

## Records Retention Schedule:

### Non-permanent records and their retentions.

U0101	Correspondence - General - (Not policy making only to take care of business)	Retain no longer than two years	Create, Use, Review, Retain or Destroy
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U0111	Reference/Informational materials (duplicates or non-UK publications)	Destroy when no longer useful.	Create, Use, Review, Retain or Destroy
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U0120	Research Data	Destroy five (5) years after submission or publication of the final project report for which the data were collected, whichever is longer, and audit.	Create, Use, Review, Retain or Destroy
U0208	Contracts and agreements and leases (not donor files)	Destroy record copy three (3) years after termination or expiration, or three (3) years after terms have been met. Destroy other copies when no longer useful.	Create, Use, Review, Retain or Destroy

U0222	Work orders (departmental, division or unit copy)	Destroy when maintenance approved and completed	Create, Use, Review, Retain or Destroy
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U0238	Budget work papers (departmental, division or unit copy)	Retain for a total of 5 years. Destroy other copies when no longer needed.	Create, Use, Review, Retain or Destroy
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U0239	Financial records subject to audit (procurement records, cash transmittals, disbursements, reimbursements; reconciliations, salary distribution reports.	Destroy record copy after three (3) years, or after audit is completed, whichever is longer.	Create, Use, Review, Retain or Destroy
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U0240	Financial records not subject to audit (travel records, purchase orders, IDIVs, DAVs, requisitions,	Destroy record copy after three (3) years	Create, Use, Review, Retain or Destroy
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U0455	Student time sheet	Destroy after three (3) years or audit, whichever is longer. Department or unit copies may be destroyed when no longer useful.	Create, Use, Review, Retain or Destroy
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U0468	Student personnel file	Destroy five (5) years after termination of employment. Department or unit copies may be destroyed when no longer useful.	Create, Use, Review, Retain or Destroy
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U0620	Staff and Faculty personnel file	Departmental or college copies can be destroyed five years after termination of employee. Copies in other units may be destroyed two (2) years after termination. Personnel files for temporary workers may be destroyed two (2) years after termination.	Create, Use, Review, Retain or Destroy
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U0645	Hiring Process File – position search committee	Destroy record copies of descriptions of available positions five (5) years after inactivation of position and audit. Destroy record copies of all other materials three (3) years after search is concluded. Destroy department or unit copies of descriptions of available positions once they are superseded. Destroy department or unit copies of all other materials after two (2) years.	Create, Use, Review, Retain or Destroy
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U0647	Periodic Payroll Reports (Includes Time Sheets)	Destroy record copy of tax reports after four (4) years. Destroy record copies of all other reports after three (3) years. Destroy department or unit copy when no longer useful.	Create, Use, Review, Retain or Destroy
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U0648	Absence leave forms – bi-weekly, monthly and faculty	Destroy records copy after one (1) year. Copies may be destroyed when no longer useful. If employees do not keep a timesheet, the leave request form must be kept for three (3) years.	Create, Use, Review, Retain or Destroy
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U0652	Work schedules	Retain for one (1) year, then destroy.	Create, Use, Review, Retain or Destroy
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U1800	Grant Proposal File - Funded	Destroy three (3) years after submission of final financial report, closure of account, and audit, unless otherwise specified by the terms of the grant contract.	Create, Use, Review, Retain or Destroy
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U1801	Grant Proposal File – Not Funded	Destroy when administrative value has ceased	Create, Use, Review, Retain or Destroy
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U01802	Research Approval Files - Human Subjects	Destroy five (5) years after completion of research, unless otherwise specified by the terms of the grant contract.	Create, Use, Review, Retain or Destroy
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U1803	Research Approval Files – Non-Human Subjects	Destroy five (5) years after completion of the activity, unless otherwise specified by the terms of the grant contract	Create, Use, Review, Retain or Destroy
U2000	Litigation files	Destroy ten (10) years after all litigation has ceased	Create, Use, Review, Retain or Destroy