

October 18, 2023

System Records Officer Meeting-Recertification of System Records Retention Schedule

- New. Title IX complaints, AIN 01.100.31/RSIN 15.5.010
- New. Audit items, AIN 01.100.40, 01.100.50/5.4.018, 5.4.109
- New. Event administration records, AIN 01.118.10, 01.118.20/11.1.006, 11.1.007
- New. University committee records, AIN 01.130.20/11.1.015
- New. Awards administration records, AIN 01.130.30/11.1.003
- New. Faculty and staff election records, AIN 01.130.50/18.3.001
- New. Subpoenas, AIN 01.142.20/1.1.076
- New. Release of records documentation, AIN 01.142.30/1.1.077
- Moved. Waivers of liability, AIN 01.142.40/1.1.078
- New and revised items. Intellectual Property records (see AIN 01.142.50-01.143.40)
- New and revised items. Donor records (see AIN 01.145.10-01.145.30)
- Moved. Academic administration records (see AIN 06.005.10-06.060.10)
- New. Biennial information security plan, AIN 02.211.10/2.2018
- Revised. Faculty tenure records, AIN 03.108.20/12.1.001
- New. Employee drug testing, AIN 03.125.10-03.125.30
- New. ADA accommodation requests, AIN 03.127.10/3.1.042
- New and revised. Employee immigration items, AIN 03.500.10-03.508.10
- Deleted, combined, and new. Many fiscal items deleted or combined, new items, AIN 04.100.10-04.900.10
- New and revised. Grant records awarded and non-awarded, AIN 04.707.10, 04.707.20
- New. Annual Operating Budgets, AIN 04.900.10/4.9.001
- New and revised. Fire safety records, AIN 05.404.10-05.404.20
- New. Emergency response and recovery records, AIN 05.415.10/5.4.017
- New and revised. Police and security records, AIN 05.700.10-05.719.11
- New. Student dining, housing, etc. AIN 05.902.10-05.905.10
- New. Student disability accommodation requests, AIN 05.906.10/16.5.001
- New. Childcare center records, AIN 05.907.10-05.909.10
- Revised. Admissions records, AIN 06.100.10-06.100.20
- New and revised. Student academic records, AIN 06.101.10-06.237.10
- New and revised. Academic administration, financial aid, veterans affairs, AIN 06.300.10-06.307.10
- New. Student internship records, AIN 06.309.10-06.310.10.
- New and revised. FERPA access, corrections, etc., AIN 06.500.10-06.505.10
- New and revised. Library records, AIN 06.602.10-06.602.45
- New and revised. NCAA and athletics records, AIN 06.604.10-06.604.90
- New. Additional student and academic administration records, AIN 06.607.10-06.611.40
- New and revised. Research and research compliance records, AIN 07.100.15-07.101.70
- Revised and new. Medical education, patient care, and health center records, AIN 07.200.20-07.203.13
- New. Child and youth program staff records, AIN 07.302.10/16.5.003
- New. Campus television and radio station records, AIN 07.304.10-07.304.20