

CLEMSON UNIVERSITY

VICE PRESIDENT FOR BUSINESS AND FINANCE
Division of Administrative & Programming Services

CU 04664 ONLINE PROPERTY INVENTORY

Description:

Master list of equipment owned by Clemson University. Information includes serial number, quantity, department name, and other related information. Information in this series is available in the Online Property Inventory Database and Information Systems. This system includes electronically generated printouts, disks and/or tapes.

Retention:

Paper Documents: 5 years after superseded; destroy.
Information on disks and tapes: 7 years; delete or destroy, provided all audits have been completed.

Schedule approved 1/13/93

CU 04665 DELETED EQUIPMENT REPORT

Description:

List of equipment deleted from Clemson University's property inventory. Information includes serial number, quantity, department name, and other related information. Information in this series is available in the Online Property Inventory Database and Information Systems. This system includes electronically generated printouts, disks and/or tapes.

Retention:

Paper Documents: 5 years after disposition of property; destroy.
Information on disks and tapes: 7 years after disposition of property, delete or destroy, provided all audits have been

completed.
Schedule approved 1/13/93

FINANCIAL MANAGEMENT

CU 04666 OUTSTANDING CHECK LIST (MONTHLY)

Description:

Lists all outstanding checks for the month. Information includes student's name, month, check number, net amount and date paid. Information in this series is available in the Student Life Database and Information System. This system includes electronically generated printouts, disks and/or tapes.

Retention:

Paper Documents: 3 years; destroy.
Information on disks and tapes: 3 years, delete or destroy, provided all audits have been completed.

Schedule approved 1/13/93

PURCHASING AND SUPPLY SERVICES

CU 04667 BID PACKAGE

Description:

Documents all bids submitted for products or services to be purchased or leased by Clemson University. Information includes Request for Quotation, Purchase Order Voucher, Sealed Bid, and other related information. Information in this series is available in the Purchasing Database and Information System. This system includes electronically generated printouts, disks and/or tapes.

Retention:

Information on disks and tapes: 8 years, delete or destroy, provided all audits have been completed.

Schedule approved 1/13/93

RECRUITMENT AND EMPLOYEE SERVICES

CU 04668 PICK-UP LABOR FORMS

Description:

Document work and pay of students and temporary employees at Clemson University. Information includes employee's name, department and beginning work date, rate of pay, and other related information. Information in this series is available in the Personnel Database and Information System. This system includes electronically generated printouts, disks and/or tapes.

Retention:

Information on disks and tapes: 5 years, delete or destroy, provided information on Pick-Up Labor Forms has been microfilmed.

Schedule approved 1/13/93

CU 04669 PERSONNEL FILES (ACTIVE AND INACTVIE)

Description:

Personnel files of current and former employees of the agency. Information includes employment applications, letters of recommendation, employee awards, resumes, and performance appraisals. Series may include leave records, Employee Profile, Comptroller General's Payroll Advice, position descriptions, insurance information, dual employment information, separation records, and related correspondence. Information in this series is available in the Personnel Database and Information System. This system includes electronically generated printouts, disks and/or tapes.

Retention:

Information on disks and tapes: 5 years, delete or destroy, provided Personnel Files have been microfilmed.
Schedule approved 1/13/93

*SPONSORED PROGRAMS ACCOUNTING AND
COMPLIANCE*

CU 04670 EMPLOYEE PERSONAL ACTIVITY REPORTS

Description:

Document funds received by an employee for working on a research project. Information includes name and position of employee, department, job number, and other related information. Information in this series is available in the Grants and Contracts Database and Information System. This system includes electronically generated printouts, disks and/or tapes.

Retention:

Information on disks and tapes: 6 years after expiration of grant award or termination of contract, delete or destroy, provided selected documentation of the Post-Awards Grant and Contracts Project Files has been obtained by the University Archives.

Schedule approved 1/13/93

CU 04671 POST-AWARDS GRANTS AND CONTRACTS PROJECT FILES

Description:

Document post-awards functions for all sponsored projects awarded to faculty, staff, and graduate assistants. Information includes name of project, contract number, award notification, and other related information. Information in this series is available in the Grants and Contracts Database and Information System. This system includes electronically generated printouts, disks and/or tapes.

Retention:

Information on disks and tapes: 6 years after expiration of grant award or termination of contract, delete or destroy, provided selected documentation of the Post-Award Grants and Contracts Project Files has been obtained by the University Archives.

Schedule approved 1/13/93

*VICE PRESIDENT FOR ADMINISTRATION AND
SECRETARY FOR THE BOARD OF TRUSTEES*

DIRECTOR OF PARKING AND VEHICLE REGISTRATION

CU 04672 VEHICLE REGISTRATION FORMS

Description:

Registers motor vehicles used on campus. Information includes license number, license type, state, make, year, color of vehicle, decal number, date, and name. Information in this series is available in the Traffic and Database Information System. This system includes electronically generated printouts, tapes and/or disks.

Retention:

Information on disks and tapes: 5 years, delete or destroy, provided all audits have been completed.

Schedule approved 1/27/93

VICE PRESIDENT FOR STUDENT AFFAIRS

DIRECTOR OF ATHLETICS – IPTAY

CU 04673 MATCHING GIFTS

Description:

Document matching gifts given to the university to support athletic activities. Information includes correspondence, memoranda, copies of applications by company employees for matching gifts, information on how to fill out matching gift forms, matching gift policies from participating companies, a listing of matching gift companies, matching gift company reports, the *Matching Gifts Notes* newsletter, Receipt Transmittal reports, copies of checks and receipts, and other related information. Information in this series is available in the IPTAY Database and Information System. This system includes paper documents, microfilm, electronically generated printouts, disks and/or tapes.

Retention:

Information on disks and tapes: 7 years after becoming inactive, delete or destroy, provided the Matching Gifts file has been microfilmed.

Schedule approved 1/13/93

*ASSISTANT VICE PRESIDENT FOR STUDENT AFFAIRS
AND DEAN OF ADMISSIONS AND REGISTRATION*

**CU 04674 SCHOLARSHIP AND OTHER INSTITUTIONAL
FINANCIAL AID PROGRAM FILE**

Description:

Documents information on scholarships and financial aid activities at Clemson University. Information includes memoranda, correspondence, program specifics, notifications to donors, and other related information. Information in this series is available in the Student Financial Aid and Receivables

Database and Information System. This system includes electronically generated printouts, disks and/or tapes.

Retention:

Information on disks and tapes:

12 years, delete or destroy, provided selected documentation of the Scholarship and Other Institutional Financial Aid Program file has been obtained by the University Archives.

Schedule approved 1/13/93

CU 04675 STUDENT FINANCIAL AID RECORDS

Description:

Document accepted and rejected requests for student financial aid. Information includes student grant or loan applications, financial aid transcripts, accepted/refused award letters, miscellaneous eligibility documentation, Pell Grant Student Aid Report, Supplemental Educational Opportunity Grant (SEOG) information, College Work Study (CWS) records, Perkins financial aid reports, documents regarding the Student Loan Supplement (SLS) and Stafford Loan programs and other related information. Records are summarized in the university's Realization of Revenue Report, Budget Status report, and Trial Balance which are being retained permanently by the University Archives. Information in this series is available in the Student Financial Aid and Receivables Database System. This system includes electronically generated printouts, disks and/or tapes.

Retention:

Information on disks and tapes: 12 years, delete or destroy, provided selected documentation of the Scholarship and Other Institutional Financial Aid Program File has been obtained by the University Archives.

Schedule approved 1/13/93

Description:

This series is used to record the official academic transcripts of students attending Clemson University. These records include such information as name, identification number, major, class, courses taken, grades received, and type of degree awarded (if any). Information in this system includes paper documents, microfilm, electronically generated printouts, disks and/or tapes.

Retention:

Information on disks and tapes: 15 years, delete or destroy, provided transcripts have been microfilmed.

Schedule approved 1/13/93

*VICE PROVOST COMPUTING AND INFORMATION
TECHNOLOGY*

DIRECTOR OF CONSULTING AND TECHNICAL SERVICES

CU 8710 SALE AND SERVICE CONTRACTS

Description:

Used to document sale contracts and service agreements between the microcomputer center and companies that sell computer hardware and software to university students and employees. Information includes sale contracts, service agreements, purchase orders and invoices.

Retention:

5 years after termination of contract or agreement; destroy.

Schedule approved 11/16/95

CU 9237 SERVICE CONTRACTS

Description:

Document contracts between university departments or outside organizations and this institution's Information Systems Development unit, which provide information technology services. Information includes terms of contract, date, background information concerning customers, type of information technology service performed, budget details, cost and other related information.

Retention:

3 years after expiration or termination of contract; destroy.

PROVOST AND VICE PRESIDENT OF DIVISION OF COMPUTING AND INFORMATION TECHNOLOGY

DIRECTOR FOR DEPARTMENT OF ADMINISTRATIVE PROGRAMMING SERVICES

Description:

Document the acquisition, application and phasing out of computer software. Information includes name of software company, date software was purchased, system application and purpose, period of usage, migration of data to new system and other related information.

Retention:

2 years after migration of software data to a new system; destroy.

**CU 10024 DEPARTMENT OF ADMINISTRATIVE
PROGRAMMING SERVICES PRODUCTION LOAD
REQUESTS**

Description:

Used to reject or approve computer programming production load requests. Information includes date, name of project unit making request, indication of whether the request was approved, and production load information such as data concerning copy load, source library and composite links.

Retention:

Records concerning rejected requests: 1 year after date of rejection; destroy.

Records concerning approved requests: 3 years after date of approval; destroy.