

Title	Description	Location	Retention	Disposition
Accreditation Records - <i>External</i>	Reports made by accrediting associations, (e.g. NCAA), recommendations by committees, and institutional responses to committee observations and suggestions.	NCAA Liaison	Retain hard and electronic copies until 1 year past next cycle accreditation, then transfer to the University Archives.	University Archives
Administrative Files	Central files documenting the daily activities of an office. This does not include record types specifically identified elsewhere in this schedule.	Department or Office	Retain until no longer useful	Destroy
Annual Reports	Annual report of the activities of the originating office or department.	Department or Office	Retain until no longer useful	Destroy
Committee and Conference Files	Records relating to the establishment, organization, membership, policies, activities, and accomplishments of internal, interagency, and advisory committees and conferences.	Department or Office	Retain 3 fiscal years, then destroy.	Destroy
Committee Records	Agendas, minutes, correspondence, reports, etc. relating to committees, task forces, commissions, and other standing or ad hoc groups.	Department or Office	Retain until no longer useful	Destroy
Conference Files	Documents relating to the Big 12 Conference.	Department or Office	Retain until no longer useful, transfer historical information to University Archives.	Secure Destruction or transfer to University Archives
Correspondence & Memos - Policy Related	Internal memos, e-mail, and other correspondence that state or form the basis for policy, set precedent, or record important events in the operational and organizational history of the university or an office or department.	Department of Office	Retain 5 calendar years or until no longer useful; transfer historical records to University Archives.	Secure Destruction or transfer to University Archives
Correspondence & Memos - Routine	Incoming and outgoing letters, memorandum, and e-mail pertaining to routine matters handled in accordance with existing policy and procedures: requests for information, letters of transmittal, etc.	Department of Office	Retain until no longer useful, then destroy.	Secure Destruction
Policy Statements	Original copies of formal explanations of department policies and procedures.	Corporate Counsel	Retain until no longer useful	Secure Destruction
Strategic Planning Files	Variety of documents relating to the strategic planning process.	Department or Office	Retain until no longer useful	Secure Destruction

Speeches and Writings	Notes, drafts, and final versions of agency related speeches, articles, talks, and other formal public communications published or given at meetings and conferences.	Department or Office	Retain until no longer useful; Destroy or transfer to transfer historical records to University Archives University Archives
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Title	Description	Location	Retention	Disposition
Accounts Payable Data Structure	Vendor identification, invoices, payments and 1099 related information including student award payments.	Business Office	7 fiscal years	Secure Destruction
Accounts Payable Records	Documents related to the payment for goods and services, including but not limited to purchase orders, contracts, invoices, vouchers, correspondence, and subsidiary ledgers. This also includes transactions completed via business procurement cards.	Business Office	7 fiscal years	Secure Destruction
Accounts Receivable Records	Documents related to the assessment, billing and collection amounts due to Kansas Athletics, including but not limited to fee schedules, contracts, collection efforts, correspondence, and subsidiary ledgers. This also includes transactions completed via merchant credit cards.	Business Office	7 fiscal years	Secure Destruction
ACH Authorizations	Forms filled out by vendors or employees to have funds automatically deposited in their bank accounts.	Business Office	7 fiscal years	Secure Destruction
Asset Records	Documents related to the purchase, maintenance, repair, improvement and depreciation of capitol assets.	Business Office	Retain for the life cycle of the related asset plus 1 year, then destroy.	Secure Destruction
Audit Reports and Workpapers - <i>External</i>	External Audit work includes, but is not limited to, Audit Reports issued by outside auditors including public accounting firms, and tax authorities.	Business Office	7 fiscal years	Secure Destruction
Audit Reports and Workpapers - <i>Internal</i>	Internal Audit work products include Audit Reports and Workpapers for all audit, investigation and advisory service projects - which may be in electronic or hardcopy form.	Business Office	One signed copy of the final report is held permanently. Workpapers are held for 5 fiscal years.	Secure Destruction and permanent
Banking Records	Bank statements, deposit books and slips, check registers.	Paper form in Business Office	7 fiscal years	Secure Destruction
Batch Transmittal Forms	Completed forms used to transmit documents for mass computer input	Business Office	Retain in conjunction with transmitted documents, then destroy.	Secure Destruction
Bond Issue Records	Documents relating to issuance of bonds	Business Office	Retain for life of the bond plus three years	Secure Destruction

Bid Records	Documents related to procuring goods and services, including but not limited to requests for proposals, requests for information, bids, quotations, and estimates.	Office or Department	3 fiscal years	Secure Destruction
Budget Preparation Files - Annual	Documents used in the preparation of annual department budgets, including but not limited to budget requests, and final forecasts and analyses.	Budget Office and Department or Office	5 fiscal years	Secure Destruction
Cancelled Checks		On Banking compact Disc since 2004; Business Office	7 fiscal years	Secure Destruction
Cash Management Records	Records to manage business with all types of financial services providers, including cash, check credit card, check, credit card, and other forms of receipt, and payment transactions. This include, but is not limited to, bank statements and reconciliations, deposit registers, and check registers.	Business Office	7 fiscal years	Secure Destruction
Diner's Club Card	Records of purchases made using card.	Business Office	7 fiscal years	Secure Destruction
Financial Statements and Reports - <i>External</i>	This includes, but is not limited to, statements and reports issued to Athletics, bonding agencies and other financial institutions. The supporting general ledger files and workpapers should be retained.	Business Office	Retained Permanently	Permanent
General Ledger Summary Data Structure	Summary of monthly activity for each fund--chart of accounts entry.	Business Office	7 years	Secure Destruction
General Ledger Transaction Data Structure	Transaction detail by fund and date.	Business Office	7 years	Secure Destruction
Insurance Policies	Copies of Insurance, including property, liability, casualty.	Business Office, CFO, HR, Legal, as appropriate	Retain for 10 years	Secure Destruction
Inventory Records, Expendable Property	Records of receipts, disbursements, and balances of office supplies and other expendable inventory materials.	Business Office	Retain for 3 fiscal years.	Secure Destruction
Inventory Records, Expendable Property	Non- Records related to capital equipment inventory	Business Office	Retain until superseded by new inventory plus 3 fiscal years, then destroy.	Secure Destruction
IRS Audit Files	Information from IRS Audit 1998	Business Office Storage Area	Retain for 7 fiscal years; IRS determinations kept permanently	Secure Destruction or permanent retention

Journal Entry Documents	Copies of Journal entries with supporting documentation for entry	Business Office	7 years	Secure Destruction
K120 - Kansas Corporate Income Tax Return	Kansas Corporate Income Tax return	Business Office	7 years	Secure Destruction
Ledgers, General	General records maintained by departments of financial receipts and expenditures normally used to monitor, manage, and verify department budget. This includes only internal documents.	Business Office	Retain for 3 fiscal years.	Secure Destruction
Machine-Produced Files	Master files produced by business machines during accounting, including but not limited to HRIS and Business Office databases, or stand-alone software hosted by departments.	Business Office, HR, other offices	7 fiscal years	Secure Destruction
Petty Cash Records	Documents related to petty cash accounting	Business Office	Retain 7 fiscal years.	Secure Destruction
Pledges	Pledge forms or other written documentation, including emails	Business Office. Original paper files in locked storage and/or locked filing cabinets; pledge documents are permanently retained.	Pledge data is retained permanently in Advance (KUEA) and Advantage (WEF/Ticket Office/Business Office)	Permanent
Purchase Orders	Purchase orders used by departments to request purchases of goods and services.	Business Office	Retain 7 fiscal years	Secure Destruction
Purchasing Records	Documents related to the purchase of goods and services: correspondence, vouchers, invoices, ledger books and cards, requisitions, etc.	Business Office	Retain 7 fiscal years.	Secure Destruction
Reports from outsourced vendors	Monthly or quarterly sales reports from outsourced segments of business, including concessionaire, merchandise vendor, etc.	Business Office	Retain 7 fiscal years	Secure Destruction
Telephone Billing Records	Copies of computer billings and supporting documents concerning the use of a telecommunications service provider, including KANS-A-N or other telephone providers	Business Office	Retain 7 fiscal years.	Secure Destruction
Travel Reports and Authorization Records	Records related to employee, team, prospective student-athlete travel, including documents used to certify the validity of claims for the reimbursement of travel expenses	Business Office	Retain 7 fiscal years.	Destroy
Vehicle Maintenance and Ownership Records	Documents related to the legal ownership and maintenance of KAI vehicles and Wheel Club vehicles: maintenance logs, legal titles, warranties, etc.	Business Office or Williams Educational Fund	Retain for life of the vehicle, or access to vehicle then transfer to subsequent owner or destroy as appropriate.	Destroy

Vendor Files	Records concerning purchases from specific vendors: invoices, correspondence, vouchers, ledger books and cards, etc.	Business Office	Retain 7 fiscal years	Destroy
W-9 Forms	Information provided by payees for 1099 processing and payments	Business Office	Retain 5 fiscal years; if current vendor, update as needed	Secure Destruction
990 - Return of Organization Exempt from Income Tax	Annual Return	Business Office and electronically	All 990's retained since 1959. Most recent 7 years retained in Business Office. Older ones in Business Office Storage facility.	Permanent
990T-- Exempt Organization Business Income Tax Return	Annual Return	Business Office		Permanent
1099-INT	Record of interest paid	Business Office	Retain 7 fiscal years	Secure Destruction
1099 Misc. - Miscellaneous Income	Record of various payments reportable to the IRS	Business Office; 1099 Misc. is electronically filed with IRS	Retain 7 fiscal years	Secure Destruction

Title	Description	Location	Retention	Disposition
Applications	Camp Application Form Evaluations, scorecards, etc. conducted on	Coach Office	3 years	Secure Destruction
Camp Evaluations	campers	Coach Office	5 years	Secure Destruction
Waivers, Medical Screening form	Waivers of Liability, Permission Forms, Releases, Physical exam screening forms	Coach Office	7 years unless injury reported at camp (then follow insurer's directives)	Secure Destruction

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>	<b>Disposition</b>
Barnstorming Guide	Information and forms related to barnstorming activities	Student-Athlete Files	6 years*	Secure Destruction
Big 12 Conference Eligibility Report	Shows PTD for each student-athlete	Sport Specific Binder/Eligibility Binder	6 years	Secure Destruction
Big 12 First Scheduled Contests	Calculates the first scheduled practice/competition for Football, Soccer and Volleyball	Electronic	Indefinitely	
Big 12 Participation Report	Keeps track of each student athlete participation in practice or competition, along with whether they receive financial aid	Sport Specific Binder/Eligibility Binder	6 years	Secure Destruction
Camps & Clinics	Includes: Description Form, Athletic Facilities Request, Payment Ledger, Individual Discount Fee Admission, Group Discounts, Refund List, Employment of Prospects, Outside Coaches and Staff Compensation, KU Staff Compensation, Student-Athlete Compensation, Camp-Clinic Income Statement, Private Camp/Clinic Employment	Camp and Clinic Binder	6 years	Secure Destruction
Cease and Desist Letters	Cease and Desist letters	File	6 years	Secure Destruction
Certification of Compliance	All staff members required to sign off every year verifying their education in NCAA rules	File	6 years	Secure Destruction
Commitment to Compliance	Educates new employees on rules and affirms that they will follow NCAA rules	File	6 years	Secure Destruction
Competition Roster	Approves each competition and student-athletes participating in that competition	Sport Specific Binder	6 years	Secure Destruction
Compliance Orientation	Each student-athlete signs off that they have watched video and filled out forms before they are allowed to practice/compete	Sport Specific Binder	6 years	Secure Destruction
Contact/Evaluation Log	Keeps record of contacts/evaluations for potential student-athletes	Sport Specific Binder	6 years	Secure Destruction
Declaration of Playing/Practice	Declares seasons for each sport	Sport Specific Binder	6 years	Secure Destruction

Departure and Return Restriction Log	Declares travel times/dates for upcoming season. Educates and monitors NCAA rules on arrival/departure times	Sport Specific Binder	6 years	Secure Destruction
Designation of Permissible Recruiters	Head Coach declares all coaches, managers, volunteers, etc.	Sport Specific Binder	6 years	Secure Destruction
Donation Requests	Marketing forwards to Compliance, Compliance approves/denies	Electronic log; original with Marketing		
Evaluation Days Tracking Log	Log turned in quarterly to Compliance with evaluation days used	Recruiting Calendar Binder	6 years	Secure Destruction
Fee For Lesson Guide	Information and forms for student-athletes who conduct fee for lessons	Student-Athlete Files	6 years	Secure Destruction
Financial Aid Agreement/National Letter of Intent Request Form	Filled out by coach, approved by financial aid, then compliance.	Electronic	Permanent	Permanent
Football Discretionary Time	Declaration of discretionary time for the spring semester	Football Binder	6 years	Secure Destruction
Foreign Tours Guide	Information and forms related to foreign tours for teams	Foreign Tours Binder	6 years	Secure Destruction
Graduate Assistant Coach Appointment Letter	G.A. class enrollment and financial aid disbursement	Sport Specific Binder	6 years	Secure Destruction
International Student-Athlete Questionnaire	Used for international student-athletes	Student-Athlete Files	6 years	Secure Destruction
KU Agent Application	Registration for agents who want to contact current student-athletes	Agent Files	Review every 5 years. If agent current, keep file. If agent not current, destroy.	Secure Destruction
Letter Awards	This includes: Athletics Awards, Special Achievement, Big 12 Participation	Sport Specific Binder	6 years	Secure Destruction
Local Sports Clubs	Coaches are required to fill this out if they are participating in a local sports club	File	6 years	Secure Destruction
NCAA Squad Lists	Listing of all student-athletes and their eligibility status	Sport Specific Binder/Eligibility Binder	6 years	Secure Destruction
NLIs/GIAs	National Letter of Intent/Financial Aid Agreements	Sport Specific Binder/Student-Athlete Files	6 years	Secure Destruction

Occasional Meal Approval Form	Form used to approve occasional meals	Occasional Meal/Reasonable Refreshment Binder	6 years	Secure Destruction
Official Visit Approval Form	Approval for potential student-athlete to come on official visit. Includes: Eligibility Center web status report, transcripts, test scores, transcript evaluation	Sport Specific Binder	6 years	Secure Destruction
Official Visit Report	Includes: Official Visit Approval, PSA Transportation Form, Complimentary Admissions, Student Host Regulations, Travel and Visit Itineraries	Official Visit Binders	6 years	Secure Destruction
Outside Groups Request for Facility Usage	Form used to request facilities use by outside groups	Facilities	3 fiscal years	Destroy
Outside Income	Tracks outside income of all staff members in athletic department	Electronic	Permanent	Permanent
Outside Scholarship Form	Used to report outside scholarships	Student-Athlete Files	6 years	Secure Destruction
Outside Team Tours	Information and forms related to outside team tours for student-athletes	Student-Athlete Files	6 years	Secure Destruction
Permissible Incidental Internet Charges Form	Used for team travel when internet is necessary for classwork to be completed	Attaches to specific travel audit report	6 years	Secure Destruction
Permission to Contact	All permission to contacts for potential incoming student-athletes and all student-athletes departing KU	Sport Specific Binder	6 years	Secure Destruction
Playing and Practice Log	Tracks practice hours of all sports	Practice Log Binder	6 years	Secure Destruction
Promotional Activity Requests	Dir. of S-A Development forwards to Compliance, Compliance approves/denies	Electronic log	Permanent	Permanent
Prospective Student-Athlete Addition/Deletion Form	Used by coaches to add/delete prospective student-athletes from prospective student-athlete monitoring list	DOE office	6 years	Secure Destruction
Reasonable Refreshment Approval Form	Form used to approve reasonable refreshments	Occasional Meal/Reasonable Refreshment Binder	6 years	Secure Destruction

Recruited Status	Head Coaches receive report and clarifies whether each student-athlete was recruited or not	Sport Specific Binder	6 years	Secure Destruction
Recruiting Audit Form	Yearly audit of recruiting systems with in each sport	File	6 years	Secure Destruction
Recruiting/Scouting Service Approval Form	Approves all recruiting and scouting services	Sport Specific Binder	6 years	Secure Destruction
Request for Outside Competition	Request for student-athletes to compete in outside competition	Student-Athlete Files	6 years	Secure Destruction
Restitution and Repayment Form	Repayment form	File with violation file	Permanent	Permanent
Sport Sponsorship Log	Form used to track sport sponsorship rules for individual sports	Sport Sponsorship Binder	6 years	Secure Destruction
Student Assistance Fund	S-A Services forwards to Compliance, Compliance approves, then forwarded to Business Office	Electronic log	Permanent	Permanent
Student-Athlete Addition/Deletion Form	Used by coaches to add/delete student-athletes to roster	Student-Athlete Files	6 years	Secure Destruction
Student-Athlete Beginning of the Year Forms	Includes: housing, employment, vehicle information along with drug testing consents (KU, Big 12, NCAA)	Electronic	Permanent	Permanent
Student-Athlete Employment	Student-Athlete employment information	Student-Athlete Files	6 years	Secure Destruction
Student-Athlete Employment Verification	Verifies employment information	Employment Verification Binder	6 years	Secure Destruction
Student-Athlete End of the Year Forms	Summer contact information, employment, etc.	Electronic	Permanent	Permanent
Student-Athlete Housing Verification	Verifies housing information	Housing Verification Binder	6 years	Secure Destruction
Student-Athlete Missed Meal & Per Diem Worksheet	Used for vacation periods	Sport Specific Binder	6 years	Secure Destruction
Student-Athlete Telephone Benefit Disclaimer	Student-athlete sign off on form saying they understand rules related to athletic department cell phone use for donor calls nights	File	6 years	Secure Destruction
Student-Athlete Vehicle Registration	Vehicle registration for student-athletes	Student-Athlete Files	6 years	Secure Destruction

Team Travel Compliance Audit	Ensures that proper per diem/meals were received during competition	Sport Specific Binder	6 years	Secure Destruction
Telephone/Text Messaging Reports	Monthly log of all recruiting related telephone calls and text messages	Telephone Report Binder	6 years	Secure Destruction
Ticket Office Request for Complimentary Admissions - Coaches	Requests complimentary admissions for high school coaches	Keep in ticket office		
Ticket Office Request for Complimentary Admissions - Recruits	Requests complimentary admission for recruits	Official Visit Binders	6 years	Secure Destruction
Transfer Verification	Verifies eligibility and financial aid information for transferring student-athletes	Student-Athlete Files	6 years	Secure Destruction
Transfer Worksheet	Assists in the transfer process and whether student-athlete will meet transfer rules	SASS office or attached to official visit approval form	6 years	Secure Destruction
Tryout/Clearance Form	Form for students who are wishing to tryout and walk onto team.	Sport Specific Binder	6 years	Secure Destruction
Unofficial Visit Log	Records all unofficial visits for that month	Sport Specific Binder	6 years	Secure Destruction
Violations	Violation reports	File and Electronic	Permanent	Permanent
Waivers	ARS-SLR, Initial Eligibility, Progress Towards Degree, Hardship, Incidental Expense, Conference	File and Electronic	Permanent	Permanent

\* NCAA only requires records to be kept for 5 years

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>	<b>Disposition</b>
Issue Card Acknowledgements	Forms signed by student-athletes acknowledging issued items are property of KAI and the student-athlete is not to cut, alter, tear, sell, trade, barter, etc. these items	Equipment Room	6 years	Secure Destruction
Purchase Orders & Invoices	Copies of POs, Orders, and corresponding invoices when processed	Asst. AD Office & Equipment Room; originals to Business Office	As long as needed; originals retained by Business Office	Destroy
Student Manager Program Files	Files containing information for all Student Managers including evaluations and personal information	Locked file cabinet in Asst. AD Office	5 fiscal years	Secure Destruction
Team Issue Cards	Includes sizing records, dates of issuance and retrieval	Computers / Equipment Room	5 fiscal years	Shredding paper Document / Computer File Saved
Team Size Charts	Sizing information	Computers / Equipment Room	5 fiscal years	Shredding paper Document / Computer File Saved
Varsity Award Forms	Records of who lettered in each sport each year	Asst. AD Office; copies to Media Relations and Williams Educational Fund (K Club)	Ongoing / Reference for each year	After student-athlete graduations, information provided to Director of Traditions/Hall of Athletics for permanent storage

Title	Description	Location	Retention	Disposition
Architectural Plans, Drawings, Maps, and Specifications	Records documenting the physical plant of the agency.	Facilities	Retain until no longer useful, then transfer to University archives	University Archives
Building and Grounds Maintenance Records	Documents associated with repairs and other maintenance to the physical plant of agency - does not include Work Orders and Logs	Facilities	Retain records of minor maintenance for 3 fiscal years, then destroy. Retain records of major maintenance activities for 10 fiscal years, then contact University archives for appraisal - if not accepted for transfer to archives, then destroy.	Destroy or University Archives
Capital Improvement Projects Files	Records related to construction projects: correspondence, bids, specifications, plans, drawings, reports, notes, etc.	Facilities and/or Corporate Counsel	Retain until no longer useful. Drawings, plans transferred to University archives.	University Archives
Equipment Maintenance and Ownership Records	Documents related to the legal ownership and maintenance of agency equipment: legal titles, warranties, maintenance logs, etc.	Facilities, Corporate Counsel or Business Office	Retain for the life of the equipment, then transfer to the new owner of the equipment or destroy as appropriate.	Secure Destruction
Equipment Operation Records	Documents related to the use of agency equipment (e.g.. Photocopy logs, check-out forms, use request forms, etc.), including photocopiers, typewriters, computers, calculators, adding machines, etc.	Department or Office	Retain 3 fiscal years.	Destroy
Expendable Items Supply Requests - <i>Internal</i> Facility Use Agreements	Documents used by departments to order expendable supplies. Facility Contracts with outside groups contracting to use Athletic facilities	Department or Office	Retain 3 fiscal years.	Destroy
Injury Reports	Injury reports completed by Facilities workers after a reported injury in Kansas Athletics facility	forward to Corporate Counsel	Retain for 5 years after date of injury, or as directed by insurers	Secure Destruction
Property Disposition Records, Non-Expendable	Documents used to remove capital equipment from inventory.	Department or Office; Business Office	Retain 3 fiscal years.	Destroy

Title	Description	Location	Retention	Disposition
E-mail correspondence	General electronic correspondence.	Department or Office	Retain until no longer useful, then destroy.	Secure destruction
Schedules, Office Activities	Internal forms and calendars used to schedule employee or office activities (calendars and appointment books, etc.)	Department or Office	Retain until no longer useful, then destroy.	Destroy

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>	<b>Disposition</b>
Copies of expenditures	Bills for all purchases	Copy in Director of Traditions' office; Original with Business Office	5 years	Destroy
Deed of Gift of Artifacts	Contract between KAI and donor, transferring ownership to KAI	Copy in Director of Traditions' office; Original with Corporate Counsel	Indefinitely	Permanent
Inventory	Inventory of Items in Hall of Athletics	Electronic copy on Hall Athletics Server	Indefinitely	Permanent
Loan Agreement for loan of Artifacts	Contract between KAI and lender for certain period of time	Copy in Director of Traditions' office; original with Corporate Counsel	5 years after loan agreement expires	Secure Destruction
Publications, photographs, documents from Media Relations or other departments	Publications, photographs, or other types of documents (speeches, brochures, etc.) provided to the Hall of Athletics Archives	Hall of Athletics--paper copies of historical documents; other documents stored electronically on Hall of Athletics Server	Items of historical value stored in original condition in Hall of Athletics or University Archives; other items may be stored electronically; items deemed not to have historical value may be destroyed after consultation with department providing the document and with University Archives	Permanent, stored electronically, transferred to University Archives, or destroyed
Statistical Reports	Statistical records of Kansas Athletics activities/functions used in compiling and publishing monthly, quarterly, and/or annual reports.	Department or Office	Retain until no longer useful; reports stored permanently	Permanent

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>	<b>Disposition</b>
Annual W-2 File	Only reported to IRS electronically since 1998. Prepared by and provided to IRS by external service provider.	ADP/UltiPro (after 2010)	Seven (7) years (available at service provider)	
Background Check Reports	Paper copy of background check ordered prior to employment	HR	Two (2) calendar years	Secure Destruction
Employee Applications - Not Hired	Application and supplementary materials submitted by unsuccessful applicants for employment.	HR/ UltiPro	Retain for three (3) calendar years	Secure Destruction
Employee Evaluation Form and records regarding disciplinary actions	Documentation on an individual employee's work progress or problems and other records regarding disciplinary action.	HR; employee file	Retain for Length of employment plus seven (7) years	Secure Destruction
Employee Personnel Files- Office Copies	Copies of documents in Employee Personnel Files associated with employment of specific personnel (applications, evaluations, forms, etc.), maintained in the department for convenience.	Department or Office	Retain for Length of employment plus three (3) years	Secure Destruction
Employee Personnel Files (Official)	Documents associated with the employment of specific personnel: employee evaluation forms, applications for employment, INS Residence Status forms, and other personnel material.	HR	Retain for Length of employment plus seven (7) years	Secure Destruction
Employee Position Descriptions	Formal descriptions of duties and other characteristics of particular employment positions.	HR; employee file	Retain for Length of employment plus seven (7) years	Secure Destruction
Employee Time Report Records - Departmental Files	Records documenting time worked by individual employees on a daily, weekly, or monthly basis: time sheets, time cards, attendance reports, sign in/out sheets, etc.	Payroll	Retain for four (4) fiscal years	Secure Destruction
Employee Training Course Materials	Record copy of manuals, syllabi, textbooks and other training aids created for employee training programs.	Department or Office/ UltiPro	Retain until training program is obsolete	Destroy
Employee Training Records	Correspondence, reports, and other records relating to the operation of Kansas Athletics sponsored training programs and to employee participation in training programs sponsored by external organizations.	HR; Personnel File; UltiPro	Retain for Length of employment plus seven (7) years	Destroy

Employee Withholding Allowance Certificates	Internal Revenue Service W-4 forms completed by employees to establish rate of tax to be withheld from paychecks.	Payroll; UltiPro	Retain until no longer in effect or four (4) years have passed since date tax was due or paid (whichever is later).	Secure Destruction
Enrollment/Change Forms-Flexible Benefits Sec. 125; health, dental and other benefits and employee deductions		HR; Personnel File; UltiPro	Retain for Length of employment plus seven (7) years	Secure Destruction
Employee benefit plan documents		HR	Retain for six (6) years	Destroy
Equal Employment Opportunity Grievance Files	Documents related to discrimination charges concerning employment and subsequent investigations.	HR	Retain for Length of employment plus seven (7) years	Secure Destruction
Equal Employment Opportunity Plans	Documents related to agency compliance with laws and regulations concerning EEO/AA plans.	HR	Retain for five (5) calendar years.	Secure Destruction
Health Insurance Usage/Renewal Reports from Providers		HR	Retain for six (6) years	Destroy
HRIS Files (Personnel bio, benefits and other data info)	Measure retention period from date of termination for persons with no future benefits, or from death of former employee or last beneficiary to receive benefits.	HR; UltiPro	Retain for Length of employment plus seven (7) years	Secure Destruction
I-9	Employment Eligibility Verification Immigration Form	Payroll	Retain for length of employment plus three (3) calendar years	Secure Destruction
Individual Benefits Computations		HR; Personnel File; UltiPro	Retain for length of employment plus seven (7) years;	Destroy
Leave Requests	<u>Internal</u> requests used to request and authorize the taking of leave by employees.	Department or Office	Retain for three (3) calendar years.	Destroy
Organizational Charts and Reorganization Studies	Records documenting planned and actual changes in organizational structure over time.	HR and Department or Office	Retain for three (3) calendar years.	Destroy
Payroll Adjustment Records	Copies of documents and supporting materials used to make adjustments in agency payroll accounts.	HR Personnel File; Payroll	Retain for four (4) fiscal years if not in personnel file; length of employment plus seven (7) if in personnel file	Destroy

Payroll Deduction Authorization Records, General	Documents used to authorize various deductions from an employee's pay: insurance enrollments, GHI enrollments, deduction forms, etc.	HR Personnel File; Payroll; UltiPro	Retain for four (4) fiscal years if not in personnel file; length of employment plus seven (7) if in personnel file	Destroy
Payroll Direct Deposit Authorization Records	Completed forms used to authorize direct deposits of payroll checks in employee bank accounts.	HR; Personnel File	Retain for length of employment plus seven (7) years;	Destroy
Postal Records	Records concerning the use of the U.S. Postal Service and express companies: mailing logs, postage purchase reports, registered mail receipts, express company receipts, mailing permits, etc.	Department or Office	Retain for three (3) fiscal years.	Destroy
Promotion Files	Information gathered to support promotion decisions	HR; UltiPro	Retain for three (3) calendar years.	Secure Destruction
Recruitment Files	Documents relating to the recruitment process to file vacant positions.	HR; UltiPro	Retain for three (3) calendar years.	Secure Destruction
Search Committee Records	Lists of candidates, final reports, recommendations	HR; UltiPro	Retain for three (3) calendar years.	Secure Destruction
W-2 - Wage and Tax Statement		Payroll; UltiPro	Retain for seven (7) years	Secure Destruction
W-3 - Transmittal of Wage and Tax Statements		Department or Office	Retain for seven (7) years	Secure Destruction
W-4 Employee's Withholding Allowance Certificate		Payroll; UltiPro	Retain until no longer in effect or four (4) years have passed since date tax was due or paid (whichever is later).	Secure Destruction
W-5 - Earned Income Credit Advance Payment Certificate		Payroll	Retain for seven (7) years	Secure Destruction
Workers Compensation Forms/Claims		HR	Retain for five (5) calendar years from case closed date; if future medical benefits awarded retain until death of claimant	Secure Destruction

Title	Description	Location	Retention	Disposition
Data System Users Access Records	Records created to control or monitor individual access to a system for security purposes, including but not limited to user account records, security logs, and password files.	Department or Office	Retain until individual no longer has access to the system, plus 1 year.	Secure Destruction
Data System Backup Files	Copies of master files or databases, application software, logs, directories, and other documentation needed to restore a system in case of a disaster or inadvertent destruction.	Department or Office	After closed, terminated, completed, expired or settled after completion of the 3rd verification cycle; or audit completion confirming successful transaction updates; or required audit trail maintenance; or ability to restore or migrate when errors are detected or when hardware or software changes occur. CAUTION: Records Management officers must be certain before assigning the retention period of AC to agency automated processing files that the files do not fall under records series listed elsewhere.	Secure Destruction
Data Systems Documentation - Application Development Files	Records created and used in the development, redesign, or modification of an automated system or application. These may include project management records, status reports, draft system or subsystem specifications, draft user requirements and specifications, and memoranda and correspondence.	Department or Office	Retain by office 3 years after discontinuance of system or application, and/or after system's or application's instance data have been destroyed or migrated to a new structure or format.	University Archives

Data Systems Documentation - Conversion / Migration Plans	Records that deal with the replacement of equipment or computer operating systems due to hardware/software obsolescence or maintenance.	Department or Office	Retain by office 3 years after University Archives discontinuance of system or application, and/or after system's or application's instance data have been destroyed or migrated to a new structure or format.
Data Systems Documentation - Data Documentation / Metadata	Records or metadata necessary to access, retrieve, manipulate and interpret data in an automated system. May include data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	Department or Office	Retain by office 3 years after University Archives discontinuance of system or application, and/or after system's or application's instance data have been destroyed or migrated to a new structure or format.
Data Systems Documentation - Data Flow Documentation	Documentation regarding the movement of data within and/or between automated systems. May include data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	Department or Office	Retain by office 3 years after University Archives discontinuance of system or application, and/or after system's or application's instance data have been destroyed or migrated to a new structure or format.
Data Systems Documentation - Data Systems Specifications	User and operational documentation describing how an application system operates from a functional user and data processing point of view. May include records documenting data entry, manipulation, output and retrieval, records necessary for using the system, including user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.	Department or Office	Retain by office 3 years after University Archives discontinuance of system or application, and/or after system's or application's instance data have been destroyed or migrated to a new structure or format.
Data Systems Documentation - Hardware Documentation	Records documenting the use, operation, and maintenance of an agency's data processing equipment.	Department or Office	Retain by office 3 yrs after University Archives discontinuance/disposal of equipment. Secure Destruction

Data Systems Documentation - Source Code	Source Code	Department or Office	Retain by office 3 years after discontinuance of system or application, and/or after system's or application's instance data have been destroyed or migrated to a new structure or format.	University Archives
Data Systems Test Databases / Files	Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.	Department or Office	Retain by office until superseded, then transfer to University Archives.	Secure Destruction
Disaster Preparedness and Recovery Plans	Plans and other documents related to reestablishment of data processing services following a disaster.	Department or Office	Retain by office until superseded then transfer to University Archives.	University Archives
Equipment Support Files - Data Systems	Information on data processing equipment, software, and other products and their vendors. Record of support services provided for specific data processing equipment, including site visit reports, service reports, service histories, and correspondence.	Department or Office	Retain by office service histories and other summary records until superseded or obsolete. Retain by office remaining records for 3 years.	Secure Destruction
Hardware Documentation	Records documenting operational and maintenance requirements of computer hardware such as operating manuals, hardware / operating system requirements, hardware configurations and equipment control systems.	Department or Office	Retain by office until closed, terminated, completed, expired, or settled and until electronic records are transferred to and made usable in a new hardware environment, or there are no electronic records that require the hardware in order to be retrieved and read are retained to meet an approved retention period. CAUTION: Software needed for access to the electronic records must be retained for the period of time required to access the records.	Secure Destruction

Help Desk Logs and Reports	Consists of records used to document requests for technical assistance and responses to these requests, as well as to collect information on the use of computer equipment to compile monthly and annual statistics, and for reference for planning, management analysis, and other administrative purposes.	Department or Office	Retain by office until closed, terminated, completed, expired or settled and when reconciliation confirmed plus 2 years. Retain by office, summary reports, until no longer administratively useful. Secure Destruction
History Files - Web Sites	A record of the documents visited during an internet session that allows users to quickly access previously visited pages more quickly or to generate a record of a user's progress.	Department or Office	Retain by office until closed, terminated, completed, expired, or settled, and when reconciliation confirmed. Retain by office, summary reports, until no longer administratively useful. Secure Destruction
Internet Cookies	Data resident on hard drives that make use of user-specific information transmitted by the Web server onto the user's computer so that the information might be available for later access by itself or other servers.		After closed, terminated, completed, expired, or settled. Secure Destruction
Off-line Storage System - Automated	List of backup tapes.	Department or Office	Retain in office until related records or media are destroyed or withdrawn from the media library. Secure Destruction
Policies, Procedures, and Related Documentation - Data Processing	Documents establishing policies, procedures, and guidelines for data processing, including access, security, systems development, data retention and disposition, and data ownership. Manuals or records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.	Department or Office	Retain by office until superseded or obsolete plus 3 years <b>OR</b> Retain in office until superseded or obsolete plus 10 years. Secure Destruction

Quality Assurance Records and Reports	Adherence of applications and systems development procedures and products to established policies, processes, architectures, deliverables, performance metrics, budgetary allocations and deadlines. Documentation includes reviews and assessments.	Department or Office	Retain by office until source code is upgraded or becomes obsolete plus 3 years.	Secure Destruction
Software Registration, Warranties, License Agreements, Contracts		Department or Office	Retain by office for life of the asset plus 3 years.	Secure Destruction
Usage Files - Data Systems	Records created to monitor computer system and network usage including but not limited to log-in files, system usage files, charge-back information, data entry logs, security logs, and records of individual computer program usage.	Department or Office	Retain by office until completion of applicable review and verification procedures OR Retain in office until completion of applicable review and verification procedures plus 1 year.	Secure Destruction
Usage Files - Internet Services (internal)	Records created to monitor access and use of services provided via the internet including website logs, mail server logs, FTP logs, Telnet logs, and antivirus / anti-spam mail service logs.	Department or Office	Retain by office until completion of applicable review and verification procedures OR Retain in office until completion of applicable review and verification procedures plus 1 year.	Secure Destruction
Usage Files - Network & Telecommunications (internal)	Records created to monitor computer system and network usage including but not limited to log-in files, system usage files, charge-back information, data entry logs, security logs, and firewall logs.	Department or Office	Retain by office until completion of applicable review and verification procedures OR Retain in office until completion of applicable review and verification procedures plus 1 year.	Secure Destruction
Electronic Mail - Former employees	Electronic mail messages sent or received by employees to assist in the execution of their duties and responsibilities.	University IT Department	Retain for 210 days after last day of employment.	Secure Destruction

Personal Employee Files	Documents and files created by employees for use in the execution of their duties and responsibilities.	IT Department	Retain until no longer useful or 90 days, whichever occurs first, then destroy.	Secure Destruction
Cellular Telephone Records	Computer generated reports listing incoming and outgoing cellular telephone calls.	IT Department, Business Office	Retain 3 fiscal years plus current fiscal year.	Secure Destruction
Telephone Accounting System Reports	Computer generated reports listing all telephone calls made or received from individual extensions within the agency.	Department or Office	Retain 3 fiscal years.	Secure Destruction
Voice Mail Messages	Sound recordings produced by a voice mail system designed to leave messages for the receiver.	Department or Office	Retain until no longer useful, then destroy.	Secure Destruction
Computer System Documentation	Records related to the development, implementation, modification, and use of computer programs and systems.	Department or Office	Retain and dispose of in conjunction with associated computer programs and systems.	Secure Destruction
Telecommunications Logs	Registers recording incoming and outgoing telephone calls and fax transmissions.	IT Department, Business Office	6 months	Destroy

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>	<b>Disposition</b>
Financial Records	Vendor files, bank reconciliations, daily sales logs, credit card receipts, etc.	Office	7 fiscal years	Secure Destruction
Membership Records	Waiver forms, applications for membership, etc.	Office	2 calendar years after membership terminates	Secure Destruction
Personnel Records	Individual personnel files, I-9 files	Office	Retain for Length of employment plus seven (7) years	Secure Destruction

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>	<b>Disposition</b>
Administrative Hearing Files	Documents relating to actions taken by or against employees or students. Including records of grievances , hearings, and appeals.	HR for Employees; Corporate Counsel for students	Retain for 5 years after case is closed	Secure Destruction
Audio recordings of student appeals hearings and Board of Directors meetings	Audio records of Board of Directors meetings or student-athlete appeals hearings	Board of Directors meetings audio recording available with AD Executive Assistant until next meeting; student appeals hearings record held by hearing chair 5 years	Meetings taped over at next meeting; appeal hearings destroyed after 5 years	Secure Destruction
Bid Records	Documents related to bids, quotations, or estimates.	Department or Office	5 years	Secure Destruction
Board of Directors Resolutions and other official documents	Resolutions, Articles of Incorporation, Bylaws, and other official documents of Kansas Athletics, Inc.	Originals in Corporation Notebook kept by Corporate Counsel	Permanent	Permanent
Consultant reports	Reviews and information from consultants	Paper copy and electronic copy	Paper copy for 5 years; electronic copy longer if necessary	Secure Destruction
Contracts	Legal agreements with individuals/entities and associated documents	Originals with Corporate Counsel; copies with Department or Office	Retain for 5 years after the life of the agreement, then destroy.	Secure Destruction
Deeds for Real Estate	Documents pertaining to ownership of real property.	Corporate Counsel	Retain permanently.	Permanent
Deeds of Gift	Records of donor information.	Original with Corporate Counsel; copies with Hall of Athletics	Retain permanently.	Permanent
Injury Reports	Injury reports completed by Facilities workers after a reported injury in Kansas Athletics facility	original forwarded to Corporate Counsel from Facilities	Retain for 5 years after date of injury, or as directed by insurers	Secure Destruction
Investigation or Inspection Reports	Reports of findings associated with investigations of complaints or incidents, and/or reports of inspections made that can include identifying information, general inspection results, and remarks.	Originals with Corporate Counsel; copies with Department or Office	Retain for 5 years after inspection or the close of the investigation, then destroy.	Secure Destruction

Leases, Real Property, and Capital Equipment	Documents related to the leasing of real estate and equipment.	Originals with Corporate Counsel; copies with Department or Office	Retain until superseded or inactive plus 5 calendar years, then destroy.	Secure Destruction
Legal Settlements	Copies of settlement agreements between Kansas Athletics and entities or individuals	Originals with Corporate Counsel; if employee, original stored in employee personnel file	Permanent	Permanent
Litigation Records	Documents and reference materials (including court transcripts) regarding cases litigated by the Corporate Counsel or outside counsel for Kansas Athletics	Corporate Counsel	Retained by Corporate Counsel until no longer useful, then destroy	Secure Destruction
Memoranda of Understanding or Agreement	Formal agreements reached between state, local, and/or federal agencies or between private entities or individuals	Originals with Corporate Counsel; copies with Department or Office	Retain until agreement becomes inactive plus 5 calendar years then destroy.	Secure Destruction
Minutes	Proceedings of regular or special meetings of committees including Kansas Athletics, Inc. Board of Directors	Board of Directors minutes and proceedings stored in Corporation Notebook with Corporate Counsel; other minutes with Department or Office	Non-Board of Director Minutes--Retain until no longer useful but a minimum of 3 years; Board of Directors minutes retained in Corporate Book permanently	Destroy or permanent
Policy and Procedures Manuals	Copies of Kansas Athletics policies and procedures issued in collective manual or individual statement formats.	Master list of all policies and all updates stored in paper and electronic format; current policies posted for employees on kuathletics.com	Master list retained permanently; policies removed from online format as updated and superseded	Permanent
Request for Access to Records	Documents related to requests for access to state agency records and responses prepared pursuant to Kansas Open Records Act	Originals with Corporate Counsel; copies with Associate AD/Media and Communications	Retain 5 years then destroy.	Destroy
Real Estate (Building, Land and Mineral Rights) Acquisition/Sale Documentation	Documents relating to the acquisition or sale of real estate	Originals with Corporate Counsel	Permanent; correspondence regarding transactions destroyed after 5 years	Permanent; correspondence destroyed

Stock Certificates	Membership stock certificate in Alvamar Country Club	Safe in Business Office	Retained until membership ends and then retain for additional 2 years	Secure Destruction
Title IX Documentation	Information gathered for Title IX consultant reviews	Paper copy in binders and electronically	Paper copy for 5 years	Secure Destruction
Trademarks and Copyright	Documents related to trademarks and copyright registrations or the original documents themselves.	Originals with the University Office of the General Counsel; copies with Director of Trademark Licensing	Retain for 5 years after expiration of patent or registration, then transfer to University Archives.	University Archives
Trademark/Licensing Agreements	Trademark and License Agreements, including agreements with craftsmen and artisans, business use agreements with organizations using University marks, high school licensing agreements	Original with Trademark/Licensing Director	Retain for 5 years after expiration of Agreement	Secure Destruction
Vehicle Ownership Records	Legal documents pertaining to ownership of department vehicles - including titles.	Business Office	Retain for 5 years after ownership terminated, then destroy.	Secure Destruction

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>	<b>Disposition</b>
Auction Items	Contact info for winners of various auction items on kuathletics.com No credit card info	Stored on promotions server; no paper copy information	3 fiscal years	Secure Destruction
Birthday on the Hill	Orders for Birthdays at football, wbb, baseball, softball and soccer events	Electronic File stored on promotions server --No payment info stored electronically. Paper copies in Marketing office	Electronic files kept for renewal information (payment info deleted from electronic database) for 3 fiscal years; paper files shredded at end of season	Paper files secure destruction; electronic payment info securely deleted from server.
Community Cares Program Information	Ticket program for non-profit, 501(c)(3), groups. Membership fee allows group availability to complimentary tickets to select events.	Paper copies of application and distribution forms stored in Marketing and Business offices. Ticket request forms located in Marketing and Ticket offices.	7 fiscal years	Secure Destruction
Donation requests	Requests for donations from individuals or organizations. Forwarded to compliance for approval	Hard Copies stored in notebooks in Marketing and Business office.	Hard Copies stored in Marketing for five years.	Secure Destruction
Hospitality on the Hill	Orders for tailgate tents to all home football games	Electronic contacts and files stored on Promotions server	Contact information kept 3 fiscal years; payment information destroyed after payments applied	Secure Destruction
Junior Jayhawk Orders	Kids Club database and order information	Electronic File stored on promotions server; No payment info stored electronically. Paper copies in Marketing office. Transactions now run through Paciolan and information stored on Paciolan server	Electronic files kept for renewal information (payment info deleted from electronic database) for 3 fiscal years; paper files shredded after they are entered into electronic database	Secure Destruction
Paver Orders	Orders for paving stones in front of Allen Fieldhouse	Paper copies stored in notebooks in Marketing and Business office.	Permanently retained in order to show location of stone for customers or descendants	Permanent

Title	Description	Location	Retention	Disposition
Photographic and Video Materials	Photo-prints, negatives, slides, films, videotapes, etc.	Media Relations	Retain paper copies until no longer useful, then archived electronically	Electronic Archives or destroy
Press Release	Public information issued to the news media.	Media Relations	Retain paper copies until no longer useful; archive electronically	Electronic Archives or Destroy
Public Relations Materials	Clippings; documents related to official functions; internally produced newsletters, pamphlets, brochures; documents commemorating anniversaries, etc.; final versions of department related speeches and other formal public communications.	Media Relations or department or office	Retain paper until no longer useful; transfer documents regarding commemorative events to Hall of Athletics Archives; archive important materials electronically	Electronic Archives; Hall of Athletics Archives or destroy
Publications	Internally produced newsletters, pamphlets, leaflets, and brochures distributed internally or externally to inform a constituency about the activities of Kansas Athletics or a department or athletics team	Media Relations or department or office	Retain in office 1 year, then transfer 5 copies to the Hall of Athletics Archives and destroy the remainder; archive electronically	Electronic Archives; 5 paper copies to Hall of Athletics Archives or destroy

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>	<b>Disposition</b>
Bills	record of all bills submitted and paid for student-athlete	Locked cabinet in Adm Asst office and racquetball storage facility	10 years	Secure Destruction
Drug Test Results, negative	negative drug testing documentation	Med Rec Room at FB facility	while students are active	Secure Destruction
Drug Test Results, positive	positive drug testing documentation	Med Rec Room at FB facility	7 years	Secure Destruction
Inventory Records, Expendable Property	Records of receipts, disbursements, and balances of office supplies and other expendable inventory materials.	copies retained with Adm Asst office; originals to Business Office	Retain for 1 fiscal year	Destroy
Medical records	personal data, releases, physicals, doctor and trainers' notes	Locked cabinet in Adm Asst office and racquetball storage	10 years	Secure Destruction
Over the Counter medicine logs	record of all over the counter medication given to student-athletes, staff, others	racquetball storage	10 years	Secure Destruction
Staff/Others Doctor's Notes	documentation when seeing one of our doctors	Adm Asst office and racquetball storage	10 years	Secure Destruction
Try-out paperwork	personal data, releases, physicals, insurance information for students trying out for intercollegiate sports teams	racquetball storage	10 years	Secure Destruction

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>	<b>Disposition</b>
Admission Files - Students who did NOT Enroll	Applications, transcripts, and ACT scores for students who applied for admission but did not enroll.	Counselor Office. Secure file cabinets	Retain 1 year after application term, then destroy.	Secure Destruction
Admission Files - Enrolled Students	Applications, transcripts, letters of recommendation, financial aid, English scores, immigration documents, autobiographical statements, etc. required for admission. (Current & Past Students)	Student files in Counselor Office. Secure file cabinets. Upon graduation or departure from school, files moved to secure SASS archive files.	Retain 5 years after graduation or date of last attendance, then transfer autobiographical statements to the 'Autobiographical Statements' series and retain accordingly. Destroy the remainder of the file.	Secure Destruction
Academic Advising Records	Records documenting students' interactions with academic advisors, including academic tracking records and correspondence.	Student files in Counselor Office. Secure file cabinets. Upon graduation or departure from school, files moved to secure SASS archive files.	Retain 5 years after graduation or date of last attendance.	Secure Destruction
Attendance Forms	Attendance records, reporting students who never attended or ceased attending classes.	Student files in Counselor Office. Secure file cabinets. Upon graduation or departure from school, files moved to secure SASS archive files.	Retain 1 academic year then destroy.	Secure Destruction
Bills	Student-athlete bills including tuition, housing, books, financial aid	Electronically stored on server	7 fiscal years	Secure Destruction
Class Schedules - Students	Class schedule generated each semester for each student.	University Registrar.		Secure Destruction

Class Schedules - Forms	Form used by the student and the advisor to determine the classes in which a student will enroll for a given term and to update addresses and other information.	Student files in Counselor Office. Secure file cabinets. Upon graduation or departure from school, files moved to secure SASS archive files.	Retain 5 years after graduation or date of last attendance.	Secure Destruction
Correspondence - Student Related	Incoming and outgoing letters and memoranda which relate to student records issues, such as academic status, graduation, registration, etc.	Student files in Counselor Office. Secure file cabinets. Upon graduation or departure from school, files moved to secure SASS archive files.	Retain 5 academic years after date of graduation or date of last attendance.	Secure Destruction
FAFSA Letters	Information regarding student-athlete federal financial aid	stored electronically	1 fiscal year	Secure Destruction
Financial Aid Roster	Lists of student-athletes receiving financial aid	Paper file for first year; transferred to electronic files	7 fiscal years	Secure Destruction
Graduate Assistant Paperwork	Calculations for monthly checks and payments for books and tuition	Electronically stored on server	7 fiscal years	Secure Destruction
Grant-in-aid calculations	Information used to calculate grants-in-aid, including on and off campus room and board calculations and guaranteed tuition calculations	Electronically stored on server	7 fiscal years	Secure Destruction
Housing Lists	Semester by semester housing tracking and assignments, contact information, timelines	Electronically stored on server	5 fiscal years	Secure Destruction
International Student-athlete information	Includes needs analysis and travel information	Electronically stored on server	5 fiscal years	Secure Destruction
Lease Agreements	Copies of student-athlete lease agreements for non-student housing	Paper file for first year; transferred to electronic files	7 fiscal years	Secure Destruction
Medical Hardship or Disqualifiers	Work placements for student-athletes with medical hardships or disqualifications	Paper file	1 fiscal year	Secure Destruction
National Letter of Intent Documentation	Includes NLI Tracking worksheet by sport, list of validated/signed NLI, list of signed NLI and housing status, approved NLI sent to Conference, Conference discrepancy reports	Originals with Compliance; electronic copies with KAI Financial Aid and stored on server	7 fiscal years for electronically stored files	Secure Destruction
Part-time letters	Documentation regarding student-athletes taking less than full-time coursework	Kept in paper copy filed by semester	7 fiscal years	Secure Destruction

Scholarship Check Calculations	calculations for monthly scholarship checks	Electronically stored on server	7 fiscal years	Secure Destruction
Student-Athlete Assistance Funds	Requests and payment information for student-athlete assistance funds	Paper file for first year; transferred to electronic files	5 fiscal years	Secure Destruction
Student Enrollment Files	Enrollment forms, student status changes, and related documents concerning an individual student's enrollment in a course.	University Registrar		Secure Destruction
Study Abroad Information	Information kept to document student-athletes study abroad including application, confirmation from SASS regarding course requirements, itemized budgets from Office of Study Abroad, approved itemized budget for program	Kept in paper copy filed by semester	7 fiscal years	Secure Destruction
Squad Lists, Participation Rosters	lists of student-athletes	Prepared in paper version annually, transferred to electronic files	7 fiscal years	Secure Destruction
Summer School Notebooks	Includes information of weekly enrollment checks from SASS, recalculation and notifications, approved summer school applications and approved summer bridge applications	prepared in paper version annually, transferred to electronic files	7 fiscal years	Secure Destruction
Textbook Lists	Textbook lists with Textbook coordinator. Includes picking list, invoices, receipts, course schedules, syllabi	Current semester lists in binder with Textbook Coordinator; previous semester information kept in storage boxes in storage closet	7 fiscal years	Secure Destruction
Training Table Reports	Swipe reports, eligibility lists, sign-in logs	Electronically stored on server	7 fiscal years	Secure Destruction
Withdrawal Authorizations	Student requests to withdraw from a class that have been granted.	University Registrar		Secure Destruction

<b>Title</b>	<b>Description</b>	<b>Location</b>	<b>Retention</b>	<b>Disposition</b>
Batch reports and reconciliations	Daily financial record from each individual employee	Ticket Office vault	Retained until released by Internal Audit	Secure Destruction
Complimentary Ticket Request Forms	Requests for complimentary tickets from staff, departments, or university	Ticket Office vault	Retained until released by Internal Audit	Secure Destruction
Game Settlement Reports	Game reports of attendance and revenues, system generated and prepared	Ticket Office vault and electronically; electronic copy retained for year-by-year comparisons	Retained until released by auditors and Marketing	Secure Destruction
High School coaches/recruit forms	Request forms for complimentary tickets from high school coaches and recruits	Ticket Office vault until end of FY and then to storage facility	6 years Released by Compliance	Secure Destruction
High School coaches/recruit ticket stubs	Torn stub for those picking up tickets for high school coaches and recruits	Ticket Office vault	Retained until released by auditors	Secure Destruction
Non-participating student-athlete sign up sheets	Sign up sheets for non-participating athletes for admission to games	Ticket Office vault until end of FY and then to storage facility	6 years Released by Compliance	Secure Destruction
Non-participating student-athlete ticket stubs	Torn stub of those tickets picked up by non-participating student-athletes	Ticket Office vault	Retained until released by auditors	Secure Destruction
Paciolan and Donor Advantage Information	Complete ticketing system records including information on all ticket sales and donor information	Electronically stored at Paciolan; off site storage	Retained since 1989	Permanent
Player/Guest sign up forms	Sign up sheets for guests of players	Ticket Office vault until end of FY and then to off-site Ticket Office storage facility	6 years Released by Compliance	Secure Destruction

Player/Guest ticket stubs	Torn stub for those picking up tickets as guests of the players	Ticket Office vault	Retained until released by auditors	Secure Destruction
Signature forms	Signatures of those receiving complimentary tickets	Ticket Office vault	Retained until released by Internal Audit	Secure Destruction
Ticket and Parking applications	Customer applications for tickets and parking	Ticket Office vault	Retained until released by auditors and Marketing	Secure Destruction
Unclaimed Will Call Tickets	Tickets at Will Call windows that are not picked up for the event	Ticket Office vault	Retained until released by auditors	Secure Destruction
Voided or Unused Tickets	Tickets that are refunded, voided, or returned and remain unsold	Ticket Office vault	Retained until released by Internal Audit	Secure Destruction

Title	Description	Location	Retention	Disposition
Gift Documentation (KUEA)	Agreements, contracts, letters of gift/fund Administration agreements.	Documentation stored at KUEA. Original document retained in Planned Giving vault file (moved to Fund Admin File upon gift maturity and subsequent establishment of new KU Endowment account). Imaged in PaperClip as a separate drawer. (Also recorded in Advance.) Trust/Gift Annuity agreement imaged when terminated if proceeds establish new fund account.	7 years after termination of gift vehicle (although will be retained permanently as a part of the KU Endowment fund account documents).	Permanently retained in PaperClip
K Club Memberships	membership forms	WEF, Business Office, K Club Director	Retained since 2008; keep 10 years	Secure destruction
Mailing Lists	List of names and addresses to whom mail is regularly sent.	WEF and/or Ticket Office. File Server	Retain physical copy until updated, then destroy.	Secure Destruction
Patron Comments	Comments received via web, e-mail, and correspondence.	Online in e-mail, both group and individual accounts. In print in department or office.	Retain until no longer useful.	Secure Destruction
Pledges	Pledge forms or other written documentation, including emails	Business Office. Original paper files in locked storage and/or locked filing cabinets; pledge documents are permanently retained.	Pledge data is retained permanently in Advance (KUEA) and Advantage (WEF/Ticket Office/Business Office)	Permanent
Programs and Invitations	Documents related to official Williams Fund functions.	WEF, excel file on File Server	Retain in staff annual files until no longer useful, then transfer to Hall of Athletics archives.	Hall of Athletics Archives or staff annual files
Special Events Payments	Process payments following the event	Advantage (WEF) and Business Office	Retain until transaction appears on statements; allow time for dispute; retain up to maximum 1 year	Secured until secure destruction

Vehicle Maintenance and Ownership Records	Documents related to the legal ownership and maintenance of KAI vehicles and Wheel Club vehicles: maintenance logs, legal titles, warranties, etc.	Business Office (Warranties given to individual driver).	Retain for life of the vehicle, then transfer to subsequent owner or destroy as appropriate.	Destroy
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