

Effective: June 18, 2013

Administrative Policy
RECORDS RETENTION and DISPOSITION

Approved: June 18, 2013
President's Cabinet

The policy addresses Millersville University's records management practices. Millersville University requires consistent treatment of records through this record management policy, which specifies the maintenance, retention, and disposal procedures for Millersville University records. Millersville University requires that different types of records, both physical and electronic, be retained for specific periods of time and has designated official repositories for their maintenance. These records must be managed according to procedures that are outlined in this document by all units and personnel of the university. Duplicate and multiple copies of these records retained in locations other than official repositories, must be destroyed when they no longer serve a business purpose or the retention period has expired. Millersville University is committed to effective records retention to preserve its history, meet legal standards, optimize the use of space, minimize the cost of records retention, and ensure that outdated and useless records are destroyed.

Definitions

Millersville University Record is any form of recorded information, regardless of physical characteristics, that is created, received recorded or legally filed in the course of university business or in the university's legal obligations. University records serve as evidence of the university's organization, functions, policies, decisions, procedures, operations, transactions or other activities; e.g., transcripts of students, medical history of students, employee personnel information, purchasing information, etc. Millersville University Records are the sole property of the university. Official repositories for these records are identified in the table set forth in this document

Active Record is a record with current administrative use by the division that generated the record. Records remain active for varying numbers of years depending on the purpose for which they were created.

Archival Record is a record that is inactive, not required to be retained in the division in which it originated or was received, and has permanent or historic value. Archival records are retained and preserved indefinitely.

Reference Record is a record maintained for reference purposes beyond the established retention period upon approval of the respective Division Record's Coordinator.

Transitory Record is a document of short-term interest that has no lasting business value.

Records Managers is the President or his/her designee, and are responsible for the overall management of the Records Retention and Disposition Policy and its implementation.

Records Retention and Disposition Committee are comprised of representatives from each division, our Right-to-Know Officer, and the University Archivist. This committee's membership will be reviewed and updated on an annual basis. This committee will ensure that divisions are following this policy, record management priorities, and following the records retention schedule.

Official Repository is the division designated as having responsibility for retention and timely destruction of particular types of official Millersville University records. Such responsibility is assigned to the Division's Records Coordinator.

Millersville University Archives includes permanent retention of official records and reports of Millersville University, its officers and component parts; maps and architectural records; audiovisual materials including still photographs and negatives, motion picture film, oral history interviews, audio and video tapes; and artifacts and ephemera documenting Millersville University's history.

Confidential Information is data that must be protected from unauthorized disclosure or public release based on state or federal law. Examples of confidential information include but are not limited to personally identifiable information (name, address, phone number, email address), social security number, financial account numbers, medical records, passwords, and student education records.

Roles

Executive Level is the President, his/her designee, and the Millersville University Records Manager. They will be responsible for policy and procedures, including storage, naming conventions and archiving guidelines, direction, and decisions, coordination of the program, and storage locations including offsite and contracts.

Division Levels will each be responsible for its own retention schedule, policies, and audit procedures, following the guidelines and direction from the executive level.

Facilities Division will be responsible for providing physical record support and coordinating offsite storage and archiving.

Information Technology (IT) will be responsible for providing electronic records storage and archiving.

Procedures

Responsibilities for managing and maintaining Official Millersville University Records are called "official repositories." Each division is responsible for establishing appropriate records retention management practices and schedules within the guidelines of this policy. The Division Records Coordinator or designee must:

1. Implement the Division's and/or office's records management practices.
2. Insure that these management practices are consistent with this policy.
3. Educate staff within the Division in understanding sound record management practices.

4. Preserve inactive records of historic value, and transfer those records to Millersville University Library Archives.
5. Ensure that access to confidential files is restricted. Long-term restrictions on access to selected archival records should be negotiated at the time of their transfer to Millersville University Library Archives.
6. Destroy inactive records that have no archival value upon passage of the applicable retention period.

If there are any questions about the responsibilities, contact the Millersville University's Records Manager.

When the prescribed retention period (see Appendices A-I) for official Millersville University records has passed, a determination of whether to preserve or dispose of the documents must be made. To decide if the record has historic value to Millersville University, consult the Records Manager.

Archived Records (physical and electronic). When a determination is made to archive records, they should be transferred to Millersville University Library Archives. Call Millersville University Records Manager to:

1. Review records to be sent to Millersville University Library Archives.
2. Request a transfer form.
3. Schedule a time for boxes to be transferred.

Non-archival Records. When a determination is made to dispose of records, destroy them in one of the following ways:

1. Recycle non-confidential paper records.
2. Shred or otherwise render unreadable confidential records and doing so in compliance with legal/laws.
3. Erase or destroy electronically stored data, e.g., floppy disks, zip disks, flash devices, copiers MFD, and CDs. Periodically, review records generated and maintained in Millersville University information systems or equipment to ensure that these requirements are met. Each division shall review its records retention schedule annually to ensure it is complete with recent changes. All changes are to be submitted to the Executive Level. In addition, each division shall conduct a records review and archiving process annually at the end of each fiscal year to be completed by the end of that calendar year.
4. The tables in the Appendices list the official repositories for Millersville University records, as well as the length of time these records must be retained.

Records retention periods may be modified by statute, regulation, judicial or administrative order, contract, pending litigation, or audit requirements. Such modifications supersede the requirements listed in this policy. Suspension of record destruction required for any of these reasons will be accomplished by a notice sent to affected units by Office of Chief Counsel, President's Office, or the Division of Finance and Administration.

No document list can be exhaustive. Questions regarding the retention period for any specific document or class of documents not included in these tables should be addressed to the Records Manager.

Departments that are not official repositories and that retain duplicate or multiple copies of these Millersville University records should dispose of them when they no longer serve a business purpose or the retention period has expired. Requests to maintain records for reference purposes beyond the retention period shall be approved by the Division Records Coordinator. Any records maintained beyond the retention period may be subject to production in the event of legal action against Millersville University, or in response to a request for records under the Pennsylvania Right-to-Know Law.

Hard copy correspondence, e.g., email, does fall under this policy and should be managed accordingly.

Direct any questions about this policy to the Records Retention Coordinator Committee.

Finance and Administration Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Correspondence and General Administration	Finance and Administration Division	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Special Project Files	VP of Fin and Admin Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	As needed	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
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Annual Financial Work papers including monthly / quarterly account reconciliations, Supporting Schedules, Journal Entries	Accounting	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
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Grants and Associated Documentation	Accounting	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Greater of 3 years after grant completed or per grant requirements	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
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Finance and Administration Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Annual Financial Statements	Accounting	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Annual Financial Work papers including monthly / quarterly account reconciliations, Supporting Schedules, Journal Entries	Accounting	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
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Bank Statements and Reconciliations	Accounting	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
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Grants and Associated Documentation	Accounting	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Greater of 5 years after grant completed or per grant requirements	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
University FINRPTS	Accounting	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	20	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
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Finance and Administration Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Budget Workpapers	Budget Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Budget Workpapers	Budget Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Final Budgets	Budget Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Telephone Records – Billing System	Budget Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Appropriation Allocations	Budget Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Budget Request Documents	Budget Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Tuition Rate Schedules	Budget Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	6	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
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Accounts Receivable / Deposits	Bursar's	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Micros – Food Services - Meal Plans, Purchasing transactions	Dining and Conference Services	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	??	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
ADI (Timekeeping Dining Services)	Dining or HR - Payroll ??	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

Finance and Administration Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Construction As-Built Drawings	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	1 year or as long as needed	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Environmental Site Assessment	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Life of ownership	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Licenses, Rights of Way, Leases, Rights of First Refusal	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Life of contract + 3	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Property Deeds and Easements	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	File with Archives	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Title Insurance Policies	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Life of Contract +3	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
SchoolDude Work Order System	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Correspondence, including emails, related to bid process up through award	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	1 year after award of contract	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Procurements Made Under Sections: 514 (small) 515 (Sole Source) 516 (Emergency)	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Record listing of contracts for 3 years past date of final payment to include contractor's name, amount and type of contract, and list of supplies / services procured	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Construction Related Purchase orders, contracts, and agreements, e.g. letters and memorandums of understanding	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	3 years after final payment	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Successful Bidder / Proposer Information for Requests for Proposals / Quotes, Invitations for Bids	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	3 years after final payment	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

Finance and Administration Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Unsuccessful Bidder /Proposer Information for Requests for Proposals / Quotes, Invitations for Bids	Facilities	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	6 months	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Athletics / NCAA Reports	Fin and Admin	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Letters of Understanding	Fin and Admin	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	1 year past the active length of agreement	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Memorandums of Understanding	Fin and Admin	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	1 year past the active length of agreement	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Licensing Agreements / Royalty Records	Fin and Admin	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5 years after expiration of agreement	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Real Estate	Fin and Admin	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
I-9 Forms (Students)	HR - Payroll	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	3 years after date of hire or 1 year after termination whichever is later	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:	No		<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	No
Payroll Deduction Authorization Records	HR - Payroll	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:	No		<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Payroll Correction Records	HR - Payroll	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:	No		<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Payroll Check Registers	HR - Payroll	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	6	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:	Stored at PASSHE	1 year	<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Student Time Records	HR - Payroll	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	4	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:	Each department	1 year	<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

Finance and Administration Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Payroll Documentation / Reports for local taxes, pensions, tax sheltered annuities, union dues, garnishments, other deductions	HR - Payroll	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

University Advancement Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Correspondence and General Administration	University Advancement Division	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Right-to-Know Law Request	Advancement	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	2	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Gift Records	Development Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	6 years	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Cascade - Web Pages / Web Site	University Communication and Marketing	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

Student Affairs

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Correspondence and General Administration	Division of Student Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Student Data	Student Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent in Database	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Student Issues	Student Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	3	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Student Listings	Student Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Special Project Files	Student Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	15	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Adirondack	Student Affairs - Resident Life	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
OnBase – Financial Aid Records	Student Affairs - Financial Aid	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Point n Click – Electronic Medical Records	Student Affairs -Health Services	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Parking System Solution	Student Affairs MU Police	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

Information Resources Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Attask – Work order records	Information Technology	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Telephone Records within PBX	Information Technology	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	12 months	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Faxination	Information Technology	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
GoPrint	Information Technology	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Helix	Information Technology	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
OnBase – IT Procurement	Information Technology	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Log Files / Audit Files	Information Technology	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Beckley	Library	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Franklin	Library	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Correspondence and General Administration	Information Resources	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

President's Office Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Civil Rights / EEOC / PHRC	Office of Diversity and Social Equity	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Correspondence and General Administration	President's Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Paper copies - 2 years in active files; 2 years in long-term files Electronic - 10 years	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Affirmative Action Programs	Office of Diversity and Social Equity	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Conciliation Agreements / Orders on Consent ??	Office of Diversity and Social Equity	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5 years from the expiration of agreement, but retain the final order / agreement permanently	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Sexual Harassment and Discrimination Complaints, Investigations, and Findings	Office of Diversity and Social Equity	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	No Cause Findings, 3 years from determination Cause Findings, retain as long as it is retained in a personnel file since this is the corroborating document for the discipline.	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Mediation / Informal Resolution Cases	Office of Diversity and Social Equity	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5 years from final resolution	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Non-Academic Search and Hiring Forms ??	Office of Diversity and Social Equity OR HR OR Both	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	3 years from date of appointment	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Cabinet's Notes	President's Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5 years, then archive	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:	Notes are distributed to all Cabinet members; unknown whether other offices keep copies		<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	Y
University Governance - Council of Trustees' documentation	President's Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:	Copies are also sent to Finance & Administration		<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Student Data (Ali Zaidi award info, student employees)	President's Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	6	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:	Academic Affairs; Payroll		<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Customer Service	President's Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	6	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:	Customer service issues are forwarded to the appropriate vice president for resolution		<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

President's Office Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Threat Assessment Team	President's Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other: Posted to Public Folders	10	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:	Academic Affairs; Student Affairs, Police, Counseling, Health, Human Resources, legal counsel		<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

Academic Affairs Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Policy Review - University Governance & Policies handled by Academic Affairs	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Student Data	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent in Database	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Student Issues - each division add specific entries based on what you document / track	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	3	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
University Selection forms sent from Students	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Student Listings	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Letters of Understanding	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Letters of Understanding	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Memorandums of Understanding	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	1 year past the active length of agreement	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Accreditation Reports and Documents	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Special Project Files	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	15	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Program Review Proposals	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	15	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Approved Academic Programs	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Academic Policy Proposals	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Until Completed	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Approved Academic Policies	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

Academic Affairs Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Task Force and committee Reports	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M : / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	10	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Research Reports	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M : / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	10	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Reports to External Agencies or Groups	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M : / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Grant Materials	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M : / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Records should be maintained for 5 years from the date the Grantee submits its final expenditure report. For grants that have continuing expenditure submissions, the date the last expenditure report is submitted constitutes the starting point for the retention period.	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Non-funded Grant	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M : / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	6 months	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Desire2Learn	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M : / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Intellectual Property	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M : / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Original Patents, Trademarks, and Related Work Papers	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M : / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Invention Assignment Forms	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M : / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Zarca Survey Software	Academic Affairs - Planning and Assessment	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M : / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

Academic Affairs Worksheet

Date Prepared:

Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Eyeball	Academic Affairs -Earth Science – School of Science and Math	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Harmony	Academic Affairs - Educational Foundations – School of Education	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Foreign Language Server	Academic Affairs - Foreign Language – School of Humanities and Social Sciences	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Geography – ArcGIS	Academic Affairs - Geography – School of Humanities and Social Sciences	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
OnBase – Graduate Studies Applications	Academic Affairs- Graduate and Professional Studies	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Ad Astra - Class scheduling	Academic Affairs - Registrar's Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Banner	Academic Affairs - Registrar's Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Correspondence and General Administration	Academic Affairs	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	7	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	

PASSHE Worksheet
Date Prepared:
Inventory Prepared by:

Type of Record	Data Steward (Responsible Party)	Type of medium	Duration (Years)	How was duration determined?	As normal business practice, do other departments store copies of these records (Y/N) ?	If yes, duration (years)	How to be destroyed	Should documents be sent to University Archives in the Library for archival preservation (Y/N)
Time Cards, staff	ESS System - PASSHE	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Consent Orders	PASSHE Legal Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Court Orders	PASSHE Legal Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Judgments	PASSHE Legal Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	Permanent	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Releases	PASSHE Legal Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Settlements	PASSHE Legal Office	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:	5	<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	
Grievance / Complaint Issues	PASSHE	<input type="checkbox"/> Paper / files <input type="checkbox"/> floppy disk / zip disk / flash drive <input type="checkbox"/> mugen2 / M: / H: <input type="checkbox"/> personal computer <input type="checkbox"/> other:		<input type="checkbox"/> legal requirements <input type="checkbox"/> PASSHE Policy <input type="checkbox"/> Millersville Policy <input type="checkbox"/> Operational process <input type="checkbox"/> other:			<input type="checkbox"/> shredded <input type="checkbox"/> reformatted <input type="checkbox"/> certification required <input type="checkbox"/> trash / recycling <input type="checkbox"/> other:	