

General Records Retention Schedule

Oregon State University

Responsible Office:
Special Collections & Archives Research Center, OSU Libraries and Press

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Introduction

This General Records Retention Schedule (“General Schedule”) sets a minimum retention period for each category of record described herein per University Policy 04-010 for Records Retention at Oregon State University.

The full policy is available online here:

http://leadership.oregonstate.edu/sites/leadership.oregonstate.edu/files/04-010_records_retention_policy.pdf

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Section 1: Academic Programs and Student Records

1.1 Academic Program Reviews

Minimum retention: 15 years

*May include records with long-term administrative or historical value.**

Document periodic reviews of individual undergraduate and graduate degree programs by campus and off-campus sources.

1.2 Academic Regulations

Minimum retention: 15 years after superseded

*May include records with long-term administrative or historical value.**

Regulations and procedures that provide information essential for students to plan and pursue their academic programs. Academic regulations are approved by the Faculty Senate.

1.3 Annual Program Assessment Reports

Minimum retention: 5 years

*May include records with long-term administrative or historical value.**

Document full-cycle assessment activities for degree programs.

1.4 Articulation Agreements

Minimum retention: 5 years after expiration

Document the coordination of courses and curriculum requirements between Oregon State University and other institutions.

1.5 Curricular Policies and Procedures

Minimum retention: 15 years after superseded

*May include records with long-term administrative or historical value.**

Document the policies and procedures for academic programs and curriculum.

*Contact the University Archivist for assistance in identifying records with long-term historical or administrative value and developing a plan for preservation and access.

1.6 Curriculum Planning and Proposal Records

Minimum retention: 15 years

*May include records with long-term administrative or historical value.**

Document the development of new degree programs, courses, certificates, and minors.
Document modifications to existing courses, degrees, minors, certificates, and academic units (organizational structures).

1.7 Disability Access Services Records

Minimum retention: 5 years after last contact

Document student participation in Disability Access Services.

1.8 International Student Records

Minimum retention: 7 years after last enrollment

Document assistance to international students, including sponsored students, on non-academic matters, including immigration.

1.9 Medical Records

Minimum retention: 7 years after last service or contact

Case files that document services provided by Student Health Services or Counseling & Psychological Services.

1.10 Scholarships and Grants

Minimum retention: 3 years after award year

Document eligibility, application, and selection of students to receive scholarships and grants awarded and administered by the Office of Financial Aid.

*Contact the University Archivist for assistance in identifying records with long-term historical or administrative value and developing a plan for preservation and access.

1.11 Student Academic History Records (Centralized)

Minimum retention: 7 years after last enrollment

Document actions and requests pertaining to a student's academic program and may include applications for admission, student petitions, name change requests, grade changes, transcript requests, degree audits and applications for graduation, veterans records, commencement attendance forms and diploma mailing verifications, transcript requests, and revoked requests by students to restrict release of information normally provided as directory information.

1.12 Student Transcripts

Minimum retention: 75 years after last enrollment

*May include records with long-term administrative or historical value.**

Document the official academic record of matriculated students at Oregon State University as maintained by the Office of the Registrar. May include requests by students to restrict release of information normally provided as directory information.

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Section 2: Finance and Administration

2.1 Accident and Injuries Records

Minimum retention: 10 years after incident

Document accidents and injuries reported by employees, students, or visitors that do not involve hazardous, biological, or radiological substances and any follow-up investigation results.

2.2 Accounts Payable and Receivable Records

Minimum retention: 6 years

Document expenditures and purchases that are not funded by sponsored awards (payables) and billings, collections, and payments received (receivables).

2.3 Annual Budget

Minimum retention: 10 years

*May include records with long-term administrative or historical value.**

Documents the annual operating budget for Oregon State University and includes the adopted annual operating budget (Orange Book), Black Book, and Chart of Accounts.

2.4 Annual Financial Reports

Minimum retention: 10 years

Audited financial statements and supporting materials.

2.5 Audits

Minimum retention: 7 years after completion

Records document an examination of OSU's fiscal condition; internal control and compliance policies and procedures; and performance or financial audits, including investigations, by the Secretary of State Audits Division, OSU Office of Audit Services, or other governmental or independent auditors. Records include audit reports and supporting documentation.

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2.6 Bond Issuance Records

Minimum retention: 3 years after redemption

Reports required for issuance of bonds and records of expenditures of tax-exempt bond proceeds.

2.7 Campus Planning Records

Minimum retention: 10 years

*May include records with long-term administrative or historical value.**

Document the development of long-term plans for Oregon State University land use, facilities, and infrastructure.

2.8 Capital Construction Project Records

Minimum retention: 10 years after substantial completion

*May include records with long-term administrative or historical value.**

Document planning, administration, and implementation of capital construction projects.

2.9 Claims and Litigation Records

Minimum retention: 2 years after resolution or, if not resolved, 5 years after case closed

Document litigation and claims brought against Oregon State University.

2.10 Contracts and Solicitations

Minimum retention:

6 years after expiration or termination for contracts and related solicitations; 6 years after closing date for cancelled solicitations

Contracts between Oregon State University and other parties that are not for construction, design or consulting services pertaining to capital projects; real estate transactions; or externally-funded research and sponsored activities. Solicitations include written requests for quotes, proposals, information, and qualifications; invitations to bid; materials submitted in response to solicitations; and bid and quote lists and tabulations.

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2.11 Employee Search Records

Minimum retention: 3 years after search completed

Document the recruitment and selection process for paid academic, classified, or student positions. Includes search committee records that are maintained in the unit conducting the search.

2.12 Employee Time Records

Minimum retention: 4 years

Document hours worked and leave hours accrued and taken by employees.

2.13 Employment Records

Minimum retention: 7 years after end-date of employment

Document an individual's employment by Oregon State University and resulting benefits.

2.14 Liability Waivers

Minimum retention: 2 years after last contact

Documents releasing or relinquishing a known right, claim, or privilege. These include, but are not limited to acknowledgement of risk waivers.

2.15 Purchase Orders

Minimum retention: 6 years after date of issue

Purchase orders regardless of total amount.

2.16 Real Estate Records

Minimum retention: duration of ownership or 6 years after sold

*May include records with long-term administrative or historical value.**

Document actions on real property owned and leased by Oregon State University.

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2.17 Trusts and Endowments

Minimum retention: life of the endowment

Document endowment and trust gifts made directly to Oregon State University.

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Section 3: Governance and Leadership

3.1 Accreditation Records

Minimum retention: 7 years

*May include records with long-term administrative or historical value.**

Document the accreditation process for Oregon State University by the Northwest Commission on Colleges and Universities (NWCCU) and the accreditation of academic units and programs at Oregon State University by outside organizations.

3.2 Board of Trustees Records

Minimum retention:

5 years after superceded for policies; 5 years after creation for other records

*May include records with long-term administrative or historical value.**

Document the actions of the Board of Trustees as the governing body of Oregon State University. Records include bylaws; meeting announcements, agendas, and minutes; and adopted policies, procedures, processes, and resolutions.

3.3 Faculty Senate Records

Minimum retention: 5 years

*May include records with long-term administrative or historical value.**

Document the actions of the Faculty Senate and Faculty Senate Committees regarding academic policies, educational standards, curricula, academic regulations, and faculty welfare and recommendations to the University administration.

3.4 University Policies and Standards

Minimum retention: 5 years after superceded

*May include records with long-term administrative or historical value.**

Policies and standards approved by the Executive Policy and Standards Committee.

*Contact the University Archivist for assistance in identifying records with long-term historical or administrative value and developing a plan for preservation and access.

Section 4: Research

4.1 Human Subjects Records

Minimum retention:

3 years after project completion except for FDA-regulated drug or device research, as indicated below.

For FDA-regulated drug research an investing tor or sponsor shall retain the records and reports for 2 years after a marketing application is approved for the drug; or, if an application is not approved for the drug, until 2 years after shipment and delivery of the drug for investigational use is discontinued and FDA has been so notified.

For FDA-regulated device research, an investigator or sponsor shall maintain the records required by this subpart during the investigation and for a period of 2 years after the latter of the following two dates: The date on which the investigation is terminated or completed, or the date that the records are no longer required for purposes of supporting a premarket approval application or a notice of completion of a product development protocol.

Records document the review of research projects that involve the use of human subjects.

4.2 Institutional Animal Care and Use Records

Minimum retention: 3 years after project completion

Records document the review of research projects that involve the care and use of animal subjects.

4.3 Research Misconduct Records

Minimum retention: 7 years after resolution

Records document allegations of misconduct brought forward by or against faculty or students relating to research projects. These records are to include information pertaining to the allegation; investigative proceedings, including all documents, articles, artifacts, sequestered data, and research materials included in any investigation; and ultimate disposition of any investigation.

4.4 Research Proposals

Minimum retention: 3 years after submission

*Contact the University Archivist for assistance in identifying records with long-term historical or administrative value and developing a plan for preservation and access.

Grant proposals (funded and un-funded) developed and submitted by Oregon State University units for external funding.

4.5 Sponsored Awards

Minimum retention: 3 years after grant termination date

Awards and contracts for externally-funded research and sponsored activities.

4.6 Sponsored Awards Accounting Records

Minimum retention: 3 years after submission of final expenditure report

Document the establishment and administration of restricted funds awards for externally-funded research and sponsored activities. May include technical reports, if submitted by investigator.

4.7 Technology Transfer Records

Minimum retention: 6 years after expiration

*May include records with long-term administrative or historical value.**

Records that document the transfer of technology developed at Oregon State University to outside agencies. Includes original patents; patent applications; and licensing agreements.

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