

# ITS Main Computer Programs

Robert Manders 335-6308, Neil Bennett 335-6306

3/20/02

<u>Category</u>	<u>Description</u>	<u>Expiration</u>	<u>System ID</u>
Accounting	EOY Statement of Accounting	11 years	0001
Accounting	Backup of Physics/Hydraulics data	5 years	0001
Accounting	Backup of FSST data	Catalog	0001
Accounting	Business Office address labeling system	Catalog	0001
Accounting	Freight vouchers	5 years	0001
Accounting	Backup of Grant Finder data	5 years	0001
Accounting	EOY Accounting cumm obligation	5 years	0001
Accounting	EOY Five Column by Acct data	11 years	0001
Accounting	EOY Rent & Royalties data	5 years	0001
Accounting	Cumm scholarship file	6.5 years	0001
Admissions	End of session Admissions backup of prospective units	4.5 years	0030
Admissions	End of session Admissions Units High School backups	5 years	0030
Admissions	Admissions file transcript receipt backup	5 years	0030
Admissions	Final admissions session master backup	5 years	0030
Admissions	Cumm of ACT & SAT scores	Catalog	0030
Admissions	Admissions advance standing backup	Catalog	0030
Animal Care	Customer billing MFKs	1 year	0048
Animal Care	Maintenance days file	1 year	0048
Animal Care	Billing information, rates and inventory	1 year	0048
Animal Care	Cat & dog procurement data	1 year	0048
Animal Care	Cost report data	5 years	0048
Animal Care	Order, protocol and billing data	Catalog	0048
Athletics	Amana Hawkeye Classic labels	Catalog	1082
Athletics	Athletic tickets priority and eligibility data	Catalog	1082
Bank Recon	Bank recon data	Catalog	0002
Benefits	Backup of obsolete BETA system	Catalog	0990

Bonds	Cumm voucher info	Catalog	1061
Bonds	Cumm voucher archive	5 years	1061
Bonds	Bond and Series database backup	Catalog	1061
Budget	Budget data	5 years	0004
Budget	Budget adjustment	Catalog	0004
Campus Video	Monthly billing info	Catalog	5587
Campus Video	Detail of activity number changes	Catalog	5587
Campus Video	Deposit master	Catalog	5587
Campus Video	Offsite data	Catalog	5587
Cashiers	A/R details for billing	Catalog	0019
Cashiers	Collection details for FY	Catalog	0019
Cashiers	Collections balance forward file at end of June for use by Loan system	5 years	0019
Cashiers	Data for credit bureau (Collections and A/R data)	7 years	0019
Cashiers	Monthly parking charges	2.5 years	0019
Cashiers	DB2 backup of Cashiers and Fees data	Catalog	0019
Central Mail	Backup of customer data	Catalog	7001
Cont. Ed	Cont. Ed/Credit program enrollees for particular session	Catalog	6344
Cont. Ed	Cont. Ed/Credit program mailing list for particular session	Catalog	6344
Cont. Ed	Cont. Ed/Credit program request file for mailings	Catalog	6344
Copy Center	YTD Detail entries for Copy Center	5.25 years	6492
Correspondence	Correspondence data	Catalog	0051
Dorm	Residence Services balance forward	3 years	1181
Dorm	Residence Services budget operations master backup	Catalog	1181
Dorm	Historic contract data	Permanent	1171
Dorm	Billing information	Catalog	1171
Dorm	Dorm scholarship data	Catalog	1171
Effort Reporting	Cumm. budget & fringe data for effective reporting	5 years	3014
Effort Reporting	EOY cumm. fringe data	5 years	3014

Effort Reporting	MFIS effective report cumm. backup	6 years	3014
Effort Reporting	Effective reporting cumm. Data in report format	7 years	3014
Effort Reporting	General Services monthly salary effective report	Catalog	3014
Effort Reporting	MFIS effective report backup	Catalog	3014
Equip. Rental	Equipment purchase rental EOY data	5.3 years	3400
Faculty	Faculty tracking effort for Provost	Catalog	2802
Fees	Fees file official counts	6 years	0019
Fees	Monthly parking charges to A/R	3 years	0019
Financial Aid	Backup of financial aid data	Catalog	2775
FICA	FICA refund W2 & earnings data	5 years	0010
FICA	FICA refund active PeopleSoft employees	5 years	0010
FIRE	Financial Resources DB2 backup	1.5 years	0021
FIRE	Financial Resources transaction archive	1.5 years	0021
FIRE	Financial Resources Hope tax credit backup	1.5 years	0021
FIRE	Financial Resources monthly backup		
FOTO	Backup of DL1 Photo Duplication data		
FSG	Monthly & yearly cumm balance forward	5 years	0006
FSG	Nightly material backup	Catalog	0006
FSG	Monthly shop charges	2 years	0006
FSG	Yearly shop charges by fund	5 years	0006
FSG	Monthly & yearly job info	5 years	0006
GAGS	Backup for Gifts and Grants System	Catalog	1200
GL	General Ledger production data	10 years	7001
GL	General Ledger journal detail & edit data	10 years	7001
GL	General Ledger batch master data	10 years	7001
GL	General Ledger chart fields descriptions	10 years	7001
GL	General Ledger WHO key data	10 years	7001

GL	General Ledger daily processing	Catalog	7001
Health	Backup of student health data	Catalog	2774
Hospital	Hospital space inventory file	Catalog	2649
Hosp Pharm	Hospital Pharmacy master and detail data	2.5 years	1948
Hosp Pharm	Hospital Pharmacy cumm. POs for FY	2.5 years	1949
Hosp Pharm	Hospital Pharmacy issuances to Hospital Units	2.5 years	1949
Hosp Pharm	Hospital Pharmacy drug inventory of master data at EOM	4 years	1949
Hosp Pharm	Hospital Pharmacy Inventory Exhibit Q, R & V post FY	6.5 years	1948
Hosp Pharm	Hospital Pharmacy inventory archive of exhibit data	Catalog	1948
Hosp Pharm	Hospital Pharmacy PO history	Catalog	1949
HRIS	Date in classification data	3.5 years	7200
Housing	Family housing lease renewals	Catalog	1174
Housing	Conference housing data	Catalog	1176
ID Cards	IDRQ DB2 backup	Catalog	4400
Inst Research	Cumm faculty accounting data	6.5 years	2850
Inst Research	AAU Faculty salaries	9.5 years	2850
Inst Research	Budget summer session	Catalog	2850
Inst Research	Cumm UIHC effective report	Permanent	2850
Insurance	Backup of student insurance data	Catalog	1964
Inventory	EOY backup of AIMS, DIMS, MIGS, SIGS and SIMS inventory files	Catalog	1507+
Inventory	EOM backup of AIMS, DIMS, MIGS, SIGS and SIMS inventory files	Catalog	1507+
Inventory	Biochem Stores Monthly Chemical entries into AIMS	Catalog	2806
Inventory	Daily MIGS backup of records EDI'd	Catalog	1508
Inventory	Daily MIGS backup before EDI	Catalog	1508
ITS	ITS computing billing	2 years	5000
ITS	ITS CICS billing archive	2.5 years	5000
ITS	UI Directory for publisher	Catalog	5000

ITS	SOFA account to MFK cross-reference for Res. Services	Catalog	5000
Laundry	EOY Laundry history	5.3 years	1140
Loans	Back of Loans data	Catalog	2770
Mach. Rental	Rental Equipment system data	5 years	1007
MATS	Backup of Misc Address Terminal System	Catalog	9998
MARS	MARS database backup	Catalog	0039
Meal Tickets	Guest meal tickets data	Catalog	1175
Motor Pool	Motor Pool transactions	2.5 years	1006
Motor Pool	Motor Pool master file	6.5 years	1006
NAMS	Billing info for Name and Address Management System	1 year	2861
NAMS	Backup of DB2 data	Catalog	2861
NSLDS	Monthly backup for National Student Loans Data System	1 year	2772
Nursing	Psychiatry Hospital cost study	Catalog	0022
Parking	Monthly payroll backup	2 years	2628
Parking	DB2 backups	Catalog	2628
Parking	Monthly student registration backup	2.5 years	2628
Parking	Monthly parking violations backup	2.5 years	2628
Parking	Monthly billing backup	2.5 years	2628
Parking	Master backup	2.5 years	2628
Parking	End of year backup	5 years	2628
Parking	End of year suspended permits	2.5 years	2628
Payroll	Obsolete PAID data	5 years	0003
Payroll	Payroll film DB2 backup	Catalog	0003
Personnel	Backup of EOY cumm. personnel budget hourly	5 years	0994

Personnel	Classification & Personnel file backup	Catalog	0994
Personnel	Blood borne pathogens data	Catalog	0994
Personnel	TIAA/CREF recon. data	Permanent	0994
Personnel	Affirmative Action personnel req's	Permanent	0994
Pharmacy	College of Pharmacy drug inventory detail and master records	2.5 years	2536
Pharmacy	Pharmaceutical Services - Job cost and detail	3.1 years	2536
PODS	YTD Detail entries for PODS system orders	5 years	0065
PODS	YTD Detail entries for PODS system orders - Book Distributors	5 years	0065
Provost	Affirmative action form B data DB2 backup	10 years	3507
Provost	Affirmative action adverse impact data	3 years	3507
Provost	Vets-100 affirmative action data	3 years	3507
Provost	EOY cumm. report details	5 years	3507
Provost	Provost tenure track data	5 years	3507
Provost	Comparable worth data	9.5 years	3507
Provost	Affirmative action regents and system data	Catalog	3507
Provost	Faculty status data	Catalog	3512
Provost	Year in pay grade history	Permanent	3507
Provost	Backup of transfer equivalency tables & student records	Catalog	3500
Purchasing	POMS system backup	Catalog	7870
Purchasing	Hospital purchase order data	Catalog	7870
Registrar	Student Records before Y2K	6 years	0032
Registrar	Student Record data	6 years	0032
Registrar	Student Records DB2 backup	Catalog	0032
Registrar	Course summary enrollment data	Catalog	0033
Registrar	DELI data backup	4 .5 years	0033
Registrar	Enrollment and Admissions history	Catalog	0034
Registrar	Student Records number change data	Catalog	0034
Registrar	Campus direct export of grades	Catalog	0034
Registrar	Official counts archive	Catalog	0034
Registrar	Admissions archive	Catalog	0034
Registrar	Degree applicant data archive	Catalog	0034
Registrar	Persistency data	Catalog	0034, 4000

Registrar	Graduation enrollment	Catalog	0033
Registrar	Current class file - off campus	Catalog	0033
Registrar	Official course counts	6 years	0033
Registrar	Class session info	6 years	0033
Registrar	Final class file	Permanent	0033
Registrar	Final registrar name and address file, by session	Permanent	0033
Registrar	Student record course data for Board of Regents	10 years	0033
Registrar	ISIS student records activity	2 years	0033
Rental Pool	Cumm data of rental pool records	5 years	2881
Rental Pool	Pre-1996 cumm data of rental pool records	9 years	2881
Res. Services	Residence Services maintenance job data	5 years	1195
Res. Services	Residence Services maintenance job headers	9.5 years	1195
SOFA	SOFA account header archive	10.5 years	1000
Space	Space utilization & planning data for FSG	Catalog	2766
Staff Council	Staff tuition Grant masters	Catalog	0992
Staff Relations	UIHC EOY annual rate budget file	5 years	6272
Staff Relations	UIHC Bi-weekly accounting distribution	Catalog	6272
Support Services	Support Services end of session data	Catalog	2887
Taxes	State and Federal tax data	5 years	0015
Taxes	Taxable travel data	Catalog	0015
Taxes	Tax data DB2 backup	Catalog	0015
Telecomm	Yearly UI Long distance Authorization codes	5.3 years	0017
Telecomm	Student telephone billing info	3 years	0017
Telecomm	UI telephone city/state/zip data	2.1 years	0017
Telecomm	Telephone authorization codes	Catalog	0017
Telecomm	Equipment costs billed to departments	Catalog	0017
Transcripts	EDI transcripts	Catalog	3232

Travel	Travel DB2 backup	Catalog	0008
Travel	Travel cash advance backup	10 years	0008
Travel	Travel vouchers info	10 years	0008
Travel	Travel Diners Club info	Catalog	0008
Vacation	Cumm. paid leave	5 years	1100
Vacation	Vacation & Sick Leave data	5 years	1100
Video	Video center jobs data	5 years	2905
Video	Audio Visual system archive	9.5 years	2900
Vouchers	Daily checks	Catalog	0007
Work Study	Work Study employment	10.5 years	3003

Note - A "Catalog" or "Permanent" in the Expiration field indicates that someone must take a decisive action in order to allow the data to expire. The time period specified in years indicates when the data will expire.