

Consolidated General Records Disposition Schedule for State Universities Colleges

Revised July 16, 2009

(Modified 11.18.2010)

Section	Title	Pages
1	Administration	8
2	Athletics Departments	1
3	Bookstore	1
4	Curriculum	1
5	Finance Accounting/Business Affairs	15
6	Library	2
7	Maintenance	1
8	Medical	2
9	Personnel	9
10	Public Relations	1
11	Security	2
12	Student Personnel	3
13	Student Records	4
14	Hospitality Services	1
15	Legal Counsel	1
16	Printing Services	1
17	Archives	1
Total		54

**PLEASE
NOTE:**

***Items highlighted in red in the schedule
have been moved or deleted.***

***Items highlighted in yellow in the schedule
should be sent to the Institutional Archives at
the recommended time.***

Consolidated General Records Disposition Schedule for State Universities and Colleges ARCHIVES AND RECORDS COMMISSION

Color Code

The following color code was used to indicate the disposition of records.

YELLOW	Transfer to the Institutional Archives, with authority to weed, for permanent preservation.
NOTHING LISTED	SKIPPED Deleted from schedule Date
GREEN	No Record Transfer to Institutional Archives

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

1-Administration

Item	File Name/Type	Description of Records	Disposition **
1-1	Accession File	File used to accession materials into the Institutional Archives.	Retain in Office Permanently.
1-2	Finding Aids	Files constructed and used to locate materials in the Institutional Archives.	Retain in Office Permanently.
1-3	President's File	Correspondence, memoranda, and announcements pertaining to the President; university policies and procedures; Litigation and legal opinions (excluding student); Foundations, trusts and gifts; and Conferences on and off campus.	Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Transfer substantive materials 5 years old to the Institutional Archives, with authority to weed, for permanent preservation.
1-4	Governing Board	Correspondence, memoranda, and announcements of the governing board; policies and procedures; litigation and legal opinions (excluding student); foundations, trusts and gifts; and conferences on and off campus. Governing Board is the state office of record.	Retain in office 2 years, then transfer to the University Archives with authority to weed, for permanent preservation.
1-5	Other Administrative Office Files	Correspondence, memoranda, and announcements of all administrative offices and task forces; policies and procedures; Litigations and legal opinions (excluding students); foundations, trusts, and gifts; and conferences on and off campus.	Retain in office and review on an annual basis. Destroy duplicate and ancillary materials. Transfer substantive materials 5 years old to the Institutional Archives, with authority to weed, for permanent preservation.
1-6	Governing Board - Minutes	Minutes with attendant memos and agendas of governing board. Governing Board is the state office of record.	Retain in office 2 years, then transfer to the University Archives with authority to weed, for permanent preservation.
1-7	Governing Board - Reports	All reports generated for and by the governing board. Governing board is the state office of record.	Retain in office 2 years, then transfer to the University Archives with authority to weed, for permanent preservation.
1-8	Committee and Council File	All reports generated for and by councils, organizations, associations and committees.	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation.
1-9	Policies and Procedures File (Essential Record)	Record copies of University Policy and Procedures Manuals which governs the operations of the University.	Transfer 1 copy to the Institutional Archives for permanent preservation and retain 1 copy in office permanently. Transfer any updates to the Policies and Procedures Manual to the Institutional Archives for permanent preservation and retain 1 copy of any updates in the office permanently. If the Institutional Archives is a part of the Administration, transfer copy and any updates to the University Library for permanent preservation.
1-10	Administrative Reports	All reports generated for and by any administrative unit.	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation.
1-11	Organizations and Associations File	Correspondence, memoranda, and announcements of the organizations and associations; policies and procedures; litigation and legal opinions (excluding student); and conferences on and off campus.	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation.

**** If legal action pending destroy 2 years after the exhaustion of all legal remedies, provided all records meet all stipulated retention requirements.**

8/10/2011

1

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

1-Administration

Item	File Name/Type	Description of Records	Disposition **
1-12	Associations, Organizations, Staff Meetings File	Minutes with attendant memos and agendas of all associations and organizations and all staff meetings.	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation.
1-13	Councils/Committee - Minutes	Minutes with attendant memos and agendas of all councils and committees.	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation.
1-14	Litigation File	Records concerning litigations involving the university. File may include copies of petitions, cross petitions and brief. Office of Records is the court in which the case has been filed.	Retain in office until 2 years after exhaustion of all legal remedies, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.
1-15	Legal Opinions File	Legal opinions affecting the university.	Retain in office 5 years, then transfer to the University Archives with authority to weed, for permanent preservation.
1-16	Grants Proposals File	Proposals submitted to various granting institutions.	Transfer successful proposals to Grant File (Series 1-17); Retain unsuccessful proposals until no longer required for administrative purposes, then destroy
1-17	Grants File	Records concerning grants to the university. File may contain administrative documents, reports, regulations, and guidelines, correspondence, audits, and related records, except financial records (for Financial Records see Series 5-11).	Retain in office 5 years after submission of the final expenditure report, or for grants that are renewed annually from the date of the submission of the annual financial status report, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.
1-18	Publications/Speeches File	Transcripts of all publications and speeches of Governing Board, President, Vice Presidents, other administrators and staff.	Retain in office 2 years, then transfer to the University Archives with authority to weed, for permanent preservation.
1-19	Calendar of Events File	All official calendars of events.	For hard copy records, retain in office until no longer required for administrative purposes, then destroy. For records maintained in electronic mail systems or other machine-readable format, retain in office and update and delete information as needed.
1-20	Mailing Lists	Mailing lists for publication announcements and other mailings.	Retain in office until superseded or obsolete, then destroy.
1-21	Articles of Incorporation (Essential Record)	Files consist of copies of articles of incorporation and correspondence pertaining to state universities and colleges. The Office of the Secretary of State is the state office of record (Schedule 92-15, Series 1-1A).	Retain in Office Permanently.
1-22	Deeds and Abstracts of Real Property (Essential Record)	Deeds and abstracts to real property owned by the various universities and colleges.	Retain in Office Permanently.
1-23	Easement Files (Essential Record)	Copies of easement documents, correspondence, and authorization sheets relating to easements granted by various universities and colleges.	Retain in Office Permanently.

**** If legal action pending destroy 2 years after the exhaustion of all legal remedies, provided all records meet all stipulated retention requirements.**

8/10/2011

2

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

1-Administration

<u>Item</u>	<u>File Name/Type</u>	<u>Description of Records</u>	<u>Disposition</u> **
1-24	Patent Files	Copies of patents and correspondence pertaining to inventions created by individuals at various universities and colleges.	Retain in office 2 years, then transfer to the Institutional Archives for permanent preservation.
1-25	Contracts	Record copies of contracts, other than those relating to space, equipment rental or professional services, to which the agency is party, and related information, such as reports, evaluations, and records of payments to which the university or college is party.	Retain in office until 3 years after the expiration of contract, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
1-26	Deeds of Gift (Confidential Record 51 O.S., §24A.11)	Record of items donated to the institution. File may contain donation forms, legal transfer documents, deeds of gift, etc.	Retain in Office Permanently.
1-27	Activity Reports	All reports generated by the institution dealing with the activities of various divisions on the campus.	Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.
1-28	Enrollment Records	Statistical reports detailing student enrollment at the institution.	Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.
1-29	Capital Improvement Projects	Agency copies of capital improvement projects containing information to bidders, bid from proposals, bid affidavits, pertinent Senate and House bills, public construction contracts, and Construction Contract Forms for Use by Public Agencies. The file may also contain copies of letters signed by the agency head to be enclosed with contracts and copies of applicable statutes.	Retain in office 5 years, then transfer to the Institutional Archives with authority to weed, for permanent preservation.
1-30	Organizational Charts	Organizational charts indicating the institution's overall administrative structure.	Transfer 1 copy to the Institutional Archives for permanent preservation and retain 1 copy in office permanently.
1-31	Facilities Request Form	Form submitted by an outside entity requesting use of a college facility room for a certain amount of time.	Retain in office 1 year, then destroy.
1-32 A	Telephone Messages - Hard Copy Records	Telephone message slips or equivalent used as a written memorandum of telephone calls received by faculty and staff who are absent or otherwise unavailable at the time calls were received.	Retain in office until no longer required for administrative purposes, then destroy.
1-32 B	Telephone Messages - Voice Mail	Electronically recorded telephone messages taken for faculty and staff who are absent or otherwise unavailable at the time calls were received.	Retain in office until no longer required for administrative purposes, then delete from the voice mail system.
1-33	Telephone Logs	Record of incoming calls.	Retain in office until no longer required for administrative purposes, then destroy.

** If legal action pending destroy 2 years after the exhaustion of all legal remedies, provided all records meet all stipulated retention requirements.

8/10/2011

3

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

1-Administration

Item	File Name/Type	Description of Records	Disposition **
1-34	Travel Requests	Travel requests and related information, such as applications, registration forms and travel liability release forms, submitted by faculty, staff, and students requesting permission to travel at state expense and agency copies of travel requisitions detailing departure and return times, purposes of travel, travel ticket information, confirmation, and cost of trip.	Retain in office 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
1-35 A	State and Federal Guidelines	Guidelines issued by state and federal governments pertaining to program activities that are not published in the <i>Code of Federal Regulations (CFR)</i> or in the <i>Oklahoma Register</i> .	Retain in Office Permanently.
1-35 B	State and Federal Guidelines	Guidelines issued by state and federal governments that are published in the Code of Federal Regulations (CFR) or in the Oklahoma Register.	Retain in office and destroy individual guidelines when superseded.
1-36	Risk Management - Motor Vehicle Operator Verification File	File contains driver license numbers for faculty and staff who drive their own vehicles on state business. The institution's copy is state office of record copy.	Retain in office 2 years after expiration of license, then destroy provided no legal actions are pending.
1-37	Fleet Management Vehicle Maintenance Records	File contains detailed vehicle maintenance records for college and university owned vehicles.	Retain in office until vehicle is sold or otherwise disposed of, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all federal and state agencies and no legal actions are pending.
1-38	Fleet Management Policies	File contains Fleet Management Polices on preventative maintenance and how fleet management programs will be conducted.	Retain in office 2 years after superseded, then destroy provided no legal actions are pending.
1-39	Requisitions of Motor Vehicles	Copies of official written requests for motor vehicles from Institution's Motor Pool.	Retain in office 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
1-40	Fleet Management Inventory and Sales Reports	Inventory and sales reports for institution owned vehicles. Information includes vehicle number, make, model and year, purchase date, cost, license tag number, and location.	Retain in office until no longer required for administrative purposes, then destroy.
1-41	Fleet Management Monthly Report	Monthly summaries reporting fuel cost and usage, maintenance done and related costs.	Retain in office until no longer required for administrative purposes, then destroy.
1-42	Fleet Management Correspondence	Correspondence and reports detailing Fleet Management polices, rules and regulations.	Retain in office until no longer required for administrative purposes, then destroy.

** If legal action pending destroy 2 years after the exhaustion of all legal remedies, provided all records meet all stipulated retention requirements.

8/10/2011
4

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

1-Administration

Item	File Name/Type	Description of Records	Disposition **
1-43	Loyalty Oaths	Copies of oaths to the state and country, signed by faculty and staff in accordance with 51 O.S., § 36.1, <i>et seq.</i> For records prior to Nov. 1, 1998, the Office of Secretary of State is the state official office of record (Schedule 91-15, Series 2-7). For records created after Oct 31, 1998, Institution copy is state office of record copy.	File in applicable Institutional Personnel Files, Series 9-1.
1-44	Architect Selection Files	Copies of documents prepared in compliance with the Department of Central Services Construction and Properties Division's requirements for selection of architects for public construction projects. The proposal submitted by the successful architect is filed with the project file. The Construction and Properties Division of the Dept of Central Services is the state office of record (Schedule 90-05, Series 14-49).	Retain proposals from unsuccessful architects in office 2 years, then destroy, provided no legal actions are pending. If legal action is pending destroy 2 years after exhaustion of all legal remedies provide records meet all stipulated retention requirements. Retain proposals from successful architects in office until 2 years after completion of project, then destroy provided no legal actions are pending.
1-45	Open Meetings Filings	Copies of meeting notices filed with the Oklahoma Secretary of State in accordance with the Open Meetings Law (25 O.S., §301 <i>et seq.</i>) The Office of Secretary of State is the state office of record (Schedule 92-15, Series 2-15).	Retain in office until no longer needed for administrative purposes, then destroy.
1-46	Open Meetings Filings (Records Maintained in Electronic Mail Systems)	Transferred to Series 1-45.	
1-47	Unpublished Annual or Biennial Reports	Record copy of unpublished annual or biennial reports.	Transfer 1 copy to the Institutional Archives for permanent preservation and retain 1 copy in office permanently.
1-48	Desk Calendars and Appointment Books	Desk calendars and appointment books used to list meeting dates, reporting deadlines, and other information.	For hard copy records, retain in office until no longer required for administrative purposes, then destroy. For records maintained in electronic mail systems or other machine-readable format, retain in office and update and delete information as needed.
1-49	Insurance Policies	Copies of auto, fire and other insurance policies.	Retain in office until 1 year after expiration, then destroy provided no legal actions are pending.
1-50	Institutional Animal Care and Use Committee File	Applications submitted by faculty, students and staff to use animals in laboratory setting for teaching and/or research purposes, correspondence relating to review of applications, and federal guidelines regarding the care and use of laboratory animals.	Retain permanently in office.

** If legal action pending destroy 2 years after the exhaustion of all legal remedies, provided all records meet all stipulated retention requirements.

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

1-Administration

<u>Item</u>	<u>File Name/Type</u>	<u>Description of Records</u>	<u>Disposition</u> **
1-51	Institutional Review Board for the Use of Human Subjects in Research	Applications submitted by faculty, students and staff to conduct research projects involving human subjects, correspondence relating to review of applications, and federal guidelines regarding the uses of human subjects in research projects.	Retain permanently in office.
1-52	Institutional Biosafety Committee Files	Committee review of projects involving recombinant DNA research and biological safety.	Retain permanently in office.
1-53 A	Integrated Postsecondary Education Data System (IPEDS) Sept 1, 2000 - [Machine-Readable Record]	Data collected by state institutions of higher learning and submitted electronically to the National Center for Education Statistics of the US Dept of Education. Information includes statistical data on student enrollments, including sex and race/ethnicity of students; institutional revenues and expenditures; salaries and academic ranks of faculty; graduation rates; tuition rates; room and board costs; and postsecondary vocational education programs. IPEDS fulfills a US Congressional mandate to collect, collate, analyze and report statistics on the condition of American education. (Due to an odd-even year system of data collection the profile of the collection data may vary from one reporting period to another).	Retain in office until submitted to the National Center for Education Statistics, then delete.
1-53 B	Integrated Postsecondary Education Data System (IPEDS) Sept 1, 2000 - [Hard Copy]	Data collected by state institutions of higher learning and submitted electronically to the National Center for Education Statistics of the US Dept of Education. Information includes statistical data on student enrollments . . . SEE 1-53 A	Retain in office until submitted to the National Center for Education Statistics, then delete.
1-54	Boiler Inspection Report File	Semiannual boiler inspection reports and allied documents. The Dept of Labor is the state office of record (Schedule 82-24, Series 4-1).	Retain in office 1 year, then destroy provided no legal actions are pending.
1-55	Faculty Senate Records	Records pertain to meetings of the full Faculty Senate/association and containing agendas, minutes, reports, and other records.	Retain in office permanently, or transfer to Institutional Archives for permanent preservation.
1-56	Ballots	Ballots resulting from inquiries and questions discussed and/or debated by members of the Faculty Senate or equivalent faculty organizations. Inquiries and questions may include confidence/no confidence votes for senior administrative personnel.	Retain in office 4 months, then destroy, provided the results of all balloting have been recorded in the minutes of the Faculty Senate Records, (Series 1-55).
1-57	Fax Logs	Reports generated by facsimile machines listing the names of recipients and senders and the dates and times of transmissions.	Retain in office until no longer required for administrative purposes, then destroy.

** If legal action pending destroy 2 years after the exhaustion of all legal remedies, provided all records meet all stipulated retention requirements.

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

1-Administration

<u>Item</u>	<u>File Name/Type</u>	<u>Description of Records</u>	<u>Disposition</u> **
1-58	Fax Transmittal Cover Sheets	Cover sheets which accompany facsimile transmissions of documents to recipients. Records typically include names of recipients and senders, dates and times of transmissions, and number of pages transmitted.	Retain in office until no longer required for administrative purposes, then destroy.
1-59	Americans with Disabilities Act File (28 CFR § 35.105)	Records concerning Americans with Disabilities Act programs and evaluations. File may include regulations and guidelines, policies, reports, correspondence, studies and related records.	Retain in office 3 years then destroy, provided no legal actions are pending.
1-60	Log of Work-Related Injuries and Illness (Confidential Record CFR 29 § 1904.33)	Log used to record information about work-related injuries and deaths. (OK Dept of Labor form 300).	Retain in office 5 years then destroy, provided no legal actions are pending.
1-61	Injury and Illness Report (Confidential Record CFR 29 § 1904.33)	Completed forms reporting recordable work-related injury or illness. (OK Dept of Labor form 301).	Retain in office 5 years then destroy, provided no legal actions are pending.
1-62	Summary of Work-Related Injuries and Illness	Annual summary of work-related injuries and illnesses reported to OK Dept of Labor (OK Dept of Labor form 300A) Each reporting agency retains the record copy.	Retain in office 5 years then destroy, provided no legal actions are pending.
1-63	Reception Area Sign-in Sheets	Reception area sign-in sheets used by visitors to an agency. Information may include visitor's name, agency staff member's name, and purpose of visit.	Retain in office until no longer required for administrative purposes.

** If legal action pending destroy 2 years after the exhaustion of all legal remedies, provided all records meet all stipulated retention requirements.

8/10/2011

7

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

2-Athletics Department

Item	File Name/Type	Description of Records	Disposition **
2-1	Player Recruiting File	Recruitment records for university sports programs: including scouting reports, lists of prospects, recruitment proposals, correspondence, and related material.	Retain in office 2 years after termination of eligibility, then destroy providing there are no legal actions pending.
2-2	Sports Programs File	Administrative records of university sports programs: including programs, descriptions proposals, reports, correspondence, game tickets, and related records.	Retain in office 2 years, then destroy.
2-3	Scouting Reports File	Scouting Reports on opposing teams.	Retain in office until no longer required for administrative purposes, then destroy.
2-4	Sports Schedules Files	Schedules of University Athletic events.	Retain in office until no longer required for administrative purposes, then destroy.
2-5	Athletics Scholarships Files	Athletic scholarships awarded to university students: applications, recommendations, authorizations of awards, financial statements, accounting information, correspondence, and related material.	Retain in office until 2 years after termination of enrollment, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
2-6	Rules and Regulations File	Rules and regulations for the various sports played at the university.	Retain in office until superseded, then destroy.
2-7	Recruiting Rules and Regulations File	Reference copies of NCAA, NAIA, NJCAA and other's rules, regulations, and guidelines governing university athletics. File concerns recruiting, play eligibility, and related data.	Retain in office 2 years after superseded, then destroy.
2-8	Coach's File	Coaches' records for various university sports: including descriptions, scouting reports, recruiting prospects, and related material.	Retain in office until no longer required for administrative purposes, then destroy.
2-9	Student Affidavits File	Affidavits completed by scholarship recipients stating knowledge of NCAA, NAIA, or NJCAA rules and regulations.	Retain in office until 2 years after student terminates enrollment then destroy, provided no legal actions are pending.
2-10	Athletic Scholarship Reference File	Athletic scholarships awarded by the university: including descriptions of scholarships procedures, guidelines, regulations, eligibility criteria, and related records.	Retain in office until superseded, then destroy.
2-11	Fitness Facility Waiver Forms (Confidential Record 74 O.S. § 3113)	Fitness facility waiver forms signed by students, staff and faculty: form acknowledges the risks of injury related to the use of fitness equipment facilities and releases the college or university of any liability.	Retain in office 2 years after students, staff and faculty last use of fitness facility, then destroy, provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

3-Bookstore

Item	File Name/Type	Description of Records	Disposition **
3-1	Stock Inventory File	Inventories of Books and other materials stocked by bookstore.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
3-2	Book Order File	Book Orders and records; purchase orders and invoices, shipping and billing information, and related documents.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated requirements.**

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

4-Curriculum

Item	File Name/Type	Description of Records	Disposition **
4-1	Master Course File	Listing of courses offered by university.	Retain in office until superseded or obsolete, then transfer to the Institutional Archives for permanent preservation.
4-2	Scholastic Requirements	Scholastic requirements for admittance to and graduation from a college.	Retain in office until 2 years after superseded or obsolete, then transfer to Institutional Archives, with authority to weed, for permanent preservation.
4-3	Accreditation File	Departmental accreditation files: includes correspondence, reports, questionnaires, guides and related documents.	Retain in office 5 years, then transfer to the Institutional Archives for permanent preservation.
4-4	Courses Schedule File	Schedules for courses offered by university for each term.	Retain in office 2 years, then destroy.
4-5	Course Syllabus/Outlines File	Detailed syllabus or outline of each course offered by department.	Retain in office until 1 year after superseded or obsolete, then destroy.
4-6	New Course Proposal File	Information on proposed courses: including course descriptions, justifications, projected schedules, and related materials.	Retain in office 1 year, then destroy.
4-7	Curriculum Revision File	Working file used to prepare materials for New Course Proposals and related curriculum changes.	Retain in office 2 years after superseded or obsolete, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.
4-8	Curriculum Files	Curriculum development files and requirements for college.	Retain in office 2 years after superseded or obsolete, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.
4-9	Catalogs	Record copy of catalogs published by the University which describe available programs, degree requirements, and courses taught.	Transfer 1 copy to the Institutional Archives for permanent preservation.
4-10	Evaluations by Instructors	Evaluations of current programs by instructors: including goals/objectives, plans for curriculum changes, textbooks, etc.	Retain in office 2 years, then destroy.
4-11	Textbook Guides (Concurrent)	Test keys and other instructional guideline materials received from textbook companies, used concurrently by faculty and adjunct faculty with accompanying textbook.	Retain in office and destroy 1 year after discontinuation of textbook use provided academic grade appeal period has expired.
4-12	Textbook Guides (Non - Concurrent)	Test keys and other instructional guideline materials received from textbook companies, used concurrently by faculty and adjunct faculty with accompanying textbook.	Retain in office until discontinuation of textbook use, then destroy.
4-13	Credit and Non Credit Course File	Program Initiation Forms, course registrations, conference lists, copies of purchase orders, and/or letters of authorization.	Retain in office until no longer required for administrative purposes, then transfer to Institutional Archives for permanent preservation.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-1	Student Accounts File	Records concerning individual student accounts: including listings of charges, adjustments of tuition fees, refunds, outstanding fees for damages or overdue library books, records of payments or other credits, and related records.	Retain in office 2 years after termination of enrollment if account is settled, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. For unsettled accounts, retain in office 5 years after termination of enrollment, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-2	Overdue Bills File	Records concerning overdue bills owed the university, including copies of bill and associated documents, records concerning debt collection attempts, and other related records.	Retain in office 2 years after payment, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-3	Returned Checks File	Checks returned to university for insufficient funds.	Retain in office 30 days. If item has not been redeemed, transfer to Student Accounts File (Series 5-1). If item has been redeemed, retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-4	Accounts Receivable File	Records of accounts receivable from sources other than student accounts.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-5	Cash Receipts File	Records of cash receipts other than receipt books from various university offices.	Retain in office 7 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-6 A	Audit Reports File	Copies of both internal and external audit reports for the various offices of the university that conduct financial transactions. The Governing Board is the state office of record, (Schedule 89-08, Series 1-10 for the Board of Regents of Oklahoma Colleges; Schedule 90-03, Series 1-11 for the Oklahoma State Regents for Higher Education).	Transfer 1 copy to the Institutional Archives for permanent preservation. Retain other copies in office until no longer required for administrative purposes, then destroy.
5-6 B	Audit Reports - Working Papers	Work papers used in the preparation of internal audits. Agency copy is state office of record copy.	Retain in office 3 years from date of report, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, provided records are no longer required for administrative purposes, and provided no legal actions are pending.
5-7	Financial Aid Reports File	Reports of university financial aid.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-8	Student Loans File	Records concerning disbursements, deferments, repayments, and collections of student loans. Files include: Repayment Agreement, Exit Interview, Confidential Information Sheet, Statement of Responsibilities to Borrower, Comments Sheet, Due Diligence Memorandum, Correspondence on Past Due Account, and returned mail.	Retain in office 5 years after repayment or release from repayment of loan, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-9 A	University Bid Purchase File-Formal Bids	Records for purchases conducted through a formal bid process but not through the Department of Central Services that involve the acquisition of goods and services other than capital improvements. Records include departmental requisitions, invitations to bid, bid specifications, affidavits of noncollusion, notices of aware, purchase orders, any applicable performance bonds, and correspondence. For the disposition of capital improvement records, see Series 1-29, Capital Improvement Projects.	Retain in office 7 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-9 B	Institutional Bid Purchase File - Informal Requests for Quotations	Records for purchases conducted through an informal request for quotation bid process but not through the Department of Center Services that involve the acquisition of goods and services other than bids received through a formal bid process and records are usually limited to notes relating to telephone conversations with two (2) or more potential vendors, confirmation letters transmitted through the U.S. Postal Services or sent by telefacsimile, and purchase orders.	Retain in office 3 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-10	Internal Contract	Internal contracts for purchases similar to "00" contracts but not involving the Department of Central Services.	Retain in office seven (7) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-11	Grants File	File contains all financial documents concerned with the administration of a grant.	Retain in office until 3 years after completion of grant activity, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-12	Federal Contracts for Research & Training	File contains all financial documents concerned with the administration of Federal Contracts for Research & Training.	Retain in office until 3 years after completion, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-13	Requisitions	Copies of requisitions used in purchasing process. These are used as basis for letter orders and purchase orders but are not filed with University Bid Purchase File, Series 5-9, or Internal Contracts, Series 5-10.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-14 A	Authorizations for Purchase (Prior to February 1, 2000)	Copies of OSF Form 6 or used to acquire goods and services when it is not feasible or required to go out on competitive bid. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-53).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
	SKIPPED		
5-14 C	Authorizations for Purchase (February 1, 2000-) (Record Copy)	Copies of OSF Form 6 or used to acquire goods and services when it is not feasible or required to go out on competitive bid. Institution's copy is the state office of record copy.	Retain in office 7 years then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
	SKIPPED		

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-15	Purchase Order Files	Institution copies of documents submitted to the Central Purchasing Division of the Department of Central Services to acquire goods and services. Documents include Central Purchasing Form #2, "Purchase Requisition"; Invitation to Bid; correspondences concerning purchase; copy of purchase order; sole source affidavit if applicable; contents for professional services and local funding project awards; and CP Form 001, "Change Order Form". The Central Purchasing Division of the Department of Central Services is the state office of record (Schedule 90-05, Series 7-27).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-16	Long Distance Telephone Log	Record of long distance telephone calls.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-17	Warranty File	Warranties for equipment purchased by an institution for its use. Institution copy is the state office of record copy.	Retain in office until equipment is sold, surplus, or otherwise removed from service, then destroy provided no legal actions are pending.
5-18 A	Non-Binding Contracts	Non-binding contracts for equipment maintenance, services, and supplies, as well as documents relating to service calls. Institution copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-18 B	Non-Binding Contracts	Division copies of items in Series 5-18A (Non-binding Contracts).	Retain in office until no longer required for administrative purposes, then destroy.
5-19	Internal Billings File	Invoices and "paper" payments exchanged internally between divisions at the university or college for payments of goods or services.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-20	Check Registers	Periodic computer report of warrants issued on all accounts. Data include check number, date, account number, subamount, name of payee, and social security number of payee.	Retain in office 7 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-21	Quarterly Financial Statements	Financial statements listing balance sheets, income statements, listing of different university budgets, and listing of revenue and expenditures of various offices and departments.	Retain in office 7 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-22	6-Digit Expenditure Detail Reports	Monthly computer printouts from the Office of State Finance listing expenditures incurred within each agency fund/amount. The Institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-23	Budget and Cash Balance Reports	Monthly computer printouts from the Office of State Finance listing the closing balances of all treasury accounts. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-20A).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-24	Summary of Receipts, Disbursements, and Balances by Agency	Monthly computer printouts from the Office of State Finance showing beginning account balances, receipts, disbursements, transfers, and ending balances for each institution's fund. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-27A).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-25	6-Digit Object of Expenditure Summary Reports	Monthly computer printouts from the Office of State Finance listing expenditures by object of expenditure sequence. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-26	Monthly Receipts and Expenditure Reports	Internal records listing receipts by source code and expenditures by program and object code, and providing monthly and year-to-date information. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-27 A	Budget Work Program	Copies of OSF Form 55, Capital Outlay Projects; OSF Form 47, Detail of Personnel by Sub-Activity; OSF Form 47.1, Detail of Exempted Personnel by Sub-Activity; OSF Form 47.2, Detail of Professional Services by Sub-Activity; OSF Form 16, Detail of Expenditures by Sub-Activity; OSF Form 22, Summary of Sub-Activities within an Activity; OSF Form 17, Detail of Expenditures by Activity; OSF Form 21, Summary of Activities Within an Agency; Form 33, Estimate of Income To Agency Funds; OSF Form 48, Request for Allotment and/or Appropriation Transfer; OSF Form 47, Detail of Personnel by Sub-Activity - Revision; OSF Form 47.1, Detail of Exempted Personnel by Sub-Activity - Revision; OSF Form 47.2, Detail of Professional Services by Sub-Activity - Revision; OSF Form 16, Detail of Expenditures by Sub-Activity - Revision; OSF Form 22, Summary of Sub-Activities within an Activity - Revision; OSF Form 17, Detail of Expenditures by Activity - Revision; OSF Form 21, Summary of Activities Within an Agency - Revision; and OSF Form 33, Estimate of Income to Agency Funds - Revision budget requests. The Office of State Finance is the state office of record.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-27 B	Budget Work Program	File contains materials submitted from administrative organizational units and other working papers used to compile the institution's budget work program. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-28 A	Budget Requests	Copies of institution's budget requests submitted to the Office of State Finance for development of Executive budget. The Office of State Finance is the state office of record (Schedule 91-08, Series 1-3).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-28 B	Budget Requests	File contains materials submitted from administrative and organizational units and other working papers used to compile the institution's budget request.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-29	Indirect Cost Rate	Approved indirect cost rate used as an overhead charge to various programs. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-30	Annual Allotment Requests	Copies of OSF Form 24A requesting that revolving and appropriated funds be posted to institution accounts. The Office of State Finance is the state office of record (Schedule 91-08, Series 1-2).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-31	Request for Allotment and Appropriation Transfer	Copies of OSF Form 48 requesting that appropriated funds be transferred to different line items. The Office of State Finance is the state office of record (Schedule 91-08, Series 1-4).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-32	Requests for Encumbrance	Copies of OSF Form NP7 used to encumber institutional funds "against existing non-encumbered contracts." The Office of State Finance is the state office of record (Schedule 91-08, Series 2-53).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-33 A	Miscellaneous Claims and Invoices (Except OSF Form 14 and OSF Form 9)	Copies of OSF Form 3, "Notarized Claim Form"; OSF Form 15A, "Claim Jacket Form"; OSF Form 15B, "Inter/Intra Payment"; OSF Form 19, "Travel Voucher"; OSF Form 18, "Actual and Necessary Expense Travel Voucher"; Affidavit - Actual and Necessary Unreceipted Travel Expenses; and OSF Form 19A, Travel Voucher Attachment submitted to the Office of State Finance for payment of financial obligations other than payrolls. (For copies of OSF Form 14, "Claim for Disbursement of Payroll Withholdings," and OSF Form 9, "Imprest Cash Form," refer to Series 5-83. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-64).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-33 B	Miscellaneous Claims and Invoices (Except OSF Form 14 and OSF Form 9)	Third or non-audit copies of items in Series 5-11A (Miscellaneous Claims and Invoices).	Retain in office until no longer required for administrative purposes, then destroy.
5-34	Alternate Claim Processing System [Electronically Filed Miscellaneous Claims and Invoices]	Claims filed by state agencies and state supported institutions of higher education that have been approved by the Office of State Finance to file electronically. Records include OSF Form 3, "Notarized Claim Form"; OSF Form 15A, "Claim Jacket Form"; OSF Form 15B, "Inter/Intra Payment"; OSF Form 19, "Travel Voucher"; OSF Form 18, "Actual and Necessary Expense Travel Voucher"; Affidavit - Actual and Necessary Unreceipted Travel Expenses; and OSF Form 19A, Travel Voucher Attachment submitted to the Office of State Finance for payment of financial obligations other than payrolls. The institution's copies are state office of record copies. (Records do not include OSF Form 14, "Claim for Disbursement of Payroll Withholdings," and OSF Form 9, "Imprest Cash Form" and allied documentation. For the disposition of OSF Form 14 and OSF Form 9, refer to Series 5-83).	Retain in office 7 years then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-35	Payroll Claims	Copies of OSF Form 41, Payroll Funding Sheet-Record Type C and Tape Layout; OSF Form 41, Payroll Funding Detail Listing - Record Type S & Tape Layout; and any required supporting documents submitted to the Office of State Finance for payment of faculty and staff wages and salaries. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-63).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-36	Payroll Warrant Cancellation Forms	Copies of OSF Form PWC, "Request for Payroll Warrant Cancellation" submitted to the Office of State Finance. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-56).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-37	Official Depository Records	Institution copies of forms submitted to the State Treasurer's Office along with deposits of funds to Treasury Fund Accounts. The Office of the State Treasurer is the state office of record (Schedule 87-25, Series 1-1).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-38	Affidavit of Lost or Destroyed Warrant	Institution copies of affidavits submitted to the State Treasurer's Office requesting the issuance of warrants to replace warrants that have been lost, stolen, or destroyed. The Office of the State Finance is the state office of record (Schedule 91-08).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-39	Affidavits for Cancelled Warrants Issued in Error	Institution copies of affidavits submitted to the Office of State Finance requesting the issuance of warrants to replace warrants issued in error. Agency copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-40	Refund Records	Claims and duplicate vouchers written against Treasurer's Office institution's clearing accounts. The institution's copy is the state office of record copy.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-41	6-Digit Object of Expenditure Summary by Fund Reports	Computer Printouts from the Office of State Finance listing agency expenditures by object code in fund sequence. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-42	Agency Special and Clearing Account Reports	Copies of OSF Form 11, "Agency Clearing Account Report" and OSF Form 11A, "Agency Special Account Report," detailing transactions through clearing and special accounts. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-43	Reconciliation of Official Depository Balance	Institution copies of documents, including Agency Summary/Activities Statements and Reconciliation of Official Depository Balance as per Statement Rendered by the State Treasurer's Office, used to reconcile Institution's accounting records with those compiled by the State Treasurer's Office. The Office of the State Treasurer is the state office of record (Schedule 87-25, Series 1-2).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-44 A	Special and Clearing Account Vouchers (Warrants) (Prior to January 2, 2003)	Vouchers written on special accounts that are ultimately returned to the Institution and not to the Office of the State Treasurer. The institution's copy is the state office of record copy. [Note: Agencies may retain their copies of these records in hard copy, micro format, or optical imaging format. Copies maintained in micro format and optical imaging format shall satisfy all requirements for these formats specified in the Introduction to this General Records Disposition].	Retain in office for 7 years, then destroy records after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, provided no legal actions are pending.
5-44 B	Special and Clearing Account Vouchers (Warrants) (Prior to January 2, 2003)	Duplicate copies of records in Series 5-44A.	Retain in office 1 year or until all reconciliations have been completed, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-44 C	Special and Clearing Account Voucher (Warrants) (January 2, 2003-) [Electronic File]	Vouchers written on special and clearing account vouchers, including 340 Funds and 700 Funds. The Office of the State Treasurer is the state office of record.	Transfer hard copy records to an electronic format. Maintain electronically formatted record in a storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store in an area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Maintain a backup copy in an off-site storage area that meets the manufacturer's recommendations for temperature and humidity controls; or if no recommendations are provided by the manufacturer, store in an area whose temperature is between 65° and 75° Fahrenheit and whose relative humidity is between 30% and 50%. Delete electronically formatted records when they become seven (7) years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies, provided no legal actions are pending. * Destroy hard copy records when they become two (2) years old, upon (a) certification that records have been successfully transferred to the online system and (b) after storing a backup copy of the records
5-45	Special Account Applications	Institution copies of OSF Form 18 submitted to the Office of State Finance requesting permission to establish special accounts. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-58).	Retain in office until no longer required for administrative purposes, then destroy.
5-46	Payroll Working File Records are subject to 51 O.S., §24A.7	Prelists, copies of faculty and staff withholding data, payroll cancellation information, and other records used to compile agency payroll.	Retain in office until superseded, then destroy.
5-47	Bond Ledgers and Issuance Files	These records pertain to deductions from employee salaries and wages for the purchase of U.S. Savings Bonds and may include data relative to bond serial numbers and issue dates. The Institution's copy is the state office of record copy.	Retain in office 7 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-48	Maintenance and Insurance	Reports listing deductions from salaries and wages for insurance, credit union dues, and annuities, as well as billing documents from insurance companies for premium payments and copies of applicable miscellaneous claims sent to the Office of State Finance. The Institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-49	Miscellaneous Payroll Data Records are subject to 51 O.S., §24A.7	Overtime reports and payroll data for temporary employees. Documents are used to compile institution payrolls submitted to the Office of State Finance. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-50	Clearing Account Letters	Copies of letters submitted to the State Treasurer's Office requesting the establishment of Institutional Clearing Accounts. The Office of the State Treasurer is the state office of record (Schedule 87-25, Series 1-7).	Retain in office until 1 year after account has been cancelled, then destroy.
5-51	Treasury Fund Request Letters	Copies of letters submitted to the Office of State Finance requesting the establishment of treasury fund accounts. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-52	Special and Special Account Advice of Deposit Slips	Cards submitted by institutions to the State Treasurer's Office listing funds deposited in approved banks. The Office of the State Treasurer is the state office of record (Schedule 87-25, Series 1-3).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-53	Special and Clearing Account Claims	Invoices, vouchers and supporting documentation for payment of obligations from Institutional Special or Clearing Accounts. The institution's copy is the state office of record copy.	Retain in office 7 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-54	Inventories	Files include data sheets, purchasing documents, annual physical audits, sale documents, transfer receipts, disposition notices, printouts and other records on equipment and furniture to meet minimum documentation requirements established by the State Auditor and Inspector for audit purposes. The institution's copy is the state office of record copy.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-55	Sales Tax Reports	Reports to the Oklahoma Tax Commission on collection of sales tax. The Sales Tax Division of the Oklahoma Tax Commission is the state office of record (Schedule 83-13, Series 3-1).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-56	Payroll Year-to-Date Reports	Cumulative monthly computer printout from the Office of State Finance showing gross pay, deductions and net pay on a calendar year basis. Information is duplicated in Payroll Claims (Series 5-35) and W-2 Forms (Series 9-10).	Retain in office and destroy all monthly reports when no longer required for administrative purposes. Destroy all calendar year end reports, when they become 2 years old.
5-57	Employees on Payroll of More Than One Agency	Cumulative monthly report computer printout from the Office of State Finance to agencies with employees that work for another agency used to track FICA and other deductions. Information is duplicated in Payroll Claims (Series 5-35) and W-2 Forms (Series 9-10). The Institution's copy is the state office of record copy.	Retain in office and destroy all monthly reports when no longer required for administrative purposes. Destroy all calendar year end reports, when they become 2 years old.
5-58	Outstanding Purchase Orders Reports	Monthly printout generated by Office of the State of Finance listing outstanding Purchase Orders. The institution's copy is the state office or record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-59	Cancelled Non-Encumbered Contracts/Cancelled Non-Binding Contracts Reports	Monthly printout by Office of State Finance listing cancelled Non-binding Contracts. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-60	Financial Correspondence	Correspondence between institutions and the Office of State Finance, Department of Central Services, State Treasurer, State Auditor and Inspector and/or vendors. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-61	Financial Correspondence (Records Maintained in Electronic Mail System)	Transferred to Series 5-60, April 28, 2005.	

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-62	Miscellaneous Financial Computer Printouts	Computer printouts generated for reference use from institution's financial information. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-63	Travel Expenditure Reports	Cumulative quarterly computer printout from the Office of State Finance listing institution's travel claims. The institution's copy is the state office of record copy.	Retain quarterly reports until superseded. Retain year end report in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-64	Transmittal Letters	Copies of letters of enclosure included with state warrants mailed to vendors for payments of goods and services. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-65	Request for Replacement Of A Missing Warrant Cancelled by Statute	Institution copies of OSF Form 20A and 2-20 requesting the issuance of warrants to replace ones which have been statutorily cancelled. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-55).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-66	State Insurance Payroll Fund Reports	Institution copies of reports submitted to CompSource Oklahoma that are the basis for premium calculations. CompSource Oklahoma is the state office of record (Schedule 88-12, Series 16-1).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-67	Certificates of Deposit	Certificates of Deposit or safekeeping receipt for funds invested by state Institutions. The institution's copy is the state office of record copy.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-68	Meter Postage Receipts	U.S. Postal Service PS Form 3603, Receipt for Postage Meter Setting. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-69	Lease Contracts for Space	File contains contracts for leasing of residential housing, office space, warehouse, or storage. The institution's copy is the state office of record copy.	Retain in office until 3 years after expiration, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-70	Lease Contracts for Equipment	File contains contracts for leasing of equipment. The institution's copy is the state office of record copy.	Retain in office until 3 years after expiration, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-71	Bills of Lading	Incoming and outgoing bills of lading which accompany the delivery of goods. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-72	UPS Manifest	Record consists of log books supplied by United Parcel Service used for shipping materials with UPS. The institution's copy is the state office of record copy.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-73 A	Telephone Bills	Records consist of monthly Centrex telephone bills and applicable attachments sent by the Office of State Finance. The Office of State Finance is the state office of record (Schedule 91-08, Series 3-1A).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-73 B	Telephone Bills	Record consists of pages two and following which are sent with bills from telephone companies to an institution detailing monthly telephone charges. The first page is returned with the warrant when the bill is paid. The institution's copy is the state office of record copy.	Retain in office until 3 years after expiration, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-74 A	Gas Charge Slips	Purchaser copies of gas, oil, and other vehicle services charged on an Department of Central Services credit card and turned over to institution's fiscal office for payment upon billing by the Department of Central Services. The Department of Central Services is the state office of record (Schedule 90-05, Series 2-58).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-74 B	Gas Charge Slips	Purchaser copies of gas, oil, and other vehicle services charged on an agency credit card and turned over to the agency fiscal office for payment upon receipt of bill. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-75	Non-Binding Contracts	Non-binding contracts for equipment maintenance, services, and supplies, as well as documents relating to service calls. Institution copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-76	Photocopy Meter Reading Records	Forms completed listing the number of copies made, dates readings were taken, and signatures of persons completing forms. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-77	Miscellaneous Warrant Register	Institution copies of monthly computer printouts from the Office of State Finance listing all miscellaneous warrants issued during the reporting period. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-34A).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-78	Payroll Warrant Register	Institution copies of monthly computer printouts from the Office of State Finance issued during the reporting period. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-35A).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-79	Record of Registered, Insured, C.O.D., Certified, and Express Mail	U.S. Postal Service PS Form 3877, used in conjunction with special mail services. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-80	Notice to Replenish Advance Deposit Account	U.S. Postal Service PS Form 3580, used to notify agency when LONG and SHORT accounts are near depletion. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-81	Stop Payment Requests	Correspondence from institutions and Stop Payment Forms completed by Treasurer's office employees when institutions request that warrants not be redeemed for payment. File also contains photocopies of Stop Payment Forms. The Office of the State Treasurer is the state office of record (Schedule 87-25, Series 1-101).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-82	Salary Warrant Receipt Records	Records used to transmit faculty and staffs' monthly and supplemental payroll warrants and any applicable correspondence. The faculty or staff member and/or designee signs the record each month to prove receipt of warrant and then returns it to the institution's business office. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-83 A	Miscellaneous Claims and Invoices (OSF Form 14 and OSF Form 9)	Copies of OSF Form 14, "Claim for Disbursement of Payroll Withholdings" and OSF Form 9, "Imprest Cash Form" submitted to the Office of State Finance for payment of financial obligations other than payrolls. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-64).	Retain in office 7 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-83 B	Miscellaneous Claims and Invoices (OSF Form 14 and OSF Form 9)	Third or non-audit copies of items in Series 5-83A (Miscellaneous Claims and Invoices [OSF Form 14 & OSF Form 9]).	Retain in office until no longer required for administrative purposes, then destroy
5-84	Request for Miscellaneous Warrant Cancellations	Copies of OSF Form MWC, "Request For Miscellaneous Warrant Cancellation," submitted to the Office of State Finance. The Office of State Finance is the state office of record (Schedule 91-08, Series 2-57).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-85	Miscellaneous Inter-Intra Agency Transfers (From Sending Agency) Report	Computer printouts from the Office of State Finance listing processed warrantless claims. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-86	Statutory Cancellation Report	Computer printouts from the Office of State Finance listing statutory cancellations of warrants. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-87	Professional Services Monthly Report	Computer printouts from the Office of State Finance listing expenditures pertaining to contractual services, i.e., legal, architectural, administrative, and consulting. The institution's copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-88	Miscellaneous Inter-Intra Agency Transfers (To Receiving Agency) Report	Computer printouts from the Office of State Finance listing processed warrantless claims.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-89	Payroll Fund Transfer Forms	File includes Payroll Fund Transfer forms, such as OSF Form PFT or equivalent showing transfer activity between budgetary funds and the payroll fund. Data includes fund, agency, account, sub-activity, transfer, debit and credit. The institution's copy is state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-89	Supplemental Insurance Withholding Record	Files consist of records of claims by which institutions remit faculty and staff voluntary payroll deductions for supplemental insurance and retirement plans. The Office of State Finance is the office of record (Schedule 91-08, Series 2-64A).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-90	Year-to-Date Deposit Record	Computer printout from Office of State Finance listing deposit totals for the current month and fiscal year summarized by institution, fund, and revenue code. The institution's copy is State Office of Record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-91	Professional Services Contracts File	File contains a copy of the contract; a record of the payments made to the service provider; a copy of any evaluations required; and any books, records, documents, accounting procedures, practices or any other items of the service provider relevant to the contract.	Retain in office until 3 years after expiration, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-92	Airline Invoices	Institution copies of airline invoices.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-93	Flight Ticket Encumbrance Request	Institution copies of forms listing invoice date, account, location name, and social security number for budget accounting.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-94	Statement of Mailing Second-Class Special and Classroom Rates	US Postal Service Form 3541-N used to accompany mailings.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-95	Charge Back Records	Files pertain to deposits previously credited to institution accounts by the State Treasurer's Office that have been 'charged back' because of checks that were returned by banks for insufficient funds, closed accounts, or other reasons. Records consist of checks returned and Charge Back Slips listing institution names, account numbers, amounts being charged back and transaction dates. The State Treasurer's Office is the state office of record (Schedule 87-25, Series 1-37 and 1-39).	For records pertaining to redeemed checks, retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. For records pertaining to unredeemed checks, retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-96	GAAP Conversion Package	A set of instruction packages to assist state agencies and institutions in reporting year-end accounting data to Office of State Finance. Information is included in the Comprehensive Annual Financial Report Published by OSF.	Retain in office 3 years then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-97	NOTHING LISTED	SKIPPED	
5-98	Data Processing, Planning, Development, and Evaluations (Record Copy)	File consists of planning, development, and evaluation records relating to selection, including feasibility studies, planning documents, and justification supporting materials; implementation; upgrading, modification, or conversion of systems and equipment; procedures; and manuals pertaining to the acquisition and use of data processing equipment.	Retain in office and transfer records pertaining to individual equipment and programs to the Institutional Archives for permanent preservation 1 year after equipment has been disposed of or program has been discontinued.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-99	Systems Documentation Records (Record Copy)	File consists of record layouts, code books, technical specifications for programs and equipment, detailed program descriptions, flow charts, job control records, test data, and all other records pertaining to systems operations.	Retain record copy in office until 1 year after applicable equipment or program has been disposed of or discontinued, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. For the life of the equipment or program, retain 1 back up copy of all records in an off site storage facility. Destroy all back up records 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-100	Systems Usage Records (Record Copy)	Log Books, ledgers, and allied records used to record system usage.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-101	Electronic Data Equipment File (Record Copy)	Copies of Data Processing Equipment Contracts.	Retain in office and destroy superseded contracts when they become 5 years old, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-102	Budget Revisions	Form used by institution's departments to modify their approved budgets.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-103	Position Control	Report used to provide administrative and organizational units transaction details, by position number, for activity within the payroll section of their accounting ledgers.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-104	Procurement Card Records & Invoices	Monthly cardholder statements and all related documentation (e.g. charge slips, invoices and receipts, retained to support charges incurred by the institution.	Retain in office 7 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-105	Application for Account	Application for an internal institution audit.	Retain in office until 5 years after the account is closed, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-106	Signature Card	Cards used to verify that individuals are authorized signatories for internal institution accounts.	Retain in office until 5 years after the account is closed, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-107	Accounting Ledgers	Internal records compiled to monitor the receipt and disbursement of funds. Institution's copy is the state office of record copy.	Retain in office 7 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-108	Fiscal AFP Expenditure Records	Cumulative monthly computer printout from the Office of State Finance listing expenditures against Authorizations for Purchase. Institution's copy is the state office of record copy.	Retain monthly reports until superseded, then destroy. Retain year end report in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-109	Treasurer's Correction of Account	Copy of STO Form 31 from the State Treasurer's Office notifying institution of a correction to account, for reason (e.g. "Advice of Deposit Cards Not Received..."). The Office of the State Treasurer is the state office of record (Schedule 87-25, Series 1-5).	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-110	Internal Requisitions	Forms submitted to the fiscal services office, purchasing office, or business office to request supplies. Institution copy is the state office of record copy.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-111	Auction Reports	Reports of auctions conducted by the institution. Files contain letters to the Central Purchasing Division of the Department of Central Services requesting permission for auction, lists of items to be auctioned, letter from Department of Central Services authorizing sale, buyer sign-in sheets, sales tickets, amounts recorded by buyer (net sales, tax, gross), report to Department of Central Services on items sold and price of each, and other miscellaneous supporting documents, and copies of reports to Oklahoma Tax Commission (Schedule 83-13, Series 3-1) on sales tax derived from the auction. The Department of Central Services is the state office of record (Schedule 90-05, Series 7-28).	Retain in office until 5 years after the account is closed, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-112	Day Care Center Licensing Files	File pertains to the licensing of day care centers and applications for license. This may include requests for license renewals; information sheets listing data about day care center staff; any applicable articles of incorporation; facility health and fire safety inspection reports; and visitation reports compiled by Department of Human Services staff.	Retain in office until superseded then destroy, provided no legal actions are pending.
5-113	Day Care Claims of Payment	File contains payment invoices of Day Care services. Payments may include charges of services to Department of Human Services.	Retain in office for 7 years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-114	Independent Contractor Form	Form completed by the contracting university department in consultation with the worker/service provider to hire and pay individuals to perform services for the University who are not employees, such as trainers, performing artists, speakers, contractors, etc.	Retain in office for 7 years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-115	Postal Meter Reading Record	US Postal Service PS Form 3602-A, detailing the daily record of meter register readings or institution's equivalent form. The institution is the office of record.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
5-116	State Purchase Card (P/Card)	State entity State Purchase Card (P/Card), statewide contract p/card and travel p/card records required to be maintained by the State of Oklahoma Purchase Card Procedures, which include but are not limited to paper copies and/or electronic records of transaction receipts and logs, dispute documents, Cardholder and State Entity Approving Official approval records, and any other pertinent documents. The agency copy is the state office of record copy.	Retain in office for 7 years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-117	Cash Register Tapes	Tapes collected from cash registers in university operations, such as the bookstore, student store, golf course, snack bar and other university-related retail outlets.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

5-Finance Accounting/Business Affairs

Item	File Name/Type	Description of Records	Disposition **
5-118	Vendor/Payee Form	File contains agency copy of Vendor/Payee Form (Office of State Finance Form VEND or equivalent form) completed by vendors (payees) and state agencies, as appropriate. This information is used to establish vendors in the State's vendor files database, which is maintained by the Office of State Finance.	Retain in office for 6 months, then destroy.
5-119	IRS 1099 Forms Received by Institution	Copies of summaries of miscellaneous earnings received by universities and colleges for revenues earned from investments, oil and gas royalties and other mineral interests, and similar revenue types.	Retain in office 5 years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
5-120	Miscellaneous Financial Adjustment Forms	Documents or forms used in conjunction with adjustment corrections to revenues collected or funds expended within an institution's financial reporting system.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

6-Library

Item	File Name/Type	Description of Records	Disposition
6-1	Acquisitions File (Subject to 51 OS §24)	Acquisition records for books and manuscripts, includes purchase orders, shipping information, and related correspondence	Retain in office permanently
6-2	Gift Donors File	Records concerning donations of books and manuscripts to the library	Retain in office 5 years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
6-3	Interlibrary Loan File - Loaned	Interlibrary loan records from other institutions processed by library	Retain in office until return of items and clearing of paperwork, then destroy
6-4	Interlibrary Loan File - Borrowed	Loan requests originated by the library	Retain in office 3 years, then destroy provided records have been summarized for the 5 year review
6-5	Catalog File	Computer printouts of cards that list Library holdings by subject, title, and author	Retain hard copy in Library until superseded or obsolete, then destroy. Retain database and update as needed
6-6	Shelf List File	Inventory of all holdings of the Library	Retain in office permanently
6-7	Circulation File (Confidential Record - 65 OS §1-105)	Circulation information on Library Holdings	Retain in office until materials are returned, then destroy. If materials become overdue, transfer to Overdue Materials File (Series 6-8)
6-8	Overdue Materials File Confidential Record - 65 OS §1-105)	Overdue Materials records, including overdue notices, bills and related materials	Retain in office. For items that have accrued no fine or charge, destroy record when material is returned. For items that have accrued fines of charges, retain in office 5 years after resolution, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
6-9	Patron Identification File (Confidential Record - 65 OS §1-105)	Lists of patrons, students, faculty, staff and public, their addresses and identification numbers	Retain in office until superseded or obsolete, then destroy
6-10	Reference Requests (Confidential Record - 65 OS §1-105)	Reference requests received at the Reference Desk	Destroy after primary use
6-11	Library Accession File	Accession records for materials into the Library Collection	Retain in office permanently
6-12	Correspondence with Book Publishers	Incoming and copies of outgoing correspondence with book publishers concerning book orders	Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials 3 or more years old no longer required for administrative purposes
6-13	Correspondence	Incoming and copies of outgoing letters and memos exchanged among various departments at the college	Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials 3 or more years old no longer required for administrative purposes

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

6-Library

<u>Item</u>	<u>File Name/Type</u>	<u>Description of Records</u>	<u>Disposition</u>
6-14	Inventories	Data sheets, purchasing documents, annual physical audits, sale documents, transfer receipts, disposition notices, printouts, etc on equipment and furniture to meet minimum documentation requirements established by the State Auditor and Inspector for audit purposes. Institution copy is the state office of record copy	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy 2 years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements
6-15	Video Production Records	In-house video production records produced by the college for instructional or promotional use, including scripts, proposals, and evaluations of the productions	Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation
6-16	Videotape Collection	Videotape programs produced by the college for college related matters, both edited programs and camera masters (originals)	Retain in office until no longer required for administrative purposes, then transfer to the Institutional Archives, with authority to weed, for permanent preservation

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

7-Maintenance

Item	File Name/Type	Description of Records	Disposition **
7-1	Pending Work Orders File	Work orders submitted to Maintenance Office.	Retain in office until task is completed, then transfer to Completed Work Orders File (Series 7-2).
7-2	Completed Works Orders File	Work orders for repairs and maintenance services on university building and facilities. Files may include invoices.	Retain in office until 1 year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
7-3	Maintenance Services Files	Maintenance services performed on university buildings and facilities: Reports, correspondence, related records.	Retain in office 5 years, then destroy provided no legal actions are pending.
7-4	Fire & Safety Inspections File	Completed reports of fire and safety inspections conducted by Maintenance Office/Physical Plant.	Retain in office 5 years, then destroy provided no legal actions are pending.
7-5	Energy Conservation File	Energy conservation measures at the university, includes reports, suggestions, and related material.	Retain in office 5 years, then destroy.
7-6	Energy Management System File	University energy management system.	Retain in office 5 years, then destroy.
7-7	Energy Consumption Reports File	Fuel and electricity consumption reports for university.	Retain in office 5 years, then destroy.
7-8	Safety Program File	University safety program files.	Retain in office 5 years, then destroy provided no legal actions are pending.
7-9	OSHA Inspection Reports File	Complete OSHA inspection reports for the university. Office of record is OSHA.	Retain in office 5 years, then destroy provided no legal actions are pending.
7-10	Plant Operator's Report File	Costs and amounts of water, oil, gas and electricity utilized in the operation of the university.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
7-11	Blueprints, Plans and Drawings File (Essential Records)	Blueprint plans and drawings of university buildings and facilities.	Retain 1 copy in office and transfer 1 copy to the Institutional Archives for security preservation.
7-12	Surplus Property File	University surplus property file and its disposition, includes inventories, and disposition records.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

8-Medical

<u>Item</u>	<u>File Name/Type</u>	<u>Description of Records</u>	<u>Disposition</u> **
8-1	Medical Records File (Confidential Record 43A §3-422)	Individual student, faculty an staff, and dependent's medical health records, including x-ray reports; doctor's orders or copies of prescriptions, office visit reports, and all other medical records.	Retain in office for 5 years after the date the patient was last seen or date of last medical contact or a minimum of 3 years after the date of patient's death, then destroy provided no legal actions are pending. Retain records of newborns or minors for 3 years past the age of majority, then destroy, provided no legal actions are pending. OR Retain in office until 3 years after last visit, then microfilm all records except chest x-ray films. Destroy hard copy documents except chest x-ray films: 1) upon certification that microfilm meets all standards established by the Archives & Records Commission, 2) after depositing the master negative with the OK Dept of Libraries, and 3) after retaining at least 1 user copy in the agency. Destroy all microfilm copies, chest x-ray films and all below standard documents 5 years after the date the patient was last seen or date of last medical contact or a minimum of 3 years after the date of patient's death, provided no legal actions are pending. Retain copies of newborns or minors for 3 years past the age of majority, then destroy, provided no legal actions are pending.
8-2	Patient Admission Slips (Confidential Record 63 OS §2139)	Patient admission slips for individuals receiving clinic/dispensary services.	Retain in office 2 years, then destroy.
8-3	Clinic Admission File (Confidential Record 63 OS §2139)	Daily listings of patients admitted to the Medical Clinic/Dispensary.	Retain in office 2 years, then destroy.
8-4	Daily Drug Dispensing Records File (Confidential Record 63 OS §2116)	Records documenting the daily dispensing of drugs by Medical Clinic/Dispensary.	Retain in office 5 years, then destroy provided no legal actions are pending.
8-5	Controlled Drug Dispensing Records File (Confidential Record 63 OS §2116)	Records documenting the daily dispensing of drugs by Medical Clinic/Dispensary.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
8-6	Controlled Drug Administrative File	Records accounting for the receipt and control of controlled drugs by health services personnel.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
8-7	Controlled Drug Audit Forms File	Completed audit forms recording the periodic inventory of controlled drugs maintained by and stored in the Medical Clinic/Dispensary.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.

** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

8-Medical

Item	File Name/Type	Description of Records	Disposition **
8-8	Emergency Room Dispensing Records File	Daily record of non-prescribed drugs administered by emergency room personnel.	Retain in office 5 years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
8-9	Prescription File (Confidential Record 63 OS §2116)	Completed prescription forms used to record all drugs prescribed for patients.	Retain in office 5 years, then destroy provided no legal action is pending.
8-10	X-Rays	X-rays for students, faculty and staff and dependents.	For all patients destroy x-rays where there has been a positive pathology reading when they become 10 years old provided no legal actions are pending. If legal action is pending destroy 2 years after exhaustion of all legal remedies provided records meet all stipulated retention requirements. For all patients destroy x-rays where there has been a negative pathology reading when they become 5 years old provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised April 16, 2009**

9-Personnel

Item	File Name/Type	Description of Records	Disposition **
9-1	Institutional Personnel Files (file is Subject to 51 OS §24)	Individual personnel file for faculty and staff. Each file may include application, resume, recommendations, personnel actions, job descriptions, correspondence, awards, disciplinary actions, retirement enrollment cards, insurance enrollment cards, yearly goals and objectives, performance evaluations, professional information such as publications, grants, and tenure information, and other records relating to an individuals employment history.	Retain in office until faculty or staff terminates, then transfer to Inactive Institutional Personnel Files (Series 9-2).
9-2	Inactive Institutional Personnel File (51 OS §24A.7)	Same information as Series 9-1.	For permanent faculty and staff who did not become members of the OK Teachers Retirement System or other state agency retirement system, transfer files to the Institutional Archives for permanent preservation. For temporary, part time and permanent faculty and staff who did become members of the OK Teachers Retirement System or other state agency retirement system, destroy files after 5 years.
9-3	Disciplinary Records File (file is Subject to 51 OS §24)	Records concerning disciplinary actions brought against university employees for violations of university rules and regulations.	Retain in office. If not contested, transfer to Individual personnel files (Series 9-1). If contested, transfer to individual personnel file (Series 9-1) after exhaustion of all legal remedies.
9-4	Grievance File	Records concerning employee grievances.	Retain in office until 2 years after exhaustion of all legal remedies, then destroy.
9-5	Position Description File	Description of university positions.	Retain in office until superseded, then destroy provided no legal actions are pending.
9-6	Applications for Employment File (file is subject to 51 OS §24A.7)	Applications for employment. File may also include resumes, recommendations, correspondence, and related records.	(1) For applicants who are hired file in records applicable Personnel File (Series 9-1). (2) For applicants who are not hired, retain all applicable records in agency for two (2) years after making of the records or the personnel action involved, whichever occurred later, then destroy provided no legal actions involving hiring or promotion are pending. [29 CFR, §1602.49].
9-7	Affirmative Action/Equal Opportunity File	Records concerning university affirmative action equal opportunity programs. File may include regulations and guidelines, policies, reports, correspondence, studies, and related records.	Retain in office five (5) years after superseded or obsolete, then destroy provided no legal actions are pending.
9-8	Worker's Compensation Administrative File	Records concerning the administration of worker's compensation programs or policies: regulations and guidelines, policies, reports, correspondence, reference material, and related records.	Retain in office five (5) years after superseded or obsolete, then destroy provided no legal actions are pending.
9-9	Worker's Compensation Medical and Claim File (file is subject to 51 O.S., §24)	Records concerning worker's compensation claims against university. File may include legal opinions and briefs, court documents, transcripts, affidavits, correspondence, photographs, findings, and recommendations, and related records. CompSource Oklahoma (Schedule 88-12, Series 9-3 through 9-8 is the office of record for unlitigated claims). Worker's Compensation Court is the office of record for litigated claims (Schedule 79-09, Series 1-1).	Retain in office until two (2) years after exhaustion of all legal remedies, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised April 16, 2009**

9-Personnel

Item	File Name/Type	Description of Records	Disposition **
9-10	W-2 Forms (file is subject to 51 O.S., §24)	Agency copies of summaries of employee earnings used for filing federal and state income tax returns. Compiled by Office of State Finance for each agency.	Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-11	FICA Quarterly Reports (file is subject to 51 O.S., §24A3)	Quarterly computer printouts from the Office of State Finance listing employee wages and tax deductions. Agency copy is state office of record copy.	Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
9-12	Employee Health Insurance File	Copies of claims for reimbursement under contracted employee group, life, health, and accident insurance policy, as well as supporting documents.	Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-13	Unemployment Compensation Claims	Correspondence and documentation concerning claims, appeals and decisions concerning claims for unemployment compensation.	Retain in office five (5) years, then destroy provided no legal actions are pending.
9-14	Payroll Information Files (file is subject to 51 O.S., §24)	Deduction forms, requests for changes in deductions for insurance, credit union, bonds, tax withholdings, and other documents pertaining to payroll calculations and preparations.	Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
9-15	Daily Attendance Records (Record Copy)	Records used to compile attendance and leave statistics for payroll preparations. File may include sign/sign out sheets or their equivalent.	Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-16	Employee Leave Requests (Record Copy)	Leave forms completed by employees who have taken leave.	Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-17	Recruitment and Search Committee Files (file is subject to 51 O.S., §24A.7)	Search and recruiting records concerning searches for new or replacement university personnel. File may include correspondence, resumes, vita, applications and related documents.	Retain in office and transfer records of successful candidates to applicable Personnel Files (Series 9-1). Retain all other records for two (2) years after making of the records or the personnel action involved, whichever occurred later, then destroy provided no charge of discrimination has been filed. If a charge of discrimination has been filed destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements. [29 CFR, §1602.49].
9-18	Recruitment File-- Policies and Procedures	Records concerning the policies and procedures for recruitment of Presidents, Deans, Faculty, Administrative personnel.	Retain in office for two (2) years after superseded or obsolete, then transfer to the Institutional Archives for permanent preservation.
9-19	Personnel Awards and Honors File	Records concerning College awards and honors received by faculty and staff members. File may include recommendations, approvals, personal reference information and relate records.	Transfer one (1) copy to Personnel File (Series 9-1) and retain one (1) copy in office for two (2) years, then transfer to Institutional Archives for permanent preservation.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised April 16, 2009**

9-Personnel

Item	File Name/Type	Description of Records	Disposition **
9-20	Adjunct Faculty File	Personnel file for Adjunct Faculty in department: Vita, resumes, list of publications, grants.	Retain in office until five (5) years after expiration of contract, then destroy provided no legal actions are pending.
9-21	Faculty Roster File	Listings of Departmental faculty.	Retain in office 2 years after superseded, then destroy.
9-22	Tenure and Promotion File (file is subject to 51 O.S., §24)	Records concerning faculty tenure and promotion.	Transfer substantive material to faculty personnel file (Series 9-1). Retain remainder in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
9-23	Sabbatical Leave File	Requests and authorizations and board actions.	File 1 copy in personnel file (Series 9-1). Retain 1 copy in office until 2 years after termination of employment, then destroy.
9-24	Faculty and Staff Handbook	Description of employee benefits and policies and procedures of the institution.	Retain in office until superseded, then transfer one (1) copy to the Institutional Archives for permanent preservation.
9-25	Salary Schedule/Programs	Wage grades, placement information, and related information.	Retain in office 3 years, then destroy.
9-26	Faculty Contracts	Contract for the hiring of all faculty.	Retain in office until five (5) years after expiration of contract, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-27	Employees Health Insurance Files (Colleges and Universities)	Copies of claims for reimbursement under existing group, life, health and accident insurance policy, as well as supporting documents.	Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-28	Current Employee Rosters	Lists of employees by classes, grades, steps, and substitutions in budgeted classes.	Retain in office until superseded, then destroy.
9-29	Emergency Contact List File	Lists of staff to contact in case of an after hours emergency.	Retain in office until superseded, then destroy.
9-30	Personnel Transaction Freeze Exception Request [OPM Form 92]	Document submitted with a Request for Personnel Action form to the Office of Personnel Management by an agency requesting that a job be filled despite a mandated freeze on jobs.	Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
9-31	Faculty and Staff Incident Reports	Copies of reports of incidents and/or occurrences involving employees which do not result in risk management or worker's compensation claims.	Retain in office five (5) years, then destroy provided no legal actions are pending.
9-32	Contractual Employment Records	Record copies of contracts, payment information, and other records pertaining to contractual employment. [For publications "that may or may not be financed by state funds but are released by private entities pursuant to a contract with or subject to the supervision of any agency," see 65 O.S. §3-113.2 (2) or other applicable statutes].	Retain in office and destroy records pertaining to individual contract employees five (5) years after final payment, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised April 16, 2009**

9-Personnel

Item	File Name/Type	Description of Records	Disposition **
9-33	Reduction in Force Plans	Copies of plans filed with institution's personnel office outlining how the agencies will proceed in the event of an ordered reduction in force. The institution's copy is the state office of record copy.	Retain permanently in office.
9-34	Faculty and Staff Service Evaluation Records (Active)	Forms used to evaluate faculty and staff work performance. The institution's copy is the stat office of record copy.	File in applicable Institutional Personnel File (Series 9-1).
9-35	Acknowledgement of Receipt	Forms signed by faculty and staff acknowledging receipt of Institution's Policies and Procedures Manuals, Retirement System Benefit Information, and other employment related materials and publications.	File in applicable Institutional Personnel File (Series 9-1).
9-36	Longevity Records	Copies of OPM Form 52 (Longevity Certification Forms) completed by employees under provisions of pay plan passed by Legislature. Forms list employee names, social security numbers, and data relating to length of time in state service.	File in applicable Institutional Personnel File (Series 9-1).
9-37	Retirement Enrollment Application	Form used to enroll faculty and staff in the Teachers' Retirement System. Teachers Retirement System (Schedule 82-23, Series 6-1A and 6-1B) is the state office of record.	File in applicable Institutional Personnel File (Series 9-1).
9-38	Job Announcements (Record Copy)	Record copies of internal recruitment announcements of job openings. For records pertaining to actions taken to fill vacancies, see Recruitment and Search Committee Files (Series 9-17).	Retain in office until two (2) years after making of the record or the personnel action involved, whichever occurred later, then destroy provided no legal actions pertaining to hiring or promotion are pending.(29 CFR §1620.31).
9-39	Financial Disclosure Statements	Copies of financial disclosure statements filed with the Ethics Commission. The Ethics Commission is the state office of record (Schedule 93-01, Series 1-3 A&B).	Retain in office 2 years, then destroy.
9-40	Benefits Information (Record Copy)	Files pertain to benefits available to University faculty, staff and students. Information includes material from the various medical and dental providers, investment, deferred compensation and retirement options, rate plans, beneficiary designation forms, etc. Institution's office responsible for benefits administration maintains the state office of record copy.	Retain in office until one (1) year after superseded, then destroy.
9-41	Request for Personnel Action Records	Copies of OPM Form 14 (Request for Personnel Action) used to document changes in an employee's status, such as appointments, separations, promotions, demotions, and leave taken. The Office of Personnel Records (continued) Personnel Management is state office of record (Schedule 82-13, Series 1-1).	A. File in applicable Institutional Personnel File (Series 9-1). B. For temporary faculty and staff, retain in office until five (5) years after he/she leaves the institution, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised April 16, 2009**

9-Personnel

Item	File Name/Type	Description of Records	Disposition **
9-42	Chemical Information Lists (CAL)	Records used to document faculty and staff exposure to hazardous substances in the work place. Information includes faculty and staff names and all hazardous substances present in their work areas.	Retain in office until faculty or staff member terminates employment, then transfer to the State Records Center. Destroy records when they become forty (40) years old provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements [29 CFR §1910.1020].
9-43	Garnishment Records	Copies of garnishment of salary records filed with county clerks.	Retain in office and destroy 1 year after notification by court of payment of obligation or release of payment of obligation.
9-44	IRS Levies Records	Orders issued by the Internal Revenue Service requiring deductions from faculty and staff salaries for the payment of taxes owed to the federal government.	Retain in office and destroy one (1) year after notification of payment of obligation or final release of payment of obligation.
9-45	Immigration Reform and Control Act Records (Confidential Record 74 O.S. §3113)	Department of Justice Immigration and Naturalization Service Form I-9 (Employment Eligibility Verification) and supporting documentation.	Retain in office. Destroy one (1) year after person is no longer employed provided the records are at least three (3) years old and no legal actions are pending.
9-46	Fair Labor Standards Act Time Sheets (Record Copy)	Weekly time sheets, time cards, or equivalent which may be signed by the staff and their immediate supervisors indicating actual hours worked, leave status hours and total hours for the week. These records are maintained to comply with the Fair Labor Standards Act, 29 CFR, §516, et. seq.	Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-47	Request for Employee Evaluation	Institution copies of OPM Form-9 and OPM Form 4-B used to request evaluation of qualifications for proposed change to individual status. The Office of Personnel Management is the state office of record (Schedule 82-13, Series 1-1).	File in applicable Institutional Personnel File (Series 9-1).
9-48	Application for Refund (Active)	Form used to refund monies to applicants who were ineligible for enrollment in the Teachers' Retirement System, but who had submitted applications and payments. Records include enrollment and refund applications and correspondence. The Teachers' Retirement System (Schedule 82-23, Series 6-1A and 6-1B, and Series 3-3A) is the state office of record.	Retain in office until faculty or staff member terminates, then transfer to Inactive Institutional Personnel File, (Series 9-2) or retain in office and file in Application for Refund (Inactive) files, (Series 9-49).
9-49	Application for Refund (Inactive)	Same type of records and information as Series 9-48, Application for Refund (Active).	Retain in office until five (5) years after termination of employment, then destroy provided no legal actions are pending.
9-50	Employee File Review Log	Record of individuals who have requested to review specific Institutional Personnel Files (Series 9-1 through 9-2). Data includes names and social security numbers of persons making requests, request dates, names of faculty or staff whose files have been requested, and initials of staff assisting with the file reviews.	Retain in office five (5) years, then destroy provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised April 16, 2009**

9-Personnel

Item	File Name/Type	Description of Records	Disposition **
9-51	Notice of Right to Continued Coverage Records (Active)	Institution copies of a form completed by faculty and staff to allow them to continue insurance coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of July 1, 1986. The institution's copy is the state office of record.	Retain in office until faculty or staff member terminates, then transfer to Notice of Right to Continued Coverage Records (Inactive), [Series 9-52].
9-52	Notice of Right to Continued Coverage Records (Inactive)	Same types of records and information as Series 9-51.	Retain in office until five (5) years after termination of employment, then destroy provided no legal actions are pending.
9-53	Change or Designation of Beneficiary Record	Form completed by faculty and staff to change or designate a beneficiary. The Teachers' Retirement System (Schedule 82-23, Series 6-1A and 6-1B, and 6-2) is the state office of record.	Retain in office until faculty or staff member terminates, then transfer to Inactive Institutional Personnel File (Series 9-2).
9-54	Application for Disability Benefits Records (Active)	Form completed by faculty and staff to apply for disability benefits. The Teachers' Retirement System (Schedule 82-23, Series 6-1A and 6-1B) is the state office of record.	Retain in office and file in applicable Institutional Personnel Files (Series 9-1) or in Application for Disability Benefit Records (Inactive), (Series 9-55).
9-55	Application for Disability Benefits Records (Inactive)	Same type of records and information as Series 9-54.	Retain in office until five (5) years after termination of employment, then destroy provided no legal actions are pending.
9-56	IRS Form 1099	Institution copies of summaries of contract employee earnings used for filing federal and state income tax returns.	Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-57	Health Insurance Remittance Advice Forms	Record of staff and faculty payments for health insurance premiums for persons who are on leave without pay.	Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-58	Health Plan Change Request Records (Active)	Form completed by faculty or staff when a change in health care coverage is desired.	Retain in office and file in applicable Institutional Personnel Files (Series 9-1) or retain in office until person terminates employment, then transfer to Health Plan Change Request Record (Inactive), (Series 9-59).
9-59	Health Plan Change Request Records (Inactive)	Copies of records in Series 9-58, Health Plan Change Request Records (Active), used solely for reference purposes.	Retain in office until five (5) years after termination of employment, then destroy provided no legal actions are pending.
9-60	Individual Leave Record for Year	Official individual leave record of faculty and staff posted on a yearly basis [OPM Form 1 or equivalent].	File in applicable Institutional Personnel File (Series 9-1).
9-61	Compensatory Time Requests	Original requests for approved compensatory time completed by the staff and their supervisors.	Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised April 16, 2009**

9-Personnel

Item	File Name/Type	Description of Records	Disposition **
9-62	Overtime Payment Authorization	Completed overtime payment authorizations and copies of Fair Labor Standards time report for personnel as required by the Fair Labor Standards Act.	Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-63	Optional Insurance Coverage Cancellation (Record Copy)	Forms submitted to agency personnel office requesting cancellation of extra insurance coverage (other than state plan). The Institution's personnel office is state office of record.	File is applicable Institutional Personnel File (Series 9-1).
9-64	U.S. Savings Bond Cancellation (Record Copy)	Forms submitted to Institution's personnel office requesting cancellation of US Savings Bonds. The Institution's personnel office is state office of record.	File is applicable Institutional Personnel File (Series 9-1).
9-65	Staff Mediation Records	Forms, incoming memoranda, copies of outgoing memoranda, and other records pertaining to the resolution of staff mediation disputes.	Retain in office five (5) years, then destroy provided no legal actions are pending.
9-66	Staff Pre-Termination Records	Notice of Proposed Adverse Personnel Action, Certificate of Prior Disciplinary Action, staff member's response, affidavits, investigative reports, evidence and exhibits, tape recording of pre-termination hearing, pre-termination hearing decision, legal review, Notice of Final Adverse Action, Notice of Hearing.	Retain in office and destroy five (5) years after resolution provided no legal actions are pending.
9-67	Automatic Deposit Transmittal Form (Confidential Record 51 O.S. §24A.7(A)(2))	File includes Automatic Deposit Transmittal Forms, such as OPM 73 or equivalent, containing faculty and staff's completed personal banking information allowing participation in the State Employees Direct Deposit Program. Data includes employee name and address, Social Security Number, financial institution name and address and employing institution's name.	Retain in office until two (2) years after termination of participation, then destroy, provided no legal actions are pending.
9-68	Employee Assistance Program Records (Record Copy) Records are subject to 51 O.S., §24A.7(A)(2)	Pertains to employee participation in institutional sponsored Employee Assistance Programs, including the Department of Mental Health Employee Assistance Program (MHEAP) and contains background data, policy statements, information relative to confidentiality of information, and other records.	Retain in office and review on an annual basis. After completing the review, destroy duplicate and ancillary materials as well as substantive records three (3) or more years old no longer required for administrative purposes pertaining to participants who have not had contact with the program for at least six (6) months provided no legal actions are pending.
9-69	OSHA Log and Summary of Occupational Injuries and Illnesses	United States Department of Labor OSHA Form No. 200 or equivalent maintained as a log and summary record of "recordable" injuries and illnesses as defined in 29 CFR, §1904.1, et. seq.	Retain in office and destroy individual Log and Summary five (5) years "following the end of the year to which they relate." 29 CFR, §1904.6.
9-70	OSHA Supplementary Record	United States Department of Labor OSHA Form No. 101 or equivalent maintained to record supplementary information about "recordable" injuries and illnesses as defined in 29 CFR, §1904.1, et. seq.	Retain in office and destroy Supplementary Records five (5) years "following the end of the of the year to which they relate."29 CFR, §1904.6.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised April 16, 2009**

9-Personnel

Item	File Name/Type	Description of Records	Disposition **
9-71	Oklahoma Log and Summary of Occupational Injuries and Illnesses	Oklahoma Department of Labor Form OK No. 200 or equivalent maintained as a log and summary record of occupational injuries and illnesses as required by the Rules and Regulations of the Oklahoma Department of Labor.	Retain in office and destroy individual Log and Summary five (5) years following the end of the of the year to which they relate.
9-72	Employment History Cards	Card filed used to summarize faculty and staff employment history from appointment through termination or separation.	Retain in office until faculty or staff member terminates, then transfer to applicable Inactive Institutional Personnel File (Series 9-2).
9-73	Retirement Notice and Application	Form completed by faculty and staff at least 60 days prior to selected retirement date. Data includes employee name, mailing address, social security number, and birthdate; requested retirement date; type of retirement; type of benefit; spouse consent, if applicable; and designated agent verification. The Teachers' Retirement System (Schedule 82-23, Series 6-1A and 6-1B) is the state office of record.	Retain in office until faculty or staff member terminates, then transfer to Inactive Institutional Personnel File (Series 9-2).
9-74 A	Application for Felony Offense Records Record is subject to 51 O. S., § 24A.7	Forms sent by institutions to the Oklahoma State Bureau of Investigation [OSBI] to initiate felony background checks of employees and prospective employees. [Records may be filed in applicable Institutional Personnel Files, (Series 9-1 or 9-2)].	For employees who were not seeking promotions or applying for other positions within the institution at the time background investigations were initiated and whose background investigations indicated felony convictions, retain in office and destroy five (5) years after termination of employment provided no legal actions are pending.
9-74 B	Application for Felony Offense Records Record is subject to 51 O. S., § 24A.7	See 9-74 A.	For employees who were not seeking promotions or applying for positions within the institution at the time background investigations were initiated and whose background investigations did not indicate felony convictions, retain in office two (2) years, then destroy provided no legal actions are pending.
9-74 C	Application for Felony Offense Records Record is subject to 51 O. S., § 24A.7	See 9-74 A.	For employees who were seeking promotions or applying for other positions within the institution at the time background investigations were initiated and whose background investigations do not indicate felony convictions, retain in office and destroy two (2) years after the making of the records or the personnel action involved, whichever occurred later provided no legal actions involving hiring or promotion are pending.
9-74 D	Application for Felony Offense Records Record is subject to 51 O. S., § 24A.7	See 9-74 A.	For employees who were seeking promotions or applying for other positions within the institution at the time background investigations were initiated and whose background investigations indicated felony convictions, retain in office and destroy records five (5) years after termination of employment provided no legal actions are pending.
9-74 E	Application for Felony Offense Records Record is subject to 51 O. S., § 24A.7	See 9-74 A.	For applicants for employment who are not hired, retain in agency two (2) years after making of the records or the personnel action involved, whichever occurred later, then destroy provided no legal actions involving hiring or promotion are pending. (29 CFR, §1620.31).

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised April 16, 2009**

9-Personnel

Item	File Name/Type	Description of Records	Disposition **
9-75	Family and Medical Leave Records 29 CFR §825.500	Agency records relevant to compliance and implementation of the Family and Medical Leave Act of 1993, including basic payroll information, FMLA leave taken, and medical histories (a complete list of records required to be kept to comply with the Family and Medical Leave Act is enumerated in 29 CFR §825.500).	Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
9-76	Annuity and Retirement Savings Plan Record	Institution copies of records pertaining to payroll deductions and institution contributions to faculty and staff supplemental retirement annuities and similar tax deferred annuity plans transacted with private firms and organizations. Information typically includes designation of, or change in designation of, the name(s) of companies to which contributions are to be sent and the amount to be withheld from the faculty or staff paychecks.	File in applicable Institutional Personnel File (Series 9-1).
9-77	Equal Employment Opportunity Commission (EEOC) Claims and Complaints	Record of EEOC claims and complaints filed by faculty or staff against their employing institution. Information includes reports; exhibits; withdrawal notices; copies of decisions; records of hearings and meetings; correspondence; copies of records related to hiring, promotion, demotion, transfer, layoff or termination, rates of pay or other terms of compensation, selection for training or apprenticeship; and all other "personnel records relevant to the charge or action." [29 CFR §1602.49].	Retain in office until two (2) years after date of personnel action involved in complaint or claim, or, in the case of involuntary termination, until two (2) years after the date of termination then destroy provided no legal actions are pending. If legal actions are pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements. For cases involving charges of discrimination, or, if an action is brought by the Attorney General under title VII, or the American Disabilities Act (ADA), retain all personnel records relevant to the charge or action until final disposition of the charge or action then destroy provided no legal actions are pending.
9-78	Visa Related Forms for Students, Staff and Faculty (Confidential Record 54 O.S. § 24A)	Files include information pertaining to J-1 visa holders who wish to transfer to another college/university or H-1B visa holders who wish to be employed by another college/university and require a new visa from U.S. Immigration or obtained a green card. Information includes copies of the U.S. Citizenship and Immigration Services forms DS 2019 (Certificate of Eligibility) or I-129 (Petition for a Non-Immigrant Worker) along with supporting documentation used to transfer the J-1 visa holder or the request for a new visa from U.S. Immigration on an H-1B visa holder to the new college/university.	Retain in office five (5) years after faculty, staff or student terminates employment, then destroy, provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
April 16, 2009**

10-Public Relations

Item	File Name/Type	Description of Records	Disposition **
10-1	News Release File	Master Copy of university news releases.	Retain in office 2 years, then transfer to the Institutional Archives for permanent preservation.
10-2	Advertisements File	Records concerning advertisements for university or university programs. File may include correspondence, marketing research, surveys, studies, master copies of advertisements, billing information, and related information.	Retain in office. Destroy contracts two (2) years after expiration provided no legal action is pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements. Destroy accounting records when five (5) years old provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. Transfer remaining materials when five (5) years old to the Institutional Archives, with authority to weed, for permanent preservation.
10-3	Photographs File	Photographs of university and university related matters, individuals or locations.	Retain in office 5 years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.
10-4	Clippings File	News clippings concerning university and related matters.	Retain in office until no longer required for administrative purposes, then destroy.
10-5	History File	Records concerning the history of the university.	Retain in office 5 years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation.
10-6	Public Relations File	File consists of copies of news releases and clippings, cassette recordings of broadcast announcements, and any other public relations materials.	Retain in office until no longer required for administrative purposes, then transfer all items except those defined as state publications by 65 O.S. 3-113.2 to the Institutional Archives, with authority to weed, for permanent preservation.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

11-Security

Item	File Name/Type	Description of Records	Disposition **
11-1	Visitor Registration File	Completed visitor registration sheets or forms.	Retain in office 1 year, then destroy.
11-2	Vehicle Registration File	Records concerning the registration of vehicles and bicycles on campus.	Retain in office 1 year, then destroy.
11-3	Temporary Vehicle Registration File	Records concerning the temporary registration of vehicles and bicycles on campus.	Retain in office 1 year, then destroy.
11-4	Vehicle Accident Report File Confidential Record 47 O.S., §10-117	Records concerning each vehicle accident reported on campus. File may include medical records, reports, affidavits, photographs, diagrams, and related documents.	Retain in office five (5) years, then destroy provided no legal actions are pending.
11-5	Accident Reports File Confidential Record 47 O.S., §10-117	Records concerning each vehicle accident reported on campus. File may include medical records, reports, affidavits, photographs, diagrams, and related documents.	Retain in office five (5) years, then destroy provided no legal actions are pending.
11-6	Non-Moving Traffic Citation and Traffic Citation Appeals Files	Citations for non-moving traffic violations on campus and traffic citation appeals.	Retain in office five (5) years, then destroy provided no legal actions are pending.
11-7	Stolen Property File	Records concerning property reported stolen on campus and property recovered by Security/Police personnel that was suspected to have been stolen. File may include reports, inventories, photographs and other documents.	Retain in office seven (7) years, then destroy provided no legal action is pending.
11-8	Arrest History File	Records concerning arrests of university/college students and other individuals on campus.	Retain in office and destroy felony arrests records when twenty (20) years old, provided no legal action is pending. Destroy misdemeanor and remaining records when five (5) years provided no legal actions are pending.
11-9	Victim File - File is subject to 51 O.S., §24	Records concerning victims of alleged criminal offenses occurring on campus.	Retain in office and destroy felony offense victims file when twenty (20) years old provided no legal action is pending. Destroy misdemeanor and remaining records when five (5) years old provided no legal action is pending.
11-10	Security File	Records concerning security measures taken for each university building.	Retain in office 2 years after superseded, then destroy.
11-11	Case Reports	List of incidents, including initial offense report information, showing the offense, date, time, general location, officer and a brief summary of what occurred.	Retain in office five (5) years, then destroy provided no legal actions are pending.
11-12	Crime Statistics	Summary of crimes reported by classification or nature and number.	Retain in office until compilation of annual report, then destroy.
11-13	Police Dispatcher Logs	Records of all calls made to campus security.	Retain in office two (2) years, then destroy provided no legal actions are pending.
11-14	Duty Rosters	Work schedules for campus security police.	Retain in office until no longer required for administrative purposes, then destroy.

**** if legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

11-Security

Item	File Name/Type	Description of Records	Disposition **
11-15	Risk Management Certificate of Self Insurance	File contains copies of Certificates of Self Insurance issued by the Risk Management Division of the Department of Central Services verifying liability insurance. The Risk Management Division of the Department of Central Services is the state office of record (Schedule 90-05, Series 6-31).	Retain in office until superseded, then destroy.
11-16	Property Inventory/Surveys	File contains copies of original property inventories/property surveys conducted for Risk Management plus computer printouts received from Risk Management with notations concerning Comprehensive Insurance coverage. The Risk Management Division of the Department of Central Services is the state office of record (Schedule 90-05, Series 6-32).	Retain in office until superseded, then destroy.
11-17	Incident Reports	File contains copies of incident reports completed when an incident has occurred where the state might be liable for damages. File includes Standard Liability/Standard Incident Report, In Case of Accident Report or related reports completed at the time of an incident. The Risk Management Division of the Department of Central Services is the state office of record (Schedule 90-05, Series 6-33).	Retain in office two (2) years, then destroy provided no legal actions are pending.

**** if legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

12-Student Personnel

Item	File Name/Type	Description of Records	Disposition
12-1	Student Organization File	Records concerning student organizations at university. File may include constitution, bylaws, minutes of meetings, and other records of any student organization.	Retain constitution, bylaws, and minutes in office three (3) years, then transfer to the Institutional Archives, with authority to weed, for permanent preservation. Destroy fiscal records one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. Review remaining records on an annual basis. Destroy duplicate and ancillary records as well as substantive records no longer required for administrative purposes.
12-2	Student Financial Assistance File	Record concerns financial aid awarded to university students. Each file may include applications for financial aid, correspondence, statements of need, approvals/disapprovals, as well as reports, funding information, guidelines and descriptions of programs, and related materials.	Retain in office and destroy individual student files five (5) years after repayment, cancellation, or other release from repayment of financial aid provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
12-3	Intramural Sports File	Records concerning intramural sports at the institution.	Retain in office 2 years, then destroy.
12-4	Student Legal Services Administrative File	Records concerning the administration of student legal services. File may include reports, correspondence, financial data, budgets, and related records.	Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
12-5	Student Legal Services Case File Confidential Record 12 O.S., §2502	Records concerning each student legal services case. Each file may include reports, transcripts, opinions, and related records.	Retain in office until two (2) years after exhaustion of all legal remedies, then destroy.
12-6	Disciplinary Records File	Records concerning disciplinary actions brought against students for violations of university rules and regulations.	Retain in office until two (2) years after exhaustion of all legal remedies, then destroy.
12-7	Student Counseling File - File is subject to 20 USC §1232g, 1982	Records regarding students counseled by university counseling service. Counseling may relate to academics or minor problems.	Retain in office and destroy two (2) years after termination of counseling.
12-8	Honor Code Violations File	Regulations concerning reported violations of university honor code. File may include investigations of those violations and records of trials before student court.	If case is tried and accused is not convicted, destroy records two (2) years after acquittal. If case is tried and accused is convicted, transfer information to Student Records (Series 13-2). Retain remaining convicted case records ten (10) years, then destroy. Destroy records not concerning cases or cases that did not go to trial when five (5) years old.
12-9	Student Surveys File	Completed student surveys. File may include reports summarizing results and conclusions of surveys.	Retain in office one (1) year, then destroy surveys and work papers and transfer results and conclusions to the Institutional Archives for permanent preservation.
12-10	Student Accident Reports File	Reports of accidents involving students. Files may include affidavits, photographs, and related records.	Retain in office ten (10) years then destroy if no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

12-Student Personnel

Item	File Name/Type	Description of Records	Disposition
12-11	Dormitory Work Orders File	Work orders for repair or maintenance of student dormitories.	Retain in office five (5) years after completion of project, then destroy provided no legal actions are pending.
12-12	Student Housing Applications File	Completed applications for student housing.	Retain in office two (2) years, then destroy provided no legal actions are pending.
12-13	Student Housing Contracts file	Completed contracts between Student Affairs and students utilizing student housing.	Retain in office until two (2) years after end of contract, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided and no legal action is pending.
12-14	Residence Hall Housing File	Records concerning student residence hall housing. File may include rules and regulations concerning student housing, convenience copies of incident reports (record copy see Series 11-11), copies of completed applications for student housing (Series 12-12), copies of completed contracts between Student Affairs and students utilizing student housing (Series 12-13), copies of residence hall damages records (Series 12-15), move-in check lists, check-in cards, status changes, correspondence, refrigerator rental agreements, roommate selection surveys, deposit receipts, copies of student contracts from financial aid (Series 12-2), copies of time cards, time sheets (Series 9-46).	Retain in office until two (2) years after end of housing contracts or housing applications, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided and no legal action is pending.
12-15	Residence Hall Damage File	Records concerning damage to student residence halls and damage assessments to individual students.	Transfer information concerning individual damage assessments to Fiscal Office. Retain copies of assessments and remaining records two (2) years after end of contract, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
12-16	Off Campus Housing File	Records concerning off campus housing available to students.	Retain in office until no longer required for administrative purposes, then destroy.
12-17	Student Handbooks	Handbooks concerning policies and procedures of the institution as they pertain to students, academic calendar, map of institution, etc.	Retain in office until superseded, then transfer one (1) copy to the Institutional Archives for permanent preservation.
12-18	Academic Scholarships	Record concerns scholarships awarded to university students. Each file may include applications for scholarship, correspondence, approvals/disapprovals, as well as reports, funding information, guidelines and descriptions of programs, and related materials.	If scholarship is approved, transfer to Academic Scholarships (Granted), Series 12-19. Retain disapproved applications in office two (2) years, then destroy provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

12-Student Personnel

Item	File Name/Type	Description of Records	Disposition
12-19	Academic Scholarships (Granted)	Record concerns approved scholarships awarded to university students. Each file may include applications for scholarship, correspondence, approvals/disapprovals, as well as reports, funding information, guidelines and descriptions of programs, and related materials.	Retain in office five (5) years after termination of enrollment, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
12-20	Yearbooks	Copy of college yearbook.	Transfer 1 copy to the Institutional Archives for permanent preservation.
12-21	Campus Newspaper	Copy of the college newspaper.	Retain in office permanently or transfer to the Institutional Archives for permanent preservation.
12-22	Placement Office File Confidential Record 51 O.S., §24A.16	File contains registration form; personal data form, consisting of institutions attended, degrees, summary of courses taken, number of hours, and names of courses; and confidential reference from faculty members.	Retain in office 5 years, then destroy.
12-23	Student Mastercard Confidential Record 51 O.S., §24A.16	File consists of card listing student name, address, telephone number, social security number, amount of parents' earned income, and type and amount of financial aid awarded, if any.	Retain in office until five (5) years after termination of enrollment, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
12-24	Dormitory Rosters	Roster of all students living in a dormitory.	Retain in office until no longer required for administrative purposes, then destroy.
12-25	Student Contracts [Work Study and Institutional part-time positions]	Contracts listing one-page sheets listing names, social security numbers, number of hours per week to be worked, salary per hour, total term salary amounts, student's job titles, immediate supervisor's signature, account sponsor's signature, date, and account numbers.	Retain in office and destroy five (5) years after submission of award year Fiscal-Operations Report to the U.S. Department of Education provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
12-26	Requests for Hiring Student Workers	Requests from departments and offices for student workers. Data includes job title, work hours, and the name and social security number of the student.	Retain in office and destroy five (5) years after submission of award year Fiscal-Operations Report to the U.S. Department of Education provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
12-27	Financial Aid Procedures Manual	Office copy of university procedures to be followed in awarding and administering student financial aid.	Retain in office and destroy five (5) years after superseded provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
12-28	Student Program Files	File includes records concerning the administration of student operated programs. Files contain programs, description proposals, reports, correspondences and tickets.	Retain in office 2 years, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

13-Student Records

Item	File Name/Type	Description of Records	Disposition **
13-1	Student Admission Application File	File contains applications for admission to the institution. Files may also contain correspondence, references, admission test scores, transcripts of previous academic credit, and related records.	If student has been accepted and enrolls, transfer to individual Student Records File (Series 13-2). Retain files on students who were rejected and those who were accepted but failed to enroll for one (1) year, then destroy provided no charges of discrimination have been filed.
13-2	Student Records File	File for each enrolled student may include admissions records, personal information and related records.	Retain in office two (2) years after student terminates enrollment or graduates, then destroy provided no charges of discrimination have been filed.
13-3 A	Academic Transcript File (Essential Record 67 O.S. §203 (e))	File contains academic transcript for all courses and degrees earned by students. File may also contain information relative to honors and awards.	For institutions that maintain their record copies only in hard copy format, after each semester or quarter's grades have been posted and verified, microfilm for security purposes in accordance with all standards for permanent microfilm established by the Archives and Records Commission; deposit the master negative with the Oklahoma Department of Libraries or in an offsite storage facility that meets Archives and Records Commission standards for the storage of permanent microfilm; and retain at least one (1) user copy in the institution. After filming, hard copy documents may be destroyed after approval of an ARC Form 5, "Notice of Intent to Destroy Records That Have Been Microfilmed."
13-3 B	Academic Transcript File (Essential Record 67 O.S. §203 (e))	See 13-3 A.	For institutions that maintain their record copies only in machine-readable format, after each semester or quarter's grades have been posted and verified, either (1) transfer at least one (1) set of backup tapes or disks to an offsite storage facility that meets appropriate environmental and security conditions for the storage of machine-readable records; inspect tapes and disks annually, and if inspection indicates the need to do so, replace the backup copy; and regardless of condition after inspection, replace all backup tapes or disks when they become five (5) years old.
13-3 C	Academic Transcript File (Essential Record 67 O.S. §203 (e))	See 13-3 A.	For print out in Computer Output Microfiche (COM) format or in hard copy format. Transfer Computer Output Microfiche (COM) to the Oklahoma Department of Libraries. For hard copy printouts, either (1) microfilm for security purposes in accordance with all standards for permanent microfilm established by the Archives and Records Commission; deposit the master negative of the microfilm with the Oklahoma Department of Libraries; and retain at least one (1) user copy in the institution; or (2) transfer the printout to the State Archives or to an offsite storage facility for permanent preservation. Printouts that have been microfilmed may be destroyed after approval of an ARC Form 5, "Notice of Intent to Destroy Records That Have Been Microfilmed."
13-4	Recruitment File	Records concerning the recruitment of students. File may include procedures and guidelines for recruiting, correspondence, completed forms, reports, and related materials.	Retain in office two (2) years, then destroy provided no complaints have been filed.
13-5	Student Data File	Records providing statistical data concerning students.	Retain in office permanently.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

13-Student Records

Item	File Name/Type	Description of Records	Disposition **
13-6	Admission Test Score File	Information may include test descriptions, interpretations of scores, and related reference materials.	If student has been accepted and enrolls, transfer to individual Student Records File (Series 13-2). Retain files on students who were rejected and those who were accepted but failed to enroll one (1) year, then destroy provided no charges of discrimination have been filed.
13-7	Transfer Equivalent File	Records concerning transfer equivalents accepted by the institution. File may include reference materials concerning various colleges and universities and their academic equivalents.	Retain in office permanently.
13-8	Student Withdrawal File	Records concerning students withdrawing from the institution. File includes notifications and all related data.	Retain in office, transfer pertinent data to Academic Transcripts File (Series 13-3). Destroy remaining material when 2 years old.
13-9	Veteran's Benefits File (38 CFR §21.4209)	Records regarding students who receive veteran's benefits. File contains applications, approvals/disapprovals, dates of enrollment and attendance, enrollment certification, amounts awarded, amounts received, notice of change in student status and related records.	Retain in office and destroy records pertaining to individual veterans five (5) years after termination of enrollment, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements and no written request to retain the records longer has been received from the General Accounting Office or the United States Department of Veterans Affairs.
13-10	Student Records Changes File	Data regarding changes in student records.	Transfer information to individual Student Records (Series 13-2 and 13-5). Destroy two (2) years after transferring provided no legal actions are pending.
13-11	Add/Drop Forms	Forms used to add or drop courses.	Transfer information to Academic Transcript File (Series 13-3). Retain forms 1 year, then destroy
13-12	Pass/Fail Form File	Pass/Fail forms used to request a course be taken pass/fail instead for a grade.	Transfer information to Academic Transcript File (Series 13-3). Retain forms 1 year, then destroy
13-13	Graduation File	Applications filed by students to graduate and listings of eligible students.	Retain in office until verified, then transfer information to individual Student Records (Series 13-2). Retain forms 1 year, then destroy
13-14	Credit by Examination File (File is subject to 51 O.S., §24A.16)	CLEP tests administered by the institution and advanced placement tests administered by the institution or by high schools.	Transfer results to Academic Transcript File (Series 13-3). Destroy records five (5) years after transferring results to Academic Transcript File provided no complaints have been filed.
13-15	Probation File	Records concerning academic and disciplinary probationary measures imposed upon students.	Retain until probation is terminated, then transfer to individual Student Record (Series 13-2).
13-16	Diplomas File	File containing records concerning the ordering of diplomas for graduation.	Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
13-17	Transcripts Records File	Requests for grade transcripts.	Retain in office 1 year, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

13-Student Records

Item	File Name/Type	Description of Records	Disposition **
13-18	Student Awards and Honors File	Records concerned with bestowing graduation honors, honor rolls, and awards or other honors.	Transfer one (1) copy to individual Student Records File (Series 13-2). Retain one (1) copy in office two (2) years, then transfer to Institutional Archives for permanent preservation.
13-19	Placement Tests File	Completed tests administered to determine each student's aptitude.	If student has been accepted and enrolls, transfer to individual Student Records File (Series 13-2). Retain files on students who were rejected and those who were accepted but failed to enroll one (1) year, then destroy provided no charges of discrimination have been filed.
13-20	Placement Test Scores Listings File	Listings of student placement test scores.	If student has been accepted and enrolls, transfer to individual Student Records File (Series 13-2). Retain files on students who were rejected and those who were accepted but failed to enroll one (1) year, then destroy provided no charges of discrimination have been filed.
13-21	Individual Placement Test Scores File	Placement test scores for each student taking test.	If student has been accepted and enrolls, transfer to individual Student Records File (Series 13-2). Retain files on students who were rejected and those who were accepted but failed to enroll one (1) year, then destroy provided no charges of discrimination have been filed.
13-22	Completed Tests, Examinations, and Papers File	Completed student tests, examinations, and papers.	Retain in office until returned to students. Retain unreturned material in office until expiration of academic appeals period, then destroy.
13-23	Comprehensive Examination File	Completed student comprehensive or general examinations for Masters or Doctoral Degrees.	Retain in office four (4) years, then destroy provided no grievances have been filed.
13-24	Comprehensive Examination Results File	Listing of student comprehensive or general examination scores.	Transfer 1 copy to individual Student Records File (Series 13-2) and retain 1 copy in office 2 years, then destroy.
13-25	Admission to Programs File	File contains information relevant to the requirements for admissions to a program (such as Nursing) where the program may have requirements separate and beyond those of the University.	Retain in office until 2 years after superseded, then transfer to the Institutional Archives for permanent preservation.
13-26	Applications for Admissions to Program File	File contains applications for admissions to program.	Transfer successful applications to individual Student Records File (Series 13-2). Retain unsuccessful applications one (1) year, then destroy provided no legal actions are pending.
13-27	Degree Plans-Degree Checks File	Working file used to double check student's progress towards a degree.	Retain in office until no longer required for administrative purposes, then destroy.
13-28	Student Teaching Certification File	Records concerning student certifications for teaching. File may include correspondence, applications, transcripts, check sheets, grade sheets, drop-add forms, class schedules, and related documents.	Transfer one (1) copy to individual Student Records File (Series 13-2). Retain one (1) copy until two (2) years after termination of enrollment, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

13-Student Records

Item	File Name/Type	Description of Records	Disposition **
13-29	Internships/Assistantships File	Records concerning student internships and assistantships within Department. File may include applications, approvals and disapprovals, records of credit earned, accounting information, class rolls, and related documents.	Retain in office, transfer accounting records to Fiscal Office, transfer records of credit earned to Academic Transcript File (Series 13-3) at end of term. Keep remaining records until two (2) years after termination of enrollment, then destroy.
13-30	Instructor Class Rolls/Grade Sheet	File contains class rolls and grade sheets for each course.	Retain in office five (5) years, then destroy provided no complaints have been filed.
13-31	Course Roster	Student enrollment for each course in department.	Retain in office 2 years, then destroy.
13-32	Practicum and Internship Agreements	Agreements between department, student, and outside entity providing student with practicum or internship experience. The file also includes applications, for student teaching, classroom evaluations, progress reports, recommendations from supervising teachers, and other evaluations.	Retain in office and place in individual Student Records File (Series 13-2).
13-33	Instructor Evaluations	Teacher evaluations completed at the end of a course evaluating an instructor's performance.	Retain in office until no longer required for administrative purposes, then destroy.
13-34	Grievances	Grievances filed by professors and instructors against students for academic misconduct. File may include correspondence, transcripts of hearings, and decisions.	Retain in office five (5) years after termination of enrollment, then destroy provided no legal actions are pending.
13-35	Instructor Grade Books	Files consist of instructor grade books for each course.	Retain in office five (5) years, then destroy provided no complaints have been filed.
13-36	Correspondence	Incoming and copies of outgoing correspondence.	File correspondence concerning students in applicable Student Records File, (Series 13-2). Retain other correspondence in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials two (2) or more years old no longer required for administrative purposes.
13-37	Open Lab Attendance Form	Student's open lab sign in forms.	Retain in office until expiration of academic appeals period, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

14-Hospitality Services

Item	File Name/Type	Description of Records	Disposition **
14-1	Hospitality Services Invoices	Records to monitor the receipt of money for the payment to hospitality services. The payments may be in the form of meal tickets, cash, check, debit or credit card.	Retain in office seven (7) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
14-2	Profit & Loss Statements	Statements from the hospitality services showing profit and loss for the month.	Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
14-3	Daily Reports	Daily reports generated from hospitality service sales, service receipts, invoices, client portfolios and contracts.	Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
14-4	Cash Register Tapes	Tapes collected from cash registers in hospitality service.	Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.
14-5	Inventory File	Inventories of hospitality service supplies.	Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

15-Legal Counsel

<u>Item</u>	<u>File Name/Type</u>	<u>Description of Records</u>	<u>Disposition</u> **
15-1	Open Records Act Requests	Requests received to examine records that are subject to the provisions of the Open Records Act.	Retain in office two (2) years, then destroy provided no legal actions are pending.
15-2	Court Orders	Court orders issued by judges requiring that certain actions be undertaken by the institution	Retain in office until two (2) years after exhaustion of all legal remedies, then transfer to the Institutional Archives, with authority to weed for permanent preservation

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

16-Printing Services

Item	File Name/Type	Description of Records	Disposition **
16-1	General Accounting Ledger	Deleted from schedule 4/12/2000	
16-2	Cash Receipts	File consists of records of cash receipts including deposit slips and copies of checks received from state agencies and various university offices.	Retain in office seven (7) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending.
16-3	Financial Statements	Files contain monthly income statements and balance sheets prepared from the daily posting to the General Accounting Ledger (Series 16-1).	Retain in office until no longer required for administrative purposes, then destroy.
16-4	Job Tickets	File consists of customer order forms. The documents may contain customer order authorization form, job specifications, job cost data billing calculations, estimated price calculations, and samples of printed materials.	Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf

**Consolidated General Records Disposition Schedule
State Universities Colleges
Revised July 16, 2009**

17-Archives

Item	File Name/Type	Description of Records	Disposition **
17-1	Records Transfer Authorization	Records Transfer Authorizations used to accession records into the Institutional Archives.	Retain in office permanently.
17-2	Microfilm Identification Declaration	ARC 7, 8, 9, 10, and 12 target forms or their equivalent used in microfilming documents.	Retain in office and destroy upon certification that the microfilm meets all standards established by the Archives and Records Commission.
17-3	Records Management Coordinator Appointment Form (ARC Form 11)	Copies of forms sent to the Office of Archives and Records of the Oklahoma Department of Libraries listing appointment of institution's Records Management Coordinator and title. The Oklahoma Department of Libraries is the state office of record (Schedule 82-19, Series 7-19).	Retain in office until superseded, then destroy.

**** If legal action is pending destroy 2 years after the exhaustion of all legal remedies provided all records meet all stipulated retention requirements.**

See www.odl.state.ok.us/oar/docs/ucgrds-schedule.pdf