

OSU/CPH General Records Retention Schedule Summary

The complete OSU retention schedule can be found online at <http://library.osu.edu/documents/records-management/general-schedule.pdf>

<u>Record Type</u>	<u>Univ Schedule</u> <u>Page #</u>	<u>Unique to CPH</u>	<u>Retention & Disposition</u>	<u>Notes</u>
Delivery Slips	pg 5		60 days - secure/destroy - scan into eRequest	Business Manager; IS Support; div coordinators
Endowment Fund Reports, Annual	pg 3		Active + 6 years, Archival review for historical value	Business Manager
Accreditation Files	pg 7	YES	Indefinitely	Dean's administration, all divisions -
General Files	pg 8		1 year - destroy	Dean's administration, division coordinators consists of correspondence, reports, email, and publications of other departments of OSU & external agencies
General Files, Upper Administrative	pg 8		3 years - Archival review destroy all materials not documenting a significant action or interaction; transfer remainder to University Archives	Dean's administration, division chairs, directors, upper level administrators
Meeting minutes as follows: Executive Committee	pg 8	YES	Hard copy: 3 years, indefinitely - electronically on "T" drive	Dean's administration, division coordinators , OAPSS
APT Committee		YES	Hard copy: 3 years, indefinitely - electronically on "T" drive	
Division faculty		YES	10 years - previous 3 years hard copy, 10 years electronically on division drive	
CPH faculty		YES	10 years - previous 3 years hard copy file in Dean's office, 10 years electronically on "T" drive	
Grad Studies		YES	indefinitely -housed on Carmen & the "T" drive	
Undergrad		YES	indefinitely -housed on Carmen & the "T" drive	
Scholarships Administered by Colleges/Divisions	pg 25		3 years - destroy secured	Advancement, Business Manager, & OAPSS Administrative info regarding local scholarship programs including applications, awards, recipients.
Student Coursework (used for grading)	pg 26		Active + 2 terms - destroy secured	All faculty; teaching assistants Student tests, exams, quizzes, papers, projects, etc. leading to a grade and a posting on the official record
Exceptions: Masters Theses, Culminating Projects	N/A	YES	Active + 3 years - electronically on "T" drive	Masters Theses & Doctoral Dissertations kept by Ohio Link
Course syllabi	pg 24		10 years - destroy	OAPSS; division coordinators
Search Committee Records	pg 19	YES	Faculty - 5 years; Staff - 3 years - destroy secured	includes job postings, ads, list of candidates, final report
Research Projects, Approved	pg 9		Active + 8 years after the end date - destroy secured	

Investigators are **required** to maintain project records (technical reports, fiscal reports, project data, etc.), for eight years after the end date, or longer, if so specified in the "records retention" section of the project agreement.