

University of Nebraska at Omaha

Records Retention Policy

Records Held in University Departments

Record Description	Functional Area	Retention Policy
Personnel Related Records		
Faculty & Admin Search Files	Academic Affairs – ext. 4-2262	4 yrs
Faculty Personnel Files ¹	Academic Affairs – ext. 4-2262	Indefinite
Faculty Grievance Files	Academic Affairs – ext. 4-2262	Indefinite
Faculty Salary Increase Materials	Academic Affairs – ext. 4-2262	Indefinite
Staff Applications and Related Information – Search Committee Materials	Human Resources – ext. 4-2321	4 yrs
Staff Personnel Files ²	Human Resources – ext. 4-2321	College/Dept Discretion
Personnel Requisition Form	Human Resources – ext. 4-2321	College/Dept Discretion
Position Justification Form	Human Resources – ext. 4-2321	College/Dept Discretion
Comp Time/Vacation/Sick Balance Report – Pay Period Reports	Payroll – ext 4-2325	7 yrs
Employee Leave Records and Leave Slips	Payroll – ext 4-2325	7 yrs
Monthly Time Reports – Exception Reports	Payroll – ext 4-2325	3 yrs
Biweekly Time Sheet/Cards	Payroll – ext 4-2325	7 yrs
Biweekly Time Sheets/Cards-Work Study	Payroll – ext 4-2325	6 yrs
Financial Records		
Accounts Receivable Billings & Support	Accounting Services – ext. 4-2320	5 yrs
Departmental Cash Register Tape	Accounting Services – ext. 4-2320	3 yrs
Cashier Receipts/Deposit slips	Accounting Services – ext. 4-2320	5 yrs
Documentation Supporting GL Account Postings – Intramural Charge Tickets, Journal/Income -Expense Entry Forms & Support, and Monthly vehicle transactions – Enterprise/Jiffy Lube/Gasboy	Accounting Services – ext. 4-2320	7 yrs
Monthly Accounting Reports	Accounting Services – ext. 4-2320	College/Dept Discretion
Procurement Card Transactions & Support	Accounting Services – ext. 4-2320	7 yrs
Travel Authorizations & Support	Accounting Services – ext. 4-2320	7 yrs
Visiting Personnel/Miscellaneous Expense Forms & Support	Accounting Services – ext. 4-2320	7 yrs
Budget Transfer Forms	Budget – ext 4-2322	College/Dept Discretion
Grant Correspondence & Misc. Documents	Grants Accounting – ext 4-2666	5 yrs after close
Source Documents for Grants (WBS elements)	Grants Accounting – ext 4-2666	5 yrs after close
Purchase Requisitions – Internal/External & Support	Purchasing – ext 4-2386	5 yrs

¹Includes materials pertaining to faculty appointments, e.g. PAF's, PDF's, reappointment, Promotion and Tenure materials, Annual Reviews and Faculty Development Fellowships

²Includes materials pertaining to staff actions, e.g. PAF's, PDF's, NU Values Salary Change Forms, Promotion Notes and Annual Reviews