

**University of Cincinnati**  
**University Records Management Program**  
**Schedule for Records Retention and Disposition**

**Administrative Area:** Vice President and Provost for Baccalaureate and Graduate Affairs

**Division:** University College

**Department/Unit:** Academic Affairs

**Office:**

**Approval:**

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University Archivist Date

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Records Officer Date

**Inclusive Schedule Numbers:** 99-18B-01 – 99-18B-10

**Number of Pages:** 1

## University College – Academic Affairs

Schedule Number	Records Series	Series Description	IUC Retention Group	Retention Explanation	Minimum Retention	Disposition
99-18B-01	Accreditation Files	Materials relating to accreditation and site visits for accredited programs. Record Copy of final Accreditation Report held by Provost's Office.	ADM3020	Administration: Policies/Procedures - Compliance	ACT+10	Archives
99-18B-02	Admission Liaison Committee Files	University College files of All-University Admission Liaison Committee chaired by Provost, relating to admission policies, including scholarships and honors.	ADM9910	Administration: Subject Files	5 years	Archives
99-18B-03	Advanced Standing Files	Materials relating to the awarding of advanced standing, including documentation of student performance and rules and regulations. Copies of decisions are also inserted into Student Files.	EDU1010	Education: Student Records - Non-Permanent Records	ACT+1	Shred
99-18B-04	Articulation Committee	Documentation of University Articulation Committee relating to the establishment of University policy on articulation deficiencies, including requirements, course lists, and associated correspondence. Committee is chaired by Senior Vice Provost.	ADM9910	Administration: Subject Files	5 years	Archives
99-18B-05	Athletic Eligibility Files	Alpha by name of students with and NCAA grade point average eligibility to participate in athletics.	EDU1010	Education: Student Records - Non-Permanent Records	ACT+1	Shred
99-18B-06	Curriculum Committee	Chron. of pending and actions taken of ex officio convener of University College Curriculum Committee, including all BULLETIN and other materials relating to curriculum changes.	ADM9910	Administration: Subject Files	5 years	Archives
99-18B-07	Faculty Grievance Files	Files of Faculty Grievance Committee relating to disciplinary proceedings taken by faculty against students, including tapes of hearings.	LEG4000	Legal: Claims/Litigation	ACT+6	Shred
99-18B-08	Marketing Files	Advertising and other promotional materials for University College.	MAR1000	Marketing/Sales: Advertising/Sales Opportunities	5 years	Archives
99-18B-09	Ohio Board of Regents Files	Correspondence and associated materials information Ohio Board of Regents of a new or changed program.	ADM9910	Administration: Subject Files	5 years	Archives
99-18B-10	Reorganization Files	Committee materials relating to reorganizing the structure of University College.	ADM9910	Administration: Subject Files	5 years	Archives