

Instructional Programs and Research Projects Sheri Sojka 5-1438										
DESCRIPTION	CUSTODIAN	RETENTION REQUIREMENTS (yrs.)			OFFICIAL?	CONFID.?	VITAL?	CURRENT RECORD FORMAT	DUPLICATED ELSEWHERE?	SAFEGUARD MEASURES CURRENTLY IN PLACE?
International Programs		LEGAL	ACTIVE	NON-ACTIVE						
		(CY: Current Yr)								
IP Grade Reports	IPRP	no	N/A	CY+5	yes	Y	no	paper	Registrar	File cabinet
IP Program Records	IP Prg.Directors	no	CY+10	N/A	no	Y	no	paper	IPRP	File cabinet
IP Program Records	IPRP	no	N/A	CY+5	yes	Y	no	paper	no	File cabinet
IP Program Records	IPRP	no	CY+2	N/A	yes	Y	no	p	no	File cabinet
IP Schlsip App/Award	IPRP	no	N/A	CY+3	yes	Y	no	paoer	financial aid	File cabinet
IP Grad Student Records	GH/TWDS/FL ARE	no	CY+5	N/A	no	Y	no	p	IPRP	File cabinet
IP Course evaluations	IPRP	no	N/A	CY+8	yes	Y	no	p	Prg Directors	File cabinet
ICC Program Records	ICC	no	CY+5	N/A	yes	No	no	p	no	File cabinet
Global Studies Program Student Records	IP Advising Ctr	no	CY+5	N/A	yes	Y	no	p	no	File cabinet
Other IP student records	IP Prg.Directors	no	CY+5	N/A	no	Y	no	p	no	File cabinet
IP student database	IP Advising Ctr	no	Permanent	N/A	yes	Y	no	disk	no	File cabinet
Instructor numbers	IPRP	no	Permanent	N/A	no	Y	no	p	no	File cabinet
Area Studies database	IPRP	no	Permanent	N/A	no	Y	no	p	no	Computer back-up
Grant Applications (Funded)	G&D	no	Life of Grant	CY+3	no	No	Yes	Paper	Yes	File cabinet
Grant Applications (Not Funded)	G&D	no	N/A	6 Months	no	No	Yes	Paper	Yes	File cabinet
Annual Financial Reports on Funded Projects	G&D	no	Life of Grant	CY+3	yes	No	Yes	Paper	Yes	File cabinet
Information on Funding Sources Available	G&D	no	Current Year	CY+1	no	No	Yes	Paper	No	File cabinet
Summary Reports to Funding Agencies	G&D	no	Life of Grant	CY+3	yes	No	Yes	Paper	Yes	File cabinet
Correspondence to Various Funding Agencies	G&D	no	Current Year	CY+1	no	No	Yes	Paper/EL	No	File Cabintet