

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
010202	AUDIT REPORTS AND WORKING PAPERS	This series contains audit reports and workpapers received from audits conducted by internal and external auditors employed by the University, the North Dakota University System, or by outside parties. Includes fiscal, performance, academic, athletic, and compliance audits.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
010405	BUDGET	This record series contains the approved annual and/or biennial budget and other schedules used for budget monitoring.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Archives
010406	PROPOSED BUDGET AND WORKING PAPERS	This record series contains documentation created during preparation and submittal of the annual/biennial budget process.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Landfill/Delete backups
010501	RECEIPTS AND CASH TRANSACTION RECORDS	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
010602	BANKING RECORDS	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.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Shredder
011001	BOND ISSUE BOOKS	This series contains records related to bonds issued, including all legal documents regarding the bond issue. It also provides a historical record of the transactions.	Yes	LB+6 - Life of Bond Plus 6 Years	Archives
011002	MONTHLY FINANCIAL REPORTS	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
011003	ANNUAL FINANCIAL STATEMENTS AND REPORTS	This 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.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Archives
011004	PAID BONDS AND COUPONS	This series contains paid bonds and coupons.	Yes	LB+6 - Life of Bond Plus 6 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
011005	SALES TAX RETURNS	This record series contains information that documents sales tax collection for college/university services provided to other outside entities.	Yes	ACFY+4 - After Current Fiscal Year Plus 4 Years	Landfill/Delete backups
011006	FUNDRAISING RECORDS	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.	Yes	WA+3 - While Active Plus 3 Years	Archives
011007	GIFTS/DONATIONS	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.	Yes	PERM - Permanent	Archives
011201	INVENTORY - MAJOR EQUIPMENT	This record series contains property inventories of major equipment owned by the college/university.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
011202	INVENTORY - MINOR EQUIPMENT AND SUPPLIES	This record series contains inventories of minor equipment and supplies owned by the college/university.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
011203	INVENTORY - UNIVERSITY STORES	This record series contains information on inventories held by college/university stores, such as dining services, facilities, etc.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
011205	SURPLUS PROPERTY DISPOSAL	This record series contains records of sales or disposal of surplus property owned by the colleges/university. Includes valuations, bills of sale, and receipts.	Yes	10 years	Landfill/Delete backups
011206	MEDICAL EQUIPMENT AND SUPPLIES CHECKLIST	This record series contains the content inventories of various types of medical equipment such as crash carts, defibrillators, trauma kits, fire blankets, stop the bleed kits. The checklist or inventory may include an inventory listing, date inventory was completed, and signature of the person responsible for conducting the inventory.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
011302	CHART OF ACCOUNTS	This record series contains records relating to creation and changes to the chart of accounts.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
011303	GENERAL LEDGER/JOURNAL ENTRIES	This record series contains general ledger and journal entries showing annual financial transactions.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
011502	ACCOUNTS PAYABLE	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.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Shredder
011503	ACCOUNTS PAYABLE REPORTING	This record series contains reports generated for review or balancing of accounts payable system.	Yes	1 months	Shredder
011504	INTER-DEPARTMENTAL BILLING	This record series contains records documenting activities and charges owed by internal college/university departments and functions to other departments.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
011505	RECEIPTS/CASH TRANSACTION RECORDS - GRANTS	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.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
011506	CREDIT CARD TRANSACTION DOCUMENTATION	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
011507	PURCHASE ORDERS/REQUISITIONS	This record series contains records of purchases requested or authorized by college/university departments.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
011603	EMPLOYEE PAYROLL FILES	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.	Yes	AT+10 - After Termination Plus 10 Years	Shredder
011604	PAYROLL REPORTS	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.	Yes	ACFY+5 - After Current Fiscal Year Plus 5 Years	Shredder
011605	TAX REPORTING	This series contains reporting and supporting documentation used by institutions when providing Information Returns directly to the Internal Revenue Service. IRS Information Returns include 1042s, 1098 series, 1099 series, etc. Supporting documentation includes W-9s, W-8 series, and any other documentation supporting the report to the IRS.	Yes	13 years	Shredder
011606	COMPENSATION RECORDS	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.	Yes	ACFY+5 - After Current Fiscal Year Plus 5 Years	Landfill/Delete backups
011607	STUDENT EMPLOYMENT PAYROLL REPORTS	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.	Yes	ACFY+5 - After Current Fiscal Year Plus 5 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
011804	ACCOUNTS RECEIVABLE	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.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
011805	ACCOUNTS RECEIVABLE REPORTING	This record series contains various reports concerning accounts receivable.	Yes	1 months	Landfill/Delete backups
011806	DELINQUENT ACCOUNTS/COLLECTIONS	This record series contains records associated with attempts to collect delinquent debts. Includes records associated with collection efforts using outside agencies and legal processes.	Yes	ACM+6 - After Conditions Met Plus 6 Years	Shredder
011807	TICKET SALES	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
012201	RESIDENCY APPLICATION	This record series contains residency applications from students in order to calculate tuition rates.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
020101	ADMISSION APPLICATIONS	This record series contains the applications prospective students fill out in order to attend the college/university. This includes applications for collaborative and dual credit enrollment. If accepted, move to Academic Records - Non-Permanent (020403).	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
020102	ADMISSION APPLICATIONS - NO MONEY	This record series contains applications received over the internet or mailed without the processing fee enclosed. This includes applications for collaborative and dual credit enrollments. If payment is received, move to Admission Applications.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
020103	GRADUATE ADMISSION APPLICATIONS	This record series contains correspondence, applications, transcripts, equivalency diploma, residency affidavit, and re-admission forms of students. If accepted, move to Academic Records-Non-Permanent.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
020201	CONTINUING EDUCATION UNITS	This record series contains applications, rosters, setup and approval forms, and a description of the CEU activities for the courses approved by Continuing Education.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
020202	INSTRUCTIONAL DEVELOPMENT FUNDING REQUESTS	This record series contains information on funding requests from faculty for instructional development.	Yes	ACFY+5 - After Current Fiscal Year Plus 5 Years	Landfill/Delete backups
020203	ACADEMIC ADMINISTRATIVE RECORDS	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, degree/graduation lists and registration forms, and other related documents.	Yes	ACFY+5 - After Current Fiscal Year Plus 5 Years	Archives, Confidential
020205	EDUCATIONAL CATALOG RECORDS	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.	Yes	UD - Updated/update	Archives
020206	PROGRAM AND COURSE REQUEST RECORDS	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, syllabus/syllabi, sample examinations, text book lists, etc.	Yes	UD+3 - Updated/update Plus 3 Years	Archives

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
020207	STUDENT EVALUATIONS OF COURSE AND INSTRUCTOR	This record series contains a summary report of the evaluations done on advisors, instructors, and courses, including all numerical and narrative responses from individual evaluations. Following the delivery of the summary report, the raw data has no retention value and can be destroyed in accordance with the individual institution's procedure. Departmental office may maintain a copy of the instructor evaluation summaries in the faculty personnel file.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
020208	CLASS SCHEDULING RECORDS	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
020209	ARTICULATION AGREEMENTS	This record series contains information on agreements between the college/university and other colleges or universities for the transfer of course credit.	Yes	UD+3 - Updated/update Plus 3 Years	Archives
020301	DISBURSEMENT RECORDS	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.	Yes	ACM+3 - After Conditions Met Plus 3 Years	Shredder
020302	FINANCIAL AID RECORDS	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.	Yes	ACM+3 - After Conditions Met Plus 3 Years	Shredder
020303	FINANCIAL AID REPORTS	This record series contains the operations reports and grant and scholarship reports of the Student Financial Aid Office.	Yes	ACM+3 - After Conditions Met Plus 3 Years	Shredder
020304	SATISFACTORY PROGRESS FINANCIAL AID ELIGIBILITY	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).	Yes	ACM+3 - After Conditions Met Plus 3 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
020305	NATIONAL STUDENT LOAN CLEARINGHOUSE	This record series contains a report stating the academic enrollment status of students.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
020306	PROMISSORY NOTES	This record series contains students' promissory notes from federal, state, and university loans.	Yes	AFP+3 - After Final Payment Plus 3 Years	Shredder
020401	RELEASE OF INFORMATION	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 particular form signed by the student.	Yes	PERM - Permanent	
020402	SPORTS INFORMATION	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. This record series also contains a summary of individual games and competitions, including sport name, opponent name, date, event location, final score, player names and positions, and time played per athlete, etc.	Yes	WA - While Active	Archives
020403	ACADEMIC RECORDS - NON-PERMANENT	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.	Yes	ALA+5 - After Last Activity/After Last Action Plus 5 Years	Shredder
020404	ACADEMIC RECORDS - PERMANENT	This record series contains information on student academic history that is retained on a permanent basis. This includes academic records, grade rosters, FERPA related forms/information, and change of grade forms. This pertains to undergraduate, graduate, and continuing education (for-credit) students.	Yes	PERM - Permanent	

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
020406	NON-DEGREE STUDENT FILES	This record series contains information on students enrolled in undergraduate or graduate classes, but are not enrolled in an undergraduate or graduate school program.	Yes	WA+5 - While Active Plus 5 Years	Shredder
020407	STUDY ABROAD STUDENT FILES	This record series contains information on students who are studying at universities in other countries.	Yes	CY+5 - Current Year Plus 5 Years	Shredder
020408	ADVISEMENT	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.	Yes	WA+5 - While Active Plus 5 Years	Shredder
020409	CAREER COUNSELING	This record series contains information about the career counseling of students. This is for academic or career counseling only.	Yes	ACFY+7 - After Current Fiscal Year Plus 7 Years	Shredder
020410	STUDENT COURSE WORK	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.	Yes	ACFY+1 - After Current Fiscal Year Plus 1 Year	Shredder
020411	GENERAL CREDENTIAL OR CO-OP FILES	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.	Yes	WA+3 - While Active Plus 3 Years	Shredder
020412	INTERNATIONAL STUDENT FILES	This record series contains information on all international students. This may include I-20's and other immigration information.	Yes	ALA+5 - After Last Activity/After Last Action Plus 5 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
020414	ROTC CADET FILES - DA 201	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.	Yes	WA+3 - While Active Plus 3 Years	Shredder
020415	SPECIAL CIRCUMSTANCES	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.	Yes	ACFY+7 - After Current Fiscal Year Plus 7 Years	Shredder
020416	STUDENT TEACHER (CREDENTIAL) FILE	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).	Yes	WA+3 - While Active Plus 3 Years	Shredder
020417	SUMMARY REPORTS	This record series contains reports pertaining to the academic situations of students. This series may include Admission Status reports.	Yes	UD - Updated/update	Archives, Confidential
020418	TRANSCRIPTS	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.	Yes	PERM - Permanent	

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
020419	COUNSELING CLIENT FILES	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.	Yes	WA+7 - While Active Plus 7 Years	Shredder
020420	DISABILITY FILES	This record series contains student disability documentation. This may include requests for accommodation, correspondence, and notes from meetings with disabled students.	Yes	WA+3 - While Active Plus 3 Years	Shredder
020501	ATHLETIC RECRUITMENT	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.	Yes	CY+1 - Current Year Plus 1 Year	Shredder
020502	FAIR CARDS	This record series contains information on students who have visited job or career fairs.	Yes	ACFY+1 - After Current Fiscal Year Plus 1 Year	Landfill/Delete backups
020503	VISIT CARDS	This record series contains information on prospective students that have visited the college/university.	Yes	CY+1 - Current Year Plus 1 Year	Landfill/Delete backups
020601	GRADE BOOK (CLASS RECORD)	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.	Yes	ACFY+5 - After Current Fiscal Year Plus 5 Years	Shredder
020602	GENERAL EDUCATION DEVELOPMENT (GED)	This record series contains GED tests and scores for everyone who has taken it at the college/university.	Yes	CY+5 - Current Year Plus 5 Years	Shredder
020603	GRADE REPORT FORMS	This record series contains grade sheets used to record grades for each student taking courses for credit.	Yes	PERM - Permanent	
020605	STANDARDIZED ACADEMIC TESTS FROM CERTIFIED	This record series contains information on people who have taken academic standardized tests from Certified Testing Centers located on NDUS campuses. This includes test rosters, administrative paperwork, and the version taken. Examples include the Nelson Denny Reading test and the TOEFL Tests. This record series does not pertain to campus-based courses or campus-based instruction. If the student enrolls in the university, move the record to student files.	Yes	CY+2 - Current Year Plus 2 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
020606	STANDARDIZED PSYCHOLOGICAL TESTS	This record series contains information on the people who have taken standardized psychological tests from Certified Testing Centers located on NDUS campuses. This includes test rosters, administrative paperwork, and the version taken. This record series does not apply to campus faculty or academic testing.	Yes	CY+5 - Current Year Plus 5 Years	Shredder
020609	TRANSFER EVALUATION AND TEST SCORES	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) from Certified Testing Centers located on NDUS campuses. This record series does not apply to campus faculty or academic testing.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
020610	NATIONAL BOARD EXAM RECORDS	This record series contains national board exams, correspondence, and results.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Shredder
020701	ACCREDITATION RECORDS	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.	Yes	ACM - After Conditions Met	Archives
020702	PROGRAM EVALUATIONS	This record series contains evaluations of each undergraduate and graduate academic program.	Yes	Current 1 Previous	Archives
140109	PROFESSIONAL ORGANIZATIONS	This record series contains various information from professional organizations to which an employee is a member.	Yes	WA - While Active	Landfill/Delete backups
180102	AFFIRMITIVE ACTION	This record series contains reports dealing with affirmative action requirements made by the government.	Yes	6 years	Landfill/Delete backups
190101	EMPLOYEE HEALTH RECORDS	This record series contains general health information on all employees. This may include current shot information and blood tests required by OSHA.	Yes	AT+30 - After Termination Plus 30 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
190102	PATIENT MEDICAL RECORDS	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.	Yes	ACM+6 - After Conditions Met Plus 6 Years	Shredder
190103	DRUG AND ALCOHOL EVALUATIONS	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.	Yes	ACFY+7 - After Current Fiscal Year Plus 7 Years	Shredder
220110	AGENDAS AND MINUTES	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.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Archives, Confidential
220111	EXECUTIVE SESSION RECORDINGS	This series contains recordings used within the scope of an executive session of a meeting.	Yes	6 months	Shredder
220313	BYLAWS	This record series contains bylaws for committees.	Yes	UD+3 - Updated/update Plus 3 Years	Archives
220314	STUDENT PERFORMANCE/ACADEMIC STDS COMM	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.	Yes	WA+6 - While Active Plus 6 Years	Shredder
260101	BIOGRAPHICAL RECORDS	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.	Yes	WA+3 - While Active Plus 3 Years	Archives
260102	PUBLIC RELATIONS MATERIALS	This record series contains press releases, newspaper clippings, promotional materials, brochures, bulletins, and other related items for college/university publicity.	Yes	UD - Updated/update	Archives
260103	HONORS/AWARDS	This record series contains a historical record of any honors and/or awards given to students.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Archives
260403	NEWSLETTERS/PUBLICATIONS	This record series contains information on specific events, summary of events, current happenings, etc.	Yes	UD - Updated/update	Archives

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
260701	AUDIO/VISUAL PRESENTATIONS	This record series contains digital photographs, film, and photographic proofs and negatives of college/university activities, and presentations for internal and/or external presentation.	Yes	WA - While Active	Archives
300103	CONTRACTS/LEASES/AGREEMENTS	This record series contains legal documents, correspondence, and reports related to the negotiation, fulfillment, and termination of a contract, lease, or agreement.	Yes	AE+6 - After Expired Plus 6 Years	Landfill/Delete backups
300301	LIABILITY WAIVERS	This series contains liability waivers signed by individuals who participate in an activity or program offered by the college or university to acknowledge the risks involved with their participation. This would include registration and personal information on K-12 participants or potential participants of outreach programs planned by an NDUS institution or one of its departments.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Shredder
300701	BIDS	This record series contains requests for proposals and documentation related to bids submitted for prospective goods and services, including prime contracts.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
350101	TRAINING - PROFESSIONAL DEVELOPMENT	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
350102	TRAINING MATERIALS - SAFETY AND EQUIPMENT	This 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.	Yes	UD+3 - Updated/update Plus 3 Years	Landfill/Delete backups
350501	RETREATS/WORKSHOPS/SEMINARS/CONFERENCES	This record series contains documents pertaining to the organization and planning of a retreat, workshop, camp, clinic, seminar or conference.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Archives
430101	EQUIPMENT INFORMATION	This record series contains repair reports, maintenance, manuals, warranties, and licenses.	Yes	LOE+6 - Life of Equipment Plus 6 Years	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
430301	LOG BOOKS	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
430302	TELEPHONE LOG	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
430303	NETWORK FLOW DATA	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.	Yes	90 days	Shredder
430501	WORK ORDERS/PROJECT REQUESTS	This record series contains a record of requests for repair and/or maintenance of facility or property.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
430801	SOFTWARE LICENSES	This record series contains documents regarding the purchase of software and the software license agreements.	Yes	AE+6 - After Expired Plus 6 Years	Landfill/Delete backups
450103	ADMINISTRATIVE CORRESPONDENCE	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
450104	EXECUTIVE CORRESPONDENCE	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.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Archives
450105	GENERAL CORRESPONDENCE	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.	Yes	ACFY+1 - After Current Fiscal Year Plus 1 Year	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
450106	REQUESTS FOR INFORMATION	This record series contains general inquiry requests such as enrollment, grade verifications, student academic standing, attendance at the institution, or general information on individual academic departments and Open Records Requests. This record series may include transcript requests and enrollment verifications.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
450107	LETTERS OF REFERENCE	This record series contains letters of reference written for students at the college/university.	Yes	WA - While Active	Landfill/Delete backups
450108	ELECTRONIC COMMUNICATION RECORDS	This series contains e-mail messages, voicemail messages, recorded telephone conversations, instant messages, text messages, etc. created or received by faculty, staff or students of the North Dakota University System.	Yes	ACM - After Conditions Met	Landfill/Delete backups
470201	INSURANCE POLICIES	This record series contains information related to insurance carried by the college/university.	Yes	PERM - Permanent	
470301	INSURANCE POLICY CLAIMS	This record series contains information on insurance claims, including billings, incident reports, and correspondence.	Yes	ACM+6 - After Conditions Met Plus 6 Years	Landfill/Delete backups
470302	WORKERS COMPENSATION CLAIMS	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.	Yes	WA+4 - While Active Plus 4 Years	Shredder
500401	LITIGATION	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.	Yes	ACC+6 - After Case Closed Plus 6 Years	Archives, Confidential

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
500402	GRIEVANCES	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, FERPA violations, and duplicate copies may also be a part of the record series. Active ceases with the resolution of the grievance.	Yes	WA+6 - While Active Plus 6 Years	Shredder
500501	LEGAL OPINIONS	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.	Yes	UD+3 - Updated/update Plus 3 Years	Landfill/Delete backups
501201	CRIMINAL HISTORY BACKGROUND CHECKS	This series contains any correspondence and the results of criminal history background checks for any employee or student.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
501401	COPYRIGHT DOCUMENTS	This record series contains copyright documents belonging to the institution. Includes documentation of registration and submittals to Library of Congress.	Yes	95 years	Landfill/Delete backups
501402	PATENTS & TRADEMARKS	This series contains information related to the application process for patents/trademarks. It also includes information related to issued patents/trademarks and related documentation such as patent/trademark searches, evaluations, applications, contract reviews, contract awards, patent agreements, progress reports, and any other related documents and correspondence that provides a means of defense for a patent/trademark.	Yes	WA+6 - While Active Plus 6 Years	Archives
501403	PATENT/TRADEMARK: INCOME/EXPENSE/INVENTO	This series contains financial records indicating patent/trademark income and expenses, the documentation of inventor share payments or distribution of funds, and other related documentation or correspondence.	Yes	WA+6 - While Active Plus 6 Years	Landfill/Delete backups
600203	APPLICATIONS/RECRUITMENT RECORDS	This record series contains student job applications, and 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.	Yes	ACM+3 - After Conditions Met Plus 3 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
600204	SEARCH COMMITTEE	This record series contains a record of committee actions to publicize a position, responses from candidates, offers made, or commitments to hire. Includes correspondence, candidate evaluations, vitae, notes, etc. Records from searches for Presidents, Provosts, Vice Presidents, Deans, and Directors go to University Archives.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
600604	CREDENTIALS	This record series contains information on current credentials, license and continuing education records.	Yes	WA+3 - While Active Plus 3 Years	Landfill/Delete backups
600605	STUDENT EMPLOYMENT RECORDS	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.	Yes	AT+6 - After Termination Plus 6 Years	Shredder
600606	FACULTY PERSONNEL FILES	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: personnel information may exist in different locations (i.e., department, provost office, etc.).	Yes	AT+6 - After Termination Plus 6 Years	Shredder
600607	I-9 FORMS	This record series contains the employee's citizenship and employment eligibility status and may include other supporting documentation.	Yes	ACM - After Conditions Met	Shredder
600608	POSITION DESCRIPTIONS	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.	Yes	WA+3 - While Active Plus 3 Years	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
600609	STAFF PERSONNEL FILES	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.	Yes	AT+6 - After Termination Plus 6 Years	Shredder
600610	DESIGNATED MEDICAL PROVIDER FORMS	This series contains forms completed by employees designating their choice of medical provider should a work-related injury occur.	Yes	UD+1 - Updated/update Plus 1 Year	Shredder
600611	IMMIGRATION - EMPLOYMENT RECORDS	This record series contains immigrant and non-immigrant records associated with employment at the university. This may include visas and permanent residency documents.	Yes	WA+6 - While Active Plus 6 Years	Shredder
600612	CONFLICTS OF INTEREST	This record series contains forms completed by personnel that discloses financial interest or conflicts of interest.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
600702	CALENDAR BOOKS	This record series contains records documenting the official work schedules and appointment books kept by university personnel.	Yes	CY+2 - Current Year Plus 2 Years	Landfill/Delete backups
600703	DEPARTMENTAL LEAVE	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
600704	TIME REPORTING	This record series contains a record of hours worked. This includes hourly payroll reporting forms, time cards, and time slip correction forms.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Shredder
601502	VOLUNTEERS	This record series contains applications, letters of reference, and a list of training with their certificates on the different volunteers that donate their time.	Yes	WA+3 - While Active Plus 3 Years	Shredder
601503	ANNUAL EMPLOYEE NOTIFICATION OF POLICIES	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
601504	MARKET DATA	This record series contains market salaries by position for the college/university.	Yes	CY+1 - Current Year Plus 1 Year	Landfill/Delete backups
650301	ORGANIZATIONAL CHARTS	This record series contains a graphical display of the organizational structure of the college/university.	Yes	UD+3 - Updated/update Plus 3 Years	Archives
650401	DISPOSITION RECORDS	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.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Landfill/Delete backups
650402	RECORDS INVENTORY	This record series contains documentation on the types of records located in college/university departments and offices.	Yes	UD - Updated/update	Landfill/Delete backups
650403	RECORDS RETENTION SCHEDULE	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.	Yes	UD+3 - Updated/update Plus 3 Years	Landfill/Delete backups
650501	DIRECTIVES/POLICIES/PROCEDURES/GUIDELINES	This record series contains all college/university policies, procedures and guidelines.	Yes	UD+3 - Updated/update Plus 3 Years	Archives
650701	INFORMATION TECHNOLOGY SECURITY VIOLATION	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.	Yes	WA+6 - While Active Plus 6 Years	Shredder
720103	REFERENCE MATERIAL	This record series contains information maintained for reference purposes only.	Yes	WA - While Active	Landfill/Delete backups
720301	MAILING/PHONE LISTS	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.	Yes	UD - Updated/update	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
750106	EMPLOYEE EXPOSURE FILE	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.	Yes	AT+30 - After Termination Plus 30 Years	Shredder
750107	INCIDENT REPORTS - EMPLOYEES	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.	Yes	3 years	Shredder
750108	INCIDENT REPORTS - NON-EMPLOYEES	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.	Yes	3 years	Shredder
750201	BUILDING ACCESS RECORDS	This record series contains documentation of requests for keys, electronic door access and/or card access. Documentation can include requisition, inventory and discontinuation of the access device.	Yes	WA+3 - While Active Plus 3 Years	Landfill/Delete backups
750202	IDENTIFICATION CARD INFORMATION	This record series contains applications from anyone applying for a college/university issued ID card. This includes faculty, staff, and students.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Shredder
750203	TRAFFIC/GENERAL VEHICLE INFORMATION	This record series contains information on vehicles registered for any faculty, staff, student, or guest parking on campus. This includes any parking tickets received and any tickets appealed.	Yes	WA - While Active	Landfill/Delete backups
750204	COMPUTER SYSTEM OR APPLICATION PRIVILEGED	This record series contains requests for elevated or privileged access to computers, applications, or information technology systems. This series may include new requests for elevated or privileged access, changes to elevated or privileged access, or termination of elevated or privileged access.	Yes	AT+4 - After Termination Plus 4 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
750205	TELEPHONE PASSWORDS	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
750206	SYSTEM LOGS	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).	Yes	60 days	Shredder
750207	CLERY ACT (CAMPUS SECURITY)	This record series contains crime logs, campus security reports, registered sex offenders (students, faculty, staff), and other documents relating to the Clery Act.	Yes	CY+6 - Current Year Plus 6 Years	Landfill/Delete backups
750208	VIDEO RECORDINGS FROM SECURITY CAMERAS	This series contains video recordings from security cameras across campus.	Yes	WA - While Active	Landfill/Delete backups
750301	SAFETY INSPECTIONS	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.	Yes	CY+3 - Current Year Plus 3 Years	Landfill/Delete backups
750401	ENVIRONMENTAL REGULATION RECORDS	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.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
750402	GENERAL SAFETY INFORMATION	This record series contains information related to safety issues.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
750403	HAZARDOUS WASTE FORMS	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.	Yes	ACM+3 - After Conditions Met Plus 3 Years	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
750404	SAFETY DATA SHEETS	This record series contains information and safe handling procedures for toxic and/or hazardous chemicals.	Yes	WA+30 - While Active Plus 30 Years	Landfill/Delete backups
750405	PREVENTATIVE ERGONOMIC FILES	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.	Yes	AT+1 - After Termination Plus 1 Year	Shredder
750406	RISK MANAGEMENT QUALITY ASSURANCE RECORD	This series contains records related to participation in the Risk Management program by clinics, pharmacies, and other medical related services. These records may include copies of incident reports, supporting documentation, quality review, quality assurance records, quality assurance training records, Risk Management Fund Loss, Summary Reports, minutes from Loss Control Committee/Risk Management Committee or other related meetings, and other reports related to the risk management.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Archives, Confidential
800101	DEPARTMENTAL FILES	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.	Yes	WA+3 - While Active Plus 3 Years	Archives
800206	ELECTRICAL (WIRING) FILES	This record series contains FCC applications, mock inspection files, and wiring documents.	Yes	5 years	Landfill/Delete backups
800207	FEDERAL COMMUNICATIONS COMMISSION FILES	This record series contains documentation required by the FCC for licensing. This may include maps, agreements, etc.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
800208	FEE DEVELOPMENT RECORDS	This record series includes any information regarding the development and approval of any fee that affects student's tuition/fees or faculty/staff fees. Fees such as Course Fees, Program Fees, Processing Fees, Parking Fees, etc. It may include the fee request form, backup documentation, letter to the President asking for approval, letter to the department with the final decision, and any correspondence.	Yes	WA+6 - While Active Plus 6 Years	Landfill/Delete backups
800324	EVENTS	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.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Archives
800325	PRINTING REQUESTS/SERVICE	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
800327	POST DOCTORATES	This record series contains requests to recruit, request to appoint, and any other information concerning post doctorates.	Yes	AT+6 - After Termination Plus 6 Years	Shredder
800328	CIRCULATION RECORDS	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.	Yes	WA - While Active	Shredder
800329	COLLECTION RECORDS	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
800330	EXHIBIT RECORDS/SHELF LIST RECORDS	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
800331	INTER-LIBRARY LOAN RECORDS	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.	Yes	WA - While Active	Shredder
800332	ADULT CITATION FILES	This record series contains information on all infractions by adults cited by the police department.	Yes	ACM - After Conditions Met	Shredder
800333	ADULT COMPLAINT FILES	This record series contains information on all complaints filed at the campus police department, including investigative and evidence information.	Yes	ACM - After Conditions Met	Shredder
800334	JUVENILE FILES	This record series contains complaints against juvenile subjects and citation files in which the person cited was a juvenile.	Yes	ACM - After Conditions Met	Shredder
800335	PRESCRIPTIONS	This record series contains the prescriptions received by the pharmacy.	Yes	7 years	Shredder
800336	IMMUNIZATION RECORDS	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.	Yes	ACM+6 - After Conditions Met Plus 6 Years	Shredder
800337	CAREER SERVICE EMPLOYER FILES	This record series contains job descriptions, Equal Employment Opportunity statement, and correspondence with companies advertising or recruiting through Career Services.	Yes	UD+3 - Updated/update Plus 3 Years	Landfill/Delete backups
800338	CONDUCT VIOLATION RECORDS	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.	Yes	WA+6 - While Active Plus 6 Years	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
800339	HOUSING	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.	Yes	CY+5 - Current Year Plus 5 Years	Shredder
800340	VETERAN'S FILES	This record series contains information on the students receiving military benefits through their attendance at the college/university.	Yes	WA+3 - While Active Plus 3 Years	Shredder
800341	WELLNESS CENTER PARTICIPANT RECORDS	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Shredder
800342	ARCHIVAL COLLECTION RECORDS	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.	Yes	PERM - Permanent	
800345	PROJECT DOCUMENTATION	This record series contains all the 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.	Yes	APC+3 - After Project Completed/Closed Plus 3 Years	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
800346	RESEARCH PROTOCOLS	This record series contains information that documents the review of research protocols that go before university compliance committees. This may include, but not be limited to, those research protocols that go before the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) or the Institutional Biosafety Committee (IBC). Records may include a copy of relevant portions of a funded research proposal, the actual protocol submitted to the appropriate committee, and other related correspondence.	Yes	WA+3 - While Active Plus 3 Years	Shredder
800703	BUILDING/CONSTRUCTION/PLANT IMPROVEMENT	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.	Yes	LOB+3 - Life of Bridge/Building Plus 3 Years	Archives
800704	ENGINEERING DESIGN RECORDS	This record series contains drawings, blueprints, specifications, standards, and other technical data. Active ceases with disposition of property.	Yes	WA+3 - While Active Plus 3 Years	Archives
800901	TECHNICAL REPORTS	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.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
800902	EFFORT REPORTING	This record series contains information on the distribution of effort for employees paid by grant funding.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Shredder
800903	GRANT PROPOSALS	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.	Yes	ACFY+1 - After Current Fiscal Year Plus 1 Year	Shredder

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
800904	GRANT REPORTS	This record series contains information reported on various grants and the status of each. This includes lobbying certification disclosure reports and presidential reports.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Archives
800905	GRANTS/CONTRACTS	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.	Yes	AFRS+6 - After Final Report Submitted Plus 6 Years	Landfill/Delete backups
800906	FINANCIAL SUMMARY REPORTS	This record series contains a record of monthly grant financial transactions. This may include Principal Investigator summary reports, detailed transaction reports, etc.	Yes	ACFY+10 - After Current Fiscal Year Plus 10 Years	Landfill/Delete backups
801101	ATHLETIC AID ELIGIBILITY	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.	Yes	UD+3 - Updated/update Plus 3 Years	Landfill/Delete backups
801102	ATHLETIC COMPLIANCE	This record series contains documents used to comply with athletic guidelines and NCAA requirements, including eligibility, housing releases, and drug tests of students.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Shredder
801103	NARCOTICS INVENTORY	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
801201	TEXTBOOK ORDER RECORDS	This record series contains information that documents what books were ordered for the various courses taught in the department.	Yes	ACFY+2 - After Current Fiscal Year Plus 2 Years	Landfill/Delete backups
850301	TRAVEL RECORDS	This record series contains general information concerning any travel arrangements for personnel. Financial records are included in accounts payable.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
900107	INDIRECT COST STUDY	This record series contains information documenting the indirect cost rate that is negotiated with the federal government.	Yes	AT+6 - After Termination Plus 6 Years	Landfill/Delete backups

**North Dakota Colleges/Universities
General Records Retention**

07/01/2021

Control #	Title	Description	Active	Retention	Disposition
900108	SURVEYS	This series contains surveys and supporting documentation. Survey results or final reports derived from surveys shall adhere to the RCN 900207 Reports/Plans.	Yes	AFRS - After Final Report Submitted	Landfill/Delete backups
900206	ANNUAL REPORTS	This record series contains a summary of departmental, college/university, or division activities by year.	Yes	ACFY+6 - After Current Fiscal Year Plus 6 Years	Archives
900207	REPORTS/PLANS	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.	Yes	AFRS+3 - After Final Report Submitted Plus 3 Years	Archives
900208	SPACE REPORTS	This record series contains information related to the allocation of physical space.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Archives
900209	CHAMPIONSHIP COMPETITION REPORTS	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.	Yes	ACFY+3 - After Current Fiscal Year Plus 3 Years	Landfill/Delete backups
900210	GENDER EQUITY REPORTS	This record series documents the progress made by gender equity in sports over the years.	Yes	UD+3 - Updated/update Plus 3 Years	Archives, Confidential
900211	POLICE INCIDENT REPORTS	This record series contains incident reports written by campus police.	Yes	ACC+7 - After Case Closed Plus 7 Years	Landfill/Delete backups
900212	STUDENT HEALTH REPORTS	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.	Yes	CY+3 - Current Year Plus 3 Years	Shredder

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	WA = While Active
ACM = After Conditions Met	AFRS = After Final Report Submitted	CR = Current	LB = Life of Building	PERM = Permanent	