

UI Official Records Retention Schedule

Official records are: (1) records having the legally recognized and judicially enforceable quality of establishing some fact, policy, or institutional position or decision. (2) the single official copy of a document maintained on file by an administrative unit of the University which is usually, but not always, the original. (3) subject to the records retention requirements included in the Records Management Program and Retention Schedule.

* Records that may have historical or enduring value should be reviewed by the University Archivist before destruction.

**Confidential: records with information of various sorts that the University receives and holds confidential unless otherwise ordered by a court, by the lawful custodian of the records or by another person duly authorized to release such information. Examples include: student records, medical records, personnel records, etc.

***Vital: records with information considered essential for the operations of a department (and/or the University) and includes information that may prevent a department from incurring serious liability or risk, or that would be extremely costly to replace. In the event of a disaster, this information, if destroyed, would make it difficult for a department to conduct normal business activities.

02/2015

Official Record Category	Official Record Title	Official Record Description	Administrative Unit Responsible for Establishing Retention Criteria	UI Retention Guideline (5 Years, 10 Years or Permanent)*	Confidential** (Yes/No)	Vital*** (Yes/No)	Official Files Maintained By (Central Administrative Unit or Local Department)
Inventions, Patents and Research Agreements	Disclosures of New Inventions	Disclosures are forms filed by UI faculty, staff or students, either on-line or in paper form. These provide definition of the invention as well as a minimum early date stamp of conception.	UI Research Foundation (UIRF)	Patent Term + 5 years	Y	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Assignments	Assignments are contracts signed by the inventors on the disclosures above, assigning rights in their invention to the UIRF. These assignments are then filed with the United State Patent and Trademark office.	UI Research Foundation (UIRF)	Patent Term + 5 years	Y	Y	UI Research Foundation (UIRF)

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Inventions, Patents and Research Agreements	Waivers of UI Interest	These are letters signed by UIRF waiving rights back to the inventor(s) if it is determined the UIRF has no interest in the disclosed invention.	UI Research Foundation (UIRF)	Patent Term + 5 years	Y	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Issued Patents	The United States Patent and Trademark Office (USPTO) will send a limited number of marked or ribboned original patents upon issuance.	UI Research Foundation (UIRF)	Patent Term + 5 years	N	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Patent Applications	Patent applications provided the earliest and ongoing versions in a patent file, and can necessary to provide scope and background in case of any patent litigation. Once an application is submitted to the USPTO, it is also available there.	UI Research Foundation (UIRF)	Patent Term + 5 years	Y	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	License/Option/3rd Party Revenue Sharing	These are all agreements related to commercial availability and distribution of income related to such agreements.	UI Research Foundation (UIRF)	Patent Term + 5 years	Y	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Confidentiality/Outgoing Material Transfer	These are all agreements related to non-commercial availability and distribution of materials or information related to disclosures.	UI Research Foundation (UIRF)	Patent Term + 5 years	Y	Y	UI Research Foundation (UIRF)

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Inventions, Patents and Research Agreements	Research Agreements where UIRF is a signatory	These are agreements related to sponsored research at UIRF. UIRF is only a signatory (generally just Division of Sponsored Programs) if rights are granted to intellectual property generated during the research.	Grant Accounting Office	Patent Term + 5 years	Y	N	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Inventor Sharing Agreements	These are agreements signed by the inventors laying out unique distributions of personal income generated by the licensing of their disclosure. UI Policy outlines an equal sharing of a specified percentage of licensing income captured by UIRF. If the inventors jointly agree to a different distribution amongst themselves, they can sign and submit an agreement to UIRF.	UI Research Foundation (UIRF)	Patent Term + 5 years	Y	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Settlement Agreements	These are generally agreements which come out of litigation related to the infringement of UIRF intellectual property, or the breach of an agreement with UIRF.	UI Research Foundation (UIRF)	Patent Term + 5 years	N	Y	UI Research Foundation (UIRF)

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Inventions, Patents and Research Agreements	Gift Donation Agreements	If outside parties donate intellectual property (patents) to the UIRF, there would be an agreement outlining the donation and any restrictions.	UI Research Foundation (UIRF)	Patent Term + 5 years	N	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Board Minutes	The UIRF is a 501 c3, wholly owned by the UI and as such, has a Board of Directors and would retain any minutes from those meetings.	UI Research Foundation (UIRF)	10 years	N	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Articles of Incorporation	The UIRF is a 501 c3, wholly owned by the UI and as such, has Articles of Incorporation filed with the State of Iowa.	UI Research Foundation (UIRF)	Permanent	N	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Certificate of Exemption	As a non-profit 501 c3, we are afforded specific tax exemptions.	UI Research Foundation (UIRF)	Permanent	N	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Patent Committee Records	Under UI Policy, there can be meetings of a Patent Committee, which will provide certain input and make specific recommendations to the UIRF.	UI Research Foundation (UIRF)	5 years	Y	N	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Accounts Payable and Accounts Receivable	Bills, invoices, royalty receipts, etc.	UI Research Foundation (UIRF)	Patent Term + 5 years	Y	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	UI Account Statements	Standard business records kept for audit and tax purposes.	UI Accounting Services	Permanent	N	N	UI Research Foundation (UIRF)

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Inventions, Patents and Research Agreements	Ledgers	Accounting ledgers, tracking income and distribution.	UI Research Foundation (UIRF)	Patent Term + 5 years	Y	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Annual External Audit Documents and Tax Returns	Audit work papers, audit report, tax return.	UI Research Foundation (UIRF)	Calendar Year +10 years	Y	Y	UI Research Foundation (UIRF)
Inventions, Patents and Research Agreements	Stock certificates	Stock certificates received as part of a license or other agreement executed by UIRF.	UI Research Foundation (UIRF)	Permanent	N	Y	UI Research Foundation (UIRF)