

Instructional Divisions

Records Retention Schedule

*Key: PM= Permanent, AC= After Close, FE= Fiscal Year End, LA=Life of Asset
AV= As Long as Administratively Valuable, US= Until Superseded, + Year*

<i>Category</i>	<i>Title</i>	<i>Retaining Department</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Academic</i>				
	Book orders	Originating Department	SG 18-162	FE + 3
	Course approvals	Registrar	SG 18-04	PM
	Course development	Originating Department	SG 18-08	PM
	Course information & description	Registrar	SG 18-04	PM
	Curriculum changes	Originating Department	SG 18-07	PM
<i>Administrative</i>				
	Applicant files-not hired	Originating Department	SG 18-184	AC + 2
	Emergency evaluation chart & instructions	Inst. Planning, Research, & Assessment	SG 18-275	PM
	Faculty evaluation	Human Resource Services	SG 18-224	Term + 5
	Faculty vita	Human Resource Services	SG 18-57	PM
	Phone reports	Originating Department	SG 18-65	2
	Planning meeting minutes (meetings that involve strategic planning)	Originating Department	SG 18-15	PM
	Staff meeting minutes (small non-planning meetings)	Originating Department	SG 18-44	3
	Surplus property forms	Purchasing	Sg 1001-Idaho retention	3
	Travel requisition	Controller's Office	SG 18-131	FE + 5
	UAP's	Originating Department	SG 18-272	PM

<i>Category</i>	<i>Title</i>	<i>Retaining Department</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Computer Systems</i>				
	Software licenses	Originating Department	N/A	LA
<i>Fiscal</i>				
	Grant applications & proposals	Originating Department	SG 18-140	FE + 3
	Grants (sponsored programs)	Grants & Contracts	SG 18-142	AC + 3
	Petty cash	Controller's Office	SG 18-121	FE + 5
	Requisitions, Purchase Orders, Receiving Reports, ID-P's, ID-G's etc.	Controller's Office	SG 18-149	FE + 5
<i>Personnel</i>				
	Personnel action forms	Human Resource Services	SG 18-228	2
	Student worker files	Originating Department	SG 18-238	3 or AV
<i>Reports</i>				
	End of semester reports	Registrar	SG 18-285	PM
<i>Safety</i>				
	Safety reports	Originating Department	SG 18-275	PM
<i>Students</i>				
	Advising files	Originating Department	SG 18-292	AC + 1
	Daily enrollment	Registrar	SG 18-310	PM
	Student files: exit interview, application for degree, directed study, change forms, senior presentations	Originating Department	LCSC	AC + 5
	Student holds	Originating Department	SG 18-303	AC
	Student reaction to instruction	Originating Department	SG 18-242	AC + 5
	Student schedules	Originating Department	SG 18-300	5
	Syllabi	Originating Department	SG 18-03	PM