

UND School of Medicine and Health Sciences Records Retention Schedule

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<i>Record Series ID</i>	<i>Records Series Title</i>	<i>Retention of Official Copies</i>	<i>Retention of Copies</i>	<i>Disposition Method</i>
ACC10-	ACCOUNTING - ACCOUNTS PAYABLE			
ACC10-10.	ACCOUNTS PAYABLE - COPY RETENTION This record series contains records documenting expenditures and purchases. This includes billings, invoices, refund/disbursements, vouchers, check copies, canceled checks, journal entries, adjusting memos, interdepartmental billings, request for payments, purchase requisitions, etc. that show creation and payment of financial obligations. The office of record is Accounting Services. 011502 NDUS	CFY+1	CFY+1	SHRED
ACC10-11.	ACCOUNTS PAYABLE - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains records documenting expenditures and purchases. This includes billings, invoices, refund/disbursements, vouchers, check copies, canceled checks, journal entries, adjusting memos, interdepartmental billings, request for payments, purchase requisitions, etc. that show creation and payment of financial obligations. The office of record is Accounting Services. 011502 NDUS	CFY+10	CFY+1	SHRED
ACC20-	ACCOUNTING - ACCOUNTS RECEIVABLE			
ACC20-10.	ACCOUNTS RECEIVABLE - COPY RETENTION This record series contains a record of charges to customers for any goods or services rendered or collected by the institution. May include journal entries, adjusting memos, subsidiary records reflecting customer charges for goods or services, and payments or credits applied to the account. The office of record is the originating department. 011804 NDUS	CFY+1	CFY+1	SHRED
ACC20-11.	ACCOUNTS RECEIVABLE - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains a record of charges to customers for any goods or services rendered or collected by the institution. May include journal entries, adjusting memos, subsidiary records reflecting customer charges for goods or services, and payments or credits applied to the account. The office of record is the originating department. 011804 NDUS	CFY+10	CFY+1	SHRED
ACC20-12.	BANKING RECORDS This record series contains records relating to deposits of cash, check, check registers, cancelled checks, etc. with a financial institution or approved off-campus center such as family practice facilities outside of Grand Forks. The office of record would be Accounting Services and other off-campus sites. 011602 NDUS	CFY+10	CFY+10	SHRED

CFY = Current Fiscal Year

ACT = Active

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ACC20-15.	RECEIPTS/CASH TRANSACTION RECORDS This record series provides a verification of payments received for goods or services provided by the department. May include journal tapes from a cash register, cash receipt books, receipts, mail logs, and departmental deposits, cash daily activity, commission records, etc. The office of record is the originating department. 011503	CFY+3	CFY+3	RECYCLE
ACC20-20.	INTER-DEPARTMENTAL BILLING This record series contains records documenting activities and charges owed by internal college/university departments and functions to other departments. The office of record is the originating department. 011504 NDUS	CFY+10	CFY+1	SHRED
ACC20-35.	REPORTS - COPY RETENTION This record series consists of various reports concerning accounts receivable. Does not include summary reports such as Fund Summary or Fund Summary Transaction Reports. (See ACC40-05 Summary Reports-Financial). The office of record is Accounting Services. 011805 NDUS	CFY+1	CFY+1	SHRED
ACC20-36.	REPORTS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series consists of various reports concerning accounts receivable. Does not include summary reports such as Fund Summary or Fund Summary Transaction Reports. (See ACC40-05 Summary Reports-Financial). The office of record is Accounting Services. 011805 NDUS	CFY+10	CFY+1	SHRED
ACC20-40.	RESIDENT BILLING RECORDS This record series documents the billing process and backup information used to calculate the quarterly invoice for residents. It may include detailed information such as name of resident social security number, number of duty days completed during the month, the daily charge for each, the total amount being charged for each house staff member, and the total charge. The office of record is SMHS Administration & Finance and/or Grants & Contracts Administration. For the Veterans Administration (VA) residency program, the VA is responsible for maintaining the original timekeeper documentation for resident billing purposes. Because the contract is ongoing unless terminated at the request of either party, the retention period for resident billing records will be CFY+10 years. 011815	CFY+10	CFY+10	SHRED

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ACC20-45.	DELINQUENT ACCTS/COLLECTIONS This record series contains records associated with attempts to collect delinquent debts. Includes records associated with collection efforts using outside agencies and legal processes. The office of record is the Business Office. Active ceases with debt collection, debt maturity, or completion of service provided. 011806 NDUS	ACT+6	CFY+3	SHRED
ACC30-	ACCOUNTING - AUDIT			
ACC30-05.	EXTERNAL AUDIT This record series contains audit reports received from audits conducted by external auditors employed by the University or by outside parties. Includes fiscal, performance, academic, athletic, and compliance audits. 150101	CFY+10	CFY+3	RECYCLE
ACC30-06.	EXTERNAL AUDIT WORKPAPERS This record series contains information provided to external auditors for their use in auditing University programs or activities. Includes all records associated with the audit with the exception of the audit report and records addressing audit findings. See ACC30-05 External Audit for audit report. 150201	CFY+10	CFY+3	RECYCLE
ACC30-10.	INTERNAL AUDIT This record series contains reports resulting from audits conducted by University staff. The office of record is Internal Auditing. 150102	CFY+10	CFY+3	RECYCLE
ACC30-11.	INTERNAL AUDIT WORKPAPERS This record series contains internal audit workpapers including copies of documents, calculations, discussions, and other materials used to develop or as reference in the internal audit report. The office of record is Internal Auditing. See ACC30-10 Internal Audit for audit report. 150202	CFY+10	CFY+3	RECYCLE

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ACC40-	ACCOUNTING - REPORT			
ACC40-05.	SUMMARY REPORTS-FINANCIAL - COPY RETENTION This record series contains monthly reporting of financial transactions. Includes revenue and expense reports, fund summary, fund summary transaction reports, and reconciliation to these reports. The office of record is Accounting Services. 011007	CFY+1	CFY+1	RECYCLE
ACC40-06.	SUMMARY REPORTS-FINANCIAL - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY - This record series contains monthly reporting of financial transactions. Includes revenue and expense reports, fund summary, fund summary transaction reports, and reconciliation to these reports. The office of record is Accounting Services. 011007	CFY+3	CFY+1	RECYCLE
ACC40-10.	REPORTS-FINANCIAL Provides record of financial transactions. Reports in this record series have a longer retention period. For School of Medicine and Health Sciences Administration and Finance use only. 011013	CFY+10	CFY+1	RECYCLE
ACR10-	ACCREDITATION - GENERAL			
ACR10-05.	ACCREDITATION RECORDS This record series documents the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. Includes self study records, response letters, letter of re-accreditation, etc. Active ceases when letter of accreditation is received. After retention time has been met, transfer official copy of the record to the University Archive. 020705	ACT+8	CFY+1	ARCHIVE
ACR10-15.	SUPPORTING DOCUMENTS This record series contains documents supporting the process and status of becoming accredited and/or activities associated with confirming the accreditation status of the school. Not intended for permanent retention. Active ceases when letter of accreditation is received. 020706	ACT+8	CFY+1	SHRED

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ACR10-20.	INTERNAL REVIEWS FOR RESIDENCY PROGRAMS This record series contains documents reviewing the residency programs for accredited and/or activities associated with confirming the accreditation status of the school. The office of record is the School of Medicine and Health Sciences. Active ceases when letter of accreditation is received. 020702	ACT+8	CFY+1	SHRED
ACR10-25.	PROGRAM EVALUATIONS This record series contains evaluations of each undergraduate and graduate academic program. Active ceases when evaluation is completed. After retention time has been met, transfer official copy of the record to the University Archive. 020707	ACT+8	CFY+1	ARCHIVE
ADM10-	ADMINISTRATIVE - GENERAL			
ADM10-05.	ANNUAL REPORTS Summary of departmental, university, or division activities by year. After retention time has been met, transfer official copy of the record to the University Archive. 900206 NDUS	CFY+6	CFY+1	ARCHIVE
ADM10-10.	BYLAWS This record series contains bylaws for committees. The office of record is the chair, the secretary/recorder for the committee, or the department. Active ceases when the bylaws have been superseded. After retention time has been met, transfer official copy of the record to the University Archive. 220313 NDUS	ACT+3	ACT+3	ARCHIVE
ADM10-15.	CALENDAR BOOKS This record series contains records documenting the official work schedules and appointment books kept by university personnel. The office of record is the originating department. 600702 NDUS	CFY+2	CFY+1	RECYCLE

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ADM10-25.	EVENTS This records series contains information on events that are planned by a department, such as graduation, homecoming, recognition ceremony for staff personnel, etc. The office of record is the originating department. After retention time has been met, transfer official copy of the record to the University Archive. 800324 NDUS	CFY+6	CFY+3	ARCHIVE
ADM10-30.	ORGANIZATIONAL CHARTS This record series contains a graphical display of the organizational structure of the University. The office of record is the originating department. Active ceases when the organizational chart is superseded. After retention time has been met, transfer official copy of the record to the University Archive. 601301 NDUS	ACT+3	SUP	ARCHIVE
ADM10-35.	DIRECTIVES/POLICIES/PROCEDURES/GUIDELINES This record series contains the official management statements of policy from an office other than the President or Provost for the University and the operating procedures which outline the methods for accomplishing the functions and activities assigned to each department/office. Ex.) Safety manual. The office of record is the originating department. Active ceases when information is superseded. After retention time has been met, transfer official copy of the record to the University Archive. 650501 NDUS	ACT+3	ACT	ARCHIVE
ADM10-36.	FACULTY GUIDELINES AND POLICIES This record series contains a record of established policies, procedures, and guidelines concerning the faculty. The office of record is the originating department. Active ceases when information is superseded. After retention time has been met, transfer official copy of the record to the University Archive. 650503	ACT+3	SUP	ARCHIVE

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ADM10-37.	STUDENT GUIDELINES AND POLICIES This record series contains a record of established policies, procedures, and guidelines concerning students. The office of record is the originating department. Active ceases when information is superseded. After retention time has been met, transfer official copy of the record to the University Archive. 650505	ACT+3	SUP	ARCHIVE
ADM10-38.	RESIDENT GUIDELINES AND POLICIES This record series contains a record of established policies, procedures, and guidelines concerning medical post-graduate residents. The office of record is the originating department. Active ceases when information is superseded. After retention time has been met, transfer official copy of the record to the University Archive. 650504	ACT+3	SUP	ARCHIVE
ADM10-50.	PROFESSIONAL ORGANIZATIONS This record series contains various information from professional organizations to which an employee may belong. Generally for reference purposes. The office of record is the person belonging to the organization. Active ceases when the material no longer has value to the user. Retention is While Active. Records will come up for review CFY + 3 years to determine if still active. 140109 NDUS	CFY+3	CFY+1	RECYCLE
ADM10-55.	PROJECTS This record series contains information documenting the activities of an office which are performed in addition to its regular duties. This series may include completed surveys and questionnaires, working papers for the project, questionnaire and survey forms; and other related correspondence. For surveys or questionnaires that a department completes and retains a reference copy, create a record under the REF10-05 Reference Information. The office of record is the originating department. Active ceases with the completion of the project. After retention time has been met, transfer official copy of the record to the University Archive. 810101	ACT+3	ACT+3	ARCHIVE

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ADM10-65.	REPORTS/PLANS This record series contains ad hoc reports, progress reports, final reports, strategic plans, disaster plans, etc. Does not include annual reports (see ADM10-05 Annual Reports). The office of record is the originating department. Active ceases with the completion of the final report. After retention time has been met, transfer official copy of the record to the University Archive. 900207 NDUS	ACT+3	ACT+3	ARCHIVE
ADM10-70.	RETREATS/WORKSHOPS/SEMINARS/CONFERENCES This record series contains documents pertaining to the organization and planning of a retreat, workshop, seminar, or conference. The office of record is the hosting department. After retention time has been met, transfer official copy of the record to the University Archive. 350501 NDUS	CFY+6	CFY+3	ARCHIVE
ADM10-85.	TELEPHONE LOG This record series contains a listing of telephone calls made by University personnel for a particular time period. Logs include individual date, time, caller, originating telephone number, recipient telephone number, and length of call. The office of record is the originating department. 430302 NDUS	CFY+3	CFY+1	RECYCLE
ADM10-90.	TRAVEL RECORDS This record series contains trip records used for general information concerning any trip/travel arrangements for deans, directors, or department chairs. The office of record is the originating department. 850301 NDUS	CFY+3	CFY+1	SHRED
ADM20-	ADMINISTRATIVE - PROPERTY/FACILITIES			
ADM20-05.	ENGINEERING DESIGN RECORDS - COPY RETENTION This record series contains drawings, blueprints, specifications, standards, and other technical data. The office of record is Facilities or Safety. Active ceases with disposition of property. 800704 NDUS	CFY	CFY	RECYCLE

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ADM20-06.	ENGINEERING DESIGN RECORDS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains drawings, blueprints, specifications, standards, and other technical data. The office of record is Facilities or Safety. Active ceases with disposition of property. 800701	ACT+3	CFY	RECYCLE
ADM20-10.	INVENTORY - COPY RETENTION Itemized lists of assets (except land and buildings) completed by institutions. Information includes inventories of equipment, furniture, and other similar property purchased with state funds. 011206	CFY+1	CFY+1	RECYCLE
ADM20-11.	INVENTORY - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. Itemized lists of assets (except land and buildings) completed by institutions. Information includes inventories of equipment, furniture, and other similar property purchased with state funds. 011206	CFY+3	CFY+1	RECYCLE
ADM20-15.	BUILDING ACCESS RECORDS - COPY RETENTION This record series contains documentation of key request information related to the requisition, inventory, and return of University-authorized keys. Active ceases when the key has been turned into the Lock Shop or for any unaccountable keys when the locks have been changed. The office of record is Facilities. 750203	CFY+1	CFY+1	SHRED
ADM20-16.	BUILDING ACCESS RECORDS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains documentation of key request information related to the requisition, inventory, and return of University-authorized keys. Active ceases when the key has been turned into the Lock Shop or for any unaccountable keys when the locks have been changed. The office of record is Facilities. 750201 NDUS	ACT+3	CFY+1	SHRED
ADM20-20.	PROJECT REQUESTS - COPY RETENTION This record series contains a record of work requested which usually involves charges for work completed. Transfer of money is involved. Does not include work orders. The office of record is the department providing the service. 800703	CFY+1	CFY+1	RECYCLE

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ADM20-21.	PROJECT REQUESTS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains a record of work requested which usually involves charges for work completed. Transfer of money is involved. Does not include work orders. The office of record is the department providing the service. 800703	CFY+10	CFY+1	RECYCLE
ADM20-22.	SOFTWARE INVENTORY This record series contains inventories of software that is installed on university computers. This includes inventory reports generated by ITSS and departmental inventory records. The office of record is the department responsible for the computer. 011209	ACT+6	CFY+1	RECYCLE
ADM20-23.	SOFTWARE LICENSES This records series contains documents regarding the purchase of software licenses. Active ceases with the termination or expiration of the software. The office of record is ITSS or department purchasing the license. 430801 NDUS	ACT+6	ACT+6	RECYCLE
ADM20-25.	SPACE REPORTS This record series contains information related to the allocation of physical space. The office of record is Facilities or the originating department. After retention time has been met, transfer official copy of the record to the University Archive. 900208 NDUS	CFY+3	CFY+1	ARCHIVE
ADM20-30.	WORK ORDERS - COPY RETENTION A record of requests to Facilities for repair and/or maintenance of facility and/or property. No money transfer is involved. Does not include project requests (see ADM20-20 Project Requests). The office of record is Facilities. 430501	CFY+1	CFY+1	RECYCLE
ADM20-31.	WORK ORDERS - OFFICIAL RETENTION ONLY ERMS OFFICIAL RETENTION ONLY. A record of requests to Facilities for repair and/or maintenance of facility and/or property. No money transfer is involved. Does not include project requests (see ADM20-20 Project Requests). The office of record is Facilities. 430501	CFY+3	CFY+1	RECYCLE

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ADM20-40.	EQUIPMENT INFORMATION This record series contains repair reports, purchasing information, and manuals. May include maintenance contract, maintenance agreements, etc. for specific piece of equipment. The office of record is the department owning the equipment. Active ceases with the disposition of property or removal from service. 011202 NDUS	ACT+6	ACT+6	RECYCLE
ADM30-	ADMINISTRATIVE - RECORDS MANAGEMENT			
ADM30-05.	DISPOSITION RECORDS This record series contains documentation of records disposed of in accordance with the Records Retention Schedule and the Records Management program. Records may include, but are not limited to, Records Disposal Request forms, Records Disposal Authorization and Certificate of Disposal forms, and computer-generated disposal listings. The office of record is SMHS Records and Information Management. 650401 NDUS	CFY+6	CFY+1	RECYCLE
ADM30-10.	RECORDS INVENTORY This record series contains documentation on the types of records located in University departments/offices. Active ceases when records inventory has been superseded. 650402 NDUS	ACT+3	SUP	RECYCLE
ADM30-15.	RECORDS RETENTION SCHEDULE This record series contains a listing of the types of records maintained by the University. The schedule specifies a period of time after which destruction is authorized. Active ceases when the records retention/disposition schedule has been superseded. 650403 NDUS	ACT+3	SUP	RECYCLE
ALU10-	ALUMNI/CONTRIBUTORS			
ALU10-05.	MAILING LIST/PHONE LISTS This record series consists of alumni addresses for information requests and mailing purposes. This record series may include mailing lists, related documentation, and correspondence. The office of record is the originating department. Active ceases when the mailing list is superseded or no longer used. 720301	ACT	ACT	RECYCLE

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ALU10-15.	FUND-RAISING RECORDS This record series documents efforts to raise money for the University through contact with alumni. This record series may include requests for fund-raising; approvals and priorities; solicitations; and related documentation, reports and correspondence. The office of record is the originating department. Active ceases with the completion of the fund-raising campaign. After retention time has been met, transfer official copy of the record to the University Archive. 011006 NDUS	ACT+3	ACT+3	ARCHIVE
ALU10-20.	GIFTS/DONATIONS This record series documents potential or realized private or corporate funding to the Alumni Association for the benefit of the School of Medicine and Health Sciences. This record series may include award guidelines; letters and agreements of gifts; copies of bequest instruments and wills from individuals or estates; scholarship information; and related documentation, reports, and correspondence. Retain in the School of Medicine and Health Sciences or send to the University Archive. 011007 NDUS	PERM	CFY+1	RETAIN
ALU10-25.	ALUMNI FINANCIAL REPORTS - COPY RETENTION This record series consists of the various reports generated by the Alumni Office. This record series may include the donor gift reports and the monthly general ledger reports. The office of record is the originating department. 011009	CFY+1	CFY+1	SHRED
ALU10-26.	ALUMNI FINANCIAL REPORTS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series consists of the various reports generated by the Alumni Office. This record series may include the donor gift reports and the monthly general ledger reports. The office of record is the originating department. 011009	CFY+1	CFY+1	SHRED
BUD10-	BUDGET - GENERAL			
BUD10-05.	BUDGET This record series consists of the approved annual and/or biennial budget and other schedules used for budget monitoring. The office of record is the Budget Office. 010405 NDUS	CFY+6	CFY+3	RECYCLE

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BUD10-30.	PROPOSED BUDGET/WORKING PAPERS - COPY RETENTION This record series contains documentation created during preparation and submittal of the annual/biennial budget process. The office of record is the Budget Office or the originating department. 010406 NDUS	CFY+3	CFY+3	RECYCLE
BUD10-31.	PROPOSED BUDGET/WORKING PAPERS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains documentation created during preparation and submittal of the annual/biennial budget process. The office of record is the Budget Office or the originating department. 010406 NDUS	CFY+6	CFY+3	RECYCLE
COM10-	COMMITTEES/COUNCILS/DEPARTMENTAL MEETINGS			
COM10-05.	AGENDA AND MINUTES This record series contains record of actions and transactions taken by University committees, councils and similar groups. Typically includes minutes, agendas, notes, reports, bylaws, etc. The office of record is the chair, secretary/recorder or department. After retention time has been met, transfer official copy of the record to the University Archive. 220110 NDUS	CFY+6	CFY+1	ARCHIVE
COM10-20.	SEARCH COMMITTEE RECORDS This record series contains a record of committee actions to publicize a position, responses from candidates, offers made, or commitments to hire. Includes correspondence, candidate evaluations, vitae, notes, etc. The office of record is the chair, secretary/recorder or department. Exception: Presidential, Vice Presidential, Deans, and Directors searches go to the Archives for historical appraisal. 600204 NDUS	CFY+3	CFY+1	SHRED
COM10-25.	STUDENT PERFORMANCE/ACADEMIC STANDARDS COMMITTEES This record series contains minutes for the Student Performance and Recognition Committee and the Academic Standards Committee. These committees deal with student awards and grievances. This information cannot be sent to the University Archive because student records are confidential. The office of record is the chair, secretary/recorder or department. Active ceases when the issue has been resolved. 220314 NDUS	ACT+6	ACT+6	SHRED

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COR10-	CORRESPONDENCE			
COR10-05.	EXECUTIVE CORRESPONDENCE This record series documents significant events and the development of administrative structure for the University. It may also include the historical development of an office/department. This type of correspondence may include, but is not limited to, letters, memoranda, or acknowledgments sent or received. Correspondence may be intra-office, intra-campus, or with external organizations or individuals. The office of record is the originating department, or for external correspondence the office of record would be the receiving office. 450104 NDUS	CFY+6	CFY+3	ARCHIVE
COR10-15.	ADMINISTRATIVE CORRESPONDENCE This record series documents any communications sent or received that contains significant information. The information may be used for fiscal or administrative purposes. Correspondence may be intra-office, intra-campus, or with external organizations or individuals. The office of record is the originating department, or for external correspondence the office of record would be the receiving office. 450103 NDUS	CFY+3	CFY+1	RECYCLE
COR10-20.	GENERAL CORRESPONDENCE This record series documents any communications sent or received that does not contain any significant information. The correspondence is general or routine in nature. Correspondence may be intra-office, intra-campus, or with external organizations or individuals. The office of record is the originating department, or for external correspondence the office of record would be the receiving office. 450105 NDUS	CFY+1	CFY	RECYCLE
CUR10-	CURRICULUM - GENERAL			
CUR10-15.	ACADEMIC ADMINISTRATIVE RECORDS - COPY RETENTION This record series documents the daily administrative responsibilities of departments, schools, or colleges concerning their respective academic programs. This includes Graduate, Undergraduate, and Continuing Education courses for university credit. This series includes, but is not limited to enrollment records by term, student enrollment by course numbers and titles, class lists, registration reports, convenience copies of reports prepared by the Registrar's Office, and other related documents. The office of record is the Office of the Registrar. After retention time has been met, transfer official copy of the record to the University Archive. 020203 NDUS	CFY+1	CFY+1	ARCHIVE

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CUR10-16.	ACADEMIC ADMINISTRATIVE RECORDS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series documents the daily administrative responsibilities of departments, schools, or colleges concerning their respective academic programs. This includes Graduate, Undergraduate, and Continuing Education courses for university credit. This series includes, but is not limited to enrollment records by term, student enrollment by course numbers and titles, class lists, registration reports, convenience copies of reports prepared by the Registrar's Office, and other related documents. The office of record is the Office of the Registrar. After retention time has been met, transfer official copy of the record to the University Archive. 020201	CFY+5	CFY+1	ARCHIVE
CUR10-20.	STUDENT'S EVALUATION OF COURSE AND INSTRUCTOR - COPY This record series contains a summary report of evaluations done on individual instructors and courses. The office of record is the Office of the Registrar. Departmental offices should maintain instructor evaluation summaries in faculty personnel file. 020207 NDUS	CFY+1	CFY+1	RECYCLE
CUR10-21.	STUDENT'S EVALUATION OF COURSE AND INSTRUCTOR - OFFIC ERMS OFFICIAL RETENTION ONLY. This record series contains a summary report of evaluations done on individual instructors and courses. The office of record is the Office of the Registrar. Departmental offices should maintain instructor evaluation summaries in faculty personnel file. 020207 NDUS	CFY+10	CFY+1	RECYCLE
CUR10-40.	CLASS SCHEDULING RECORDS - COPY RETENTION This record series documents the development of class schedules by academic departments for inclusion in the final time schedule of classes. The office of record is the Office of the Registrar. 020208 NDUS	CFY+1	CFY+1	RECYCLE
CUR10-41.	CLASS SCHEDULING RECORDS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series documents the development of class schedules by academic departments for inclusion in the final time schedule of classes. The office of record is the Office of the Registrar. 020202	CFY+3	CFY+1	RECYCLE

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<i>Record Series ID</i>	<i>Records Series Title</i>	<i>Retention of Official Copies</i>	<i>Retention of Copies</i>	<i>Disposition Method</i>
CUR10-50.	COURSE LECTURE NOTES/HANDOUTS/MASTER COPY OF EXAM: This record series contains faculty lecture notes, handouts, master copy of exams, and miscellaneous instructional materials. The office of record is the course instructor. Active ceases when the material no longer has value to the user. Retention period is while active. Records will come up for review CFY+3 years to determine if still active. 020205	CFY+3	CFY+1	RECYCLE
CUR10-52.	PATIENT RECORDS FOR TEACHING PURPOSES This record series contains a partial copy of patient medical records used for teaching purposes. Office of record is Medical Education IPC. 020204	CFY+1	CFY+1	SHRED
CUR10-60.	PROGRAM AND COURSE DEVELOPMENT RECORDS This record series documents the development, approval, and the implementation of undergraduate, graduate, professional degree programs, and any other reorganizations or changes to established programs. This may include curriculum action documentation, working papers, final reports, related course descriptions, outlines, syllabi, sample examinations, textbook lists, etc. After retention time has been met, transfer official copy of the record to the University Archive. 020206 NDUS	CFY+6	CFY+6	ARCHIVE
CUR10-75.	TEXTBOOK ORDER RECORDS This record series documents what books were ordered for the various courses taught in the department. The office of record is the originating department. 801201 NDUS	CFY+2	CFY+1	RECYCLE
CUR10-80.	EDUCATIONAL CATALOG RECORDS This record series provides a record of institutional policies and procedures, program requirements, and course offerings. Information in the individual catalogs includes academic policies and procedures, program names and descriptions, course names and descriptions, credits offered per course, and related programs and course information. This series may include copies of the undergraduate, graduate, summer catalogs, and the time schedule of classes. Also included in this series is the UND School of Medicine and Health Sciences Bulletin. The office of record is the Office of the Registrar or SMHS. Office of record keeps a copy for historical purposes. Duplicates may be destroyed when superseded. Retain in the School of Medicine and Health Sciences. 020205 NDUS	SUP	SUP	ARCHIVE

CFY = Current Fiscal Year

ACT = Active

SUP = Superseded

PERM = Permanent

IND = Indefinite

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DBP10-	DEEDED BODY PROGRAM			
DBP10-05.	CANCELED BEQUESTS This record series consists of donor bequeathal forms that have been canceled. The office of record is the SMHS Deeded Body Program. 020213	CFY+3		SHRED
DBP10-15.	CREMAINS PROCESSED This record series consists of correspondence related to the cremation of a donor. The office of record is the SMHS Deeded Body Program. 020214	CFY+6		SHRED
DBP10-25.	DONOR FILES This record series consists of completed bequeathal forms and cadaver information for people who have donated their bodies to the School of Medicine and Health Sciences. The office of record is the SMHS Deeded Body Program. Retain in the School of Medicine and Health Sciences. 020215	PERM		RETAIN
DBP10-27.	DONOR FILES - WORKING COPIES This record series consists of the working copies of the bequeathal forms, cadaver information, and worksheets for donors received into the SMHS Deeded Body Program. The official file is in the DBP10-25 Donor Files record series. The office of record is the SMHS Deeded Body Program. Active ceases at date of cremation. 800331	ACT+6		SHRED
DBP10-30.	GENERAL INQUIRIES This record series consists of general correspondence/information requested about the Deeded Body Program. The office of record is the SMHS Deeded Body Program. 020216	CFY+3		SHRED
DBP10-40.	INTERMENT SERVICE This record series contains the supporting documentation for the interment service. May include the date, time, list of donors to be interred, and all documents related to the planning of this service. The office of record is the SMHS Deeded Body Program. 020217	CFY+6		RECYCLE

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GRA10-	GRANTS AND CONTRACTS - GENERAL			
GRA10-15.	GRANT AND CONTRACT PROPOSALS The record series contains grants, contracts, and fellowships that have been applied for but not approved. Until the university receives notice on whether the proposals have been awarded or not-awarded, the office of record is Research Development and Compliance. For those proposals that are awarded, move to record series GRA10-20 Grants and Contracts Awarded. For those proposals that are not awarded, they will be returned to the Principal Investigator (PI) or the originating department and that party will then become the office of record and must retain until the retention requirement has been fulfilled. 800903	CFY+3	CFY+1	SHRED
GRA10-20.	GRANTS AND CONTRACTS AWARDED - COPY RETENTION This record series contains grants or contracts that have been awarded for which the university provided research, instruction or other services to a sponsor or third party. This may include award letter/notice, proposal, correspondence, equipment inventory (final), effort certification, reports - including final report, etc. This record series may also contain fellowships awarded. The office of record is Grants and Contracts Administration. Active ends when grant ends. 800905 NDUS	ACT+3	ACT+3	SHRED
GRA10-21.	GRANTS AND CONTRACTS AWARDED - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains grants or contracts that have been awarded for which the university provided research, instruction or other services to a sponsor or third party. This may include award letter/notice, proposal, correspondence, equipment inventory (final), effort certification, reports - including final report, etc. This record series may also contain fellowships awarded. The office of record is Grants and Contracts Administration. Active ends when grant ends. 800905 NDUS	ACT+6	ACT+3	SHRED
GRA10-25.	GRANT AND CONTRACT TECHNICAL REPORTS This record series contains technical/progress reports submitted to sponsoring agencies and publications. This includes any support documentation that a grant or contract has been fulfilled. The office of record is the originating department. 800901 NDUS	CFY+10	CFY+10	RECYCLE

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GRA10-30.	GRANT AND CONTRACT INFORMATION This record series contains general information on grants and contracts. May include funding opportunities and fellowship information. The office of record is the originating or receiving department. Retention period is while active. Records will come up for review CFY + 3 years to determine if still active. 720103	CFY+3	CFY+1	RECYCLE
GRA10-35.	FINANCIAL INTEREST DISCLOSURE This record series contains the form completed by the principal investigator and key personnel that discloses financial interest that may result in a conflict of interest. The office of record is the SMHS Dean's Office. 800906	CFY+10	CFY+10	RECYCLE
GRA10-40.	EFFORT REPORTING - COPY RETENTION This record series contains information on the distribution of effort for employees paid by grant funding. The office of record is Grants and Contracts. 800902 NDUS	CFY+1	CFY+1	SHRED
GRA10-41.	EFFORT REPORTING - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains information on the distribution of effort for employees paid by grant funding. The office of record is Grants and Contracts. 800902 NDUS	CFY+10	CFY+1	SHRED
GRA20-	GRANT - ACCOUNTS PAYABLE			
GRA20-10.	GRANT ACCOUNTS PAYABLE - COPY RETENTION Departmental copy of grant request for payments, purchase requisitions, interdepartmental billings, etc. that show payment of financial obligations. The office of record is Accounting Services. Active ends when grant ends. 011507	ACT+3	ACT+3	SHRED
GRA20-11.	GRANT ACCOUNTS PAYABLE - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. Departmental copy of grant request for payments, purchase requisitions, interdepartmental billings, etc. that show payment of financial obligations. The office of record is Accounting Services. Active ends when grant ends. 011507	CFY+10	ACT+3	SHRED

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GRA40-	GRANT - ACCOUNTING REPORTS			
GRA40-05.	GRANT SUMMARY REPORTS - FINANCIAL - COPY RETENTION This record series provides record of monthly grant financial transactions. Ex.) Principal Investigator summary reports, and detailed transaction reports, etc. The office of record is Grants and Contracts. Active ends when grant ends. 800906 NDUS	ACT+3	ACT+3	RECYCLE
GRA40-06.	GRANT SUMMARY REPORTS - FINANCIAL - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series provides record of monthly grant financial transactions. Ex.) Principal Investigator summary reports, and detailed transaction reports, etc. The office of record is Grants and Contracts. Active ends when grant ends. 800906 NDUS	CFY+10	ACT+3	RECYCLE
INS10-	INSURANCE			
INS10-05.	DISABILITY INSURANCE-RESIDENTS AND MEDICAL STUDENTS This record series contains information regarding residents and medical students insurance policies and disability claims. The office of record is the School of Medicine and Health Sciences.	CFY+6	CFY+6	RECYCLE
INS10-10.	HEALTH INSURANCE-RESIDENTS This record series contains information regarding residents health insurance. The office of record is the School of Medicine and Health Sciences. 470102	CFY+6	CFY+6	SHRED
INS10-15.	PROFESSIONAL LIABILITY INSURANCE This record series contains information regarding professional liability policies for physicians and residents, and other relevant information. The office of record is the School of Medicine and Health Sciences. Retain in the School of Medicine and Health Sciences. 470203	PERM	PERM	RETAIN

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LEG10-	LEGAL - AGREEMENTS			
LEG10-05.	AGREEMENTS This record series contains legal documents, correspondence, reports, etc. relating to negotiation, fulfillment, and termination of agreement to which the University is a party. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be shred when the file is closed. The office of record is the requesting department. Active ceases with termination or expiration of the agreement. 300103	ACT+6	ACT+6	SHRED
LEG20-	LEGAL - CONTRACT ADMINISTRATION			
LEG20-10.	CONTRACTS This record series contains legal documents, correspondence, and reports related to the negotiation, fulfillment and termination of non-capital improvement. May include award letter/notice, proposal, correspondence, final reports, etc., and also may include game, sponsorship, Red Cross, flood and rental contracts. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be shred when the file is closed. This record series may also contain fellowships. The office of record is the originating department. Active ceases with termination or expiration of the contract. 300104	ACT+6	ACT+6	SHRED
LEG20-20.	LEASES This record series consists of legal documents, correspondence, reports, etc. relating to negotiation, fulfillment, and termination of leases. It also includes leases entered into for goods and services. The office of record is Purchasing. Active ceases with termination of the lease. 300501	ACT+10	ACT+10	RECYCLE
LEG30-	LEGAL - GENERAL			
LEG30-05.	REQUESTS FOR INFORMATION This record series contains general inquiry requests such as enrollment, grade verifications, student academic standing, attendance at the institution, or general information on individual academic departments and Open Records Requests. This record series may include transcript requests and enrollment verifications. The office of records is the originating department. 450106 NDUS	CFY+3	CFY+3	SHRED

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LEG30-10.	LEGAL OPINIONS This record series contains documentation from legal counsel detailing facts which result in rules, policy, or administrative procedures. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be shred when the file is closed. Office of record is the requesting department. Active ceases when the opinion becomes obsolete. 500501 NDUS	ACT+3	ACT+3	SHRED
LEG40-	LEGAL - COMPLIANCE			
LEG40-05.	SALES TAX RETURNS This record series documents sales tax collection for University services provided to other outside entities. The office of record is the originating department. 011005 NDUS	CFY+4	CFY+4	RECYCLE
LEG50-	LEGAL - LITIGATION/GRIEVANCES/CLAIMS			
LEG50-10.	GRIEVANCES This record series contains records of all proceedings in the settlement of disputes between employer and employee. This also includes student grievances. This record series contains information relating to the filing of grievances on the campus by faculty, staff, and students. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be shred when the file is closed. The office of record is the final reviewing authority. Active ceases with the resolution of the grievance. 500402 NDUS	ACT+6	ACT+6	SHRED
LEG50-15.	LITIGATION FILES This record series contains records related to threatened or asserted litigation or investigation. This series contains the official litigation file with any orders, pleadings, correspondence, and discovery related to litigation. Internal memos, notes, research, and duplicate copies may also be a part of the record series, but shall be shred when the file is closed. The office of record is the Office of General Counsel. Active ceases with the resolution of the lawsuit. 500401 NDUS	ACT+6	ACT+6	SHRED

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LEG60-	LEGAL - COPYRIGHTS			
LEG60-05.	COPYRIGHT INFORMATION This record series contains general information on copyright laws, regulations, and any reference material related to copyrights. This record series is for reference purposes only. The office of record is the originating or receiving department. Retention period is while active. Records will come up for review CFY + 3 years to determine if still active. 501404 NDUS	CFY+3	CFY+1	RECYCLE
LEG70-	LEGAL - PATENTS/TRADEMARKS			
LEG70-05.	PATENT/TRADEMARK APPLICATIONS This record series documents the application process for patents/trademarks. Included are applications, contract reviews, patent/trademark searches, evaluations, and other related documents and correspondence. (See administrative manual.) Issued patents/trademarks are transferred to LEG70-10 Patents/Trademarks Issued. 501403	ACT+6	ACT+6	RECYCLE
LEG70-10.	PATENTS/TRADEMARKS ISSUED This record series contains issued patents/trademarks and related documentation. It may include, but not limited to contract awards, patent/trademark documents, patent agreements, progress reports, and any correspondence that provides a means of defense for a patent/trademark. 501402	ACT+6	ACT+6	RECYCLE
LEG70-15.	PATENT/TRADEMARK INFORMATION This record series contains general information pertaining to patents/trademarks. May include guidelines and brochures concerning the patent process. The office of record is the originating or receiving department. Active ceases when the material no longer has value to the user. Retention period is while active. Records will come up for review CFY+3 years to determine if still active. 720105	CFY+3	CFY+3	RECYCLE
LEG70-30.	PATENT/TRADEMARK INCOME/EXPENSE/INVENTOR SHARE PAY This record series contains financial records indicating patent/trademark income and expenses, the documentation of inventor share payments or distribution of funds, and other related documentation or correspondence. The office of record is Technology Transfer and Commercialization. 501403 NDUS	ACT+6	ACT+6	SHRED

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LIB10-	LIBRARY RECORDS			
LIB10-02.	LIBRARY - CERTIFICATE OF GIFT/DONOR RECORDS This record series contains information that documents the official donation of a tangible gift given to the University. The office of record is the receiving department. After retention time has been met, transfer official copy of the record to the University Archive. 800210	CFY+6	CFY+3	ARCHIVE
LIB10-05.	CIRCULATION RECORDS This record series documents the borrowing of library materials by qualified patrons. This series may include the name of the borrower, the titles of materials borrowed, the due date, overdue information, and related correspondence and documentation. The office of record is the originating library. 800328 NDUS	CFY+3	CFY+3	SHRED
LIB10-10.	COLLECTION RECORDS This record series contains information that documents the acquisition or transfer of materials or information (e.g. digital). This series may include information on the collection itself, inventory lists, database reports, payment information, cancelation information and related correspondence and documentation concerning the collection. Office of record is the originating library. 800329 NDUS	CFY+3	CFY+3	RECYCLE
LIB10-15.	EXHIBIT RECORDS This record series documents the display and use of materials held by the library. This series includes, but is not limited to advertisements for the exhibit, layout and design, photographs of the exhibit, exhibit ideas, and related documentation and correspondence about the exhibit. The office of record is the originating library. 800330 NDUS	CFY+3	CFY+3	RECYCLE
LIB10-20.	INTER-LIBRARY LOAN RECORDS This record series documents the borrowing/lending inter-library loan process for University materials. This series may include, but is not limited to requests, borrower/lender approvals, transaction slips, and related correspondence. The office of record is the originating library. 800331 NDUS	CFY+3	CFY+3	SHRED

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PAT10-	PATIENT - BILLING RECORDS			
PAT10-05.	PATIENT BILLING RECORDS Provides itemized billing record for services rendered. 011813	CFY+6	CFY+6	SHRED
PAT10-15.	ACCOUNTS WRITTEN OFF Patient billing accounts that have been written off. 011814	CFY+6	CFY+6	SHRED
PAT20-	PATIENT - MEDICAL RECORDS			
PAT20-10.	PATIENT MEDICAL RECORDS This record series contains patient medical information. May include diagnosis, treatments, medications, doctor appointments, test results, X-Rays, X-Ray cards, patient histories, and patient charts. The office of record is the School of Medicine and Health Sciences. Retention is calculated: date of last visit + 6 years or until age 19, whichever is longer. 190102 NDUS	MANUAL	MANUAL	SHRED
PAT20-15.	PATIENT - MEDICAL RECORDS - CENTERS FOR FAMILY MEDICIN This record series consists of patient medical information. May include diagnosis, treatments, medications, doctor appointments, test results, X-rays, X-ray cards, patient histories, and patient charts. The office of record is the School of Medicine & Health Sciences Centers for Family Medicine. Retention is calculated: date of last visit + 6 years or until age 19, whichever is longer. 190109	MANUAL	MANUAL	SHRED
PAT20-25.	AUTOPSY CASE FILES Death Investigation Worksheet, Autopsy Form, Body and Personal Property Release Form, Morgue Admission Form, Body Diagrams, Request for Autopsy, Toxicology Requests and Reports, Autopsy Reports, Police Reports, Medical Records, Certificate of Death, Identification Photo, Investigation Worksheet/Log, DNA Blood Stain Card Collection Kit, and X-rays. 190108	PERM	PERM	SHRED

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PAT30-	PATIENT - LABORATORY RECORDS			
PAT30-10.	BLOOD BANK WORKSHEETS This record series contains laboratory blood bank worksheets. The office of record is the School of Medicine & Health Sciences' Centers for Family Medicine. 800332	CFY+5	CFY+5	SHRED
PAT30-15.	LABORATORY LOGS AND ORDERS This record series contains all patient laboratory logs, laboratory send out logs, and laboratory orders. The office of record is the School of Medicine & Health Sciences' Center for Family Medicine. 800333	CFY+2	CFY+2	SHRED
PAT30-20.	LABORATORY QUALITY ASSURANCE RECORDS This record series contains quality assurance records for the laboratory. This may include quality control results and printouts for all laboratory and proficiency testing. The office of record is the School of Medicine & Health Sciences' Centers for Family Medicine. 800334	CFY+2	CFY+2	SHRED
PAT30-25.	PATIENT LABORATORY RESULTS COPIES This record series contains copies of the laboratory results. The original patient laboratory results are placed in the patient's medical record. The office of record is the School of Medicine & Health Sciences' Centers for Family Medicine. 800335	CFY+2	CFY+2	SHRED
PAY10-	PAYROLL - GENERAL			
PAY10-05.	DEPARTMENTAL LEAVE - COPY RETENTION This record series contains a record that summarizes leave status and leave donations for each University employee by department. This also includes justification and documentation regarding donation of leave, leave reports, leave donation sheets, employee leave forms, and departmental leave reports. The office of record is Payroll. 600703 NDUS	CFY+1	CFY+1	SHRED
PAY10-06.	DEPARTMENTAL LEAVE - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains a record that summarizes leave status and leave donations for each University employee by department. This also includes justification and documentation regarding donation of leave, leave reports, leave donation sheets, employee leave forms, and departmental leave reports. The office of record is Payroll. 600703 NDUS	CFY+3	CFY+1	SHRED

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PAY10-10.	PAYROLL REPORTS - COPY RETENTION This record series contains forms and reports dealing with worker's compensation, insurance, labor distribution, and similar reports and deductions. This also includes Payroll reconciliation reports, abstracts, banking reports, salary and fringe benefit reports, flex benefits, and TIAA/CREF reporting. These reports are used by the office for administrative purposes only. The office of record is Payroll. 011604 NDUS	CFY+1	CFY+1	SHRED
PAY10-11.	PAYROLL REPORTS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains forms and reports dealing with worker's compensation, insurance, labor distribution, and similar reports and deductions. This also includes Payroll reconciliation reports, abstracts, banking reports, salary and fringe benefit reports, flex benefits, and TIAA/CREF reporting. These reports are used by the office for administrative purposes only. The office of record is Payroll. 011604 NDUS	CFY+5	CFY+1	SHRED
PAY10-15.	TIME REPORTING - COPY RETENTION A record of hours worked by hourly staff and student employees. This includes Time Slip Correction forms and Hourly Payroll Reporting Forms/Time Cards. The office of record is Payroll or the department with the original time cards. 600704 NDUS	CFY+1	CFY+1	SHRED
PAY10-16.	TIME REPORTING - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. A record of hours worked by hourly staff and student employees. This includes Time Slip Correction forms and Hourly Payroll Reporting Forms/Time Cards. The office of record is Payroll or the department with the original time cards. 600704 NDUS	CFY+10	CFY+1	SHRED
PAY10-20.	COMPENSATION RECORDS This record series documents overtime hours earned for compensation purposes and overtime hours used or requested. Does not include overtime hours on the regular hourly reporting form. The office of record is the originating department. 011606 NDUS	CFY+5	CFY+1	SHRED

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PAY10-25.	EMPLOYEE PAYROLL RECORDS - COPY RETENTION This record series contains records dealing with employee's pay checks, taxes, and other financial information. This includes notices of appointment and one time pays. The office of record is Payroll. 011603 NDUS	CFY+1	CFY+1	SHRED
PAY10-26.	EMPLOYEE PAYROLL RECORDS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains records dealing with employee's pay checks, taxes, and other financial information. This includes notices of appointment and one time pays. The office of record is Payroll. 011603 NDUS	ACT+10	CFY+1	SHRED
PAY10-30.	STUDENT EMPLOYMENT REPORTS - COPY RETENTION This record series contains various reports concerning student employees. This includes workstudy and institutional positions. These reports are only for student employees. For example, included in this series would be record of earnings reports. The office of record is Payroll. 011626	CFY+1	CFY+1	SHRED
PAY10-31.	STUDENT EMPLOYMENT REPORTS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains various reports concerning student employees. This includes workstudy and institutional positions. These reports are only for student employees. For example, included in this series would be record of earnings reports. The office of record is Payroll. 011626	CFY+5	CFY+1	SHRED
PER30-	PERSONNEL - FACULTY			
PER30-15.	FACULTY RECRUITMENT This record series contains information on applicants applying or being recruited for a faculty position. This file may include vitae information, letters of recommendation or support, interview documentation, and other related correspondence. 600202 NDUS	CFY+3	CFY+1	SHRED

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PER30-20.	FACULTY PERSONNEL FILES This series documents the faculty member's work history. It includes information such as job title, rank and education, employment background, and grant work. This may include copies of a request to recruit, request to appoint, initial vitae, letter of intent, letters of reference, academic record, October Supplements, tenure forms, yearly contracts, a listing of grant work, faculty evaluations, and student's evaluation of course and instructor summary sheets. This includes both academic and clinical faculty. The office of record is Office of the Dean or designee. Note: The official personnel file may consist of different information than the department personnel file. Active ceases with termination of employment. After retention time has been met, transfer official copy of the record to the University Archive. 600602	ACT+6	ACT+6	ARCHIVE
PER30-40.	POST DOCTORATES This record series consists of records dealing with post docs. This may include, but is not limited to request to recruit, request to appoint, and any other information concerning the post docs. The office of record is the department in which the post doc is appointed. Active ceases with term of employment. 800327 NDUS	ACT+6	ACT+6	SHRED
PER50-	PERSONNEL - GENERAL			
PER50-05.	EMPLOYEE MANUALS This record series contains the employee policies and procedures manuals for faculty, staff, and student employees. The office of record is the department of employment. Active ceases when manula has been superseded. 650101	ACT	ACT	ARCHIVE
PER50-15.	POSITION DESCRIPTIONS This record series contains documentation of position titles and descriptions by position number. The office of record is Human Resources Office. Active ceases when the position information is updated or is no longer used. 600608 NDUS	ACT+3	ACT+3	RECYCLE

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<i>Record Series ID</i>	<i>Records Series Title</i>	<i>Retention of Official Copies</i>	<i>Retention of Copies</i>	<i>Disposition Method</i>
PER50-20.	VOLUNTEERS This record series contains applications, letters of reference and a list of training with their certificates on the different volunteers that donate their time. The office of record is the volunteering department. Active ceases with termination of volunteering. 601502 NDUS	ACT+3	ACT+3	RECYCLE
PER90-	PERSONNEL - STAFF			
PER90-04.	STAFF APPLICATIONS This record series consists of applicant information for a particular position. It may include resumes, application forms, etc. If hired, then move to PER90-05 Staff Personnel Files. The office of record is Human Resources. Active ceases when a selection has been made. 600205 NDUS	CFY+3	CFY+1	SHRED
PER90-05.	STAFF PERSONNEL FILES This record series consists of active and inactive staff personnel files. This record series contains non-faculty personnel files which include routine personnel forms and other employee related records. They are used to document period(s) of employment, position changes, salary, goals, objectives, and performance. The office of record is Human Resources Office. Active ceases with termination of employment. 600609 NDUS	ACT+6	ACT+6	SHRED
PER95-	PERSONNEL - STUDENT			
PER95-04.	STUDENT APPLICATIONS This record series contains applications for student employment. May include applications and related correspondence. If applicant is selected, transfer record to PER95-05 Student Employment Records. If not hired, leave in this record series until retention period has been met. The office of record is the department interviewing the student. 600203 NDUS	CFY+3	CFY+1	SHRED
PER95-05.	STUDENT EMPLOYMENT RECORDS This record series consists of active and inactive student employees. This includes undergraduate, graduate, and medical students. This series documents the student employee's work history and contains records for work-study and institutional student employees. It may include resumes, student's class schedule, employment registration forms, W4 forms, and other related correspondence. The office of record is the department employing the student. Active ceases with term of employment. 600605 NDUS	ACT+6	ACT+6	SHRED

CFY = Current Fiscal Year

ACT = Active

SUP = Superseded

PERM = Permanent

IND = Indefinite

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PER95-13.	POST - GRADUATE RESIDENT APPLICATIONS This record series consists of applications from prospective residents, correspondence, requests for information, letter of reference, working papers, and any other materials concerning the application. If applicant is selected for residency program, transfer record to PER95-15 Post-Graduate Resident Employment Records. 020101	CFY+3	CFY+1	SHRED
PER95-15.	POST - GRADUATE RESIDENT EMPLOYMENT RECORDS This record series consists of employment records for those residents accepted into a resident program. This series includes, but is not limited to application material, job data hire forms, and correspondence. University of North Dakota due process procedures for residents. Active ceases with the completion of the residency or last date of attendance. 020401	ACT+6	ACT+6	SHRED
PHA10-	PHARMACY RECORDS			SHRED
PHA10-20.	NARCOTICS INVENTORY This record series contains an inventory of all Federally controlled prescriptions. It also includes an inventory of narcotics used in the Pharmacy Lab courses for instructional purposes. 801103 NDUS	CFY+10		SHRED
PHA10-30.	PRESCRIPTIONS This record series contains the prescriptions received by the pharmacy. The office of record is the School of Medicine & Health Sciences Centers for Family Medicine. 800338	CFY+10		SHRED
PRO10-	PROFESSIONAL DEVELOPMENT			
PRO10-10.	CONTINUING MEDICAL EDUCATION (CME's) This record series contains information on the various professional development courses offered by the School of Medicine and Health Sciences. This includes attendance lists, general curriculum information, copies of billing information, and general information on the class. Requests for CME credits and verification. The office of record is the department the class or seminar is run through. 020212	CFY+6	CFY+6	SHRED

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PUB10-	PUBLIC RELATIONS - GENERAL			
PUB10-02.	<p>NEWSLETTERS/PUBLICATIONS AND OTHER PR MATERIALS</p> <p>This record series contains information concerning University publicity. Included in this series are press releases, newspaper clippings, promotional materials, brochures, bulletins, visual documentation, newsletters published by different University departments, and other related items. The office of record is the originating department.</p> <p>Active ceases when the material no longer has value to the user.</p> <p>Retention period is while active. Records will come up for review CFY + 6 years to determine if still active.</p> <p>After retention time has been met, transfer official copy of the record to the University Archive.</p> <p>260403 NDUS</p>	CFY+6	CFY+3	ARCHIVE
PUB10-05.	<p>BIOGRAPHICAL RECORDS</p> <p>This record series contains biographical data for institutional faculty, staff, and other significant people. The records are used for public information releases and reference by the institutional staff to provide responses to inquiries. This series may include but is not limited to: biographical sketches, vitae, photographs, personal history data sheets, newspaper clippings, retirement notices, and obituaries. The office of record is the originating department.</p> <p>Active ceases when no longer needed administratively.</p> <p>After retention time has been met, transfer official copy of the record to the University Archives.</p> <p>260103</p>	ACT+3	ACT+3	ARCHIVE
PUB10-20.	<p>PHOTOGRAPHS</p> <p>This record series contains photographic proofs and negatives of School of Medicine and Health Sciences, college, or University activities. These photographs document the history of the University and/or University events or activities.</p> <p>Active ceases when the material no longer has value to the user.</p> <p>Retention period is while active. Records will come up for review CFY + 6 years to determine if still active.</p> <p>After retention time has been met, transfer official copy of the record to the University Archive.</p> <p>260701 NDUS</p>	CFY+6	CFY+3	ARCHIVE

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PUB10-30.	AUDIO/VISUAL PRESENTATIONS This record series contains records that document administrative presentations for internal and/or external presentations. Active ceases when the material no longer has value to the user. Retention period is while active. Records will come up for review CFY + 6 years to determine if still active. After retention time has been met, transfer official copy of the record to the University Archive. 260701 NDUS	CFY+6	CFY+3	ARCHIVE
REF10-	REFERENCE INFORMATION			
REF10-05.	REFERENCE INFORMATION This record series contains information maintained for reference purposes only. Active ceases when material is no longer useful to the user. Retention period is while active. Records will come up for review CFY + 3 years to determine if still active. 720103 NDUS	CFY+3	CFY+1	RECYCLE
RES10-	RESEARCH			
RES10-10.	ANIMAL INVENTORY This record series documents daily counts of animals. The office of record is the Center for Biomedical Research. 011208	CFY+10	CFY+10	RECYCLE
RES10-15.	ANIMAL PROTOCOLS This record series contains documents related to research projects involving animals. This record series may include title of the project, name of the principal investigator, and funding agency. Animal protocol proposals and proposed significant changes need to be retained for the duration of the animal activity plus an additional 3 years. Denied proposals must be retained for 3 years. The office of record is Research Development & Compliance. Active ceases with the completion of the animal activity. 800327	ACT+3	ACT+3	SHRED

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SAF10-	SAFETY - GENERAL			
SAF10-03.	GENERAL SAFETY INFORMATION - COPY RETENTION This record series contains information related to safety issues. The office of record is the Safety Office. 750402 NDUS	CFY+1	CFY+1	RECYCLE
SAF10-04.	GENERAL SAFETY INFORMATION - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains information related to safety issues. The office of record is the Safety Office. 750402 NDUS	CFY+3	CFY+1	RECYCLE
SAF10-05.	HAZARDOUS WASTE FORMS - COPY RETENTION This record series documents the request to pick up/dispose of hazardous waste. It also tracks the movement of chemicals and wastes coming into and going out of the university. The office of record is the Safety Office. Active ceases with disposition of hazardous waste or as required by regulatory agency or EPA Administration, whichever is longer. 750403 NDUS	CFY+3	CFY+3	RECYCLE
SAF10-06.	HAZARDOUS WASTE FORMS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series documents the request to pick up/dispose of hazardous waste. It also tracks the movement of chemicals and wastes coming into and going out of the university. The office of record is the Safety Office. Active ceases with disposition of hazardous waste or as required by regulatory agency or EPA Administration, whichever is longer. 750403 NDUS	ACT+3	CFY+3	RECYCLE
SAF10-10.	INCIDENT REPORTS - EMPLOYEES - COPY RETENTION This record series contains records and reports of accidents or incidents incurred by an employee of the University, as well as any follow-up investigation documentation. This does not include formal claims made against the university. Also includes records pertaining to safety violations and claims related materials. The office of record is the Safety and Environmental Health Office. Active ceases with the termination of employment. 750107 NDUS	CFY+1	CFY+1	SHRED

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SAF10-11.	INCIDENT REPORTS - EMPLOYEES - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains records and reports of accidents or incidents incurred by an employee of the University, as well as any follow-up investigation documentation. This does not include formal claims made against the university. Also includes records pertaining to safety violations and claims related materials. The office of record is the Safety and Environmental Health Office. Active ceases with the termination of employment. 750107 NDUS	CFY+3	CFY+1	SHRED
SAF10-15.	MATERIAL SAFETY DATA SHEETS (MSDS) - COPY RETENTION This record series provides information and safe handling procedures for toxic and/or hazardous chemicals. The office of record is the Safety and Environmental Health Office. Active ceases when MSDS has been superseded. 750405	ACT+40	SUP+10	RECYCLE
SAF10-16.	MATERIAL SAFETY DATA SHEETS (MSDS) - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series provides information and safe handling procedures for toxic and/or hazardous chemicals. The office of record is the Safety and Environmental Health Office. Active ceases when MSDS has been superseded. 750405	ACT+40	SUP+10	RECYCLE
SAF10-20.	EMPLOYEE TRAINING - COPY RETENTION This record series contains records related to the development and operation of University-sponsored training programs. This series may include course listings, schedules, training program materials, and administration records. The office of record is the Safety and Environmental Health Office. Active ceases with the termination of employment. 750406	CFY+3	CFY+3	RECYCLE
SAF10-21.	EMPLOYEE TRAINING - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains records related to the development and operation of University-sponsored training programs. This series may include course listings, schedules, training program materials, and administration records. The office of record is the Safety and Environmental Health Office. Active ceases with the termination of employment. 750406	ACT+30	CFY+3	RECYCLE

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<i>Record Series ID</i>	<i>Records Series Title</i>	<i>Retention of Official Copies</i>	<i>Retention of Copies</i>	<i>Disposition Method</i>
SAF10-25.	SAFETY INSPECTIONS - COPY RETENTION This series contains records relating to inspections of fire equipment, testing of fire extinguishers, and records of fire drills conducted on university grounds or facilities; asbestos; environmental regulations; X-Ray registration; and survey meters. Includes mitigation records of deficiencies. The Office of Record is the Office of Safety. 750301 NDUS	CFY+1	CFY+1	RECYCLE
SAF10-26.	SAFETY INSPECTIONS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This series contains records relating to inspections of fire equipment, testing of fire extinguishers, and records of fire drills conducted on university grounds or facilities; asbestos; environmental regulations; X-Ray registration; and survey meters. Includes mitigation records of deficiencies. The Office of Record is the Office of Safety. 750301 NDUS	CFY+3	CFY+1	RECYCLE
STU03-	STUDENT - FINANCIAL AID			
STU03-10.	STUDENT - FINANCIAL AID RECORDS This record series contains records of the medical students financial information in accordance with their attendance at the School of Medicine and Health Sciences. This may include program of study, enrollment status and duration, award letters, applications for financial aid, and admission records. The office of record is SMHS Student Affairs and Admissions. Active ceases with graduation or last date of attendance. 020307	ACT+5	ACT+5	SHRED
STU05-	STUDENT RECORDS - GENERAL			SHRED
STU05-10.	ADVISEMENT This record series contains information on students academic files. This may include copies of high school and college transcripts, advisement meeting notes, master time table, dean's list information, and other things relating to the student's academic standing. The office of record is the advising department within the individual college. 020408 NDUS	ACT+5	CFY+3	SHRED

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STU05-15.	CRIMINAL HISTORY BACKGROUND CHECKS This series contains any correspondence and the results of criminal history background checks for any employee or student. The Office of Records is the requesting department. 501201 NDUS	CFY+3	CFY+3	SHRED
STU05-20.	STUDENT COURSE WORK This record series contains records of the exams, homework, papers and projects completed by students that the instructor does not return to the student after grading or review. This includes, but is not limited to internship summaries, term papers, quizzes, tests, and minor projects. The office of record is the instructor or department. 020410 NDUS	CFY+1	CFY+1	SHRED
STU05-25.	GRADE REPORT FORMS - COPY RETENTION This record series contains grade sheets used to record grades for each University student. This includes all students taking courses for credit. The office of record is the Office of the Registrar. 020603 NDUS	CFY+1	CFY+1	SHRED
STU05-26.	GRADE REPORT FORMS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series contains grade sheets used to record grades for each University student. This includes all students taking courses for credit. The office of record is the Office of the Registrar. 020603 NDUS	PERM	CFY+1	SHRED
STU05-35.	GRADE BOOK (CLASS RECORD) This record series contains a record of grades, kept by the professor, received by each student in an academic course. This includes both electronic and paper varieties. The office of record is the course's instructor. 020601 NDUS	CFY+5	CFY+1	SHRED
STU05-40.	HONORS/AWARDS This record series provides a historical record of any honors and/or awards given to students. The office of record is the department giving the award. After retention time has been met, transfer official copy of the record to the University Archive. 260103 NDUS	CFY+3	CFY+3	ARCHIVE

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STU05-50.	IMMUNIZATION RECORDS This record series contains proof of immunization information regarding MMR and TB testing, as required for admission. This series also contain immunization reports from mass immunization clinics, such as meningitis and influenza. The office of record is the School of Medicine and Health Sciences. Active ceases with date of last attendance. 800336 NDUS	ACT+ 6	ACT+6	SHRED
STU05-60.	STUDENT TRACKING RECORDS - INMED This record series is for Indian health career students throughout pre-college, college, and professional school levels. It consists of correspondence, applications, transcripts, and other academic and personal information pertinent to this education program used for administrative purposes. This is not the official academic record. The office of record is SMHS INMED (Indians Into Medicine). Active ceases with date of last attendance. 020429	ACT+10	ACT+10	SHRED
STU05-65.	ACADEMIC RECORDS - NON-PERMANENT HEALTH PROFESSION This series contains information on health profession student's and post-graduate resident's academic history that does not need to be retained permanently. Records include, but not limited to, transfer transcripts, applications for admission, letters of recommendation, receipts for application fee, petitions, name changes, dismissal and reinstatement records, withdrawals, student death records, degree audit files, leave requests, student schedules, post-graduate residency documentation/requirements, student forms (student groups, special interest groups) and post-graduate resident forms, policy and procedure confirmation, evaluations, and any other information or forms. The office of record is the originating department. Active ceases with graduation or last date of attendance. 020424	ACT+6	ACT+6	SHRED
STU05-66.	ACADEMIC RECORDS - NON-PERMANENT HEALTH PROFESSION ERMS AUTOMATION. FOR USE BY SAA, PAS, OT, PT, DEPARTMENTS ONLY File Automation - FA This series contains information on health profession student's and post-graduate resident's academic history that does not need to be retained permanently. Records include, but not limited to, transfer transcripts, applications for admission, letters of recommendation, receipts for application fee, petitions, name changes, dismissal and reinstatement records, withdrawals, student death records, degree audit files, leave requests, student schedules, post-graduate residency documentation/requirements, student forms (student groups, special interest groups) and post-graduate resident forms, policy and procedure confirmation, evaluations, and any other information or forms. The office of record is the originating department. Active ceases with graduation or last date of attendance. 020424	ACT+6		SHRED

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STU10-	STUDENT RECORDS - GRADUATE			
STU10-05.	<p>GRADUATE ADMISSION APPLICATIONS</p> <p>This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, and re-admission forms of students. If accepted, then change record series to STU10-25 Graduate Students.</p> <p>020103 NDUS</p>	CFY+3	CFY+3	SHRED
STU10-25.	<p>GRADUATE STUDENTS - OFFICIAL RETENTION</p> <p>ERMS OFFICIAL RETENTION ONLY. This record series contains information on student academic history. This may include correspondence, application, transcripts, equivalency diploma, residency affidavit, and re-admission forms of students who have been accepted as graduate students. The office of record is the Office of the Registrar, Graduate School, and/or the college from which the student is obtaining a degree.</p> <p>Active ceases with graduation or date of last attendance.</p> <p>Retain in the School of Medicine and Health Sciences.</p> <p>020410</p>	PERM	ACT+10	RETAIN
STU10-26.	<p>GRADUATE STUDENTS - COPY RETENTION</p> <p>ERMS COPY RETENTION ONLY. This record series contains information on student academic history. This may include correspondence, application, transcripts, equivalency diploma, residency affidavit, and re-admission forms of students who have been accepted as graduate students. The office of record is the Office of the Registrar, Graduate School, and/or the college from which the student is obtaining a degree.</p> <p>Active ceases with graduation or date of last attendance.</p> <p>Retain in the School of Medicine and Health Sciences.</p> <p>020410</p>	ACT+10	ACT+10	SHRED
STU20-	STUDENT RECORDS - MEDICAL			
STU20-05.	<p>MEDICAL STUDENT ADMISSION APPLICATIONS</p> <p>This record series consists of applications from prospective medical students, correspondence with applicants, working papers, and any other materials concerning the application process. If applicant is selected, change record series to STU20-15 Medical Students.</p> <p>020109</p>	CFY+3	CFY+3	SHRED

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STU20-15.	MEDICAL STUDENTS (ACTIVE AND INACTIVE) This record series contains correspondence, applications, transcripts, equivalency diplomas, residency affidavits, withdrawals, etc., for students accepted to the School of Medicine and Health Sciences. Active ceases with graduation or last date of attendance. Retain in the School of Medicine and Health Sciences. 020411	PERM	ACT+6	SHRED
STU20-20.	NATIONAL BOARD EXAM RECORDS This record series consists of national board exams, correspondence, and results. The office of record is the School of Medicine and Health Sciences. 020605	CFY+10	CFY+10	SHRED
STU20-30.	POST - GRADUATE RESIDENT ACADEMIC RECORDS This record series consists of correspondence, applications, transcripts, medical school diploma, residency/fellowship certificates, and summary of resident's evaluations (final evaluation). The office of record is each individual residency training program. Active ceases with completion of residency or date of last attendance. Retain in the School of Medicine and Health Sciences. 020430	PERM	ACT+6	RETAIN
STU20-40.	SCHEDULES This record series contains the campus rotation records for 3rd and 4th year medical students. The office of record is the School of Medicine and Health Sciences. 020423	CFY+3	CFY+3	RECYCLE
STU30-	STUDENT RECORDS - UNDERGRADUATE			
STU30-05.	UNDERGRADUATE ADMISSION APPLICATIONS This record series consists of correspondence, applications, transcripts, equivalency diploma, residency affidavit, and re-admission forms for undergraduate students. If accepted to undergraduate program, change record series to STU30-10 Undergraduate Students. 020103	CFY+3	CFY+3	SHRED
STU30-10.	UNDERGRADUATE STUDENTS - OFFICIAL RETENTION ERMS OFFICIAL RETENTION ONLY. This record series consists of correspondence, applications, transcripts, equivalency diploma, residency affidavit, and re-admission forms of students who have been accepted as undergraduate students. The office of record is the Office of the Registrar and/or the college from which the student is obtaining a degree. Retain in the School of Medicine and Health Sciences. 020404 NDUS	PERM	ACT+10	RETAIN

CFY = Current Fiscal Year

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STU30-11.	<p>UNDERGRADUATE STUDENTS - COPY RETENTION</p> <p>ERMS COPY RETENTION ONLY. This record series consists of correspondence, applications, transcripts, equivalency diploma, residency affidavit, and re-admission forms of students who have been accepted as undergraduate students. The office of record is the Office of the Registrar and/or the college from which the student is obtaining a degree.</p> <p>Retain in the School of Medicine and Health Sciences.</p> <p>020404 NDUS</p>	ACT+10	ACT+10	RETAIN