SUGGESTED RECORDS RETENTION SCHEDULE
FOR MOST OFFICES AT BALL STATE UNIVERSITY

These recommendations exclude the Offices of Human Resources, University Compliance, Accounting, Payroll, and other selected offices with retention schedules mandated by law.

NOTE: DESTROY means “SHRED” not just dispose of in a wastebasket.

PERSONNEL RECORDS—APPLICANTS NOT HIRED (FACULTY & PROFESSIONAL)

Includes application letters, vitas or resumes, letters of reference, transcripts, reference checks, and other attachments.

RETENTION PERIOD: DESTROY two (2) years from date position filled.*

PERSONNEL RECORDS—CURRENT EMPLOYEES (FACULTY & PROFESSIONAL)

Includes correspondence, management notes, faculty promotion and tenure materials, copies of performance evaluations/appraisals, and other documents.

RETENTION PERIOD: DESTROY two (2) years after resignation, termination, or death of employee.*

PERSONNEL RECORDS—APPLICANTS NOT HIRED (STAFF & SERVICE)

Includes copies of applications, cover letters, resumes, transcripts, letters of reference, reference checks, other attachments, bid sheets, and processing forms.

RETENTION PERIOD: None, but DO NOT DESTROY; return materials to University Human Resource Services.

PERSONNEL RECORDS—CURRENT EMPLOYEES (STAFF & SERVICES)

Includes correspondence, management notes, copies of performance appraisals, and other documents.

RETENTION PERIOD: DESTROY two (2) years after resignation, termination, or death of employee.*

PERSONNEL RECORDS—APPLICANTS NOT HIRED (STUDENTS)

Includes copies of cover letters, resumes, transcripts, letters of reference, processing forms, and other documents.

RETENTION PERIOD: DESTROY One (1) year from date position filled.*

PERSONNEL RECORDS—CURRENT EMPLOYEES (STUDENTS)

Includes correspondence, management notes, copies of performance evaluations, and other documents.
RETENTION PERIOD: **DESTROY** one (1) year after resignation, termination, or death of student employee.

**NOTE:** Before **DESTROYING** any material relating to a grant, contact the Contracts and Grants Office to determine if there is wording in the grant that would require retaining hard copy materials for audit purposes longer than three years plus the current fiscal year.

**FINANCIAL INFORMATION**

Includes copies of purchase orders, journal vouchers, printing and duplicating requests, telephone charge statements, copy machine charges, petty cash vouchers, central stores requisitions, labor distribution reports, financial accounts statements, and other attached or related documents. May include other budget related documents.

RETENTION PERIOD: **RETAI** three (3) fiscal years plus the current fiscal year.

**EXCEPTION:** Documents related to major equipment purchases will be maintained for the life of the equipment.

**TRAVEL RECORDS**

Includes Authorizations for Travel, Vehicle Requests, Cash Advances, Travel Expense Vouchers, Receipts, etc.

RETENTION PERIOD: **RETAI** one (1) fiscal year plus the current fiscal year.

**ATTENDANCE RECORDS—Departmental**

Includes individual absence reports and group absence reports for exempt personnel.

RETENTION PERIOD: **DESTROY** three (3) years after the end of the fiscal year.*

Copies of work records for non-exempt personnel.
RETENTION PERIOD: **DESTROY** three (3) years after the end of the fiscal year.*

* When a charge of discrimination or a lawsuit has been filed, all personnel records of the employee filing the charge must be preserved until a decision has been reached. Contact University Human Resource Services or University Compliance for questions as to whether records should be destroyed.