

**The Committee to Approve Schedules for
the Retention
and Disposition of Official State Records**

October 14, 2015

Attachment “A”



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
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ACCOUNTING & FINANCIAL RECORDS

Accounts Payable/Invoice Records	Administration & Finance or Office Where Generated	FY + 5 years	Regular
Bad Debt Documentation: Overdue accounts, such as library fines parking tickets, loans, payment for service rendered	Controller's Office or Business Center	FY + 4 years after payment or write-off	Regular
Bank Reconciliations and Related Documents	Administration & Finance	FY + 7 years	Regular
Bids, Accepted: For purchases	Purchasing	FY + 7 years	Regular
Bids, Rejected: For purchases	Purchasing	FY + 3 years	Regular
Bonds/Securities/Certificates of Participation Files	Administration & Finance	FY final redemption + 4 years	Archives
Cash Register Tapes/Cash Receipt Documentation	Administration & Finance; Controller's Office or Office Where Generated	FY + 4 years	Regular
Chart of Accounts: An institutional list of the accounts and their identification coding	Administration & Finance; Controller's Office	FY + 4 years	Regular
Cost Accounting Documentation: Records analyzing the cost of producing certain items or performing certain tasks	Office Where Generated and/or Controller's Office	FY + 3 years	Regular
Credit Card Receipts	Office Where Generated or Controller's Office	FY + 5 years	Secure
Delivery Slips: Documents sent with purchased goods indicating item(s) shipped	Office Where Generated or Controller's Office	FY + 3 years	Regular
Endowment Fund Reports, Annual: Report of funds received and expended by endowment accounts. May be in form of report to donors	Foundation or System Office Where Reports Generated	FY + 7 years	Archives



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Endowment Fund Reports, Periodic: Periodic report of funds collected or expended by endowment accounts	<i>Foundation or System Office Where Generated</i>	FY + 7 years	<i>Regular; Secure if confidential donor information is contained in report</i>
Financial Reports/Work Papers, Annual: Consolidated year-end report of financial documentation showing assets and liabilities, broken down by major funding areas, such as academic and student services areas	<i>Administration & Finance</i>	FY + 3 years	<i>Archives</i>
Financial Reports, Quarterly/Interim: A report of institutional assets, liabilities, expenditures, income and equities. A periodic report, not the year-end report	<i>Administration & Finance</i>	FY + 1 year	<i>Regular</i>
Fraud Files	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Fraudulent Checks	<i>Office Where Received or Where Investigated</i>	FY received + 3 years	<i>Secure</i>
Inventory Control Record	<i>Office Where Generated</i>	FY + 7 years	<i>Regular</i>
Journals: Documentation of institutional cash transactions, petty cash transactions/replenishments, including disbursements and receipts	<i>Institution Controller's Office</i>	FY + 5 years	<i>Regular</i>
Records used to transfer charges between accounts and for summarizing account information	<i>Institution Controller's Office</i>	FY + 5 years	<i>Regular</i>
Purchase Orders (POs)	<i>Controller's Office</i>	FY + 7 years	<i>Regular</i>
Purchasing Card (PCard) & Travel Card/Travel Claim Documentation: Including statements from bank regarding PCard and Travel Card use, transaction forms, and other supporting documentation	<i>Controller's Office</i>	FY + 5 years	<i>Regular</i>



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Registers-Bond: Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	<i>Administration & Finance</i>	FY of final redemption + 4 years	<i>Regular</i>
Registers-Check: Book or original entry for all cash disbursements paid by check	<i>Administration & Finance; Controller's Office</i>	FY + 5 years	<i>Regular</i>
Requisitions	<i>Business Center</i>	FY + 4 years	<i>Regular</i>
Student Account Records	<i>Office Where Generated</i>	FY last date of enrollment + 7 years	<i>Secure</i>
Surplus Property Records	<i>Office Where Generated</i>	FY + 3 years	<i>Regular</i>
Timekeeping Documentation: Includes documentation of staff, work-study students, and non-work-study students	<i>Office Where Generated or Human Resources</i>	FY + 3 years	<i>Regular</i>
Trusts/Bequests	<i>Foundation; Fundraising Office</i>	Permanent	<i>On Site or Archives</i>
Warranties (e.g., products, construction, etc.)	<i>Administration & Finance</i>	Life of product + 7 FY	<i>Regular</i>
ADMINISTRATIVE RECORDS			
Accreditation Records	<i>Office of the President</i>	FY + 10 years	<i>Archives</i>
Advertising	<i>Office Where Generated</i>	FY + 3 years	<i>Regular</i>
Articles of Incorporation/ Bylaws and Records of NSHE or Related Entities: Including foundations, research corporations, etc.	<i>Office Where Generated</i>	Permanent	<i>On Site or Archives</i>
Calendars of Events	<i>Office Where Generated</i>	Until superseded	<i>Archival Review</i>
Camp or Activity Involving Children: Registration and other documents	<i>Office Where Generated</i>	FY + 25 years, or age of majority plus 7 FY	<i>Secure</i>
Chancellor Files	<i>Chancellor's Office</i>	FY + 4 years	<i>Archival Review</i>
Councils/Committees Records	<i>Office Where Generated</i>	FY + 5 years	<i>Archival Review</i>
Day Care Center Licensing	<i>Office Where Generated</i>	FY + 25 years, or age of majority plus 7 FY	<i>Regular; Secure if confidential information present</i>



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Drug-Free Schools and Communities Act Records	<i>Office Where Generated</i>	FY + 4 years	<i>Archival Review</i>
Environmental Monitoring Records	<i>Environmental, Health & Safety (EH&S)</i>	FY + 5 years	<i>Regular</i>
General Files: Consists of correspondence, memoranda, reports, email and publications of other departments of NSHE and external agencies	<i>Office Where Generated</i>	FY + 5 years	<i>Regular; Secure if confidential information is present</i>
General Files-Upper Administration: Consists of files of the vice chancellors, vice presidents, provosts, deans, directors, chairs and upper-level administrators including email	<i>Office Where Generated</i>	FY + 5 years	<i>Archival Review; Secure if confidential information is present</i>
Incident/Accident Reports	<i>Office Where Generated; Risk Management</i>	FY + 7 years, or age of majority plus 7 FY	<i>Archives</i>
Logs: Includes but not limited to mail logs, telephone logs, lists and schedules used to monitor work functions	<i>Office Where Generated</i>	FY + 1 year	<i>Regular</i>
Mailing Lists	<i>Office Where Generated</i>	Until superseded	<i>Secure</i>
Motor Vehicle Records: Including copies of title, maintenance and usage	<i>Administration & Finance</i>	FY + 7 years	<i>Regular</i>
Organizational Charts	<i>Office Where Generated</i>	FY + 5 years	<i>Archives</i>
President Files	<i>Office Where Generated</i>	FY + 4 years	<i>Archival Review</i>
Public Records Request Files	<i>Public Records Officer or Counsel</i>	FY + 3 years	<i>Regular; Secure if confidential information present</i>
Reports-General	<i>Office Where Generated</i>	FY + 5 years	<i>Archival Review</i>
Strategic Plans	<i>President; Provost; Office Where Generated</i>	FY + 1 year	<i>Archives</i>
Surplus Property Records	<i>Business Center</i>	FY + 3 years	<i>Regular</i>



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System, Institution or Unit Policy: Policies provide specific direction for operations, administration, or programs. Policies are applicable institution- or unit-wide. Policies enhance the institution or unit's mission and operational efficiency, mandate action or constraints, and must be consistent with relevant statutes, regulations, bylaws, or rules.	Board of Regents; Chancellor; President or Office Where Generated	Until superseded	Archives or On Site
Telephone Records	Office Where Generated	FY + 1 year	Regular
Training Course Documentation: Memoranda, flyers, catalogues, registration forms, rosters and other records relating to training courses	Office Where Generated	FY + 7 years	Regular
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY			
Affirmative Action Programs Pursuant to Qualified Disabled Veterans and Vietnam Veterans Act	EEOC Office; Office Where Generated	FY + 2 years	Regular
Americans with Disabilities (ADA) Compliance Records	EEOC Office	FY + 7 years	Secure
Americans with Disabilities (ADA) Requests for Accommodation, Responses and Related Documentation	EEOC Office	FY + 7 years	Secure
Complaints of Prohibited Discrimination, Protected Status (including Sexual Harassment)	Student Conduct Office; EEOC Office; Title IX Coordinator; Title VII Office; Human Resources	FY + 7 years	Secure
Investigated Complaints of Discrimination that are Dismissed or that Result in Finding of Merit Maintained	Student Conduct Office; EEOC Office; Title IX Coordinator; Title VII Office; Human Resources	Permanent	On Site



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Title VII, ADA, and/or GINA Required Reports (Higher Education Staff Information Report EEO-6)	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
ATHLETICS			
Academic Progress Rate	<i>Athletic Department</i>	NCAA Requirements	<i>Regular (Final Report); Secure if confidential information present</i>
Athletic Scholarships	<i>Athletic Department</i>	FY + 5 years	<i>Regular or Secure if confidential information present</i>
Coach and Assistant Coach Files	<i>Athletic Department</i>	FY + 5 years	<i>Regular or Secure if confidential information present</i>
Conference Waivers	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Eligibility Certification	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Equity in Athletics Disclosure Act (EADA) Disclosures	<i>Athletic Department</i>	Federal Requirements	<i>Regular</i>
Financial Aid Documents	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Fitness Facility Use Records & Waiver Forms	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Graduation Success Report	<i>Athletic Department</i>	NCAA Requirements	<i>Regular (Final Report); Secure if confidential information present</i>
NCAA Squad List	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
NCAA Violations	<i>Athletic Department</i>	NCAA Requirements	<i>Regular (Snapshot Report); Secure if confidential information present</i>
NCAA Waivers	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Player Recruiting Records	<i>Athletic Department</i>	NCAA Requirements	<i>Secure</i>
Recruiting Rules & Regulations	<i>Athletic Department</i>	FY + 7 years	<i>Regular</i>
Rules & Regulations	<i>Athletic Department</i>	FY + 7 years	<i>Regular</i>
Scouting Reports	<i>Athletic Department</i>	Until no longer needed	<i>Secure</i>
Sport Schedules	<i>Athletic Department</i>	Until superseded	<i>Regular</i>
Sports Program (for events)	<i>Athletic Department</i>	Until superseded	<i>Regular</i>



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1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Statement of Revenues and Expenses Filed with NCAA Annually	<i>Athletic Department</i>	NCAA Requirements	<i>Regular</i>
Student Affidavits	<i>Athletic Department</i>	FY + 5 years	<i>Secure</i>
AUDIT			
Audit Reports Files-External	<i>Office Where Generated</i>	FY + 7 years	<i>Regular; Secure if confidential information present</i>
Audit Reports Files-Internal	<i>Office Where Generated</i>	FY + 7 years	<i>Regular; Secure if confidential information present</i>
Working Papers	<i>Office Where Generated</i>	FY + 7 years	<i>Secure</i>
BOARD OF REGENTS			
Agendas & Supporting Material for Board or Committee Meetings	<i>Board of Regents Office</i>	Permanent	<i>Archives or On Site</i>
Audiotape	<i>Board of Regents Office</i>	FY + 5 years; Permanent if no minutes are generated	<i>Regular; Secure if confidential information present</i>
General Files: Including correspondence, memoranda; procedures, announcements, etc.	<i>Board of Regents Office</i>	FY + 3 years	<i>Archival Review</i>
Minutes of Board or Committee Meetings	<i>Board of Regents Office</i>	Permanent	<i>Archives or On Site</i>
Reports: Generated by or submitted to the Board/Board Office	<i>Board of Regents Office or Office Where Generated</i>	FY + 3 years	<i>Archival Review</i>
BUDGET RECORDS			
Work Papers: Legislative approved budget, summaries, work papers, work programs, revisions, supportive documentation	<i>Administration & Finance</i>	FY + 6 years	<i>Regular</i>
CONTRACTS			
Service, Independent Contracts, MOUs, Cooperative Agreements & Related Documentation	<i>System; Office Where Generated; Business Center North; Business Center South</i>	FY + 7 years	<i>Regular</i>



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ENVIRONMENTAL, HEALTH AND SAFETY			
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Asbestos Sampling/Evaluation Records	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 6 years	<i>Regular; Secure if confidential information present</i>
Asbestos Training Records: Employee Training	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY last date of employment + 1 year	<i>Regular; Secure if confidential information present</i>
Audiograms & Threshold Inspections	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 5 years	<i>Regular</i>
Exposure Control Files	<i>Environmental Health & Safety (EH&S)EH&S</i>	FY + 3 years	<i>Regular</i>
Fire & Safety Inspections: Includes but not limited to elevators, escalators, boilers, pressure vessels and related equipment	<i>Office Where Generated</i>	FY + 5 years	<i>Regular</i>
First Aid Reports	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Hazmat: CAPP Chemical Accident Prevention Program Files	<i>Environmental Health & Safety (EH&S)</i>	FY + 5 years	<i>Secure</i>
Hazmat: Generators of Hazardous Waste Records	<i>Environmental Health & Safety (EH&S)</i>	FY + 5 years	<i>Secure</i>
Hazmat: Hazard Communication Program	<i>Environmental Health & Safety (EH&S)</i>	FY + 4 years	<i>Regular</i>
Hazmat: Hazardous Material Safety File	<i>Environmental Health & Safety (EH&S)</i>	FY + 30 years	<i>Regular</i>
Hazmat: Registration Files of Generators of Hazardous Waste	<i>Environmental Health & Safety (EH&S)</i>	FY + 6 years	<i>Regular</i>
Laboratory Inspection Reports: Periodic inspections of laboratories	<i>Environmental Health & Safety (EH&S)</i>	FY + 3 years	<i>Regular</i>



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Occupational Health and Safety Inspections	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 5 years	<i>Regular</i>
OSHA Citation Postings	<i>Where Posted</i>	3 days	<i>Regular</i>
OSHA Employee Medical Records	<i>Human Resources—Separate Confidential File</i>	FY + 30 years	<i>Secure</i>
OSHA Exposure Records	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 30 years	<i>Secure</i>
OSHA Illness & Injury Files	<i>Environmental Health & Safety (EH&S)</i>	FY + 6 years	<i>Secure</i>
OSHA Inspection & Violation Files	<i>Environmental Health & Safety (EH&S)</i>	FY + 6 years	<i>Regular</i>
OSHA Notices Postings	<i>Where posted</i>	Until superseded	<i>Regular</i>
OSHA Personnel Protective Equipment	<i>Environmental Health & Safety (EH&S)</i>	FY + 4 years	<i>Regular</i>
OSHA Required Logs & Summaries of Occupational Injuries and Illnesses	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 6 years	<i>Secure</i>
Radiation Safety Records	<i>Office Where Generated</i>	State and federal Requirements	<i>Regular; Secure if confidential information present</i>
Respirator Fit Test Records	<i>Risk Management; Environmental Health & Safety (EH&S)</i>	FY + 1 year	<i>Regular</i>
Safety Program Files	<i>Environmental Health & Safety (EH&S)</i>	FY + 4 years	<i>Regular</i>
Safety Training Course Documentation: Rosters and Other Records Relating to Training Course	<i>Risk Management or Environmental Health & Safety (EH&S)</i>	FY + 3 years	<i>Regular</i>
FACILITIES OR STUDENT HOUSING MAINTENANCE			
Boiler Inspection Report Files	<i>Facilities or FM Compliance Manager</i>	FY + 5 years	<i>Regular</i>
Building Security & Protection System Maintenance Records (e.g., key authorization, fire alarm inspections)	<i>Facilities</i>	FY + 7 years	<i>Secure</i>



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Capital Improvement Bid & Contract Documentation	<i>Purchasing</i>	FY end of warranty period + 7 years	<i>Regular</i>
Capital Improvement Projects Files: Including blue prints, plans, drawings, etc.	<i>Planning & Construction or Facilities</i>	Life of Building	<i>Archival Review</i>
General Files: Administrative documents, correspondence, reports, time sheets	<i>Facilities</i>	FY + 5 years	<i>Regular</i>
Pending & Completed Work Orders; Maintenance Services Records	<i>Facilities</i>	FY + 2 years	<i>Regular</i>
Safety Program Files	<i>Facilities or Risk Management</i>	FY +5 years	<i>Regular</i>
Training Documentation	<i>Risk Management</i>	FY + 7 years	<i>Secure</i>
FACULTY			
Faculty Senate Records	<i>Office Where Generated</i>	FY + 5 years	<i>Archival Review; Secure if confidential information present</i>
HOMELAND SECURITY			
Restricted Document Log	<i>System or General Counsel</i>	FY + 4 years	<i>Secure</i>
HUMAN RESOURCES RECORDS (PROFESSIONAL, CLASSIFIED & STUDENT)			
Alcohol & Drug Testing Records	<i>Human Resources-- (maintained separately from personnel records)</i>	FY last date of employment + 7 years	<i>Secure</i>
Applications for Employment: Hired	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Applications for Employment: Non-Hired	<i>Human Resources</i>	FY + 1 year	<i>Secure</i>
Background Checks & All Related Documents: Hired Employee	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Background Checks & All Related Documents: Non-Hired	<i>Human Resources</i>	FY + 1 year	<i>Secure</i>
Benefits Documentation	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>



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Board of Regents Decisions: Regarding personnel and designated executives	<i>Secretary of the Board of Regents</i>	Permanent	<i>Archives or On Site</i>
Paycheck & Direct Deposit Distribution List & Forms	<i>Controller's Office or Business Center</i>	FY + 3 years	<i>Secure</i>
Disciplinary Records: Classified	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Disciplinary Records: Faculty	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Disciplinary Records: Faculty-Dismissed Charges	<i>President</i>	1 year (Code, Ch. 6, Sec. 6.15)	<i>Secure or Release to person charged if requested</i>
Equal Pay Act Records: (e.g., any records that describe or explain the basis for payment of any wage differential to employees of the opposite sex in the same institution)	<i>Human Resources; Office Where Generated</i>	FY + 7 years	<i>Secure if considered a personnel record, otherwise Regular</i>
Evaluation of Work Performance: Faculty and Staff (See also Evaluations, Class/Course)	<i>Human Resources; Office Where Generated</i>	FY last date of employment + 7 years	<i>Secure</i>
Faculty Employment Documents: Appointments, tenure, promotions, evaluations	<i>Provost; Academic Affairs; Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Family Medical Leave Act (FMLA)	<i>Human Resources-- (maintained separately from other personnel records)</i>	FY last date of employment + 7 years	<i>Secure</i>
Fitness for Duty	<i>Human Resources-- (maintained separately from personnel files)</i>	FY last date of employment + 7 years	<i>Secure</i>
Grievances-Classified	<i>Business Center North; Business Center South</i>	FY last date of employment + 7 years	<i>Secure</i>
Grievances-Faculty	<i>Human Resources; Faculty Senate</i>	FY last date of employment + 7 years	<i>Secure</i>
Immigration & Naturalization Records, I-9 Forms	<i>Human Resources; Office Where Generated; Office of International Students & Scholars (OISS)</i>	FY of date of hire plus 3 years, or FY of termination plus 1 year, whichever is later	<i>Secure</i>



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Immigration Reform & Control Act Records	<i>Human Resources</i>	FY + 7 years	<i>Secure</i>
Leave Records	<i>Human Resources; Office Where Generated</i>	FY last date of employment + 7 years	<i>Secure</i>
Letters, Congratulatory	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Regular</i>
Nevada Ethics Acknowledgment Statement	<i>Human Resources; Board of Regents</i>	FY last date of employment + 7 years	<i>Regular</i>
Oaths	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Personnel, Payroll & Retirement Information	<i>Human Resources; Payroll; Office Where Generated or Maintained</i>	FY last date of employment + 7 years	<i>Secure</i>
Personnel Records, Student: Includes documentation of work-study and non-work study students	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Personnel Requisition for Classified Staff Department: Request placed whenever a position within the department becomes vacant	<i>Human Resources</i>	FY + 3 years	<i>Regular</i>
Polygraph Records	<i>Human Resources; Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Position Description	<i>Human Resources</i>	FY + 3 years	<i>Regular</i>
Recruitment Records	<i>Human Resources</i>	FY + 7 years	<i>Secure</i>
Self-Disclosure of Criminal Convictions Documentation	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Unemployment Compensation Records	<i>Human Resources</i>	FY + 7 years	<i>Secure</i>
Visa Related Documents	<i>Human Resources</i>	FY last date of employment + 7 years	<i>Secure</i>
Volunteer Records	<i>Human Resources</i>	FY last date of volunteering + 7 years	<i>Secure</i>
Worker's Compensation Records: Work related injuries and illnesses	<i>Human Resources & Risk Management</i>	FY last date of employment + 7 years	<i>Secure</i>



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INFORMATION TECHNOLOGY RECORDS

Application Development Files: Records created and used in the development, redesign, or modification of an automated system of application	System Computing Services or Institution IT Office	FY + 3 years	Secure
Assets Inventory	System Computing Services or Institution IT Office	FY + 7 years	Regular
Conversion/Migration Plans: Records that deal with the replacement of equipment or computer operating systems due to hardware/software obsolescence or maintenance	System Computing Services or Institution IT Office	FY + 3 years	Secure
Data Documentation: Records necessary to access, retrieve, manipulate and interpret data in an automated system	System Computing Services or Institution IT Office	FY + 3 years	Secure
Disaster Preparedness & Recovery Plans: Records related to reestablishment of data processing services in case of a disaster	System Computing Services or Institution IT Office	FY + 10 years	Secure
Employee Access Control & Security Awareness Files	System Computing Services or Institution IT Office	FY + 3 years	Secure
Equipment Support Files: 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	System Computing Services or Institution IT Office	FY + 3 years	Regular



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Hardware Documentation: Records documenting the use, operational, and maintenance of an agency's data processing equipment	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Secure</i>
Help Desk Logs and Reports	<i>System Computing Services or Institution IT Office</i>	FY + 1 year	<i>Regular</i>
Policies for Data Processing: Including access, security, systems development, data retention and disposition, and data ownership. 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	<i>System Computing Services or Institution IT Office</i>	Until superseded + 7 years	<i>Secure</i>
Risk Analysis	<i>System Computing Services or Institution IT Office</i>	FY + 7 years	<i>Secure</i>
Security Evaluations & Reviews	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Secure</i>
Source Code; Information System Specifications	<i>System Computing Services or Institution IT Office</i>	FY + 3 years	<i>Secure</i>
Systems Log Files	<i>System Computing Services or Institution IT Office</i>	90 days	<i>Secure</i>
Usage Files: Records created to monitor computer system and network usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage	<i>System Computing Services or Institution IT Office</i>	90 days	<i>Secure</i>
Users Access Records: Records created to control individual access to a system for administrative and security purposes	<i>System Computing Services or Institution IT Office</i>	FY + 7 years	<i>Secure</i>



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INSURANCE			
Certificates of Insurance, Indemnification Agreements, Hold-Harmless Agreements, Contracts (See also "Minors")	<i>System Risk Manager, System Contract Coordinator or Office Where Generated</i>	FY + 7 years or if claim If claim is presented, turn over to Office of Risk Management and Insurance	<i>Regular</i>
Potential Claims Records	<i>Risk Management; Office Where Generated</i>	FY + 3 years	<i>Regular</i>
Property Insurance Inspection Reports	<i>Risk Management</i>	FY + 5 years	<i>Regular</i>
Property Losses File	<i>Risk Management</i>	FY + 3 years	<i>Regular</i>
IRS TAX DOCUMENTATION			
IRS Tax Documentation: Includes such documents as 1099s for revenue received by institution; records of state or federal taxes paid	<i>Administration & Finance; Payroll</i>	CY + 4 years	<i>Secure</i>
LEGAL			
Legal Files: Includes all litigation, research, correspondence, etc.	<i>General or System Counsel</i>	FY + 7 years; Counsel may direct longer retention period	<i>Secure</i>
Legal Opinions	<i>General or System Counsel</i>	Permanent	<i>Archives or On Site</i>
Medical Professional Liability Claims/Cases/Judgments/Settlements	<i>NSHE Risk Management/ UNSOM General Counsel</i>	Permanent	<i>Archives or On Site</i>
Subpoenas	<i>General or System Counsel</i>	FY + 1 year	<i>Regular</i>
Trademark Registrations/ Patents: Including all related correspondence and documents	<i>Tech Transfer, Office Where Generated or Other Designated Office</i>	FY + 10 years	<i>Archival Review; Regular</i>
LIBRARY			
Circulation, Patron ID, Reference Requests	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Interlibrary Borrowed File	<i>Office Where Generated</i>	FY + 3 years	<i>Regular; Secure if confidential information present</i>
Interlibrary Loan file	<i>Office Where Generated</i>	Until administrative need is satisfied	<i>Regular</i>
Miscellaneous Administrative: Including documents, correspondence, inventory lists, etc.	<i>Office Where Generated</i>	FY + 3 years	<i>Regular</i>
Records of Overdue Materials	<i>Office Where Generated</i>	FY + 3 years	<i>Secure</i>
Videotape Production Records, Collections	<i>Office Where Generated</i>	FY + 3 years	<i>Archival Review</i>
MEDICAL			
Business Associate Agreements	<i>Office Where Generated</i>	FY + 7 years	<i>Regular</i>
Clinical Patient Billing Records	<i>Office Where Generated or Institution Controller</i>	FY + 7 years	<i>Secure</i>
Clinical Patient Medical Records	<i>Office Where Generated</i>	Minors to age 18 + 7 years; All others- FY + 7 years	<i>Secure</i>
Controlled Drug Administrative, Audit & Dispensing Records	<i>Office Where Generated</i>	FY + 5 years	<i>Secure</i>
Daily Drug Dispensing Records	<i>Office Where Generated</i>	FY + 5 years	<i>Secure</i>
HIPAA-Related Forms, Compliance & Audit Documents	<i>Office Where Generated</i>	FY + 7 years	<i>Secure</i>
Prescription Records	<i>Office Where Generated</i>	FY + 5 years	<i>Secure</i>
MINORS			
Releases/Waivers/Hold Harmless/Indemnification Documents for Activities Involving Minors (e.g. camps)	<i>Office Where Generated</i>	FY + 25 years or age of majority plus 7 FY	<i>Secure</i>
OPEN MEETING LAW RECORDS (SEE BOARD OF REGENTS)			
Audiotape	<i>Foundation; Student Government</i>	FY + 5 years; or permanent if no minutes generated	<i>Regular; Secure if confidential information present</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Minutes, Notices, Agenda, Support Materials, etc.	<i>Foundation; Student Government</i>	Permanent	<i>Archival Review; Regular; Secure if confidential information present</i>
POLICE SERVICES			
Background Checks	<i>Police Department</i>	FY + 7 years	<i>Secure</i>
Citations:			
Criminal citations	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
Parking citations	<i>Parking Enforcement</i>	FY + 2 years	<i>Secure</i>
Traffic citations	<i>Police Department</i>	FY + 2 years	<i>Secure</i>
Crime/Incident Reports Includes all incidents involving officers such as traffic, burglary, assault, etc. and supporting documentation, arrest records, lab reports, victim information	<i>Police Department</i>	FY + 5 years	<i>Secure</i>
Crime Statistics for Clery Act Reports, etc.	<i>Police Department</i>	FY of public disclosure/publishing + 7 years	<i>Regular; Secure if confidential information present</i>
Department Reports	<i>Police Department</i>	Permanent	<i>Regular; Secure if confidential information present</i>
Dispatch Unit Transmission Log	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
Dispatch Unit Transmission Recordings	<i>Police Department</i>	90 days	<i>Secure</i>
Equipment: Issued to personnel	<i>Police Department</i>	Life of the equipment	<i>Secure</i>
Evidence & Seized Property	<i>Police Department</i>	Same as applicable incident/crime report or case	<i>Secure</i>
Evidence Destruction Records	<i>Police Department</i>	Same as applicable incident/crime report or case	<i>Secure</i>
General Records: Correspondence, community service programs, miscellaneous records	<i>Police Department</i>	FY + 4 years	<i>Secure</i>
In-Car Recordings	<i>Police Department</i>	90 days	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Intelligence Research, Reports & Information	<i>Police Department</i>	5 years	<i>Secure</i>
Internal Affairs	<i>Police Department</i>	7 years	<i>Secure</i>
Interstate Identification Index	<i>Police Department</i>	FY + 3 year	<i>Secure</i>
Investigation Files not resulting in arrest (all others are part of the applicable incident/crime report or case file)	<i>Police Department</i>	Statute of limitations	<i>Secure</i>
K9 Records	<i>Police Department</i>	FY + 3 years	<i>Regular; Secure if confidential information present</i>
POST Certification Records	<i>Police Department</i>	FY last date of employment + 7 years	<i>Secure</i>
Radio & Car Logs	<i>Police Department</i>	FY + 1 year	<i>Secure</i>
Recorded Communications	<i>Police Department</i>	Until superseded	<i>Secure</i>
Security Surveillance Tapes	<i>Police Department</i>	Minimum retention 7 days (unless needed or subpoenaed as evidence)	<i>Secure</i>
Sex Offender Registration Records	<i>Police Department</i>	Life of individual	<i>Secure</i>
Specific Crime Records:			
DUI and Domestic Violence	<i>Police Department</i>	FY close of case + 7 years	<i>Secure</i>
Homicides and sex crimes	<i>Police Department</i>	FY close of case + 65 years	<i>Secure</i>
Misdemeanors	<i>Police Department</i>	FY close of case + 7 years	<i>Secure</i>
Other Felonies	<i>Police Department</i>	FY close of case + 25 years	<i>Secure</i>
Unsolved Cases	<i>Police Department</i>	Permanent	<i>N/A</i>
Training Records	<i>Police Department</i>	FY last date of employment + 7 years	<i>Secure</i>
Warrants/Wanted Files	<i>Police Department</i>	FY + 3 years	<i>Regular</i>
Weapons Discharge Records	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
Weapons Inventory Records	<i>Police Department</i>	FY + 3 years	<i>Secure</i>
Weapons Qualification Records	<i>Police Department</i>	FY + 3 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
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PUBLIC RELATIONS RECORDS

Public Service Announcement, News Releases, Information Flyers, Brochures, Newsletters, Other Publications, etc.	<i>Government Relations or Public Relations</i>	FY + 5 years	Archives
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PUBLICATIONS, STATISTICAL DATA/DOCUMENTS, AND REPORTS

Reports to Board of Regents	<i>Board of Regents or Chancellor's Office</i>	Permanent	Archives or On Site
State or Federal Reports	<i>Office Where Generated</i>	Permanent	Archives or On Site

REAL ESTATE RECORDS

Copies of Deeds, Easements: Including other documents related to real property transactions	<i>System, Institution Facilities or Real Estate Office</i>	Permanent	Archives or On Site
Leases	<i>System, Institution Facilities or Real Estate Office</i>	FY of expiration date + 7 years	Regular

RESEARCH, GRANTS AND SPONSORED PROJECTS

Animal Research & Veterinary Records	<i>Office Where Generated</i>	FY + 3 years	Regular; Secure if confidential information present
Export Control Export controls-related records, including: contracts, license and license applications; invitations to bid; shipping documents; financial and accounting records; license exception records; notifications from regulatory agencies; and all notes, memoranda and correspondence related to export transactions	<i>Office Where Generated</i>	Required federal retention period - for EAR, ITAR, OFAC records + 5 years; longer retention period may apply only if requested by government agency	Regular, Secure if controlled/confidential data included
Grants & Agreements: Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations	<i>Office Where Generated or Sponsored Projects Office</i>	FY submission of final expenditure report+ 7 years, unless otherwise provided in terms of grant or contract	Regular; Secure if confidential information present



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Grants & Agreements: Uniform and Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments	<i>Office Where Generated or Sponsored Projects Office</i>	FY of starting date + 3 years	<i>Regular; Secure if confidential information present</i>
Institution or System Contracts: Subject to specific state, federal or contract requirements	<i>System Office or Office Where Generated</i>	Required state, federal or contract retention period	<i>Destroy in accordance with applicable state, federal or contract requirements</i>
Institutional Animal Care & Use Records (IACUC)	<i>Office Where Generated</i>	Required state, federal or contract retention period	<i>Destroy in accordance with applicable state, federal or contract requirements; Regular; Secure if confidential information is present</i>
Institutional Biosafety Review Records: Review of projects involving recombinant DNA	<i>Office Where Generated</i>	Permanent	<i>On site or Archives</i>
Institutional Review Board for Use of Human Subjects in Research (IRB)	<i>Office Where Generated</i>	Required state, federal or contract retention period	<i>Destroy in accordance with applicable state, federal or contract requirements; Regular; Secure if confidential information is present</i>
Research Projects-Approved: Files containing proposal, budgets, accounting information, correspondence and reports for grant funded and non-grant funded research	<i>Office Where Generated or Office of Sponsored Projects</i>	FY + 5 years or required state, federal or contract retention period	<i>Destroy in accordance with applicable state, federal or contract requirements; Regular; Secure if confidential information is present</i>
Research Projects-Rejected: Files containing proposal and correspondence for grant funded and non-grant funded research	<i>Office Where Generated or Office of Sponsored Projects</i>	FY + 1 year	<i>Destroy in accordance with applicable state, federal or contract requirements; Regular; Secure if confidential information is present</i>
Sponsored Research	<i>Office Where Generated or Office of Sponsored Projects</i>	Follow applicable rules of grant	<i>Regular; Secure if confidential information present</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
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STUDENT AND COURSE RECORDS

Academic Advising Records	<i>Office Where Generated</i>	FY graduation or last term of attendance + 3 years	<i>Secure</i>
Academic Catalogs	<i>Registrar, Admissions and Records or Academic Affairs</i>	Permanent	<i>Secure</i>
Acceptance Letter	<i>Admissions</i>	FY + 1 year	<i>Secure</i>
Administration of Educational Assistance Program Records	<i>Office Where Generated</i>	FY of enrollment + 3 years or FY date of test + 3 years	<i>Secure</i>
Advanced Placement Results	<i>Admission</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Advising Files: Includes notes about student, possible courses the student would take, and correspondence with student	<i>Office Where Generated</i>	FY + 1 year	<i>Secure</i>
Alien Registration Receipt Card	<i>Office Where Generated</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Regular</i>
Annual Interim Federal Grant Fiscal Reports: Reporting to federal government on expenditures for federal grant programs	<i>Office Where Generated</i>	FY + 7 years	<i>Regular</i>
Application for Admission/Readmission	<i>Admissions</i>	FY + 1 year	<i>Secure</i>
Applications for Graduation	<i>Office Where Generated</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Arrival Departure Record	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Athletic Records	<i>Office Where Generated</i>	Athletic Association Rules/NCAA	<i>Regular; Secure if confidential</i>
Attendance Records/Rosters	<i>Office Where Generated</i>	End of Term	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Audit Authorization	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Campus Newspaper Records	<i>Office where Generated</i>	Permanent	<i>On site or Archives</i>
Catalogs	<i>Registrar</i>	Permanent	<i>Archives</i>
Certificate of Eligibility for Visa Status	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Change in Major	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Change of Course (Drop/Add)	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Change of Grade Record	<i>Registrar</i>	Permanent	<i>On Site or Archives</i>
Change of Personal Data Record	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Class List/Class Roster	<i>Registrar, Admissions & Records</i>	FY + 1 year	<i>Secure</i>
Class Lists-Original	<i>Registrar, Admissions & Records</i>	Permanent	<i>On Site or Archives</i>
Class Schedule (Student)	<i>Registrar, Admissions & Records</i>	FY end of term + 1 year	<i>Secure</i>
Commencement Programs	<i>Registrar</i>	Permanent	<i>On Site or Archives</i>
Correspondence (Student)	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Counseling Records	<i>Office Where Generated or Department Where Generated</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Course Syllabi	<i>Office Where Generated or Department Where Generated</i>	FY + 3 years	<i>Regular</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Coursework: Student tests, examinations, quizzes, papers, projects, etc., leading to a grade and to a posting on the official student record of the registrar	<i>Instructor</i>	End of class + 120 calendar days 6	<i>Secure</i>
Credit by Exam	<i>Registrar, Admissions & Records</i>	FY applied to record+ 1 year	<i>Secure</i>
Credit by Exam Report/Scores	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Credit/No Credit Approval (Audit, Pass/Fail)	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Curriculum Change Authorizations	<i>Registrar, Admissions & Records</i>	FY graduation + 3 years or FY last term of attendance + 5 years	<i>Secure</i>
Curriculum Development Documentation: Files documenting approval of new programs and degrees	<i>Provost or Academic Affairs Office</i>	Permanent	<i>Archival Review; Regular</i>
Degree Audit Record	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Direct Loan Program	<i>Financial Aid Office</i>	FY end of award year +3 years,	<i>Secure</i>
Disciplinary Action Record-Expulsion	<i>Office where generated or Student Conduct Office</i>	Permanent	<i>N/A</i>
Disciplinary Action Record-General	<i>Office Where Generated or Student Conduct Office</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Dual Enrollment Forms (High School)	<i>Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
eLearning: In web-based platforms, exams, assessments, chats, discussions, blog postings, wiki postings, etc.	<i>Provost or Academic Affairs Office</i>	FY graduation + 2 years or FY last term of attendance + 2 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
eLearning Course Records: Used for grading	<i>Student Services or Academic Affairs Office</i>	FY graduation + 2 years or FY last term of attendance + 2 years	<i>Secure</i>
Employment Authorization (Work Permit)	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Enrollment Verification	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Entrance Exam Results/Scores	<i>Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Evaluations, Class/Course: Summary evaluations of course by students	<i>Provost or Academic Affairs Office</i>	FY + 1 year	<i>Secure</i>
Federal Perkins Loan Program	<i>Financial Aid Office</i>	FY date the loan is cancelled, repaid, or otherwise satisfied + 3 years	<i>Secure</i>
FERPA: Requests, 3rd party authorizations, appeals and hearing decisions	<i>Registrar, Admissions & Records</i>	Permanent	<i>Secure</i>
Financial Aid Records: Applicants who enroll	<i>Financial Aid Office</i>	FY graduation + 3 years	<i>Secure</i>
Foreign Students: Exchange Visitor Program-J-1 Visa; all records	<i>Office of International Students & Scholars (OISS)</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Foreign Students: SEVP Reporting Documents (SEVP-Certified Schools only)	<i>Office of International Students & Scholars (OISS)</i>	FY in which student is no longer pursuing a full course of study (or FY date of denial if reinstatement is denied) + 3 years	<i>Secure</i>
Grade Book	<i>Office Where Generated</i>	FY course completion + 5 years	<i>Secure</i>
Grade Change & Appeal Documents	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Graduation Authorization	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Graduation Lists	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Regular</i>
Health Professions Student Loan	<i>Financial Aid Office</i>	FY retirement of loan/ceases to be a full-time student + 5 years	<i>Secure</i>
Higher Education Assistance Programs (“HEA” or “Title IV”) Financial Aid Records: Federal Perkins Loan, Federal Work Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, ACG, National SMART Grant, William D. Ford Federal Loan or TEACH Grant Program	<i>Financial Aid Office</i>	FY award year (or final action) + 3 years	<i>Secure</i>
Hold or Encumbrance Authorizations	<i>Held by Originating Office</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Housing/Residence Hall Records	<i>Office Where Generated</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Immunization Records	<i>Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Instructor Evaluations-by students	<i>Dean or Department Chair’s Office</i>	FY + 1 year	<i>Secure</i>
Internship/Service Learning	<i>Office Where Generated</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Legal Services	<i>Office Where Generated</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Letters of Recommendation	<i>Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Military Documents	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Name Change Authorization	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Nursing Student Loans	<i>Financial Aid Office</i>	FY retirement of loan or from when ceases to be a full-time or half-time student + 5 years	<i>Secure</i>
Organizations: Clubs, other student groups	<i>Office Where Generated</i>	FY + 3 years	<i>Regular</i>
Organizations: Student government-- constitution, bylaws and other records	<i>Office Where Generated</i>	FY + 3 years	<i>Archival Review</i>
Pass/Fail Record	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Passport Number	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Petitions	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Placement Test Results/ Scores	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Probation/Suspension/ Dismissal Records	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Readmission Records	<i>Academic Affairs</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Recruitment Records	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
REG Email Correspondence (All)	<i>Registrar</i>	FY term admitted + 1 year	<i>Secure</i>
Registration Record	<i>Registrar</i>	FY registered term + 1 year	<i>Secure</i>
Releases/Waivers/Hold Harmless/Indemnification Documents for Activities: Non-minor students	<i>Office Where Generated</i>	FY graduation + 7 years or FY last term of attendance + 7 years	<i>Secure</i>
Request for Formal Hearing (FERPA)	<i>Office Where Generated</i>	Permanent	<i>On Site</i>
Requests and Disclosure of Personally Identifiable Information (FERPA)	<i>Office Where Generated</i>	Permanent	<i>On Site</i>
Scholarships Administered by University/College/ Departments: Administrative Information regarding local scholarship programs including applications, awards, recipients, etc., but not fiscal data	<i>Financial Aid</i>	FY graduation + 5 years or FY last term of attendance + 5 years	<i>Regular</i>
Statement of Educational Costs	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Statement of Financial Responsibility	<i>International Admissions</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Student Exams/Papers	<i>Academic Affairs</i>	FY course completion + 1 year	<i>Secure</i>
Student Records-Accepted & Enrolled: Change of course, audit authorization, email, correspondence, transcript requests, enrollment verification, name change	<i>Registrar; Admissions and Records</i>	FY +1 year	<i>Secure</i>
Student Records-Accepted & Enrolled: Grade change appeals, graduation authorization, admission acceptance, advance placement results, dual enrollment forms, entrance exam results/scores, immunization records, recruitment records, waiver of right to access letters of recommendation, external transcripts, change of personal data record, transfer credit or hours accepted, residency documentation, Form I-20 (VISA) for foreign students, overload petitions, application for graduation, and placement documentation, withdrawal Authorizations/Leaves of Absence	<i>Registrar; Admissions and Records</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Student Records-Accepted & Not Enrolled: Student-specific correspondence relating to admission and enrollment at the institution. Correspondence, recruitment, references and recommendations, entrance exams, Advanced Placement documentation	<i>Student Services or Academic Affairs Office</i>	FY + 18 months	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Student Records-Denied: Letters notifying students of non-acceptance to the institution. Correspondence, recruitment, references and recommendations, entrance exams, and Advanced Placement documentation	<i>Student Services or Academic Affairs Office</i>	FY application term + 1 year	<i>Secure</i>
Student Recruitment Materials-General: Videos, publications, poster, advertisements, etc. used to recruit students to attend the institution	<i>Office Where Generated</i>	FY + 5 years	<i>Archival Review</i>
Student Registration-Related	<i>Registrar, Admissions & Records</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Student Request for Non-Disclosure of Directory Information	<i>Student Services</i>	Permanent	<i>On Site</i>
Student Waivers for Rights to Access to Letters of Recommendation	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Student Written Consent for Records Disclosure	<i>Student Services</i>	Permanent	<i>On Site</i>
Transcript Request (Student)	<i>Registrar</i>	FY + 1 year	<i>Secure</i>
Transcripts (High School and College)	<i>Registrar</i>	Permanent	<i>On site</i>
Transfer Credit Evaluation	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Veterans Administration Certifications/Benefits	<i>Registrar, Admissions & Records</i>	FY graduation + 5 years or FY last term of attendance + 5 years	<i>Secure</i>
Visa Related Documents	<i>International Student Office</i>	FY graduation + 5 years or FY last term of attendance + 5 years	<i>Secure</i>



NEVADA SYSTEM OF HIGHER EDUCATION RECORDS RETENTION AND DISPOSITION SCHEDULE

1. TYPE OF RECORD	2. OFFICIAL REPOSITORY	3. RETENTION PERIOD	4. DISPOSITION
Vocational Rehabilitation & Education Records	<i>Office Where Generated</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>
Withdrawal Authorization	<i>Registrar</i>	FY graduation + 3 years or FY last term of attendance + 3 years	<i>Secure</i>