application fee, petitions, name and social security number changes, dismissal and reinstatement records, student death records, withdrawals, degree audit files, and other information and forms relating to a student's academic record. This includes information on undergraduate, graduate, professional, and continuing education students.	5 ALA	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Academic Records-Permanent	020404	This record series contains information on student academic history that is retained on a permanent basis. This includes academic records, grade rosters, and change of grade forms. This pertains to undergraduate, graduate, and continuing education (for-credit) students.	PERM	Retain	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)

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	Graduate File	020405	This record series contains information on all past graduate students who have attended the university. Includes graduate cards maintained by university departments.	CY+35	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Non-Degree Student Files	020406	This record series contains information on students taking graduate classes, but are not enrolled in a graduate school program.	WA+5	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Study Abroad Student Files	020407	This record series contains information on students who are studying at universities in other countries.	CY+5	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Advisement	020408	This record series contains information on students' academic files. This may include copies of high school and college transcripts, advisement meeting notes, master time table, dean's list information, and other things relating to the student's academic standing.	WA+5	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Career Counseling	020409	This record series contains information about the career counseling of students. This is for academic or career counseling only.	7ACFY	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Student Course Work	020410	This record series contains records of the exams, homework, papers, and projects completed by students that the instructor does not return to the student after grading or review. This includes, but is not limited to, internship summaries, term papers, quizzes, tests, and minor projects.	1ACFY	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	General Credential or Co-op Files	020411	This record series contains information on the methods students use to market themselves to future employers. This may include resumes, unofficial transcripts, release forms, information cards, and online homework assignments for students registered at Career Services. Active ceases with graduation or last date of attendance.	WA+3	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	International Student Files	020412	This record series contains information on all international students. This may include I-20's and other immigration information.	5ALA	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Learning Center Client Files	020413	This record series contains information on individuals who come to the University Learning Center for assistance (tutoring, assessment tests, etc.). The file may include the ULC's Basic Information Form, session notes, and other material as it pertains to the individual's needs. Active ceases with graduation or last date of attendance.	WA+5	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	ROTC Cadet Files - DA 201	020414	This record series contains information related to a cadet enrolled in the Army ROTC program. Documentation may include DoD Enlisted Documents, DA 597/597-3 ROTC contracts, SGLV 8286 (life insurance forms), Orders, DD 93, ROTC CC 137/136, Physical Fitness cards, Cadet Command Form 139-R, DA 3449-9 Medical Record containing DD 2005 (Privacy Act Statement), Report of Medical Examination, Report of Medical History, and any other pertinent information. Active ceases with graduation or disenrollment from the ROTC Program.	WA+3	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99); SSN is confidential per NDCC 44-04-28
	Special Circumstances	020415	This record series contains information on decisions made by the Dean of Students on students' special circumstances cases. This may include withdrawals after deadlines, exceptions to the refund schedule, notes from personal meetings, medical documentation, legal information, and the final decision.	7ACFY	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99) and/or HIPAA Public Law 104-191; Legal value per NDCC 28-01-16

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	Student Teacher (Credential) File	020416	This series contains the evaluations of students who participated in student teaching. This may include teacher evaluations, certifications, and letters of reference. Active ceases with the last update to the file (update may include adding new letters of reference, adding unofficial transcripts, updating personal data, or having the file sent to a prospective employer or graduate school admissions committee).	WA+3	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Summary Reports	020417	This record series contains reports pertaining to the academic situations of students. This series may include Admission Status reports.	UD	Archive	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Transcripts	020418	This record series contains transcripts created by Continuing Education documenting the completion of professional development classes overseen by the Continuing Education Department. These are not for university credit.	PERM	Retain	No	
	Counseling Client Files	020419	This record series contains information on personal history, case notes, release information, intake assessments, and record of any contact that is made with the client. This does not include any academic counseling.	7ACFY	Shred	Yes	FERPA (20 USC 1232g; 34 CFR Part 99)
	Disability Files	020420	This record series contains student disability documentation. This may include requests for accommodation, correspondence, and notes from meetings with disabled students.	WA+3	Shred	Yes	FERPA (20 USC 1232g; 34 CFR Part 99)
	Fair Cards	020502	This record series contains information on students who have visited job or career fairs.	1ACFY	Recycle	No	
	Visit Cards	020503	This record series contains information on prospective students that have visited the college/university.	CY+1	Recycle	No	
	General Education Development (GED)	020602	This record series contains GED tests and scores for everyone who has taken it at the college/university.	CY+5	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Grade Report Forms	020603	This record series contains grade sheets used to record grades for each student taking courses for credit.	PERM	Retain	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Nelson Denny Reading Test	020604	This record series contains information on individuals who have taken the Nelson-Denny Reading Test. This may include the test material and version taken and the answer sheets completed by each individual. Active ceases with graduation or last date of attendance.	WA+1	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Standardized Academic Tests	020605	This record series contains information on people who have taken academic standardized tests. This includes test rosters, administrative paperwork, and the version taken.	CY+1	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Standardized Psychological Tests	020606	This record series contains information on the people who have taken standardized psychological tests. This includes test rosters, administrative paperwork, and the version taken.	CY+5	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Test Roster	020607	This record series contains a listing of students and the tests they have taken, when, and what version.	CY+10	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	TOEFL Tests	020608	This record series contains tests of international students demonstrating their proficiency in English. If student enrolls in the university, move record to Admission Applications.	CY+3	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Transfer Evaluation and Test Scores	020609	This record series contains transfer evaluation memos and test scores including AP, CLEP, IB, DANTES score sheets for non-matriculated students (they become part of Academic Records for matriculated students).	3ACFY	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Student Performance/Academic Standards Committees	220314	This record series contains minutes for the Student Performance and Recognition Committee and the Academic Standards Committee. These committees deal with student awards and grievances. Active ceases when issue has been resolved.	WA+6	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)

Retention Codes:

ACC = After Case Closed

AE = After Expired

ALA = After Last Action

CY = Current Year

LOE = Life of Equipment

UD = Updated

ACFY = After Current Fiscal Year

AFP = After Final Payment

AT = After Termination

DY = Days

MO = Month

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North Dakota Colleges/Universities
General Records Retention Schedule

5/3/2016

Functional Area	Record Series Title	Record Category Number	Records Series Description	Office of Record Retention	Method of Disposal	Confidential	Legal Reference
	Honors/Awards	260103	This record series contains a historical record of any honors and/or awards given to students.	3ACFY	Archive	No	
	Letters of Reference	450107	This record series contains letters of reference written for students at the college/university.	WA	Recycle	No	
	Immigration	500201	This record series contains temporary visa and permanent residence documents. Active ceases when no longer a full-time student.	WA+6	Recycle	No	Legal value per 8 CFR 214.3 (g)(1)
	Career Service Employer Files	800337	This record series contains job descriptions, Equal Employment Opportunity statement, and correspondence with companies advertising or recruiting through Career Services.	UD+3	Recycle	No	
	Conduct Violation Records	800338	This record series contains reports of student violations of the Code of Student Life. Records may include, but are not limited to, incident reports, housing violations on or off-campus, hearing documentation, if applicable, correspondence, and other supporting documentation used to deal with the violation.	WA+6	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99); Legal value per NDCC 28-01-16
	Housing	800339	This record series contains information regarding student's on-campus housing. This may include applications for housing, refrigerator and loft contracts, linen and key forms, meal plan contracts, payment verification, and information on room's condition before and after occupancy.	CY+5	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99)
	Veteran's Files	800340	This record series contains information on the students receiving military benefits through their attendance at the college/university.	WA+3	Shred	Yes	FERPA (20 USC 1232g; 34 CFR Part 99)
	Wellness Center Participant Records	800341	This record series contains records regarding people utilizing the services of the Wellness Center. Records include, but are not limited to, new member form, liability waiver, and fitness evaluations.	3ACFY	Shred	Yes	Confidential per FERPA (20 USC 1232g; 34 CFR Part 99); Legal value per NDCC 28-01-22.1
			NOTE 1: If you are retaining a <u>copy</u> of a record, you must dispose of the records prior to the timeframe identified in the Office of Record Retention column.				

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