

UWSP Records Disposition Authorizations

Record Series ID Number	Department	Title	Brief Description	Retention (Office of Record)	Copies	Disposition	Confidential or PII
00071 campus	University Center	Purchase Requisitions	Copies of purchase requisitions from units administered by the University Center for goods and services supplied by non-University vendors. Requisitions include such information as name of vender, date, description of order, quantity ordered and total cost. Routine correspondence, purchase orders, invoices, vouchers (including scattered internal transfer vouchers) and related materials pertinent to the order often accompany requisitions.	FY+2 years	Destroy when no longer needed, but no longer than originals	Destroy	No
00072 Campus	University Center	Central Stores Requisitions	Copies of internal supply requisitions from the University Center and subordinate units showing date, department charged, materials requested, place of delivery and total cost.	FY + 2 years	Destroy when no longer needed, but no longer than originals	Destroy	No
00081 Campus	University Center	Building Manager Reports	Daily surveys of student use per hour of the various facilities at the three campus centers (Debot, Allen and University Center) with miscellaneous comments and suggestions by attendants.	FY + 1 Year	Destroy when no longer needed, but no longer than originals	Destroy	No

Record Series ID Number	Department	Title	Brief Description	Retention (Office of Record)	Copies	Disposition	Confidential or PII
00086 Campus	University Center	University Center Accounts Transfer Memos	Copies of corrected transfer of funds requests with accompanying requisitions, invoices, and memoranda. These originate either through incorrect original billing of intra-University transactions.	FY + 2 Years	Destroy when no longer needed, but no longer than originals	Destroy	No
00100 Campus	University Center	Technical Service Invoices	Reservation form copies for technician time and equipment rented from technical services. Form includes order date, date and time of event, name of event, equipment required, individual or organization reserving, address, phone number, account number, and total charges.	FY + 2 Years	Destroy when no longer needed, but no longer than original	Destroy	No
00113 Campus	Parking Services	Parking Permit Applications	Series consists of yearly applications for permanent parking permits, containing such information as name of application, rank of lot choices desired, etc... Applications are filed by last name of applicant.	Creation + 1 Year	Destroy confidentially when no longer needed, but no longer than original	Destroy Confidential	Yes
00114 Campus	Parking Services	Lot Priority Book (Listing)	Lists of complimentary parking decals and priority lists for lot assignments.	Creation + 1 Year	Destroy when no longer needed, but no longer than original	Destroy	No

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00115 Campus	Parking Services	Space Assignments/ Waiting List Book	Parking assignment lists, by lot, showing names of persons (faculty, staff, students) whose vehicles were assigned to each lot, as well as building, department and assignment priority data. Also includes "waiting lists" of persons seeking particular lot assignments. These are printed yearly after the following year's assignments are determined.	Creation + 1 Year	Destroy when no longer needed, but no longer than original	Destroy	No
00116 Campus	Parking Services	Temporary Parking Records	Series consists of three separate record categories: a) lists of all campus visitors receiving temporary parking permits, showing name, date, permit number, etc...; b) records showing parking spaces reserved for conference participants; c) logs of phone calls requesting parking privileges for visitors who have not obtained a permit, showing date time of call, vehicle license number, and amount paid.	Creation + 1 Year	Destroy when no longer needed, but no longer than original	Destroy	No
00117 Campus	Parking Services	Parking Tickets	Series consists of parking tickets paid or voided. Information includes location of violation, date, time, and type of violation, fine assessed, and payment or void indication. Series may contain names of offenders. Series transferred from paper to machine readable format.	Creation + 3 Years	Destroy when no longer needed, but no longer than original	Destroy	Yes
00118 Campus	Parking Services	Summons Book	Summons (i.e. ticket or citation) information showing number, date, type of violation, license number and payment or reasons summons voided.	Creation + 3 Years	Destroy when no longer needed, but no longer than original	Destroy Confidential	Yes

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00119 Campus	Parking Services	Appeals Board Books	Series consists of copies of appeals involving lot assignments and citations. May include background information and decisions made by the Appeals Board.	Creation + 2 Years	Destroy when no longer needed, but no longer than original	Destroy Confidential	Yes
00120 Campus	Parking Services	Payment Books	Series lists payments for fines, giving name, date, and amount of payment, summons number, payment number and receipt number.	Creation + 3 Years	Destroy when no longer needed, but no longer than original	Destroy Confidential	Yes
00125 Campus	Student Rights and Responsibilities	Student Misconduct/ Disciplinary Files	It is the responsibility of the Student Rights & Responsibilities Office to adjudicate all allegations of misconduct brought by any unit of UWSP against a student. Files vary but may include the following: statement of charges, notification of hearing, lists of student options and conditions, actions taken, transcripts, correspondence, and dismissal of charge notifications.	Last date of record + 5 Years	Destroy when no longer needed, but no longer than original	Destroy Confidential	Yes
00154 Campus	Disability Services	Disability Service Records	The Office of Disability Services maintains student records that include: medical or psychological documentation of a disability, statements of accommodations received in the past from either a high school or other secondary education facility, such as in the form of an IEP (Individual Evaluation Plan) or 504 Plan. Also included are records of accommodations provided through UWSP, student class schedules, and other pertinent letters or documents that relate to the student.	Last date attended + 7 Years	Destroy when no longer needed, but no longer than original	Destroy Confidential	Yes

Record Series ID Number	Department	Title	Brief Description	Retention (Office of Record)	Copies	Disposition	Confidential or PII
00157 Campus	Small Business Development Center	Small Business Development Center Client Files	Series consists of client case files for small business consultations and advisements. The Small Business Development Center provides counseling, advice and informative sessions to small businesses in central Wisconsin, including start-up companies. Some of the case files include individual social security numbers.	Creation + 10 Years	Destroy when no longer needed, but no longer than original	Destroy Confidential	Yes