

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.

11/2015

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)
University Billing and Student Loans	Past Due Account Letters	Notices of Past Due Accounts for Student & Non-Student Accounts. (Ex: Right to Cure, etc.)	Treasury Operations - Billing Office & Billing & Loan Collections	Permanent	Yes	Yes	Treasury Operations
University Billing and Student Loans	Promissory Notes & Institutional Loan Documents	Original Student Loan Promissory Notes & Institutional Loan Documents	Treasury Operations - Billing & Loan Collections	Five (5) Years after loan is "de-obligated" (either paid, death, bankruptcy, etc.)	Yes	Yes	Treasury Operations Billing & Loan Collections
University Billing and Student Loans	Student Loan Repayment Records	Borrower billing/payment histories and loan fund repayment data prior to 3rd Party Loan Administration	Treasury Operations - Billing & Loan Collections	Permanent	Yes	Yes	Treasury Operations Billing & Loan Collections
University Billing and Student Loans	U-Bill Billing and Payment Records	A/R Billing/Payment histories, Type Code Payment Data, Dept and Billing Payup Information for University billings sent through the U-Bill, Parental/Guardian consent for Minor Student charging privilege, Fee agreements for replacement ID card, etc.	Treasury Operations - Billing Office	Permanent	Yes	Yes	Treasury Operations Billing Office

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University Billing and Student Loans	U-Bill Payment Authorizations	Electronic and Paper forms authorizing payments via ACH and Payroll Deduct, including policy acknowledgements, etc.	Treasury Operations - Billing Office	Permanent	Yes	Yes	Treasury Operations Billing Office