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86+\$9(: (; 3*. 30!HB>;?H;A;H!DG;!M;?H<@E!C@I>J;D;A!<E!Q"%!9EA!HBOH;RB;EDJN!B>A9D;A!
<E!Q"S!9EA!%&&&P!3H;?H!L<JJ!F<EA!H;M;?9J!<I>@?D9ED!CG9E.;H=!

- > >;H;ED9D<@E!<E!9!H;9?CG9OJ;!8T6!
- > ;J<I<E9D<@E!@F!?!;ABEA9ED!?!;C@?A!H;?<;H!
- > C@EH@J<A9D<@E!@F!H<I<J9?!?!;C@?A!H;?<;H!
- > A;M;J@>I;ED!@F!9!G<;?9?CG<C9J!9??9E.;I;ED!F?9!L@?U!
- > DG;!9HH<:EI;ED!@F!9!BE<RB;+34!C@A;!D@!;9CG!?!;C@?A!H;?<;H!
- > BD<J<V9D<@E!@F!C@ED?@JJ;AIM@C9OBJ9?N!!

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J9LH!:@M;?E<E!?!;C@?A!H!?!;D;ED<@E!9EA!L<JJ!>?@I>DJN!?!;FJ;CD!9EN!J;;9J!P@A<F<C9D<
1G;! +ED;?23E<M;?H<DN! 4@BEC<J! @F! -G<@! W+34X! G9H! 9! C@ED?9CD! L<DG! +EF
(;RB<?;I;EDH!4J;9?<E:G@BH;!W+(47X!D@!BH;!<DH!H@FDL9?;!9EA!<DH!@E2:@<E:!A9D9O9H
J;;9J!?!;H;9?CGP!1G?;;!D<I;H!;9CG!N;9?K!DG#!L<JJ!?!;C;<M;!B>A9D;H!F?@!!+(47K!9EA!
L<JJ!?!;M<H;!DG;!I9EB9J!F@?!<DH!!;IO;?!<EHD<DBD<@EHP!!

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¹ The Ohio Revised Code (149.011G) ! "#\$%"&'(')"*+)'(&', - (%. '! +*/O"%12"! "3\$**2'@?!<D;IK!
?;;9?AJ;HH!@F!>GNH<C9J!F@?!@?!CG9?9CD??9BDA@?!?!;C;<M;A!ONK!@?!C@I<E!BEA;?!DG!
YB?<HA<CD<@E!@FK!9EN!>BOJ<C!@FF<C;!@F!DG;!HD9D!@?!<DH!>@J<D<C9J!HBOA<M<H<@EHK!LG<C
A@CBI;ED!DG;!@?:9E<V9D<@EK!FBECD<@EHK!>@J<C<;HK!A;C<H<@EHK!>?@C;AB?;HK!@>;?9D<@EHK!@
(*1\$3\$1\$"&'+'14""##\$*56!#H!HD9D;A!<E!1G;I;-G<@!(;M<H;A!47X!; ;<=', >4""?+())!&'+'#
D?BHD;H!@F!HD9D;2HB>>@?D;A!<EHD<DBD<@EH!@F!G<G;?!;ABC9D<@E!HG9JJ!G9M;!FBJJ!?!;H>@EH<O<
;HD9OJ<HG<E;!9EA!9A!<E<HD;?<E!9!?!;C@?A!H!>?@:9J!F@?!DG;<?!?!;H>;CD<M; !<EHD<DBD<@EHP!1G!
O@9?A!H!HG9JJ!9>>JN! ;FF<C<;ED!9EA! ;C@E@I<C9J! I9E9;I;ED! I;DG@A!H! D@! DG;I! C?;9D<@EK!
BD<J<V9D<@EK! I9<ED;E9EC;K!?!;D;ED<@EK!>?;H;?M9D<@EK!9EA!A<H>@H<D<@E!@F!DG;!?!;C@?A!H!@F!
)"&@"*1\$3""\$%&1\$1/1\$+%&56!

J;;9J!C@EC;?E!DG9D!L@BJA!O;!D?B;!F@?!9JJ!>BOJ<C!C@JJ;;;H! @?!BE<M;?H<D<;HK!;M;E!D
 DG;!D<DJ;H! @F! ?;C@?AH! @?!F<J;H!I<:GD!O;!A<FF;?;ED!9D!;9CG!C9I>BHP!1 @!9CC@I>J<HG
 DG;?;!9?;!F<M;!A<HD<ECD!>9?DHK!LG<CG!F@JJ@L!DG;!I@A;J!<JJBHD?9D;A!<E!T@E9JA!;U
 !"#\$\$%&'(!)"")*+\$(-%\$#"&.%"! WT;EM;?K! 4@J@?9A@=! +EF@?I9D<@E! (;RB<?;I;EDH!
 4J;9?<E:G@BH;K!Q"&X!9EA!9?;!A;?<M;A!BD<ABCD&+1F() "G!

- > +34!(;C@?AH!(;D;ED<@E!"9D?<[!W?;C@?AH!;D;ED<@E!?BJ;HX!
- > 5;;9J!\?@B>!+EA;[!
- > 5;;9J!(;H;9?CG!+EA;[!
- > 5;;9J!\?@B>!+EA;[!!L<DG!5;;9J!(;H;9?CG!
- > +34!"@A;J!(;D;ED<@E!,CG;ABWDEA9?A!;C@?AH!H;?<;HX!

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)9CG!>9?D!@F!DG<H!!9EB9J!<H!<ED;?2?;J9D;4P!C@?AH!(;D;ED<@E!"9D?<[!<H!9!J<HD!@F!
 FBECD<@EH! @?!9CD<M<D<;H!W?;D;ED<@E! ?BJ;HX! DG9D! ?;C@?AH! >;?F@?!9D! 9JJ! BE<
 C@JJ;;;HP!1G<H!"9D?<[!<H!J<EU;A!D@!9!5;;9J!\?@B>!+EA;[!DG9D!A;HC?<O;H!9EA!C9D;:@?<
 J;;9J!C@EC;?EH!;J9D;A!D@!DG;!FBECD<@E!>;?F@?!A!ON!DG;! ?;C@?AP!!!

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! #44Q&&&!	! #CC@BED<E;!2!#CC@BED! 89N9OJ;](;C;<M9OJ;!	! (;C@?AH!;J9D;A!D@!>9NI;ED!@F!F<E9EC<9J! @OJ<:9D<@EH!9EA!;C;<>D!@F!;M;EB;HP!+EC M@BCG;?HK!M;EA@?!<EM@<C;H!9EA!HD9D;I;E >9N?@JJ!9EA!>9N?@JJ!A;ABCD<@EHK!C@ED? 9EA!@DG;?!<EC@I;PX!

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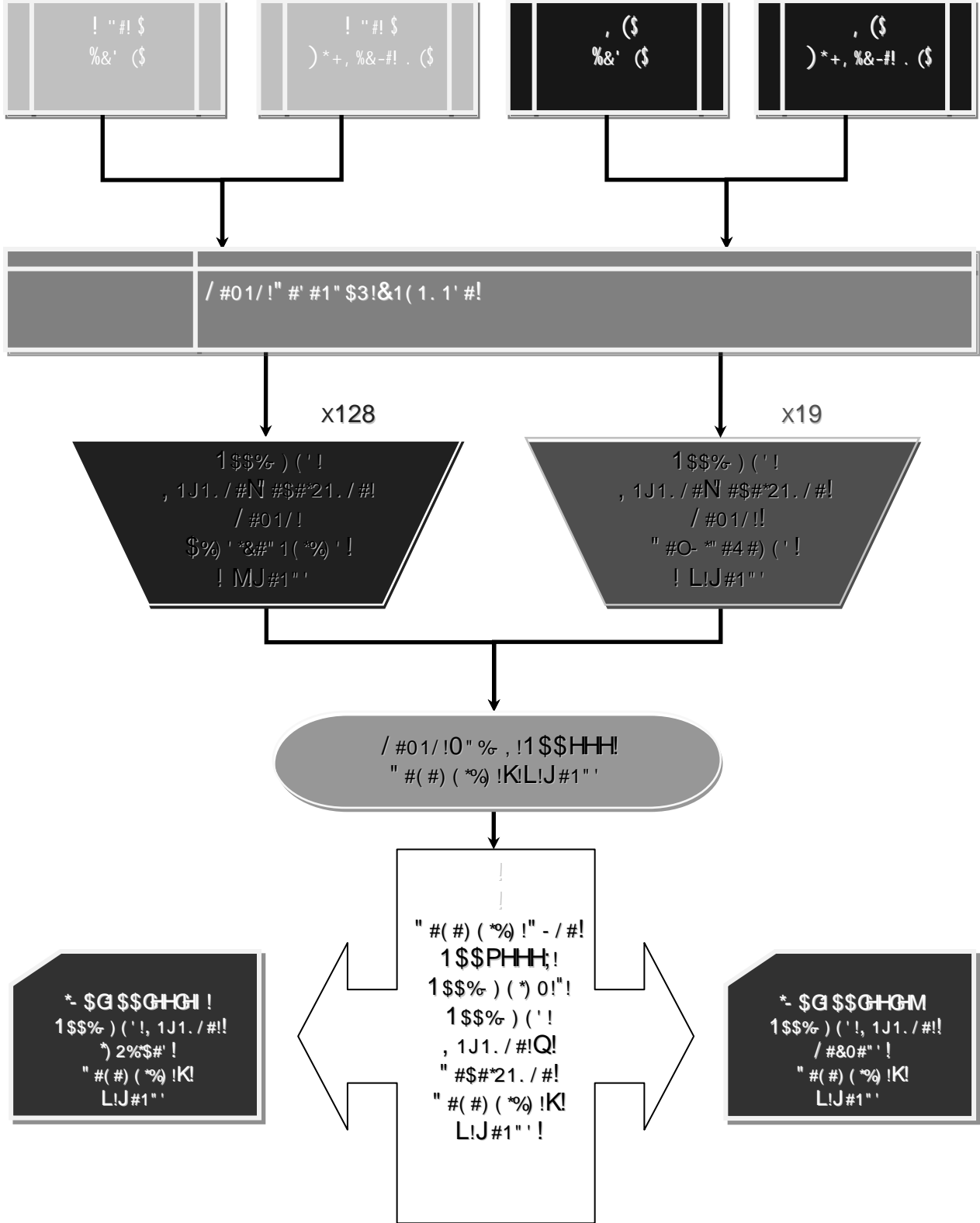
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+E!DG<H!;[9I>J;K!DG;!5;:9J!(;RB<?;I;ED!@F!9!I<E<IBI!S!N;9?H!?!D;ED<@E!D?BI>H!DG;!

5;:9J!4@EH<A;?9D#E<IBI!@F!_!N;9?H^!DG;?;F@?;K!DG;!I<E<IBI!?!D;ED<@EK!O;F@?;!

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H;?<;H!9!>;?<@A!@F!?!D;ED<@EK!9H!A;?<M;AIF?@!9!?!C@?AH!?!D;ED<@E!?!BJ;!F?@!!DG;! "9D
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A;C<A<E:! DG;! ?;D;ED<@E! 9EA! A<H>@H<D<@E! @F! H>;C<F<C! ?;C@?AH! 9D! <EA<M<AB9J!
+ECJBA;A!<E!DG<H!I9EB9J!<H!DG;!+34!"@A;J! (;C@?AH! (;D;ED<@E!,CG;ABJ;K!LG<CG!>?;H;ED
DG;!aDN><C9Ja! ?;C@?A!H;?<;H! DG9D! @B?! <EHD<DBD<@EH! @F! G<;G;?!J;9?E<E;! G9M;!9EA
bG<J;!9EN! @F! DG;!+34! <EHD<DBD<@EH! <H! F?;;!D@!BD<J<V;!DG;! " @A;J! ,CG;ABJ;!9H!>?;H;!
;9CG!C@JJ;;;! @?!BE<M;?H<DN!L<JJ!J<U;JN!!9U;!9A9>D9D<@EH!D@!DG<H!>?@D@DN>;!D@!?
?;C@?A!D<DJ;H!F@BEA!L<DG<E!<DH!J@C9J!<EHD<DBD<@E9J!A;>9?DI;EDHK!BE<DHK!@?!@
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+D! <H! <I>@?D9EDK! ;M;E! C?<D<C9JK! D@! ?;<D;?9D;! DG9D! ;9CG! D<DJ;! @F! DG;! >?@D@DN
?;D;ED<@E!?!BJ;!+T!F?@!!DG;! "9D?<[P!1G;!BH;!@F!DG<H!EBIO;?!H;?M;H!DL@!>B?>@H;H=!

- > <D! >?@M<A;H! 9! YBHD<F<C9D<@E! @?! ;>J9E9D<@E! F@?! DG;! ?;D;ED<@E! 9E
A<H>@H<D<@E!@F!DG;!?!C@?A!
- > <D! ;E9OJ;H! DG;! C@JJ;;;! @?!BE<M;?H<DN!D@!9JD;?! DG;! ?;D;ED<@E! @F! ;[<HD<E!
D<DJ;H!<E!C@!>J<9EC;!L<DG!CG9E;;H!<E!J9L!@?!?;BJ9D<@EP!

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1\$(!	bG<J;!#CD<M;!
1\$(RS!	bG<J;!#CD<M;!c!d!@F!N;9?H!
\$J!	4B??;ED!\$;9?!

1G;! BH;! @F! 9! ?;C@?AH! ?;D;ED<@E! HCG;ABJ;! <H! @E;! C@I>@E;ED! @F! 9! J9?;?! I@?
C@I>?;G;EH<M;! ?;C@?AH! I9E9; ;I;ED!>@?:?9! DG9D! I9E9; ;H! ?;C@?AH! DG?@B:G@BD! DG;<?!
J<F;CNCJ;HP!#!?@OBHD! I9EA! C@I>?;G;EH<M;! ?;C@?AH! I9E9; ;I;ED!>@?:?9! HG@BJA! <ECJBA;=

- 9E!<EM;ED@?N!@F!(%' +)I (%\$J(!?;C@?AH!>?!O9H;A!9EA!;J;CD?@E<C!
- 9! ?;C@?AH! ?;D;ED<@E!HCG;ABJ;!
- 9! I9>><E!@F!DG;!<EM;ED@?N!D@!DG;! ?;C@?AH! ?;D;ED<@E!HCG;ABJ;!
- >@J<CN!9EA!>?@C;AB?;H!F@?!
 - ✓ DG;!HD@?9; ;I9EA! ?;D?<;M9J!@F! ?;C@?AH!
 - ✓ DG;!C@EM; ?H<@E! ?;C@?AH! W<F!E;C;HH9?NX!
 - ✓ 9!M<D9J! ?;C@?AH! :?9!
 - ✓ A<H9HD; ?!> ?;M;ED<@E!9EA! ?;C@M; ?N!!
 - ✓ DG;! 9>>?@>?<9D;! A<H>@H9J! @F! ?;C@?AH! DG?@B:G! A;HD?BCD<@E! @?
D?9EHF; ?!D@!9E!9?CG<M;H

%!*<D9J! ?;C@?AH! 9?;! DG@H; ;HH;ED<9J! @?:9E<V9D<@E9J! ?;C@?AH! E; ;A;A! D@!! ;D! @>;?9D<@E9J! ?;H>@EH<
BEA; ?! ;I; ?; ;ECN! @?! A<H9HD; ?! C@EA<D<@EHP! #E! @?:9E<V9D<@E! E; ;AH! D@! (9! \$%&G)H+J&M&
3/'\$0.)"0(#%. #+30()\$(.\$ %(/. '+*""' (\$>"%3)+\$*()63)(A+00(*""&())\$/"(%"#%"3)"&(,%\$=(/3#C. >(#\$>+"'(,)6"
!-./\$0,&\$'(&0,%&*!&-/\$))(-,10(&-/&\$&+-\$,%('23&N<C9JJN! DG;H;! 9?;! HG@?D;?2D;?! ?;C@?AH! DG9D! G9M;!
K" I (K' (%! #\$\$* (K'\$O@K\$* (1\$+%&' (%! '(O+/%1'1+' (@@)+M\$O(1"K. '7N'1+'ON'+#'(%' +)I (%\$J(1\$+%E&)"*+)! &5!

- ✓ A@CBI;EDH!A;H<:E9D;A!9H!HB>;?H;A;A!@?!9H2B>A9D;A!
 - ✓ BH;?;C@><;H!WE@D!@?<:<E9J!A@CBI;EDX!!
 - ✓ ?@BD<E;!HJ<>H!
-) %)G#\$%"&=#!E@E2?;C@?A!<H!9EN!A@CBI;EDK!A;M<C;K!@?!<D;IK!?:;9?AJ;HH!
 @F!>GNH<C9J!F@?!@?!CG9?9CD;?<HD<CK!C?;9D;A!@?!&?@!<M;A!DG9D!
 H;?M;!D@!A@CBI;ED!DG;!@?:9E<V9D<@EK!FBEC<@EHK!>@J<C<;HK!A;C<H<@
 >?@C;AB?;HK!@>;?9D<@EHK!@?!@DG;?!9CD<M<D<;H!@F!DG;!@FF<C;P!!@E2?;C@
 I9N!<ECJBA;K!OBD!9?;!E@D!J<I<D;A!D@=!
- ✓ >;?H@E9J!C@??;H>@EA;EC;!
 - ✓ E@E2BE<M;?H<DN!>BOJ<C9D<@EH!
 - ✓ 5<HDH;?M;D;?<9JH!
 - ✓ YBEU!!9<J]H>9!
 - ✓ C9D9J@:H!
 - ✓ Y@B?E9JHK!O@@UHK!@DG;?!J<O?9?N!I9D;?<9JH!
 - ✓ F9CBJDN!>9>;?H!W69CBJDN!>9>;?H!9?;!DG;!>?@>;?DN!@F!DG;!
 F9CBJDN!I;IO;?K!E@D!DG;!BE<M;?H<DN!9EA!9H!HBCG!9?;!E@D!
 BE<M;?H<DN!?;C@?AH^!G@L;M;?K!<E!H@(!/C9H)M!E&'
 9?CG<M;H!I9N!O;!<ED;?;HD;A!<E!C@JJ;CD<E;!F9CBJDN!>9>;?HPX!

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+D!<H!<I>@?D9ED!D@!E@D;!DG9D!9!H<:E<F<C9ED!9I@BED!@F!A@CBI;EDH!DG9D!L;!G9EA
 A9<JN!O9H<H!F9JJ!<ED@!DG;!F<E9J!DL@!C9D;:@?<;H=!D?9EH<;ED?;DQETA+@E@?IE@E

1\$T) %U/ #&0#4 #) (' !!
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1G<H! I9Y@?!!?;M<H<@E#9F (! ")")*+)\$*(,\$%(-. /0#(1\$00"2"'(3*&(4*+5"%'+) +"'(+*(86+\$9(
: (; 3*. 30(<H! AB;! D@! I9EN! <EA<M<A#5U@?DHG;! +ED;?23E<M;?H<DN! 4@BEC<J! @F! -G<@!
CG9?;;A! 9! D9HU! F@?C;! @F! 9DD@?E;NHK! GBI9E! ?;H@B?C;H! >?@F;HH<@E9JHK! CG<;F! <EF
@FF<C;?HK! 9?CG<M<HDHK! 9EA! ?;C@?AH! I9E9;;?H! D@! <A;ED<FN! 9! >?@C;HH! D@! ?;BJ
;FF<C<;EDJN! B>A9D;! DG;! "9EB9JP! 1G;! (;C@?AH! 19HU! 16@?1+' *+%1\$/ "' 14"' APCE&
?;J9D<@EHG<>! L<DG! +(47K! ;@ED<9D<E;! 9! C@ED?9CD! F@?! DG;! >B?CG9H;! 9EA! DG?<C;! N;9?
B>A9D<E;! @F!)")*+)\$*(; 3*32"% (DP!(9<IBEA! \@;?J;?! 9EA! T9E<;J! . @E9E! @F! 1G;! -G<@!
,D9D;! 3E<M;?H<DN! D?9M;JJ;A! D@! T;EM;?! D@! ?)C;?M;? (; 3*32"% (D! D?9<E<4E" ?P!
. @E9E! BD<J<V<E!"*)+)\$*(; 3*32"% (D(A;M;J@>;A! DG<H! A?9FD! @F! DG;! ?;M<H;A! I9EB9JK!
LG<CG! L9H! ?;M<;L;A! <E<D<9JJN! ON! 19I9?! 4GBD;! 9EA! (9<IBEA! \@;?J;?! @F! -,3K! 9EA!
HBOH;RB;EDJN! ?;M<;L;A! 9EA! 9>>?@M;A! ON!!;IO;?H! @F! DG;! (;C@?AH! 19HU! 16@?C;P!
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T;O<!#JJ<H@EK!"<9I<!3E<M;?H<DN!

,C@DD!49I>O;JJK!#U?@E!3E<M;?H<DN!

(9<IBEA!\@;?J;?K!1G;!-G<@!,D9D;!3E<M;?H<DN!

49?@J!79BH;?K!"<9I<!3E<M;?H<DN!

4<EAN!"ChB9A;K!+ED;?23E<M;?H<DN!4@BEC<J!@F!-G<@!

09?O9?9!.9J9V;UK!-G<@!3E<M;?H<DN!

i9E!.;<;?K!1G;!-G<@!,D9D;!3E<M;?H<DN!

,;9E!#P!8@J;NK!"<9I<!3E<M;?H<DN!

"9?<9!,CG<I;?K!.@?DG!)9HD!-G<@!3E<M;?H<DN!4@JJ;;!@F!";A<C<E;!

j9?;E!,G9FF;?K!"<9I<!3E<M;?H<DN!

4G?<H!b<JH@EK!"<9I<!3E<M;?H<DN!

Inter-University Council of Ohio
IUC Records Retention Matrix

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Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	Use r	Total	
ACC1000	Accounting Accounts Payable/Receivable Records related to payment of financial obligations and receipt of revenues. Includes vouchers, vendor invoices and statements; payroll and payroll deductions, contributions, and other income.	ACC000	4	3	4	
ACC1010	Accounting Journals / Ledgers Records used to transfer charges between accounts and for summarizing account information. Final, annual records only.	ACC010	6	6	6	
ACC2000	Accounting Capital Property Includes purchase and sales of property and equipment, depreciation, improvements, etc. Includes financial obligations associated with capital expenditures, purchase of land, buildings, equipment, furnishings, motor vehicles; material transfers, work orders, additions or improvements to building or equipment, property reporting.	ACC100	ACT+6	ACT	ACT+6	
ACC3000	Accounting Accounting Management Information Records and reports related to managing and determining accuracy of accounting information. See ACC1000 for the journals and ledgers and FIN7000 for financial statements.	NONE	0	4	4	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
ADM1020	Administration Planning / Forecasting Records related to planning and forecasting for internal purposes. Includes annual plans, five- and ten-year strategic plans and forecasts, facility requirements, growth forecasts.	NONE	0	ACT+1	ACT+1	
ADM2020	Administration Property Management Maintenance / Repair Records related to the maintenance and repair of property.	CON000	ACT+5	ACT+6	ACT+6	
ADM2030	Administration Property Management Construction / Modifications Records related to design, construction and layout of buildings and facilities.	CON000	ACT+5	ACT+6	ACT+6	
ADM2035	Administration Property Management Construction / As-Built Drawings Records related to design, construction and layout of buildings and facilities.	CON000	ACT+5	LOB+6	LOB+6	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
ADM3000	Administration Policies / Procedures Records documenting institution approved methods or processes for performing activities to ensure uniformity and compliance with institution and legal requirements. Includes institutional policy and procedure manuals.	POL000	ACT+10	ACT	ACT+10	
ADM3010	Administration Policies / Procedures Audits, Internal Records demonstrating compliance with internal policies and procedures. Includes audit reports, remedial activities, and workpapers. See ADM3000 for actual policy or procedure.	NONE	0	4	4	
ADM3020	Administration Policies / Procedures Compliance Records related to compliance with policies and procedures. Includes records destruction certificates. See ADM3000 for actual policy or procedure.	POL100	10	3	10	

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IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
ADM3030	Administration Policies / Procedures Safety / Emergencies Records related to spill prevention, employee safety, and other related procedures regulated by government agencies.	POL200	ACT+10	ACT	ACT+10	
ADM4000	Administration Safety / Security Records related to protection of employees, equipment, buildings and Information. Includes security clearances, pass card lists, password lists. Also includes safety of employees and equipment.	NONE	0	3	3	
ADM9900	Administration General Records related to administration activities not previously covered. Includes routine administration.	NONE	0	1	1	
ADM9905	Administration General Transient Records related to administration activities that are maintained until superseded.	NONE	0	SUP	SUP	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
ADM9910	Ad 0 eel3r d (3)Tj E7 t Td6671 Td22	NONE	0	3	3	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
EDU1010	<p>Education Student Records Non-Permanent</p> <p>Records of students who matriculated, whether or not they earned a degree. Includes applications for admission / readmission, letters of recommendation, entrance examinations and placement test reports, advanced placement records, transcripts, medical records, academic action notifications, applications for graduation, documents regarding progress toward degree, transfer credit evaluations. Also includes student placement and continuing education.</p> <p>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</p>	NONE	0	ACT+1	ACT+1	
EDU1015	<p>Education Student Records Non-Permanent Course Administration</p>	NONE	0	ACT+3	ACT+3	
EDU1020	<p>Education Student Records Non-Permanent Veterans Administration</p>	EDU122	ACT+3	ACT+1	ACT+3	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
EDU1030	<p>Education Student Records Family Educational Rights and Privacy Act Documents / P</p> <p>Records related to Educational Rights and Privacy Act including requests for formal hearings, requests and disclosures of personally identifiable information, student statements on content of records regarding hearing panel decisions, students' written consent for records disclosure, waivers of rights of access, written decisions of hearing panels, etc.</p> <p>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</p>	EDU110	ACT+3	ACT+1	ACT+3	
EDU1100	<p>Education Data / Documents for Applicants Who Do Not Matriculate</p> <p>Records related to applicants who do not matriculate, whether denied admission or accepted and do not enter. Includes applications for admissions / readmissions, acceptance letters and other correspondence, letters of recommendation, entrance examinations and placement test reports, advanced placement records, transcripts, medical records.</p> <p>Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.</p>	NONE	0	1	1	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
EDU2000	Education Student Loans Records related to student loans including application, approvals, disbursements, repayment, etc. Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.	EDU120	ACT+6	ACT+6	ACT+6	
EDU2100	Education Student Loans U.S. Department of Education Records related to student loans from the U.S. Department of Education including application, approvals, disbursements, repayment, etc. Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA. See EDU2000 for all other student loans.	EDU121	ACT+3	ACT+3	ACT+3	
EDU3000	Education Publications, Statistical Data / Documents, Institutional R Includes catalogs, commencement programs, degree statistics, enrollment statistics, grade statistics, graduation lists, Integrated Post Secondary Education Data System reports, Ohio Board of Regents reports, racial / ethnic statistics, schedule of classes (institutional), tuition and fee schedules. See EDU3010 for short-term reference records related to educational programs.	EDU300	ACT+6	IND	IND	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
ENV1000	Environment Testin	ENV200	5	3	5	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
ENV3000	Environment Water / Air Pollution Records related to discharge of pollution into water and air.	ENV200	5	3	5	
ENV9900	Environment General Records related to environment not covered elsewhere.	NONE	0	3	3	
FIN1000	Finance Banking Records related to banking activities. Includes deposits, checks, statements, reconciliations, drafts, canceled checks, automatic deposit plans, check registers, cash management.	ACC000	4	3	4	
FIN2000	Finance Budgets / Financial Forecasts Records related to internal planning and financial management.	NONE	0	ACT+1	ACT+1	
FIN3000	Finance Investments Records related to passive investments in stocks, bonds, mutual funds, etc. to track and manage investments including endowment funds. See ACC2000 for accounting for investments.	ACC100	ACT+6	ACT+3	ACT+6	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
FIN5000	Finance Loans / Credits Records related to the applications, issuance, management and administration of loans to the institution. Includes correspondence with lenders, reports to lenders, debt information, work papers, writeoffs, write downs, losses.	ACC100	ACT+6	ACT+3	ACT+6	
FIN6000	Finance Bad Debts / Collections Records related to the monitoring, collecting and writing off of bad debts. Includes authorizations, supporting details of uncollectible accounts.	NONE	0	4	4	
FIN7000	Finance Financial Statements Financial statements, reports, and background information submitted to government agencies/	ACC000	4	4	4	
FIN7010	Finance Financial Statements Audits, External Records of external audits related to determining the accuracy of final financial statements.	ACC000	4	4	4	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
FIN8000	Finance Purchasing Records related to request for bids, bid review, receiving, inspection of merchandise, proof of receipt, etc. See ACC1000 for accounting for actual purchases. See LEG2000 for purchasing contracts.	NONE	0	3	3	
FIN8010	Finance Purchasing Purchase Orders Records related to actual purchases or commitments to purchase.	CON000	ACT+5	ACT	ACT+5	
FIN8020	Finance Purchasing Receipt / Shipment Documentation Records related to shipment or receipt of purchases.	NONE	0	3	3	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
LEG2000	<p>Legal Contracts / Agreements</p> <p>Records related to obligations under contracts, leases, and other agreements between institution and outside parties. Includes contracts for services, purchases and sales, transportation, leases, property and construction, exchange of property, etc. Includes government contracts and grants and records required to be kept until government audit.</p> <p>See LEG2010 for other records related to contract compliance.</p>	CON000	ACT+5	ACT+1	ACT+5	
LEG2010	<p>Legal Contracts / Agreements Contract Performance</p> <p>Records related to compliance or performance of contracts. Includes determination of costs, performance of services, payments, work products delivered, etc. Includes government contracts.</p> <p>See LEG2000 for actual contracts and agreements, including government grant materials that must be kept until the end of the contract and the completion of government audit.</p>	CON010	5	3	5	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
LEG3000	<p>Legal Insurance</p> <p>Records related to coverage affecting liability. Includes policies, amendments, riders, proof of payment, etc.</p> <p>See PER1010 for employee medical and life insurance.</p>	CON000	ACT+5	ACT+1	ACT+5	
LEG3010	<p>Legal Insurance Future Liability</p> <p>Records related to insurance coverage for product liability, exposure to hazardous substances, or other problems manifesting themselves long after the policy terminates. Includes liability policies.</p>	CON200	IND	IND	IND	
LEG4000	<p>Legal Claims / Litigation</p> <p>Records related to threatened or actual litigation or government investigation. Includes pleadings, discovery, attorney work-products, legal opinions, transcripts, exhibits, final judgments, and investigative reports.</p>	LIT000	ACT+6	ACT+1	ACT+6	
LEG5000	<p>Legal Compliance</p> <p>Records related to the preparation of documents required by law. Includes reporting and filings with agencies such as IRS, DOT, OSHA, EPA, EEOC.</p> <p>See LEG5010 for tax returns.</p>	LEG000	6	6	6	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	

LEG5010	Legal Compliance Tax Returns	LEG000	6	10	10	
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Tax returns filed for tax-exempt confirmation for sales, income, and other taxes.

See ACC1000 for detailed accounting records.

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group	<hr/>		
			Legal	User	Total

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
MIS1000	Miscellaneous Reports / Copies Miscellaneous reports and other records which need only be reviewed for a short period - day, week, quarter, current year.	NONE	0	1	1	
MIS1010	Miscellaneous Reports / Copies Periodic Replacement Records Records replaced periodically by newer, updated ones.	NONE	0	SUP	SUP	
MIS2000	Miscellaneous Special Projects Records related to special projects that do not fall into any other category.	NONE	0	ACT+1	ACT+1	
PER1010	Personnel Benefits Benefit Plans Records related to institution sponsored benefit plans. Includes insurance, pension, disability, medical, survivor programs, ESOP, PAYSOP, vesting criteria, vacation entitlements, educational assistance, savings plans, correspondence explaining benefit plans. See LEG5000 for pension reports to government.	EMP110	ACT+6	ACT+1	ACT+6	

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IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
PER1020	Personnel Benefits Contributions / Benefits Provided Records related to contribution and participation in institution-sponsored benefit plans. Includes insurance, pension, disability, savings, etc.	EMP100	6	3	6	
PER1030	Personnel Benefits Elections Records of elections by employees for type and amount of participation in institution benefit plans.	EMP110	ACT+6	ACT	ACT+6	
PER1040	Personnel Benefits Pension Summar	EMP120	ACT+6	ACT	ACT+6	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
PER3010	<p>Personnel Employee Records Personnel Actions</p> <p>Records regarding specific employees. Includes hiring, promotion, performance appraisals, transfers, termination, etc.</p>	EMP300	5	3	5	
PER4010	<p>Personnel Health / Safety Medical Records - General</p> <p>Medical records related to treatment, examinations, history, etc. related to general medical matters for employees. Excludes other hospital, patient and financial records for university hospitals. University hospitals should follow prevailing federal and state requirements for medical records.</p> <p>Note: Ohio Administrative Code 4732-17-01, B 6 requires the retention of summaries of client files for 12 years.</p> <p>See HUM4020 for accident and injury reports. See HUM4030 for hazardous exposure.</p>	EMP700	6	3	6	
PER4011	<p>Personnel Health / Safety Personnel Fitness Records</p> <p>Records related to physical exams and physical fitness for personnel fitness center.</p>	NONE	0	ACT+1	ACT+1	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
PER4020	Personnel Health / Safety Accidents / Injuries Records related to on-the-job accidents often used for workers' compensation claims.	EMP700	6	3	6	
PER4030	Personnel Health / Safety Hazardous Exposure Medical records related to exposure or possible exposure to hazardous or toxic substances including testing. See ENV2000 for testing for exposure to hazardous substances.	EMP500	IND	ACT	IND	
PER5000	Personnel Training / Development Records related to the development and operation of institution training programs and seminars. Includes seminars, education assistance, management and supervision development, job progression, drug and alcohol awareness, course listings, schedules, requests and approvals.	EMP800	ACT+3	ACT	ACT+3	
PER5010	Personnel Training / Development Certification Records related to certification for individuals to perform certain tasks. Includes CPA, bar admissions, CLE, etc.	EMP800	ACT+3	ACT	ACT+3	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
PER6000	Personnel Salary Administration	EMP300	5	3	5	
	Records related to determining and monitoring salary and deduction amounts including timesheets.					
	See ACC1000 for accounting records for payroll and deductions.					
PER9900	Personnel General	NONE	0	3	3	
	Records related to salary studies and other personnel or human resources activities not covered elsewhere.					
PUB2000	Public Affairs Government Relations	NONE	0	5	5	
	Records related to monitoring government activities and proposed laws.					
PUB3000	Public Affairs Publicity	NONE	0	IND	IND	

IUC Records Retention Matrix

Code	Subjects / Description			
		Legal	User	Total

Inter-University Council of Ohio
IUC Legal Group Index

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
ACC000	Accounting / Tax General Includes tax assessment or specific tax requirements for accounts payable, accounts receivable, etc.	4	3	4
ACC010	Accounting Journals / General Ledgers Include records related to financial statements, balance sheets, and other important summary financial information.	4	6	6
ACC100	Accounting / Tax Capital Property Includes depreciation, capital gains and losses, and repairs of capital property See also ACC000 for general accounting/tax laws.	ACT+4	ACT+6	ACT+6
ADV000	Advertising Includes laws related to promotions, advertising, solicitations, etc.	0	3	3
CON000	Contracts General Includes documentation for general written contracts, including government contracts. Excludes actual workproducts, deliverable products, or accounting. Legal period reflects reasonable period for litigation needs. Most legitimate law suits will be initiated within 6 years of the end of contracts. No requirement to meet longer statute of limitations periods.	ACT+3	ACT+5	ACT+5

Inter-University Council of Ohio

IUC Legal Group Index

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
CON010	<p>Contracts General Compliance / Work Products</p> <p>Includes proof of compliance or work products provided under written contracts, including government contracts. See CON000 for contract documentation.</p> <p>Limitation of actions period for contracts starts at time of breach, not end of contract. Contract performance records need only be retained from time of actions or events.</p>	0	5	5
CON200	<p>Contracts Liability Insurance</p> <p>Includes policies and description of coverage for insurance covering liability that may manifest in future years such as hazardous exposure.</p> <p>Insurance policies covering future liabilities should be kept indefinitely to facilitate collection in case of current liability that manifests itself in future, e.g., asbestoses.</p>	0	IND	IND
CON300	<p>Contracts Property Rights</p> <p>Contracts setting forth ownership, rights and obligations with respect to real property.</p>	0	IND	IND
EDU100	<p>Education Student Records</p> <p>Records related to students including admission, grades, progress, etc.</p>	ACT+5	ACT+6	ACT+6
EDU110	<p>Education Student Records Privacy</p> <p>Records related to privacy rights of parents and students.</p>	ACT	3	ACT+3

Inter-University Council of Ohio

IUC Legal Group Index

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
EDU120	<p>Education Student Records Loan Records</p> <p>Records related to loan provided under federal and state grants.</p>	ACT+5	ACT+6	ACT+6
EDU121	<p>Education Student Records Loan Records U.S. Department of Education</p> <p>Records related to loan provided by the U.S. Department of Education.</p>	ACT+3	0	ACT+3
EDU122	<p>Education Student Records Loan Records Veterans Administration</p> <p>As per 38 CFR 21.4209, an educational institution must keep records and accounts, including those pertaining to students not receiving benefits from VA, as described in this section, pertaining to each period of enrollment of a veteran, reservist, or eligible person.</p>	ACT+3	0	ACT+3
EDU300	<p>Education Educational Programs</p> <p>Records related to programs developed under federal grants.</p>	ACT+3	ACT+6	ACT+6
EMP000	<p>Employment General</p> <p>Includes wage rates, job descriptions, work schedules, employment practices and other employment requirements not included elsewhere.</p>	3	0	3

Inter-University Council of Ohio

IUC Legal Group Index

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
EMP100	<p>Employment Benefits / Pensions Reporting / Contributions</p> <p>Includes requirements for contributions to and reporting for pension and benefit plans.</p>	6	6	6
EMP110	<p>Employment Benefits / Pensions Plans</p> <p>Includes the actual pension and benefit plans in force.</p>	ACT+6	3	ACT+6
EMP120			ACT	ACT+6

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Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
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Inter-University Council of Ohio

IUC Legal Group Index

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LEG000	<p>Legal Compliance General</p> <p>Include records of compliance with state and federal laws not specifically covered elsewhere.</p> <p>Many laws require report but do not require retention of copies or backup. This category establishes a safe legal period for required records without known legal retention requirements.</p>	6	3	6
LEG100			6 6	

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Inter-University Council of Ohio

IUC Legal Group Index

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
POL000	<p>Policies / Procedures</p> <p>Includes policies for areas such as employment, records management, accounting, purchasing, quality control, etc.</p> <p>Keep copies of policies and procedures to demonstrate company practices in judicial or regulatory proceedings. Organizations may be judged according to its own written standards of conduct.</p>	0	ACT+10	ACT+10
POL100	<p>Policies / Procedures Compliance</p> <p>Records related to proof of compliance with company policies and procedures. Includes records retention documentation of destruction.</p> <p>Records retention documentation shows pattern of compliance with systematic program to destroy records.</p>	0	10	10
POL200	<p>Policies / Procedures Safety and Emergency Plans</p> <p>Includes requirements related to fire prevention, spill prevention and other emergency action plans.</p>	ACT	ACT+10	ACT+10

United States of Americ

Inter-University Council of Ohio
IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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Inter-University Council of Ohio
IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 126-0110-00 010	26 USC 6502	LA10	general / tax general / suits by United States	ACC000 ACC010	
US 126-0120-00 010	26 USC 6511	3	general / tax general / credit / refund	ACC000 ACC010	
US 126-0120-00 020	26 USC 6511	LA7	general / tax general / credit / refund	ACC000 ACC010	
US 126-0120-00 030	26 USC 6511	LA3	general / tax general / credit / refund	ACC000 ACC010	
US 126-0140-00 010	26 USC 6531	LA3	general / tax general / criminal prosecution	ACC000 ACC010	
US 126-0140-00 020	26 USC 6531	LA6	general / tax general / criminal prosecution	ACC000 ACC010	
US 126-0150-00 010	26 USC 6532	LA2	general / tax general / suits against United States	ACC000 ACC010	
US 126-0150-00 020	26 USC 6532	LA9M	general / tax general / suits by person other than taxpayer	ACC000 ACC010	
US 126-0150-00 030	26 USC 6532	LA5	general / tax general / suits against United States	ACC000 ACC010	
US 128-0040-00 010	28 USC 2401	LA2	general / limitation of actions other / suits against United States	LIT000	
US 128-0040-00 020	28 USC 2401	LA6	general / limitation of actions other / suits against United States	LIT000	
US 129-0010-00 010	29 USC 211	PROC	general / employment wage and hour	EMP300	
US 129-0020-00 010	29 USC 255	LA2	general / limitation of actions employment / wages, recovery of	EMP300 LIT000	
US 129-0020-00 020	29 USC 255	LA3	general / limitation of actions employment / wages, recovery of	EMP300 LIT000	

United States of America

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IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 129-0030-00 010	29 USC 436	5	general / employment labor-management relations / labor organization reporting	LEG000	
US 129-0035-00 010	29 USC 657	MAINT	general / employment health and safety / accidents / injuries	EMP700	
US 129-0040-00 010	29 USC 1022	MAINT	general / employment benefit plans / benefit plan description	EMP110	
US 129-0050-00 010	29 USC 1027	6	general / employment benefit plans / benefit plan records	EMP110 LEG000	
US 129-0060-00 010	29 USC 1059	MAINT	general / employment benefit plans / nt		

Inter-University Council of Ohio
IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 142-0080-00 010	42 USC 1785	3	health care grant administration / child nutrition	EDU120	
US 142-0115-00 010	42 USC 7414	PROC	general / environment air pollution / emissions standards	ENV200	
US 142-0140-00 010	42 USC 9612	LA3	general / environment hazardous substances / claims procedures	ENV100	
US 142-0140-00 020	42 USC 9612	LA6	general / environment hazardous substances / claims procedures	ENV100	
US 142-0150-00 010	42 USC 9613	LA3	general / environment hazardous substances / claims procedures	ENV100	
US 142-0150-00 020	42 USC 9613	LA6	general / environment hazardous substances / claims procedures	ENV100	
US 205-0003-98 010	5 CFR 293.402	PROC	government agency records / employment records	EMP120	Office of Personnel Management
US 205-0004-00 010	5 CFR 293.403	MAINT	government agency records / employment records	EMP120	Office of Personnel Management
US 205-0004-02 010	5 CFR 293.405	PROC	government agency records / employment records	EMP120	Office of Personnel Management
US 205-0007-00 010	5 CFR 410.302	MAINT	general / employment training	EMP800	Office of Personnel Management
US 207-2350-00 010	7 CFR 3019.21	MAINT	government / government contracts grant administration / accounting	CON000	Department of Agriculture Office of Finance and Management
US 207-2350-00 020	7 CFR 3019.21	MAINT	health care grant administration / accounting	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-00 030	7 CFR 3019.21	MAINT	education grant administration / accounting	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-10 010	7 CFR 3019.23	MAINT	government / government contracts grant administration / in-kind valuation	CON000	Department of Agriculture Office of Finance and Management

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IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 207-2350-10 020	7 CFR 3019.23	MAINT	education grant administration / in-kind valuation	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-10 030	7 CFR 3019.23	MAINT	health care grant administration / in-kind valuation	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-20 010	7 CFR 3019.34	MAINT	government / government contracts grant administration / property and equipment	CON000	Department of Agriculture Office of Finance and Management
US 207-2350-20 020	7 CFR 3019.34	MAINT	education grant administration / property and equipment	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-20 030	7 CFR 3019.34	MAINT	health care grant administration / property and equipment	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-30 010	7 CFR 3019.42	MAINT	government / government contracts grant administration / standards of conduct	CON000	Department of Agriculture Office of Finance and Management
US 207-2350-30 020	7 CFR 3019.42	MAINT	education grant administration / standards of conduct	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-30 030	7 CFR 3019.42	MAINT	health care grant administration / standards of conduct	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-40 020	7 CFR 3019.44	MAINT	education grant administration / procurement	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-40 030	7 CFR 3019.44	MAINT	health care grant administration / procurement	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-50 020	7 CFR 3019.45	MAINT	education grant administration / cost analysis	EDU120	Department of Agriculture Office of Finance and Management

Inter-University Council of Ohio
IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 207-2350-60 030	7 CFR 3019.46	MAINT	health care grant administration / procurement	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-70 010	7 CFR 3019.47	MAINT	government / government contracts grant administration / contract administration	CON000	Department of Agriculture Office of Finance and Management
US 207-2350-70 020	7 CFR 3019.47	MAINT	education grant administration / contract administration	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-70 030	7 CFR 3019.47	MAINT	health care grant administration / contract administration	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-80 010	7 CFR 3019.53	ACT+3	government / government contracts grant administration / records retention periods	CON000	Department of Agriculture Office of Finance and Management
US 207-2350-80 020	7 CFR 3019.53	3	education grant administration / records retention periods	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-80 030	7 CFR 3019.53	3	health care grant administration / records retention periods	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-80 040	7 CFR 3019.53	ACT+3	government / government contracts grant administration / records retention periods	CON000	Department of Agriculture Office of Finance and Management
US 207-2350-80 050	7 CFR 3019.53	ACT+3	education grant administration / records retention periods	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-80 060	7 CFR 3019.53	ACT+3	health care grant administration / records retention periods	EDU120	Department of Agriculture Office of Finance and Management
US 208-0100-00 020	8 CFR 214.3	3	education foreign students / reporting compliance	LEG200	Department of Justice Immigration and Naturalization Service
US 208-0150-00 010	8 CFR 245a.2	PROC	general / employment aliens / documentation	LEG200	Department of Justice Immigration and Naturalization Service
US 208-0150-10 010	8 CFR 245a.4	PROC	general / employment aliens / documentation	LEG200	Department of Justice Immigration and Naturalization Service
US 208-0200-00 010	8 CFR 274A.2	3	general / employment aliens / documentation	LEG200	Department of Justice Immigration and Naturalization Service

LRBR Code

United States of America

Inter-University Council of Ohio
IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 210-0987-00 010	10 CFR 602.19	MAINT	health care grant administration / health studies	EDU120	Department of Energy
US 211-0099-90 010	11 CFR 102.5	MAINT	general political committees / contributions, accounts and records	LEG000	
US 211-0100-00 010	11 CFR 102.9	3	general political committees / contributions, accounts and records	LEG000	Federal Election Commission
US 211-0300-00 010	11 CFR 104.14	3	general		

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IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 214-1165-62 010	14 CFR 1260.145	MAINT	government / government contracts grant administration / cost analysis	CON000	National Aeronautics and Space Administration
US 214-1165-64 010	14 CFR 1260.146	MAINT	government / government contracts grant administration / procurement	CON000	National Aeronautics and Space Administration
US 214-1165-66 010	14 CFR 1260.147	MAINT	government / government contracts grant administration / contract administration	CON000	National Aeronautics and Space Administration
US 214-1165-68 010	14 CFR 1260.153	ACT+3	government / government contracts grant administration / records retention periods	CON000	National Aeronautics and Space Administration
US 214-1165-68 020	14 CFR 1260.153	ACT+3	government / government contracts grant administration / records retention periods	CON000	National Aeronautics and Space Administration
US 214-1165-68 030	14 CFR 1260.153	MEDIA	government / government contracts grant administration / records retention periods	CON000	National Aeronautics and Space Administration
US 214-1199-00 010	14 CFR 1260.507	PROC	government / government contracts grant administration / records retention periods	CON000	National Aeronautics and Space Administration
US 214-1200-00 010	14 CFR 1260.509	PROC	government / government contracts grant administration / records retention periods	CON000	National Aeronautics and Space Administration
US 214-1300-00 010	14 CFR 1274.601	ACT+3	government / government contracts grant administration / records retention periods	CON000	National Aeronautics and Space Administration

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US 222-0013-00 020	22 CFR 145.44	MAINT	education grant administration / procurement	EDU120	Department of State
US 222-0013-10 010	22 CFR 145.46	MAINT	education grant administration / procurement	EDU120	Department of State
US 222-0013-10 020	22 CFR 145.46	MAINT	health care grant administration / procurement	EDU120	Department of State
US 222-0013-20 010	22 CFR 145.53	3	health care grant administration / records retention periods	EDU120	Department of State
US 222-0013-20 020	22 CFR 145.53	3	education grant administration / records retention periods	EDU120	Department of State
US 222-0300-00 010	22 CFR 226.21	MAINT	government / government contracts grant administration / accounting	CON000	Agency for International Development International Development Cooperation Agency
US 222-0310-00 010	22 CFR 226.23	MAINT	government / government contracts grant administration / in-kind valuation	CON000	Agency for International Development International Development Cooperation Agency
US 222-0320-00 010	22 CFR 226.34	MAINT	government / government contracts grant administration / property and equipment	CON000	Agency for International Development International Development Cooperation Agency
US 222-0330-00 010	22 CFR 226.42	MAINT	government / government contracts grant administration / standards of conduct	CON000	Agency for International Development International Development Cooperation Agency
US 222-0340-00 010	22 CFR 226.44	MAINT	government / government contracts grant administration / procurement	CON000	Agency for International Development International Development Cooperation Agency
US 222-0350-00 010	22 CFR 226.45	MAINT	government / government contracts grant administration / cost analysis	CON000	Agency for International Development International Development Cooperation Agency
US 222-0360-00 010	22 CFR 226.46	MAINT	government / government contracts grant administration / procurement	CON000	Agency for International Development International Development Cooperation Agency
US 222-0370-00 010	22 CFR 226.47	MAINT	government / government contracts grant administration	CON000	Agency for International Development International Development Cooperation Agency
US 222-0380-00 010	22 CFR 226.53	ACT+3	government / government contracts grant administration / records retention periods	CON000	Agency for International Development International Development Cooperation Agency

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US 222-2600-00 020	22 CFR 518.46	MAINT	health care grant administration / procurement	EDU120	United States Information Agency
US 222-2700-00 010	22 CFR 518.53	3	education grant administration / records retention periods	EDU120	United States Information Agency
US 222-2700-00 020	22 CFR 518.53	3	health care grant administration / records retention periods	EDU120	United States Information Agency
US 222-2700-00 030	22 CFR 518.53	ACT+3	health care grant administration / records retention periods	EDU120	United States Information Agency
US 222-2700-00 040	22 CFR 518.53	ACT+3	education grant administration / records retention periods	EDU120	United States Information Agency
US 224-0015-00 010	24 CFR 84.21	MAINT	government / government contracts grant administration / accounting	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-00 020	24 CFR 84.21	MAINT	education grant administration / accounting	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-00 030	24 CFR 84.21	MAINT	health care grant administration / accounting	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-05 010	24 CFR 84.23	MAINT	government / government contracts grant administration / in-kind valuation	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-05 020	24 CFR 84.23	MAINT	education grant administration / in-kind valuation	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-05 030	24 CFR 84.23	MAINT	health care grant administration / in-kind valuation	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-10 010	24 CFR 84.34	MAINT	government / government contracts grant administration / property and equipment	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-10 020	24 CFR 84.34	MAINT	education grant administration / property and equipment	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-10 030	24 CFR 84.34	MAINT	health care grant administration / property and equipment	EDU120	Department of Housing and Urban Development Office of the Secretary

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US 224-0015-15 010	24 CFR 84.42	ACT	government / government contracts grant administration / standards of conduct	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-15 020	24 CFR 84.42	SUP	education grant administration / standards of conduct	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-18 010	24 CFR 84.44	SUP	health care grant administration / procurement	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-18 020	24 CFR 84.44	SUP	education grant administration / procurement	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-18 030	24 CFR 84.44	ACT	government / government contracts grant administration / procurement	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-20 010	24 CFR 84.45	MAINT	government / government contracts grant administration / cost analysis	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-20 020	24 CFR 84.45	MAINT	education grant administration / cost analysis	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-20 030	24 CFR 84.45	MAINT	health care grant administration / cost analysis	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-25 010	24 CFR 84.46	MAINT	government / government contracts grant administration / procurement	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-25 020	24 CFR 84.46	MAINT	education grant administration / procurement	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-25 030	24 CFR 84.46	MAINT	health care grant administration / procurement	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-30 010	24 CFR 84.47	MAINT	government / government contracts grant administration / contract administration	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-35 010	24 CFR 84.53	ACT+3	government / government contracts grant administration / records retention periods	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-35 020	24 CFR 84.53	ACT+3	education grant administration / records retention periods	EDU120	Department of Housing and Urban Development Office of the Secretary

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US 224-0015-35 030	24 CFR 84.53	ACT+3Y	health care grant administration / records retention periods	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-35 040	24 CFR 84.53	ACT+3	government / government contracts grant administration / records retention periods	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-35 050	24 CFR 84.53	3	education grant administration / records retention periods	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-35 060	24 CFR 84.53	3	health care grant administration / records retention periods	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-40 010	24 CFR 84.82	MAINT	government / government contracts grant administration / accounting	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-40 020	24 CFR 84.82	MAINT	education grant administration / accounting	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-40 030	24 CFR 84.82	MAINT	health care grant administration / accounting	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-45 010	24 CFR 84.83	MAINT	government / government contracts grant administration / property and equipment	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-45 020	24 CFR 84.83	MAINT	education grant administration / property and equipment	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-45 030	24 CFR 84.83	MAINT	health care grant administration / property and equipment	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-50 010	24 CFR 84.84	ACT	government / government contracts grant administration / standards of conduct	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-50 020	24 CFR 84.84	SUP	education grant administration / standards of conduct	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-50 030	24 CFR 84.84	SUP	health care grant administration / standards of conduct	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-50 040	24 CFR 84.84	SUP	education grant administration / procurement	EDU120	Department of Housing and Urban Development Office of the Secretary

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US 226-0280-00 010	26 CFR 1.302-4	MAINT	general / tax income / corporate distributions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0290-00 010	26 CFR 1.312-15	MAINT	general / tax income / corporate distributions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0300-00 010	26 CFR 1.332-6	MAINT	general / tax income / corporate liquidations	ACC000	Department of the Treasury Internal Revenue Service
US 226-0310-00 010	26 CFR 1.333-6	MAINT	general / tax income / corporate distributions, shareholder records	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0315-00 010	26 CFR 1.341-7	MAINT	general / tax income / corporate distributions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0320-00 010	26 CFR 1.351-3	MAINT	general / tax income / corporation / property transfers	ACC000	Department of the Treasury Internal Revenue Service
US 226-0327-10 010	26 CFR 1.367(E)-2T	MAINT	general / tax income - capital property / gain, nonrecognition of	ACC100	Department of the Treasury Internal Revenue Service
US 226-0330-00 010	26 CFR 1.368-3	MAINT	general / tax income / corporate reorganizations / property transfers	ACC000	Department of the Treasury Internal Revenue Service
US 226-0340-00 010	26 CFR 1.371-1	MAINT	general / tax income / share exchanges, insolvency	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0350-00 010	26 CFR 1.371-2	MAINT	general / tax income / share exchanges, corporate reorganization	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0370-00 010	26 CFR 1.381(C)(6)-1	MAINT	general / tax income - capital property / depreciable property, carryovers	ACC100	Department of the Treasury Internal Revenue Service

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US 226-0410-00 010	26 CFR 1.446-4	MAINT	general / tax income / hedging	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0430-00 010	26 CFR 1.456-7	MAINT	general / tax income / prepaid dues income	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0435-00 010	26 CFR 1.471-2	MAINT	general / tax income / inventory accounting	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0450-00 010	26 CFR 1.472-2	MAINT	general / tax income / inventory accounting, LIFO method	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0460-00 010	26 CFR 1.472-8	MAINT	general / tax income / inventory accounting, LIFO method	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0465-00 010	26 CFR 1.475(a)-4	MAINT	general / tax income / inventory accounting, LIFO method	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0475-00 010	26 CFR 1.501(C)(9)-5	MAINT	general / tax income / employees' beneficiary associations	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0480-00 010	26 CFR 1.501(C)(17)-2	MAINT	general / tax income / employees' beneficiary associations	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0510-00 010	26 CFR 1.527-2	MAINT	general / tax income / political organization	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service

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US 226-0630-00 010	26 CFR 1.666(D)-1A	MAINT	general / tax income / trusts, excess distributions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0700-00 010	26 CFR 1.905-2	MAINT	general / tax income / foreign tax credit	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0710-00 010	26 CFR 1.924(D)-1	MAINT	general / tax income / foreign tax credit	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0715-00 010	26 CFR 1.936-10	MAINT	general / tax income / foreign tax credit	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0736-00 010	26 CFR 1.985-1	MAINT	general / tax income / qualified business unit	ACC000 ACC010 ACC100	Treasury, Department of the Internal Revenue Service
US 226-0738-00 010	26 CFR 1.989(A)-1	MAINT	general / tax income / qualified business unit	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0750-00 010	26 CFR 1.1012-1	MAINT	general / tax income - capital property / property gain or loss	ACC100	Department of the Treasury Internal Revenue Service
US 226-0760-00 010	26 CFR 1.1014-4	MAINT	general / tax income - capital property / property gain or loss	ACC100	Department of the Treasury Internal Revenue Service
US 226-0770-00 010	26 CFR 1.1015-1	MAINT	general / tax income - capital property / property gain or loss	ACC100	Department of the Treasury Internal Revenue Service
US 226-0780-00 010	26 CFR 1.1081-11	MAINT	general / tax income - capital property / property gain or loss	ACC100	Department of the Treasury Internal Revenue Service
US 226-0795-00 010	26 CFR 1.1221-2	MAINT	general / tax income / hedging	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service

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US 226-0800-00 010	26 CFR 1.1232-3	MAINT	general / tax income - capital property / property gain or loss	ACC100	Department of the Treasury Internal Revenue Service
US 226-0810-00 010	26 CFR 1.1233-1	MAINT	general / tax income - capital property / property gain or loss	ACC100	Department of the Treasury Internal Revenue Service
US 226-0820-00 010	26 CFR 1.1244(E)-1	MAINT	general / tax income - capital property / property gain or loss	ACC100	Department of the Treasury Internal Revenue Service
US 226-0840-00 010	26 CFR 1.1245-2	MAINT	general / tax income - capital property / property gain or loss	ACC100	Department of the Treasury Internal Revenue Service
US 226-0860-00 010	26 CFR 1.1250-2	MAINT	general / tax income - capital property / property gain or loss	ACC100	Department of the Treasury Internal Revenue Service
US 226-0863-00 010	26 CFR 1.1275-6	MAINT	general / tax income / hedging	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0866-00 010	26 CFR 1.1295-1T	MAINT	general / tax income - capital property	ACC100	Treasury, Department of the Internal Revenue Service
US 226-0870-00 010	26 CFR 1.1321-1	MAINT	general / tax income / inventory accounting, LIFO method	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0910-00 010	26 CFR 1.1441-6	MAINT	general / tax income / foreign tax exemptions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0919-90 010	26 CFR 1.1461-1	MAINT	general / tax income / foreign tax withholding	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0920-00 010	26 CFR 1.1461-2	MAINT	general / tax income / foreign tax withholding	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0920-10 010	26 CFR 1.1461-2	MAINT	general / tax income / foreign tax withholding	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service

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US 226-0950-00 010	26 CFR 1.1502-13	MAINT	general / tax income / intercompany transactions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0970-00 010	26 CFR 1.6001-1	MAINT	general / tax income / general requirements	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-1000-00 010	26 CFR 1.6031(C)-1T	MAINT	general / tax income / partnerships	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-1030-00 010	26 CFR 1.6042-1	MAINT	general / tax income / dividends paid	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-1035-00 010	26 CFR 1.6045-4	4	general / tax income / real estate transactions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-1040-00 010	26 CFR 1.6047-1	MAINT	general / employment benefit plans - pension plans / reporting requirements	A	Department of the Treasury Internal Revenue Service

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US 226-1130-00 010	26 CFR 31.6001-4	MAINT	general / tax employment / unemployment recordkeeping	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1150-00 010	26 CFR 31.6001-5	MAINT	general / tax employment / employer records	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1170-00 010	26 CFR 31.6402(a)-2	MAINT	general / tax employment / social security credit / refund	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1170-00 020	26 CFR 31.6402(a)-2	MAINT	general / tax employment / social security repayment to employee	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1180-00 010	26 CFR 31.6413(a)-1	MAINT	general / tax employment / social security repayment to employee	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1180-07 010	26 CFR 31.6413(A)-1	MAINT	general / tax employment / social security repayment to employee	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1180-10 010	26 CFR 31.6413(A)-3	MAINT	general / tax employment / social security repayment to employee	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1185-00 010	26 CFR 35a.9999-2	MAINT	general / tax general / recordkeeping requirements	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1185-03 010	26 CFR 35a.9999-3	MAINT	general / tax general / recordkeeping requirements	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1185-10 010	26 CFR 35a.9999-5	4	general / tax general / recordkeeping requirements	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1840-00 010	26 CFR 301.6011-2	MEDIA	general / tax employment / electronic filing, W-2s, W-4s, etc.	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1850-00 010	26 CFR 301.6058-1	MAINT	general / tax employment / wages paid / deferred compensation	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1860-00 010	26 CFR 301.6316-6	MAINT	general / tax employment / estimated tax	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1870-00 010	26 CFR 301.6501(A)-1	AS3	general / tax general / assessment	ACC000 ACC010	Department of the Treasury Internal Revenue Service

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US 226-1880-00 010	26 CFR 301.6501(C)-1	ASIND	general / tax general / tax evasion	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1890-00 010	26 CFR 301.6501(E)-1	AS6	general / tax general / omission over 25%	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1930-00 010	26 CFR 301.6511(A)-1	LA3	general / tax general / credit / refund	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1950-00 010	26 CFR 301.6511(D)-1	LA7	general / tax income - capital property / bad debt or worthless securities, credit / refund	ACC100	Department of the Treasury Internal Revenue Service
US 226-1960-00 010	26 CFR 301.6532-1	LA2	general / tax general / suits by taxpayer	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1970-00 010	26 CFR 301.6532-2	LA2	general / tax general / suits by United States	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1970-00 020	26 CFR 301.6532-2	LA5	general / tax general / suits by United States, fraud or misrepresentation	ACC000 ACC010 LIT000	Department of the Treasury Internal Revenue Service
US 226-1980-00 010	26 CFR 301.6532-3	LA9M	general / tax general / suits by person other than taxpayer	ACC000 by perso	Department of the Treasury Internal Revenue Service

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US 228-0048-10 020	28 CFR 70.23	MAINT	education grant administration / cost analysis	EDU120	Department of Justice
US 228-0048-10 030	28 CFR 70.23	MAINT	health care grant administration / cost analysis	EDU120	Department of Justice
US 228-0048-20 010	28 CFR 70.34	MAINT	health care grant administration / property and equipment	EDU120	Department of Justice
US 228-0048-20 020	28 CFR 70.34	MAINT	education grant administration / property and equipment	EDU120	Department of Justice
US 228-0048-20 030	28 CFR 70.34	MAINT	government / government contracts grant administration / property and equipment	CON000	Department of Justice
US 228-0048-30 010	28 CFR 70.42	MAINT	government / government contracts grant administration / standards of conduct	CON000	Department of Justice
US 228-0048-30 020	28 CFR 70.42	MAINT	education grant administration / standards of conduct	EDU120	Department of Justice
US 228-0048-30 030	28 CFR 70.42	MAINT	health care grant administration / standards of conduct	EDU120	Department of Justice
US 228-0048-40 010	28 CFR 70.44	MAINT	health care grant administration / procurement	EDU120	Department of Justice
US 228-0048-40 020	28 CFR 70.44	MAINT	education grant administration / procurement	EDU120	Department of Justice
US 228-0048-40 030	28 CFR 70.44	MAINT	government / government contracts grant administration / procurement	CON000	Department of Justice
US 228-0048-50 010	28 CFR 70.45	MAINT	government / government contracts grant administration / cost analysis	CON000	Department of Justice
US 228-0048-50 020	28 CFR 70.45	MAINT	education grant administration / cost analysis	EDU120	Department of Justice
US 228-0048-50 030	28 CFR 70.45	MAINT	health care grant administration / cost analysis	EDU120	Department of Justice

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US 228-0048-60 010	28 CFR 70.46	MAINT	health care grant administration / procurement	EDU120	Department of Justice
US 228-0048-60 020	28 CFR 70.46	MAINT	education grant administration / procurement	EDU120	Department of Justice
US 228-0048-60 030	28 CFR 70.46	MAINT	government / government contracts grant administration / procurement	CON000	Department of Justice
US 228-0048-70 010	28 CFR 70.47	MAINT	government / government contracts grant administration / contract administration	CON000	Department of Justice
US 228-0048-70 020	28 CFR 70.47	MAINT	education grant administration / contract administration	EDU120	Department of Justice
US 228-0048-70 030	28 CFR 70.47	MAINT	health care grant administration / contract administration	EDU120	Department of Justice
US 228-0048-80 010	28 CFR 70.53	3	health care grant administration / accounting	EDU120	Department of Justice
US 228-0048-80 020	28 CFR 70.53	ACT+3	health care grant administration / property and equipment	EDU120	Department of Justice
US 228-0048-80 030	28 CFR 70.53	ACT+3	education grant administration / property and equipment	EDU120	Department of Justice
US 228-0048-80 040	28 CFR 70.53	3	education grant administration / accounting	EDU120	Department of Justice
US 228-0048-80 050	28 CFR 70.53	ACT+3	government / government contracts grant administration / accounting	CON000	Department of Justice
US 228-0048-80 060	28 CFR 70.53	ACT+3	government / government contracts grant administration / property and equipment	CON000	Department of Justice
US 229-0108-00 010	29 CFR 95.21	MAINT	education grant administration / accounting	EDU120	Department of Labor Office of the Secretary
US 229-0108-00 020	29 CFR 95.21	MAINT	health care grant administration / accounting	EDU120	Department of Labor Office of the Secretary

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US 229-0108-05 010	29 CFR 95.23	MAINT	education grant administration / in-kind valuation	EDU120	Department of Labor Office of the Secretary
US 229-0108-05 020	29 CFR 95.23	MAINT	health care grant administration / in-kind valuation	EDU120	Department of Labor Office of the Secretary
US 229-0108-10 010	29 CFR 95.42	SUP	education grant administration / standards of conduct	EDU120	Department of Labor Office of the Secretary
US 229-0108-10 020	29 CFR 95.42	SUP	health care grant administration / standards of conduct	EDU120	Department of Labor Office of the Secretary
US 229-0108-15 010	29 CFR 95.44	SUP	health care grant administration / procurement	EDU120	Department of Labor Office of the Secretary
US 229-0108-15 020	29 CFR 95.44	SUP	education grant administration / procurement	EDU120	Department of Labor Office of the Secretary
US 229-0108-20 010	29 CFR 95.45	MAINT	education grant administration / cost analysis	EDU120	Department of Labor Office of the Secretary
US 229-0108-20 020	29 CFR 95.45	MAINT	health care grant administration / cost analysis	EDU120	Department of Labor Office of the Secretary
US 229-0108-25 010	29 CFR 95.46	MAINT	education grant administration / procurement	EDU120	Department of Labor Office of the Secretary
US 229-0108-25 020	29 CFR 95.46	MAINT	health care grant administration / procurement	EDU120	Department of Labor Office of the Secretary
US 229-0108-30 010	29 CFR 95.47	SUP	education accounting / accounting system	EDU120	Department of Labor Office of the Secretary
US 229-0108-30 020	29 CFR 95.47	SUP	health care grant administration / accounting	EDU120	Department of Labor Office of the Secretary
US 229-0108-35 010	29 CFR 95.53	3Y	education grant administration / records retention periods	EDU120	Department of Labor Office of the Secretary
US 229-0108-35 020	29 CFR 95.53	3Y	health care grant administration / records retention periods	EDU120	Department of Labor Office of the Secretary

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US 229-0330-00 010	29 CFR 516.9	PROC	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0340-00 010	29 CFR 516.11	MAINT	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0350-00 010	29 CFR 516.12	MAINT	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0430-00 010	29 CFR 516.20	MAINT	general / employment wage and hour / collective bargaining agreements	CON000	Department of Labor Wage and Hour Division
US 229-0480-00 010	29 CFR 516.25	MAINT	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0490-00 010	29 CFR 516.26	MAINT	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0530-00 010	29 CFR 516.30	MAINT	general / employment wage and hour / learners and students	EMP300	Department of Labor Wage and Hour Division

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US 229-0777-00 010	29 CFR 1602.13	PROC	general / employment equal employment opportunity	EMP300	Equal Employment Opportunity Commission
US 229-0780-00 010	29 CFR 1602.14	1	general / employment employment records	EMP120 EMP300	Equal Employment Opportunity Commission
US 229-0850-00 010	29 CFR 1602.39	3	education employment - equal employment opportunity / elementary and secondary schools	EMP300	Equal Employment Opportunity Commission
US 229-0860-00 010	29 CFR 1602.40	2	education employment - equal employment opportunity / elementary and secondary schools	EMP300	Equal Employment Opportunity Commission
US 229-0865-00 010	29 CFR 1602.46	PROC	education employment - equal employment opportunity / elementary and secondary schools	EMP300	Equal Employment Opportunity Commission
US 229-0867-00 010	29 CFR 1602.47	PROC	education employment - equal employment opportunity / colleges	EMP300	Equal Employment Opportunity Commission
US 229-0870-00 010	29 CFR 1602.48	3	education employment - equal employment opportunity / colleges	EMP300	Equal Employment Opportunity Commission
US 229-0880-00 010	29 CFR 1602.49	2	education employment - equal employment opportunity / colleges	EMP300	Equal Employment Opportunity Commission
US 229-0885-00 010	29 CFR 1602.55	PROC	education employment - equal employment opportunity / colleges	EMP300	Equal Employment Opportunity Commission
US 229-0887-00 010	29 CFR 1607.4	MAINT	general / employment equal employment opportunity / employee selection	EMP120 EMP300	Equal Employment Opportunity Commission
US 229-0890-00 010	29 CFR 1607.15	MAINT	general / employment equal employment opportunity / employee selection	EMP120 EMP300	Equal Employment Opportunity Commission

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US 229-0900-00 010	29 CFR 1620.32	2	general / employment wage and hour / sex discrimination	EMP300	Equal Employment Opportunity Commission
US 229-0910-00 010	29 CFR 1620.33	LA3	general / employment wage and hour / sex discrimination	EMP300	Equal Employment Opportunity Commission
US 229-0915-00 010	29 CFR 1627.2	MAINT	general / employment equal employment opportunity / age discrimination	EMP300	Equal Employment Opportunity Commission
US 229-0920-00 010	29 CFR 1627.3	3	general / employment wage and hour / payroll records	ACC000 EMP120 EMP300	Equal Employment Opportunity Commission
US 229-0920-00 025	29 CFR 1627.3	1	general / employment employment records / hiring	EMP120 EMP300 EMP900	Equal Employment Opportunity Commission
US 229-0920-00 030	29 CFR 1627.3	ACT+1	general / employment benefit plans	EMP110	Equal Employment Opportunity Commission
US 229-0970-00 010	29 CFR 1627.6	PROC	general / employment equal employment opportunity / age discrimination	EMP300	Equal Employment Opportunity Commission
US 229-0973-00 010	29 CFR 1627.7	PROC	general / employment equal employment opportunity / age discrimination	EMP300	Equal Employment Opportunity Commission
US 229-0977-00 010	29 CFR 1627.11	PROC	general / employment equal employment opportunity / age discrimination	EMP300	Equal Employment Opportunity Commission
US 229-0985-00 010	29 CFR 1904.3	PROC	general / employment health and safety / accidents / injuries	EMP700	Department of Labor Occupational Safety and Health Administration
US 229-0990-00 010	29 CFR 1904.4	MAINT	general / employment health and safety / accidents / injuries	EMP700	Department of Labor Occupational Safety and Health Administration
US 229-1000-00 010	29 CFR 1904.6	PROC	general / employment health and safety / accidents / injuries	EMP700	Department of Labor Occupational Safety and Health Administration
US 229-1003-00 010	29 CFR 1904.7	PROC	general / employment health and safety / accidents / injuries	EMP700	Department of Labor Occupational Safety and Health Administration

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US 229-1200-00 010	29 CFR 1910.1004	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1210-00 010	29 CFR 1910.1006	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1220-00 010	29 CFR 1910.1007	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1230-00 010	29 CFR 1910.1008	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1240-00 010	29 CFR 1910.1009	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1250-00 010	29 CFR 1910.1010	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1260-00 010	29 CFR 1910.1011	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1270-00 010	29 CFR 1910.1012	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1280-00 010	29 CFR 1910.1013	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1290-00 010	29 CFR 1910.1014	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration

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US 229-1300-00 010	29 CFR 1910.1015	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1310-00 010	29 CFR 1910.1016	A			

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US 229-1386-50 010	29 CFR 1910.1050	MAINT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1386-50 020	29 CFR 1910.1050	ACT+30	general / employment		

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US 234-0139-20 010	34 CFR 99.5	PROC	education privacy / student records	EDU110	Department of Education Office of the Secretary
US 234-0140-00 010	34 CFR 99.10	PROC	education privacy / student records	EDU110	Department of Education Office of the Secretary
US 234-0145-00 010	34 CFR 99.11	PROC	education privacy / student records	EDU110	Department of Education Office of the Secretary
US 234-0150-00 010	34 CFR 99.12	PROC	education privacy / student records	EDU110	Department of Education Office of the Secretary
US 234-0170-00 010	34 CFR 99.21	MAINT	education privacy / student records	EDU110	Department of Education Office of the Secretary
US 234-0180-00 010	34 CFR 99.30	PROC	education privacy / student records	EDU110	Department of Education Office of the Secretary
US 234-0190-00 010	34 CFR 99.31	PROC	education privacy / student records	EDU110	Department of Education Office of the Secretary
US 234-0200-00 010	34 CFR 99.32	ACT	education education records / privacy	EDU110	Department of Education Office of the Secretary
US 234-0200-10 010	34 CFR 99.33	PROC	education education records / privacy	EDU110	Department of Education Office of the Secretary
US 234-0200-20 010	34 CFR 99.34	PROC	education education records / privacy	EDU110	Department of Education Office of the Secretary
US 234-0200-30 010	34 CFR 99.36	PROC	education education records / privacy	EDU110	Department of Education Office of the Secretary
US 234-0201-00 010	34 CFR 100.6	MAINT	education financial assistance, federal / equal opportunity	EDU120	Department of Education Office for Civil Rights
US 234-0201-10 010	34 CFR 110.20	MAINT	education financial assistance, federal / equal opportunity	EDU120	Department of Education Office for Civil Rights

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US 234-0202-00 010	34 CFR 600.4	5	education financial assistance, federal / ability-to-benefit, higher education	EDU120	Department of Education Office for Civil Rights
US 234-0202-10 010	34 CFR 600.5	5	education financial assistance, federal / ability-to-benefit, proprietary school	EDU120	Department of Education Office for Civil Rights
US 234-0202-20 010	34 CFR 600.6	5	education financial assistance, federal / ability-to-benefit, vocational school	EDU120	Department of Education Office for Civil Rights
US 234-0205-00 010	34 CFR 628.47	5	education grant administration / endowment grant program	EDU120	Department of Education Office of Postsecondary Education
US 234-0206-00 010	34 CFR 641.52	MAINT	education grant administration / faculty development grants	EDU120	Department of Education Office of Postsecondary Education
US 234-0206-10 010	34 CFR 641.61	MAINT	education grant administration / faculty development grants	EDU120	Department of Education Office of Postsecondary Education
US 234-0207-00 010	34 CFR 644.32	MAINT	education grant administration / educational opportunity centers	EDU120	Department of Education Office of Postsecondary Education
US 234-0220-00 010	34 CFR 647.32	MAINT	education grant administration / postbaccalaureate achievement grants	EDU120	Department of Education Office of Postsecondary Education
US 234-0229-00 010	34 CFR 668.19	MAINT	education financial assistance, federal / financial aid transcript	EDU120	Department of Education Office of Postsecondary Education
US 234-0230-00 010	34 CFR 668.23	5	education financial assistance, federal / audits	EDU120	Department of Education Office of Postsecondary Education
US 234-0230-10 010	34 CFR 668.24	ACT+3	education financial assistance, federal / general requirements	EDU121	Department of Education Office of Postsecondary Education
US 234-0230-10 020	34 CFR 668.24	ACT	education financial assistance, federal / general requirements	EDU121	Department of Education Office of Postsecondary Education

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US 234-0230-30 030	34 CFR 668.26	3	education financial assistance, federal / termination of program	EDU120	Department of Education Office of Postsecondary Education
US 234-0235-00 010	34 CFR 668.36	MAINT	education financial assistance, federal / Selective Service registration	EDU120	Department of Education Office of Postsecondary Education
US 234-0235-40 010	34 CFR 668.150	3	education financial assistance, federal / tests, independently administered	EDU120	Department of Education Office of Postsecondary Education
US 234-0235-43 010	34 CFR 668.153	3	education financial assistance, federal / student disability, documentation	EDU120	Department of Education Office of Postsecondary Education
US 234-0235-60 010	34 CFR 668.165	MAINT	education financial assistance, federal / student notification of funds receipt	EDU120	Department of Education Office of Postsecondary Education
US 234-0238-00 010	34 CFR 674.13	MAINT	education loans, federal guaranteed / institution records	EDU120	Department of Education Office of Postsecondary Education
US 234-0238-10 010	34 CFR 674.16	MAINT	education loans, federal guaranteed / institution records	EDU120	Department of Education Office of Postsecondary Education
US 234-0240-00 010	34 CFR 674.19	ACT+3	education loans, federal guaranteed / general requirements	EDU120	Department of Education Office of Postsecondary Education
US 234-0240-00 020	34 CFR 674.19	MEDIA	education loans, federal guaranteed / accounting	EDU120	Department of Education Office of Postsecondary Education
US 234-0245-00 010	34 CFR 674.47	MAINT	education loans, federal guaranteed / accounting	EDU120	Department of Education Office of Postsecondary Education
US 234-0250-00 010	34 CFR 675.19	MAINT	education financial assistance, federal / accounting	EDU120	Department of Education Office of Postsecondary Education
US 234-0255-00 010	34 CFR 675.33	MAINT	education grant administration / accounting	EDU120	Department of Education Office of Postsecondary Education

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US 234-0260-00 010	34 CFR 676.19				

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US 234-0300-30 010	34 CFR 685.308	ACT+5	education loans, federal guaranteed / general requirements	EDU120	Department of Education Office of Postsecondary Education
US 234-0300-40 010	34 CFR 685.309	MAINT	education loans, federal guaranteed / institution records	EDU120	Department of Education Office of Postsecondary Education
US 234-0329-00 010	34 CFR 690.81	MAINT	education grant administration / Pell grants, accounting	EDU120	Department of Education Office of Postsecondary Education
US 234-0330-00 010	34 CFR 690.82	MAINT	education grant administration / Pell grants, accounting	EDU120	Department of Education Office of Postsecondary Education
US 236-0090-00 010	36 CFR 1210.21	MAINT	government / government contracts grant administration / accounting	CON000	National Archives and Records Administration
US 236-0090-00 020	36 CFR 1210.21	MAINT	health care grant administration / accounting	EDU120	National Archives and Records Administration
US 236-0090-00 030	36 CFR 1210.21	MAINT	education grant administration / accounting	EDU120	National Archives and Records Administration
US 236-0090-10 010	36 CFR 1210.23	MAINT	government / government contracts grant administration / in-kind valuation	CON000	National Archives and Records Administration
US 236-0090-10 020	36 CFR 1210.23	MAINT	health care grant administration / in-kind valuation	EDU120	National Archives and Records Administration
US 236-0090-10 030	36 CFR 1210.23	MAINT	education grant administration / in-kind valuation	EDU120	National Archives and Records Administration
US 236-0090-20 010	36 CFR 1210.34	MAINT	government / government contracts grant administration / property and equipment	CON000	National Archives and Records Administration
US 236-0090-20 020	36 CFR 1210.34	MAINT	health care grant administration / property and equipment	EDU120	National Archives and Records Administration
US 236-0090-20 030	36 CFR 1210.34	MAINT	education grant administration / property and equipment	EDU120	National Archives and Records Administration
US 236-0090-30 010	36 CFR 1210.42	MAINT	health care grant administration / procurement	EDU120	National Archives and Records Administration

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US 236-0090-30 020	36 CFR 1210.42	MAINT	education grant administration / procurement	EDU120	National Archives and Records Administration
US 236-0090-30 030	36 CFR 1210.42	MAINT	government / government contracts grant administration / procurement	CON000	National Archives and Records Administration
US 236-0090-40 010	36 CFR 1210.44	MAINT	government / government contracts grant administration / procurement	CON000	National Archives and Records Administration
US 236-0090-40 020	36 CFR 1210.44	MAINT	health care grant administration / procurement	EDU120	National Archives and Records Administration
US 236-0090-40 030	36 CFR 1210.44	MAINT	education grant administration / procurement	EDU120	National Archives and Records Administration
US 236-0090-50 010	36 CFR 1210.45	MAINT	government / government contracts grant administration / cost analysis	CON000	National Archives and Records Administration
US 236-0090-50 020	36 CFR 1210.45	MAINT	health care grant administration / cost analysis	EDU120	National Archives and Records Administration
US 236-0090-50 030	36 CFR 1210.45	MAINT	education grant administration / cost analysis	EDU120	National Archives and Records Administration
US 236-0090-60 010	36 CFR 1210.46	MAINT	government / government contracts grant administration / procurement	CON000	National Archives and Records Administration
US 236-0090-60 020	36 CFR 1210.46	MAINT	health care grant administration / procurement	EDU120	National Archives and Records Administration
US 236-0090-60 030	36 CFR 1210.46	MAINT	education grant administration / procurement	EDU120	National Archives and Records Administration
US 236-0090-70 010	36 CFR 1210.47	MAINT	government / government contracts grant administration / contract administration	CON000	National Archives and Records Administration
US 236-0090-70 020	36 CFR 1210.47	MAINT	health care grant administration / contract administration	EDU120	National Archives and Records Administration
US 236-0090-70 030	36 CFR 1210.47	MAINT	education grant administration / contract administration	EDU120	National Archives and Records Administration

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US 236-0090-80 010	36 CFR 1210.53	ACT+3	government / government contracts grant administration / records retention periods	CON000	National Archives and Records Administration
US 236-0090-80 020	36 CFR 1210.53	3	health care grant administration / records retention periods	EDU120	National Archives and Records Administration
US 236-0090-80 030	36 CFR 1210.53	3	education grant administration / records retention periods	EDU120	National Archives and Records Administration
US 236-0090-80 040	36 CFR 1210.53	ACT+3	government / government contracts grant administration / records retention periods	CON000	National Archives and Records Administration
US 236-0090-80 050	36 CFR 1210.53	ACT+3	health care grant administration / records retention periods	EDU120	National Archives and Records Administration
US 236-0090-80 060	36 CFR 1210.53	ACT+3	education grant administration / records retention periods	EDU120	National Archives and Records Administration
US 238-0010-00 010	38 CFR 17.266	ACT+3	health care grant administration / veterans, health care	EDU120	Department of Veterans Affairs
US 238-0012-00 010	38 CFR 17.411	MAINT	health care grant administration / veterans, health care	EDU120	Department of Veterans Affairs
US 238-0013-00 010	38 CFR 17.710	MAINT	health care grant administration / veterans, homeless	EDU120	Department of Veterans Affairs
US 238-0013-10 010	38 CFR 17.728	MAINT	health care grant administration / veterans, homeless	EDU120	Department of Veterans Affairs
US 238-0015-00 010	38 CFR 21.4209	3	education financial assistance, federal / veterans, vocational assistance and rehabilitation	EDU122	Department of Veterans Affairs
US 238-0020-00 010	38 CFR 21.4252	1	education financial assistance, federal / veterans, advertising of course offerings	EDU120	Department of Veterans Affairs
US 238-0021-10 010	38 CFR 21.4266	MAINT	education financial assistance, federal / veterans, vocational assistance and rehabilitation	EDU122	Department of Veterans Affairs

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US 238-0023-00 010	38 CFR 21.4832	MAINT	general / employment training / veterans	EMP800	Department of Veterans Affairs
US 240-0017-00 010	40 CFR 30.21	MAINT	government / government contracts grant administration / accounting	CON000	Environmental Protection Agency
US 240-0017-10 010	40 CFR 30.23	MAINT	government / government contracts grant administration / in-kind valuation	CON000	Environmental Protection Agency
US 240-0017-20 010	40 CFR 30.34	MAINT	government / government contracts grant administration / property and equipment	CON000	Environmental Protection Agency
US 240-0017-40 010	40 CFR 30.42	MAINT	government / government contracts grant administration / conflicts of interest	CON000	Environmental Protection Agency
US 240-0017-50 010	40 CFR 30.44	MAINT	government / government contracts grant administration / procurement	CON000	Environmental Protection Agency
US 240-0017-60 010	40 CFR 30.45	MAINT	government / government contracts grant administration / cost analysis	CON000	Environmental Protection Agency
US 240-0017-70 010	40 CFR 30.46	MAINT	government / government contracts grant administration / procurement	CON000	Environmental Protection Agency
US 240-0017-80 010	40 CFR 30.47	MAINT	government / government contracts grant administration / contract administration	CON000	Environmental Protection Agency
US 240-0018-00 010	40 CFR 30.54	MAINT	government / government contracts grant administration / quality assurance	CON000	Environmental Protection Agency
US 240-0275-00 010	40 CFR 58.1	MEDIA	general / environment air pollution	ENV200	Environmental Protection Agency
US 240-0290-00 010	40 CFR 60.7	2	general / environment air pollution / stationary sources	ENV200	Environmental Protection Agency
US 240-0300-00 010	40 CFR 60.13	MAINT	general / environment air pollution / stationary sources	ENV200	Environmental Protection Agency
US 240-0320-00 010	40 CFR 60.48c	2	general / environment air pollution / stationary sources	ENV200	Environmental Protection Agency

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US 240-0330-00 010	40 CFR 60.49b	2	general / environment air pollution / steam generating units	ENV200	Environmental Protection Agency
US 240-0850-00 010	40 CFR 61.13	2	general / environment air pollution, hazardous / general requirements	ENV100	Environmental Protection Agency
US 240-0860-00 010	40 CFR 61.14	2	general / environment air pollution, hazardous / general requirements	ENV100	Environmental Protection Agency
US 240-1230-00 010	40 CFR 61.246	2	general / environment air pollution / equipment testing and repair	ENV200	Environmental Protection Agency
US 240-1310-00 010	40 CFR 63.10	5	general / environment air pollution, hazardous / general requirements	ENV100	Environmental Protection Agency
US 240-1310-00 020	40 CFR 63.10	MEDIA	general / environment air pollution, hazardous / general requirements	ENV100	Environmental Protection Agency
US 240-1330-00 010	40 CFR 63.74	MAINT	general / environment air pollution, hazardous / hazardous organics - general provisions	ENV100	Environmental Protection Agency
US 240-1626-00 010	40 CFR 63.642	5	general / environment air pollution / stationary sources	ENV200	Environmental Protection Agency
US 240-1626-00 020	40 CFR 63.642	MEDIA	general / environment air pollution / stationary sources	ENV200	Environmental Protection Agency
US 240-1626-10 010	40 CFR 63.646	MAINT	general / environment air pollution / stationary sources	ENV200	Environmental Protection Agency
US 240-1626-15 010	40 CFR 63.648	5	general / environment air pollution / stationary sources	ENV200	Environmental Protection Agency
US 240-1626-20 010	40 CFR 63.652	MAINT	general / environment air pollution / stationary sources	ENV200	Environmental Protection Agency
US 240-1626-30 010	40 CFR 63.653	5	general / environment air pollution / stationary sources	ENV200	Environmental Protection Agency

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US 240-1626-40 010	40 CFR 63.654	5	general / environment air pollution / general requirements	ENV200	Environmental Protection Agency
US 240-1661-60 010	40 CFR Part 63, App. A	MAINT	general / environment air pollution	ENV200	Environmental Protection Agency
US 240-1661-80 010	40 CFR Pt. 63, Subpt. CC, App., Tables	MAINT	general / environment air pollution	ENV200	Environmental Protection Agency
US 240-1665-70 010	40 CFR 68.39	MAINT	general / environment hazardous substances / chemical accident analysis documentation	ENV100	Environmental Protection Agency
US 240-1665-80 010	40 CFR 68.42	5	general / environment hazardous substances / chemical accident history	ENV100	Environmental Protection Agency
US 240-1666-00 010	40 CFR 68.52	MAINT	general / environment hazardous substances / chemical accident, operating procedures	ENV100	Environmental Protection Agency
US 240-1666-15 010	40 CFR 68.58	5	general / environment hazardous substances / chemical accident, compliance audits	ENV100	Environmental Protection Agency
US 240-1666-20 010	40 CFR 68.60	5	general / environment hazardous substances / chemical accident, incident investigation	ENV100	Environmental Protection Agency
US 240-1666-25 010	40 CFR 68.65	MAINT	general / environment hazardous substances / chemical accident, process safety	ENV100	Environmental Protection Agency
US 240-1666-30 010	40 CFR 68.67	ACT	general / environment hazardous substances / chemical accident, hazard analysis	ENV100	Environmental Protection Agency
US 240-1666-35 010	40 CFR 68.70	ACT	general / environment hazardous substances / chemical accident, operating procedures	ENV100	Environmental Protection Agency

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US 240-1670-50 010	40 CFR 71.25	5	general / environment air pollution / early reductions permits	ENV200	Environmental Protection Agency
US 240-1675-00 010	40 CFR 72.9	5	general / environment air pollution / performance data	ENV200	Environmental Protection Agency
US 240-1721-12 010	40 CFR 75.57	3	general / environment air pollution / performance data	ENV200	Environmental Protection Agency
US 240-1721-13 010	40 CFR 75.58	MAINT	general / environment air pollution / performance data	ENV200	Environmental Protection Agency
US 240-1721-14 010	40 CFR 75.59	MAINT	general / environment air pollution / quality control	ENV200	Environmental Protection Agency
US 240-1721-20 010	40 CFR 75.74	MAINT	general / environment air pollution / ozone season monitoring	ENV200	Environmental Protection Agency
US 240-1721-30 010	40 CFR Part 75 App. B	MAINT	general / environment air pollution / quality control	ENV200	Environmental Protection Agency
US 240-1721-50 010	40 CFR Part 75 App. D	3	general / environment air pollution / performance data	ENV200	Environmental Protection Agency
US 240-1721-50 020	40 CFR Part 75 App. D	MAINT	general / environment air pollution / performance data	ENV200	Environmental Protection Agency
US 240-1722-00 010	40 CFR Part 75 App. E	MAINT	general / environment air pollution / performance data	ENV200	
US 240-2560-00 010	40 CFR 122.21	3	general / environment water pollution / discharge permits	ENV200 LEG100	Environmental Protection Agency
US 240-2565-00 010	40 CFR 122.34	3	general / environment water pollution / discharge permits	ENV200 LEG100	Environmental Protection Agency
US 240-2570-00 010	40 CFR 122.41	3	general / environment water pollution / discharge permits	ENV200 LEG100	Environmental Protection Agency
US 240-2570-10 010	40 CFR 122.44	3	general / environment water pollution / discharge permits	ENV200 LEG100	Environmental Protection Agency

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 240-3080-00 010	40 CFR 262.20	ACT+3	general / environment hazardous waste / reclamation agreement	CON000 ENV100	Environmental Protection Agency
US 240-3100-00 010	40 CFR 262.34	MAINT	general / environment hazardous waste / generator requirements	ENV100 ENV110	Environmental Protection Agency
US 240-3110-00 010	40 CFR 262.40	3	general / environment hazardous waste / generator manifests	ENV100 ENV110	Environmental Protection Agency
US 240-3120-00 010	40 CFR 262.42	MAINT	general / environment hazardous waste / generator manifests	ENV100 ENV110	Environmental Protection Agency
US 240-3130-00 010	40 CFR 262.44	PROC	general / environment hazardous waste / generator manifests	ENV100 ENV110	Environmental Protection Agency
US 240-4300-00 010	40 CFR 271.10	3	general / environment hazardous waste / generator requirements	ENV100 ENV110	Environmental Protection Agency
US 240-4470-00 010	40 CFR 279.74	3	general / environment hazardous waste / used oil, generator shipping records	ENV100	Environmental Protection Agency
US 240-4490-00 010	40 CFR 280.11	ENV100	MAINT environmental protection agency	ENV100	Environmental Protection Agency

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 240-4570-00 010	40 CFR 280.111	MAINT	general / environment underground storage tanks / financial guarantees	ENV100	Environmental Protection Agency
US 240-4950-00 010	40 CFR 721.125	5	general / environment hazardous substances / general requirements	ENV100	Environmental Protection Agency
US 240-5110-00 010	40 CFR 761.30	ACT+3	general / environment hazardous substances / PCB's	ENV100	Environmental Protection Agency
US 240-5130-00 010	40 CFR 761.80	5	general / environment hazardous substances / PCB cleanup	ENV100	Environmental Protection Agency
US 240-5135-00 010	40 CFR 761.93	5	general / environment hazardous substances / PCB's	ENV100	Environmental Protection Agency
US 240-5140-00 010	40 CFR 761.125	5	general / environment hazardous substances / PCB cleanup	ENV100	Environmental Protection Agency
US 240-5215-00 020	40 CFR 763.App E-D	MAINT	general / environment hazardous substances / asbestos	ENV100	Environmental Protection Agency
US 241-1127-50 010	41 CFR 105-72.301	MAINT	education grant administration / accounting	EDU120	General Services Administration
US 241-1127-50 020	41 CFR 105-72.301	MAINT	health care grant administration / accounting	EDU120	General Services Administration
US 241-1127-52 010	41 CFR 105-72.303	MAINT	education grant administration / property and equipment	EDU120	General Services Administration
US 241-1127-52 020	41 CFR 105-72.303	MAINT	health care grant administration / property and equipment	EDU120	General Services Administration
US 241-1127-52 030	41 CFR 105-72.303	MAINT	health care grant administration / in-kind valuation	EDU120	General Services Administration
US 241-1127-54 010	41 CFR 105-72.404	MAINT	education grant administration / property and equipment	EDU120	General Services Administration
US 241-1127-56 010	41 CFR 105-72.502	SUP	education grant administration / standards of conduct	EDU120	General Services Administration

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 241-1127-56 020	41 CFR 105-72.502	SUP	health care grant administration / standards of conduct	EDU120	General Services Administration
US 241-1127-58 010	41 CFR 105-72.504	SUP	education grant administration / procurement	EDU120	General Services Administration
US 241-1127-58 020	41 CFR 105-72.504	SUP	health care grant administration / procurement	EDU120	General Services Administration
US 241-1127-60 010	41 CFR 105-72.505	MAINT	education grant administration / cost analysis	EDU120	General Services Administration
US 241-1127-60 020	41 CFR 105-72.505	MAINT	health care grant administration / cost analysis	EDU120	General Services Administration
US 241-1127-62 010	41 CFR 105-72.506	MAINT	education grant administration / procurement	EDU120	General Services Administration
US 241-1127-62 020	41 CFR 105-72.506	MAINT	health care grant administration / procurement	EDU120	General Services Administration
US 241-1127-64 010	41 CFR 105-72.507	SUP	education grant administration / contract administration	EDU120	General Services Administration
US 241-1127-64 020	41 CFR 105-72.507	SUP	health care grant administration / contract administration	EDU120	General Services Administration
US 241-1127-66 010	41 CFR 105-72.603	ACT+3	education grant administration / contract administration	EDU120	General Services Administration
US 241-1127-66 020	41 CFR 105-72.603	3	education grant administration / contract administration	EDU120	General Services Administration
US 241-1127-66 030	41 CFR 105-72.603	3	health care grant administration / contract administration	EDU120	General Services Administration
US 241-1127-66 040	41 CFR 105-72.603	ACT+3	health care grant administration / contract administration	EDU120	General Services Administration

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 242-0065-00 010	42 CFR 50.103	ACT+3	health care grant administration / Public Health Service grants, misconduct	EDU120	Department of Health and Human Services Public Health Service
US 242-0070-00 010	42 CFR 50.208	3	health care grant administration / sterilizations, requirements	EDU120	Department of Health and Human Services Public Health Service
US 242-0090-00 010	42 CFR 57.107	CY+3	education grant administration / accounting	EDU120	Department of Health and Human Services Public Health Service
US 242-0090-00 020	42 CFR 57.107	CY+3	health care grant administration / accounting	EDU120	Department of Health and Human Services Public Health Service
US 242-0100-00 010	42 CFR 57.215	ACT+5	education loans, federal guaranteed / health professions loans	EDU100 EDU120	Department of Health and Human Services Public Health Service
US 242-0105-00 010	42 CFR 57.315	ACT+5	education loans, federal guaranteed / nursing student loans	EDU100 EDU120	Department of Health and Human Services Public Health Service
US 242-0130-00 010	42 CFR 57.711	MAINT	education grant administration / physician assistant training	EDU120	Department of Health and Human Services Public Health Service
US 242-0195-00 010	42 CFR 57.2610	ACT	education grant administration / nurse practitioner training	EDU120	Department of Health and Human Services Public Health Service
US 242-0200-00 010	42 CFR 57.2809	MAINT	education grant administration / first year student assistance	EDU120	Department of Health and Human Services Public Health Service
US 242-0240-00 010	42 CFR 58.28	MAINT	education grant administration / public health graduate grants	EDU120	Department of Health and Human Services Public Health Service
US 242-0250-00 010	42 CFR 58.413	MAINT	education grant administration / allied health projects	EDU120	Department of Health and Human Services Public Health Service
US 242-0265-00 010	42 CFR 60.51	MAINT	education grant administration / health education assistance loans	EDU120	Department of Health and Human Services Public Health Service
US 242-0270-00 010	42 CFR 60.56	ACT+5	education grant administration / health education assistance loans	EDU120	Department of Health and Human Services Public Health Service

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 242-0272-00 010	42 CFR 60.57	5	education grant administration / health education assistance loans	EDU120	Department of Health and Human Services Public Health Service
US 242-0273-00 010	42 CFR 60.61	MAINT	education grant administration / health education assistance loans	EDU120	Department of Health and Human Services Public Health Service
US 242-0345-00 010	42 CFR 75.App A	MAINT	education accreditation / radiographers	EDU300	Department of Health and Human Services Public Health Service
US 242-0345-20 010	42 CFR 75.App D	MAINT	education accreditation / nuclear medicine technologists	EDU300	Department of Health and Human Services Public Health Service
US 242-0350-00 010	42 CFR 124.8	MAINT	health care grant administration / medical facility construction and modernization	EDU120	Department of Health and Human Services Public Health Service
US 242-0360-00 010	42 CFR 124.510	3	health care grant administration / uncompensated services to indigents	EDU120	Department of Health and Human Services Public Health Service
US 242-0370-00 010	42 CFR 124.605	ACT+6M	health care grant administration / community service	EDU120	Department of Health and Human Services Public Health Service
US 243-0002-10 010	43 CFR 12.921	MAINT	health care grant administration / accounting	EDU120	Department of the Interior Office of the Secretary
US 243-0002-10 020	43 CFR 12.921	MAINT	education grant administration / accounting	EDU120	Department of the Interior Office of the Secretary
US 243-0002-20 010	43 CFR 12.923	MAINT	health care grant administration / in-kind valuation	EDU120	Department of the Interior Office of the Secretary
US 243-0002-20 020	43 CFR 12.923	MAINT	education grant administration / in-kind valuation	EDU120	Department of the Interior Office of the Secretary
US 243-0003-00 010	43 CFR 12.934	MAINT	health care grant administration / property and equipment	EDU120	Department of the Interior Office of the Secretary

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 243-0003-00 020	43 CFR 12.934	MAINT	education grant administration / property and equipment	EDU120	Department of the Interior Office of the Secretary
US 243-0003-10 010	43 CFR 12.942	MAINT	education grant administration / standards of conduct	EDU120	Department of the Interior Office of the Secretary
US 243-0003-10 020	43 CFR 12.942	MAINT	health care grant administration / standards of conduct	EDU120	Department of the Interior Office of the Secretary
US 243-0003-20 010	43 CFR 12.944	SUP	education grant administration / procurement	EDU120	Department of the Interior Office of the Secretary
US 243-0003-20 020	43 CFR 12.944	SUP	health care grant administration / procurement	EDU120	Department of the Interior Office of the Secretary
US 243-0003-30 010	43 CFR 12.945	MAINT	education grant administration / cost analysis	EDU120	Department of the Interior Office of the Secretary
US 243-0003-30 020	43 CFR 12.945	MAINT	health care grant administration / cost analysis	EDU120	Department of the Interior Office of the Secretary
US 243-0003-40 010	43 CFR 12.946	MAINT	education grant administration / procurement	EDU120	Department of the Interior Office of the Secretary
US 243-0003-40 020	43 CFR 12.946	MAINT	health care grant administration / procurement	EDU120	Department of the Interior Office of the Secretary
US 243-0003-45 010	43 CFR 12.947	MAINT	health care grant administration / contract administration	EDU120	Department of the Interior Office of the Secretary
US 243-0003-45 020	43 CFR 12.947	MAINT	education grant administration / contract administration	EDU120	Department of the Interior Office of the Secretary
US 243-0003-50 010	43 CFR 12.953	3	education grant administration / records retention periods	EDU120	Department of the Interior Office of the Secretary
US 243-0003-50 020	43 CFR 12.953	ACT+3	education grant administration / records retention periods	EDU120	Department of the Interior Office of the Secretary
US 243-0003-50 030	43 CFR 12.953	ACT+3	health care grant administration / records retention periods	EDU120	Department of the Interior Office of the Secretary

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 243-0003-50 040	43 CFR 12.953	ACT+3	health care grant administration / records retention periods	EDU120	Department of the Interior Office of the Secretary
US 245-0010-00 010	45 CFR 46.115	ACT+3	education research, human subjects / review procedures, subject protection	EDU300	Department of Health and Human Services General Administration
US 245-0031-00 010	45 CFR 74.21	MAINT	education grant administration / accounting	EDU120	Department of Health and Human Services General Administration
US 245-0031-00 020	45 CFR 74.21	MAINT	health care grant administration / accounting	EDU120	Department of Health and Human Services General Administration
US 245-0051-00 010	45 CFR 74.23	MAINT	education grant administration / in-kind valuation	EDU120	Department of Health and Human Services General Administration
US 245-0051-00 020	45 CFR 74.23	MAINT	health care grant administration / in-kind valuation	EDU120	Department of Health and Human Services General Administration
US 245-0061-00 010	45 CFR 74.34	MAINT	education grant administration / property and equipment	EDU120	Department of Health and Human Services General Administration
US 245-0061-00 020	45 CFR 74.34	MAINT	health care grant administration / property and equipment	EDU120	Department of Health and Human Services General Administration
US 245-0062-00 010	45 CFR 74.44	SUP	education grant administration / procurement	EDU120	Department of Health and Human Services General Administration
US 245-0062-00 020	45 CFR 74.44	SUP	health care grant administration / procurement	EDU120	Department of Health and Human Services General Administration
US 245-0063-00 010	45 CFR 74.45	MAINT	education grant administration / procurement	EDU120	Department of Health and Human Services General Administration
US 245-0063-00 020	45 CFR 74.45	MAINT	health care grant administration / procurement	EDU120	Department of Health and Human Services General Administration
US 245-0064-00 010	45 CFR 74.46	MAINT	education grant administration / procurement	EDU120	Department of Health and Human Services General Administration

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LRBR Code	Citation	Legal Period	Industry
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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 245-2040-00 010	45 CFR 2543.44				

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 249-0005-20 010	49 CFR 19.44	MAINT	health care grant administration / procurement	EDU120	Department of Transportation Office of the Secretary
US 249-0005-20 020	49 CFR 19.44	MAINT	education grant administration / procurement	EDU120	Department of Transportation Office of the Secretary
US 249-0005-30 010	49 CFR 19.45	MAINT	health care grant administration / cost analysis	EDU120	Department of Transportation Office of the Secretary
US 249-0005-30 020	49 CFR 19.45	MAINT	education grant administration / cost analysis	EDU120	Department of Transportation Office of the Secretary
US 249-0005-40 010	49 CFR 19.46	MAINT	education grant administration / procurement	EDU120	Department of Transportation Office of the Secretary
US 249-0005-50 010	49 CFR 19.53	3	education grant administration / records retention periods	EDU120	Department of Transportation Office of the Secretary
US 249-0005-50 020	49 CFR 19.53	3	health care grant administration / records retention periods	EDU120	Department of Transportation Office of the Secretary
US 249-0674-00 010	49 CFR 390.15	3	transportation motor carriers / accident records (new)	EMP700	Department of Transportation Federal Highway Administration
US 310-0020-00 010	Rev. Proc. 75-50	3	education tax, income / exemption - equal opportunity	ACC000	Department of the Treasury Internal Revenue Service
US 310-0025-00 010	Rev. Proc. 79-23	MAINT	general / tax tionFederds retee TTreasuryInt6	ACC000	Department of the Treasury Internal Revenue Service

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 310-0130-00 010	Rev. Proc. 86-31	PROC	general / tax employment / withholding	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 310-0140-00 010	Rev. Proc. 86-33	PROC	general / tax employment / withholding	ACC000 ACC010	Department of the Treasury Internal Revenue Service
PROC	employment / withholding				Departm702.3260.18 8.94 re W n BT /GS0 gs /TT1 1 Tf 7.98 0 0 7.98 502.08 474.9327m (A)Tj ET Q q 0 0 792 612 re W n BT

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
OH 101-1010-00 010	ORCA 169.03	5	general unclaimed property / escheat	LEG300	
OH 113-0010-00 010	ORCA 1302.98	LA4	general / limitation of actions contract / sales	CON000 CON010	
OH 113-1000-00 010	ORCA 1303.16	LA6	general / limitation of actions contract / demand note	CON000 CON010	
OH 113-1000-00 020	ORCA 1303.16	LA10	general / limitation of actions contract / demand note	CON000 CON010	
OH 113-1000-00 030	ORCA 1303.16	LA3	general / limitation of actions financial services / draft	ACC000 LIT000	
OH 113-1000-00 040	ORCA 1303.16	LA10	general / limitation of actions financial services / draft	ACC000 LIT000	
OH 113-1000-00 050	ORCA 1303.16	LA3	general / limitation of actions financial services / check, certified	ACC000 LIT000	
OH 113-1000-00 060	ORCA 1303.16	LA6	general / limitation of actions financial services / certificate of deposit	ACC000 LIT000	
OH 113-1000-00 070	ORCA 1303.16	LA6	general / limitation of actions financial services / draft	ACC000 LIT000	
OH 113-1000-00 080	ORCA 1303.16	LA3	general / limitation of actions financial services / commercial paper	ACC000 LIT000	
OH 113-2000-00 010	ORCA 1310.52	LA4	general / limitation of actions contract / lease	CON000 CON010	
OH 123-0010-00 010	ORCA 2305.06	LA15	general / limitation of actions contract / written	ADV000 CON000 CON010 CON200 CON300	
OH 123-0020-00 010	ORCA 2305.09	LA4	general / limitation of actions injury, personal property	LIT000	

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
OH 123-0030-00 010	ORCA 2305.10	LA2	general / limitation of actions injury, personal	EMP500 EMP700 LIT000 POL000 POL200	
OH 123-0040-00 020	ORCA 2305.11	LA2	general / limitation of actions employment / wages, recovery of	EMP300 LIT000	
OH 123-0040-00 030	ORCA 2305.11	LA1	general / limitation of actions other / torts	LIT000	
OH 123-0050-00 010	ORCA 2305.131	LA10	general / limitation of actions property, real / improvements	CON000 LIT000	
OH 123-0060-00 010	ORCA 2305.14	LA10	general / limitation of actions general	EMP500 LIT000	
OH 141-0008-00 010	ORCA 4109.02	MAINT	general / employment wage and hour	EMP300	
OH 141-0008-10 010	ORCA 4109.11	2	general / employment wage and hour	EMP300	
OH 141-0010-00 010	ORCA 4111.08	3	general / employment wage and hour	EMP300	
OH 141-0013-00 010	ORCA 4115.07	MAINT	general / employment wage and hour	EMP300	
OH 141-0017-00 010	ORCA 4123.23	PROC	general / employment workers compensation	EMP500	
OH 141-0020-00 010	ORCA 4123.24	5	general / employment workers compensation	EMP500	
OH 141-0025-00 010	ORCA 4123.26	MAINT	general / employment workers compensation	EMP500	
OH 141-0030-00 010	ORCA 4123.28	MAINT	general / employment workers compensation	EMP500	

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
OH 141-0035-00 010	ORCA 4123.84	LA2	general / employment workers compensation	EMP500	
OH 141-0036-00 010	ORCA 4123.85	LA2	general / limitation of actions		

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
OH 157-0064-00 010	ORCA 5741.10	4	general / tax use	ACC000 ACC010	
OH 157-0065-00 010	ORCA 5741.15	4	general / tax use	ACC000 ACC010	
OH 157-0066-00 010	ORCA 5741.16	AS4	general / tax sales / assessment	ACC000 ACC010	
OH 157-0089-90 010	ORCA 5747.11	LA4	general / tax income / credit / refund	ACC000 ACC010 ACC100	
OH 157-0089-95 010	ORCA 5747.13	AS4	general / tax income / assessment	ACC000 ACC010 ACC100	
OH 157-0090-00 010	ORCA 5747.17	4	general / tax income	ACC000 ACC010 ACC100	
OH 210-0005-00 010	OAC 4101:9-4-20	PROC	general / employment wage and hour	EMP300	Department of Industrial Relations
OH 210-0008-00 010	OAC 4121-3-03	MAINT	general / employment health and safety / accidents / injuries	EMP700	Department of Industrial Relations
OH 210-0010-00 010	OAC 4141-23-01	MAINT	general / employment wage and hour	EMP300	Cabinet for Human Resources Department of Employment Services
OH 210-0020-00 010	OAC 4141-23-02	5	general / employment wage and hour	EMP300	Cabinet for Human Resources Department of Employment Services
OH 908-0010-00 000	GAF 02	4	education accounting / expenditures	ACC000	
OH 908-0020-00 000	GAF 03	4	education accounting / income	ACC000	
OH 908-0030-00 000	GAF 12	4	education accounting / income	ACC000	

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LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
OH 908-0040-00 000	GAF 13	4	education accounting / expenditures	ACC000	
OH 908-0060-00 000	GAF 54	4	education accounting / expenditures	ACC000	
OH 908-0080-00 000	GAF 87	4	education accounting / expenditures	ACC000	
OH 908-0090-00 000	GAF 90	4	education accounting / expenditures	ACC000	
OH 909-0010-00 010	ORCA 3307.63	MAINT	education benefit programs / retirement records	EMP110	
OH 910-0010-00 000	ORCA 3345.03	AUD	education accounting / expenditures	ACC000	
OH 910-0020-00 000	ORCA 3345.031	MAINT	education accounting / budget	ACC000	
OH 910-0030-00 000	ORCA 3345.05	MAINT	education accounting / income	ACC000	
OH 910-0040-00 010	ORCA 3345.29	ACT	education contract management / contractors	CON000	
OH 910-0040-00 020	ORCA 3345.29	ACT	education contract management / contracts / purchase orders	CON000	
OH 910-0040-00 030	ORCA 3345.29	ACT	education contract management / contract compliance	CON000	

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IUC Legal Group Index With Legal Research

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Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
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Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
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ACC010

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	

ACC010	Accounting Journals / General Ledgers	4	6	6
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Include records related to financial statements, balance sheets, and other important summary financial information.

Legal Requirements

US 226-1090-00 010	26 CFR 31.6001-1	CY+4	general / tax: employment / general requirements
OH 157-0023-00 010	ORCA 5733.03	4	general / tax: income / corporation
OH 157-0064-00 010	ORCA 5741.10	4	general / tax: use
OH 157-0065-00 010	ORCA 5741.15	4	general / tax: use
OH 157-0090-00 010	ORCA 5747.17	4	general / tax: income
US 226-1035-00 010	26 CFR 1.6045-4	4	general / tax: income / real estate transactions
US 226-1185-10 010	26 CFR 35a.9999-5	4	general / tax: general / recordkeeping requirements
US 310-0320-00 010	Rev. Proc. 90-9	4	general / tax: employment / electronic filing, W-2s, W-4s, etc.
US 126-0120-00 010	26 USC 6511	3	general / tax: general / credit / refund

Legal Considerations

US 226-1880-00 010	26 CFR 301.6501(C)-1	ASIND	general / tax: general / tax evasion
US 126-0110-00 010	26 USC 6502	LA10	general / tax: general / suits by United States
US 126-0120-00 020	26 USC 6511	LA7	general / tax: general / credit / refund
US 226-1890-00 010	26 CFR 301.6501(E)-1	AS6	general / tax: general / omission over 25%
US 126-0070-00 030	26 USC 6501	LA6	general / tax: general / assessment
US 126-0140-00 020	26 USC 6531	LA6	general / tax: general / criminal prosecution
US 126-0150-00 030	26 USC 6532	LA5	general / tax: general / suits against United States
US 226-1970-00 020	26 CFR 301.6532-2	LA5	general / tax: general / suits by United States, fraud or misrepresentation
OH 157-0060-00 010	ORCA 5739.16	AS4	general / tax: sales
OH 157-0066-00 010	ORCA 5741.16	AS4	general / tax: sales / assessment
OH 157-0089-95 010	ORCA 5747.13	AS4	general / tax: income / assessment
OH 157-0035-10 010	ORCA 5739.07	LA4	general / tax: sales / credit / refund
OH 157-0089-90 010	ORCA 5747.11	LA4	general / tax: income / credit / refund
OH 157-0035-05 010	ORCA 5739.031	MAINT	general / tax: sales
US 126-0060-00 010	26 USC 6001	MAINT	general / tax: general / recordkeeping requirements
US 126-0061-10 010	26 USC 6039d	MAINT	general / tax: income / fringe benefit plans
US 126-0061-70 010	26 USC 6047	MAINT	general / tax: general / trusts and annuity plans
US 226-0004-00 010	26 CFR 1.46-1	MAINT	general / tax: income / controlled group
US 226-0090-00 010	26 CFR 1.50A-1	MAINT	general / tax: income / credit for work incentive programs
US 226-0100-00 010	26 CFR 1.50A-4	MAINT	general / tax: income / credit for work incentive programs
US 226-0110-00 010	26 CFR 1.50A-5	MAINT	general / tax: income / credit for work incentive programs
US 226-0120-00 010	26 CFR 1.50A-6	MAINT	general / tax: income / credit for work incentive programs
US 226-0130-00 010	26 CFR 1.50A-7	MAINT	general / tax: income / credit for work incentive programs
US 226-0160-00 010	26 CFR 1.162-17	MAINT	general / tax: income / travel expenses, deductions
US 226-0210-00 010	26 CFR 1.170A-9	MAINT	general / tax: income / charitable contribution, deduction
US 226-0212-00 010	26 CFR 1.170A-13	MAINT	general / tax: income / charitable contribution, deduction

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ACC010

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 226-0310-00 010	26 CFR 1.333-6	MAINT	general / tax: income / corporate distributions, shareholder records	
US 226-0315-00 010	26 CFR 1.341-7	MAINT	general / tax: income / corporate distributions	
US 226-0340-00 010	26 CFR 1.371-1	MAINT	general / tax: income / share exchanges, insolvency	
US 226-0350-00 010	26 CFR 1.371-2	MAINT	general / tax: income / share exchanges, corporate reorganization	
US 226-0410-00 010	26 CFR 1.446-4	MAINT	general / tax: income / hedging	
US 226-0430-00 010	26 CFR 1.456-7	MAINT	general / tax: income / prepaid dues income	
US 226-0435-00 010	26 CFR 1.471-2	MAINT	general / tax: income / inventory accounting	
US 226-0450-00 010	26 CFR 1.472-2	MAINT	general / tax: income / inventory accounting, LIFO method	
US 226-0460-00 010	26 CFR 1.472-8	MAINT	general / tax: income / inventory accounting, LIFO method	
US 226-0465-00 010	26 CFR 1.475(a)-4	MAINT	general / tax: income / inventory accounting, LIFO method	
US 226-0475-00 010	26 CFR 1.501(C)(9)-5	MAINT	general / tax: income / employees' beneficiary associations	
US 226-0480-00 010	26 CFR 1.501(C)(17)-2	MAINT	general / tax: income / employees' beneficiary associations	
US 226-0510-00 010	26 CFR 1.527-2	MAINT	general / tax: income / political organization	
US 226-0520-00 010	26 CFR 1.561-2	MAINT	general / tax: income / dividends, deductions	
US 226-0630-00 010	26 CFR 1.666(D)-1A	MAINT	general / tax: income / trusts, excess distributions	
US 226-0700-00 010	26 CFR 1.905-2	MAINT	general / tax: income / foreign tax credit	
US 226-0710-00 010	26 CFR 1.924(D)-1	MAINT	general / tax: income / foreign tax credit	
US 226-0435-00 010	26 CFR 1.1226-071	MAINT	general / tax: income / foreign tax credit	
	26 CFR 1.936-10	MAINT	general / tax: income / inventory accounting, LIFO method	

Subjects / Descri

Inter-University Council of Ohio
IUC Legal Group Index With Legal Research

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
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Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

ACC100

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 226-0315-00 010	26 CFR 1.341-7	MAINT	general / tax: income / corporate distributions	
US 226-0327-10 010	26 CFR 1.367(E)-2T	MAINT	general / tax: income - capital property / gain, nonrecognition of	
US 226-0340-00 010	26 CFR 1.371-1	MAINT	general / tax: income / share exchanges, insolvency	
US 226-0350-00 010	26 CFR 1.371-2	MAINT	general / tax: income / share exchanges, corporate reorganization	
US 226-0370-00 010	26 CFR 1.381(C)(6)-1	MAINT	general / tax: income - capital property / depreciable property, carryovers	
US 226-0410-00 010	26 CFR 1.446-4	MAINT	general / tax: income / hedging	
US 226-0430-00 010	26 CFR 1.456-7	MAINT	general / tax: income / prepaid dues income	
US 226-0435-00 010	26 CFR 1.471-2	MAINT	general / tax: income / inventory accounting	
US 226-0450-00 010	26 CFR 1.472-2	MAINT	general / tax: income / inventory accounting, LIFO method	
US 226-0460-00 010	26 CFR 1.472-8	MAINT	general / tax: income / inventory accounting, LIFO method	
US 226-0465-00 010	26 CFR 1.475(a)-4	MAINT	general / tax: income / inventory accounting, LIFO method	
US 226-0475-00 010	26 CFR 1.501(C)(9)-5	MAINT	general / tax: income / employees' beneficiary associations	
US 226-0480-00 010	26 CFR 1.501(C)(17)-2	MAINT	general / tax: income / employees' beneficiary associations	
US 226-0510-00 010	26 CFR 1.527-2	MAINT	general / tax: income / political organization	
US 226-0520-00 010	26 CFR 1.561-2	MAINT	general / tax: income / dividends, deductions	
US 226-0630-00 010	26 CFR 1.666(D)-1A	MAINT	general / tax: income / trusts, excess distributions	
US 226-0700-00 010	26 CFR 1.905-2	MAINT	general / tax: income / foreign tax credit	
US 226-0710-00 010	26 CFR 1.924(D)-1	MAINT	general / tax: income / foreign tax credit	
US 226-0715-00 010	26 CFR 1.936-10	MAINT	general / tax: income / foreign tax credit	
US 226-0736-00 010	26 CFR 1.985-1	MAINT	general / tax: income / qualified business unit	
US 226-0738-00 010	26 CFR 1.989(A)-1	MAINT	general / tax: income / qualified business unit	
US 226-0750-00 010	26 CFR 1.1012-1	MAINT	general / tax: income - capital property / property gain or loss	
US 226-0760-00 010	26 CFR 1.1014-4	MAINT	general / tax: income - capital property / property gain or loss	
US 226-0770-00 010	26 CFR 1.1015-1	MAINT	general / tax: income - capital property / property gain or loss	
US 226-0780-00 010	26 CFR 1.1081-11	MAINT	general / tax: income - capital property / property gain or loss	
US 226-0795-00 010	26 CFR 1.1221-2	MAINT	general / tax: income / hedging	
US 226-0800-00 010	26 CFR 1.1232-3	MAINT	general / tax: income - capital property / property gain or loss	
US 226-0810-00 010	26 CFR 1.1233-1	MAINT	general / tax: income - capital property / property gain or loss	
US 226-0820-00 010	26 CFR 1.1244(E)-1	MAINT	general / tax: income - capital property / property gain or loss	
US 226-0840-00 010	26 CFR 1.1245-2	MAINT	general / tax: income - capital property / property gain or loss	
US 226-0860-00 010	26 CFR 1.1250-2	MAINT	general / tax: income - capital property / property gain or loss	
US 226-0863-00 010	26 CFR 1.1275-6	MAINT	general / tax: income / hedging	
US 226-0866-00 010	26 CFR 1.1295-1T	MAINT	general / tax: income - capital property	
US 226-0870-00 010	26 CFR 1.1321-1	MAINT	general / tax: income / inventory accounting, LIFO method	
US 226-0910-00 010	26 CFR 1.1441-6	MAINT	general / tax: income / foreign tax exemptions	
US 226-0919-90 010	26 CFR 1.1461-1	MAINT	general / tax: income / foreign tax withholding	
US 226-0920-00 010	26 CFR 1.1461-2	MAINT	general / tax: income / foreign tax withholding	
US 226-0920-10 010	26 CFR 1.1461-2	MAINT	general / tax: income / foreign tax withholding	
US 226-0950-00 010	26 CFR 1.1502-13	MAINT	general / tax: income / intercompany transactions	
US 226-0970-00 010	26 CFR 1.6001-1	MAINT	general / tax: income / general requirements	
US 226-1000-00 010	26 CFR 1.6031(C)-1T	MAINT	general / tax: income / partnerships	
US 226-1030-00 010	26 CFR 1.6042-1	MAINT	general / tax: income / dividends paid	
US 226-1060-31 010	26 CFR 1.6662-6	MAINT	general / tax: income / transfer price adjustments	
US 226-1063-00 010	26 CFR 7.367(B)-1	MAINT	general / tax: income / corporation adjustments	
US 310-0025-00 010	Rev. Proc. 79-23	MAINT	general / tax: income	
US 310-0330-00 010	Rev. Proc. 91-22	MAINT	general / tax: income / advance pricing agreement	
US 320-0023-00 010	Rev. Rul. 79-217	MAINT	general / tax: income / deductions of losses	
US 320-0026-00 010	Rev. Rul. 80-324	MAINT	general / tax: income - capital property / deductions for investment losses	
OH 157-0023-20 010	ORCA 5733.11	AS3	general / tax: income / corporation	
US 126-0066-00 010	26 USC 6229	AS3	general / tax: income / partnerships	
US 126-0070-00 010	26 USC 6501	AS3	general / tax: income / assessment	
US 226-0140-00 010	26 CFR 1.57-5	PROC	general / tax: income / tax surcharge	

Subjects / Description

Re

Legal

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

CON000

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	

CON000	Contracts General	ACT+3	ACT+5	ACT+5
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Includes documentation for general written contracts, including government contracts. Excludes actual workproducts, deliverable products, or accounting.

Legal period reflects reasonable period for litigation needs. Most legitimate law suits will be initiated within 6 years of the end of contracts. No requirement to meet longer statute of limitations periods.

Legal Requirements

US 207-2350-80 010	7 CFR 3019.53	ACT+3	government / government contracts: grant administration / records retention periods
US 207-2350-80 040	7 CFR 3019.53	ACT+3	government / government contracts: grant administration / records retention periods
US 210-0981-70 010	10 CFR 600.153	ACT+3	government / government contracts: grant administration / records retention periods
US 210-0981-70 020	10 CFR 600.153	ACT+3Y	government / government contracts: grant administration / records retention periods
US 214-1165-68 010	14 CFR 1260.153	ACT+3	government / government contracts: grant administration / records retention periods
US 214-1165-68 020	14 CFR 1260.153	ACT+3	government / government contracts: grant administration / records retention periods
US 214-1300-00 010	14 CFR 1274.601	ACT+3	government / government contracts: grant administration / records retention periods
US 214-1305-00 010	14 CFR 1274.932	ACT+3	government / government contracts: grant administration / records retention periods
US 222-0380-00 010	22 CFR 226.53	ACT+3	government / government contracts: grant administration / records retention periods
US 222-0380-00 020	22 CFR 226.53	ACT+3	government / government contracts: grant administration / records retention periods
US 224-0015-35 010	24 CFR 84.53	ACT+3	government / government contracts: grant administration / records retention periods
US 224-0015-35 040	24 CFR 84.53	ACT+3	government / government contracts: grant administration / records retention periods
US 224-0015-55 010	24 CFR 84.85	ACT+3	government / government contracts: grant administration / records retention periods
US 224-0015-55 040	24 CFR 84.85	ACT+3	government / government contracts: grant administration / records retention periods
US 225-0240-00 010	25 CFR 276.5	ACT+3	government / government contracts: grant administration / Native American schools
US 228-0048-80 050	28 CFR 70.53	ACT+3	government / government contracts: grant administration / accounting
US 228-0048-80 060	28 CFR 70.53	ACT+3	government / government contracts: grant administration / property and equipment
US 236-0090-80 010	36 CFR 1210.53	ACT+3	government / government contracts: grant administration / records retention periods
US 236-0090-80 040	36 CFR 1210.53	ACT+3	government / government contracts: grant administration / records retention periods
US 240-3080-00 010	40 CFR 262.20	ACT+3	general / environment: hazardous waste / reclamation agreement
OH 910-0040-00 010	ORCA 3345.29	ACT	education: contract management / contractors
OH 910-0040-00 020	ORCA 3345.29	ACT	education: contract management / contracts / purchase orders
OH 910-0040-00 030	ORCA 3345.29	ACT	education: contract management / contract compliance
US 210-0981-20 010	10 CFR 600.142	ACT	government / government contracts: grant administration / standards of conduct
US 210-0981-30 010	10 CFR 600.144	ACT	government / government contracts: grant administration / procurement
US 224-0015-15 010	24 CFR 84.42	ACT	government / government contracts: grant administration / standards of conduct
US 224-0015-18 030	24 CFR 84.44	ACT	government / government contracts: grant administration / procurement
US 224-0015-50 010	24 CFR 84.84	ACT	government / government contracts: grant administration / standards of conduct
US 224-0015-50 060	24 CFR 84.84	ACT	government / government contracts: grant administration / procurement

Legal Considerations

OH 123-0010-00 010	ORCA 2305.06	LA15	general / limitation of actions: contract / written
OH 113-1000-00 020	ORCA 1303.16	LA10	general / limitation of actions: contract / demand note
OH 123-0050-00 010	ORCA 2305.131	LA10	general / limitation of actions: property, real / improvements
OH 113-1000-00 010	ORCA 1303.16	LA6	general / limitation of actions: contract / demand note
OH 113-0010-00 010	ORCA 1302.98	LA4	general / limitation of actions: contract / sales
OH 113-2000-00 010	ORCA 1310.52	LA4	general / limitation of actions: contract / lease
US 207-2350-00 010	7 CFR 3019.21	MAINT	government / government contracts: grant administration / accounting

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CON000

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 207-2350-10 010	7 CFR 3019.23	MAINT	government / government contracts: grant administration / in-kind valuation	
US 207-2350-20 010	7 CFR 3019.34	MAINT	government / government contracts: grant administration / property and equipment	
US 207-2350-30 010	7 CFR 3019.42	MAINT	government / government contracts: grant administration / standards of conduct	
US 207-2350-60 010	7 CFR 3019.46	MAINT	government / government contracts: grant administration / procurement	
US 207-2350-70 010	7 CFR 3019.47	MAINT	government / government contracts: grant administration / contract administration	
US 210-0979-92 010	10 CFR 600.121	MAINT	government / government contracts: grant administration / accounting	
US 210-0981-00 010	10 CFR 600.123	MAINT	government / government contracts: grant administration / in-kind valuation	
US 210-0981-10 010	10 CFR 600.134	MAINT	government / government contracts: grant administration / property and equipment	
US 210-0981-40 010	10 CFR 600.145	MAINT	government / government contracts: grant administration / cost analysis	
US 210-0981-50 010	10 CFR 600.146	MAINT	government / government contracts: grant administration / procurement	
US 210-0981-60 010	10 CFR 600.147	MAINT	government / government contracts: grant administration / contract administration	
US 214-1165-50 010	14 CFR 1260.26	MAINT	government / government contracts: grant administration / accounting	
US 214-1165-52 010	14 CFR 1260.121	MAINT	government / government contracts: grant administration / accounting	
US 214-1165-54 010	14 CFR 1260.123	MAINT	government / government contracts: grant administration / in-kind valuation	
US 214-1165-56 010	14 CFR 1260.134	MAINT	government / government contracts: grant administration / property and equipment	
US 214-1165-58 010	14 CFR 1260.142	MAINT	government / government contracts: grant administration / conflicts of interest	
US 214-1165-60 010	14 CFR 1260.144	MAINT	government / government contracts: grant administration / procurement	
US 214-1165-62 010	14 CFR 1260.145	MAINT	government / government contracts: grant administration / cost analysis	
US 214-1165-64 010	14 CFR 1260.146	MAINT	government / government contracts: grant administration / procurement	
US 214-1165-66 010	14 CFR 1260.147	MAINT	government / government contracts: grant administration / contract administration	
US 222-0012-00 010	22 CFR 141.5	MAINT	government / government contracts: grant administration / nondiscrimination compliance	
US 222-0300-00 010	22 CFR 226.21	MAINT	government / government contracts: grant administration / accounting	
US 222-0310-00 010	22 CFR 226.23	MAINT	government / government contracts: grant administration / in-kind valuation	
US 222-0320-00 010	22 CFR 226.34	MAINT	government / government contracts: grant administration / property and equipment	
US 222-0330-00 010	22 CFR 226.42	MAINT	government / government contracts: grant administration / standards of conduct	
US 222-0340-00 010	22 CFR 226.44	MAINT	government / government contracts: grant administration / procurement	
US 222-0350-00 010	22 CFR 226.45	MAINT	government / government contracts: grant administration / cost analysis	
US 222-0360-00 010	22 CFR 226.46	MAINT	government / government contracts: grant administration / procurement	
US 222-0370-00 010	22 CFR 226.47	MAINT	government / government contracts: grant administration	
US 224-0015-00 010	24 CFR 84.21	MAINT	government / government contracts: grant administration / accounting	
US 224-0015-05 010	24 CFR 84.23	MAINT	government / government contracts: grant administration / in-kind valuation	
US 224-0015-10 010	24 CFR 84.34	MAINT	government / government contracts: grant administration / property and equipment	
US 224-0015-20 010	24 CFR 84.45	MAINT	government / government contracts: grant administration / cost analysis	
US 224-0015-25 010	24 CFR 84.46	MAINT	government / government contracts: grant administration / procurement	
US 224-0015-30 010	24 CFR 84.47	MAINT	government / government contracts: grant administration / contract administration	
US 224-0015-40 010	24 CFR 84.82	MAINT	government / government contracts: grant administration / accounting	
US 224-0015-45 010	24 CFR 84.83	MAINT	government / government contracts: grant administration / property and equipment	
US 228-0030-00 010	28 CFR 42.720	MAINT	government / government contracts: grant administration / age discrimination	
US 228-0048-00 030	28 CFR 70.21	MAINT	government / government contracts: grant administration / accounting	
US 228-0048-10 010	28 CFR 70.23	MAINT	government / government contracts: grant administration / cost analysis	
US 228-0048-20 030	28 CFR 70.34	MAINT	government / government contracts: grant administration / property and equipment	
US 228-0048-30 010	28 CFR 70.42	MAINT	government / government contracts: grant administration / standards of conduct	
US 228-0048-40 030	28 CFR 70.44	MAINT	government / government contracts: grant administration / procurement	
US 228-0048-50 010	28 CFR 70.45	MAINT	government / government contracts: grant administration / cost analysis	
US 228-0048-60 030	28 CFR 70.46	MAINT	government / government contracts: grant administration / procurement	
US 228-0048-70 010	28 CFR 70.47	MAINT	government / government contracts: grant administration / contract administration	
			general / employment: wage and hour / collective bargain228-0..325 0 Td (MAINT)Tj -14.308 0 Td	

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Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
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CON300

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
CON300	Contracts Property Rights	0	IND	IND
	Contracts setting forth ownership, rights and obligations with respect to real property.			
	Legal Considerations			
	OH 123-0010-00 010 ORCA 2305.06	LA15	general / limitation of actions: contract / written	
EDU100	Education Student Records	ACT+5	ACT+6	ACT+6
	Records related to students including admission, grades, progress, etc.			
	Legal Requirements			
	US 242-0100-00 010 42 CFR 57.215	ACT+5	education: loans, federal guaranteed / health professions loans	
	US 242-0105-00 010 42 CFR 57.315	ACT+5	education: loans, federal guaranteed / nursing student loans	

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EDU110

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	

EDU110	Education Student Records Privacy		ACT	3	ACT+3
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Records related to privacy rights of parents and students.

Legal Requirements

34 CFR 99.32

ACT education: education records / privacy

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EDU120

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
EDU120	Education Student Records Loan Records		ACT+5	ACT+6 ACT+6
	Records related to loan provided under federal and state grants.			
	Legal Requirements			
US 234-0273-00 010	34 CFR 682.414	ACT+5	education: loans, federal guaranteed / lender records	
US 234-0300-30 010	34 CFR 685.308	ACT+5	education: loans, federal guaranteed / general requirements	
US 242-0100-00 010	42 CFR 57.215	ACT+5	education: loans, federal guaranteed / health professions loans	
US 242-0105-00 010	42 CFR 57.315	ACT+5	education: loans, federal guaranteed / nursing student loans	
US 242-0270-00 010	42 CFR 60.56	ACT+5	education: grant administration / health education assistance loans	
US 133-0020-00 010	33 USC 1124	ACT+3	education: grant administration / sea grant college	
US 207-2350-80 050	7 CFR 3019.53	ACT+3	education: grant administration / records retention periods	
US 207-2350-80 060	7 CFR 3019.53	ACT+3	health care: grant administration / records retention periods	
US 222-2700-00 030	22 CFR 518.53	ACT+3	health care: grant administration / records retention periods	
US 222-2700-00 040	22 CFR 518.53	ACT+3	education: grant administration / records retention periods	
US 224-0015-35 020	24 CFR 84.53	ACT+3	education: grant administration / records retention periods	
US 224-0015-35 030	24 CFR 84.53	ACT+3Y	health care: grant administration / records retention periods	
US 224-0015-55 050	24 CFR 84.85	ACT+3	education: grant administration / records retention periods	
US 224-0015-55 060	24 CFR 84.85	ACT+3	health care: grant administration / records retention periods	
US 228-0048-80 020	28 CFR 70.53	ACT+3	health care: grant administration / property and equipment	
US 228-0048-80 030	28 CFR 70.53	ACT+3	education: grant administration / property and equipment	
US 229-0108-35 030	29 CFR 95.53	ACT+3	health care: grant administration / records retention periods	
US 229-0108-35 040	29 CFR 95.53	ACT+3	education: grant administration / records retention periods	
US 234-0055-40 010	34 CFR 74.53	ACT+3	education: grant administration / records retention periods	
US 234-0240-00 010	34 CFR 674.19	ACT+3	education: loans, federal guaranteed / general requirements	
US 234-0273-00 020	34 CFR 682.414	ACT+3	education: loans, federal guaranteed / lender records	
US 236-0090-80 050	36 CFR 1210.53	ACT+3	health care: grant administration / records retention periods	
US 236-0090-80 060	36 CFR 1210.53	ACT+3	education: grant administration / records retention periods	
US 238-0010-00 010	38 CFR 17.266	ACT+3	health care: grant administration / veterans, health care	
US 241-1127-66 010	41 CFR 105-72.603	ACT+3	education: grant administration / contract administration	
US 241-1127-66 040	41 CFR 105-72.603	ACT+3	health care: grant administration / contract administration	
US 242-0065-00 010	42 CFR 50.103	ACT+3	health care: grant administration / Public Health Service grants, misconduct	
US 243-0003-50 020	43 CFR 12.953	ACT+3	education: grant administration / records retention periods	
US 243-0003-50 030	43 CFR 12.953	ACT+3	health care: grant administration / records retention periods	
US 243-0003-50 040	43 CFR 12.953	ACT+3	health care: grant administration / records retention periods	
US 245-0065-00 020	45 CFR 74.53	ACT+3	education: grant administration / records retention periods	
US 245-0065-00 030	45 CFR 74.53	ACT+3	health care: grant administration / records retention periods	
US 245-2070-00 020	45 CFR 2543.53	ACT+3	health care: grant administration / records retention periods	
US 245-2070-00 040	45 CFR 2543.53	ACT+3	education: grant administration / records retention periods	
US 242-0370-00 010	42 CFR 124.605	ACT+6M	health care: grant administration / community service	
US 242-0195-00 010	42 CFR 57.2610	ACT	education: grant administration / nurse practitioner training	
US 222-2300-00 010	22 CFR 518.42	SUP	education: grant administration / standards of conduct	
US 222-2300-00 020	22 CFR 518.42	SUP	health care: grant administration / standards of conduct	
US 222-2400-00 010	22 CFR 518.44	SUP	education: grant administration / procurement	
US 222-2400-00 020	22 CFR 518.44	SUP	health care: grant administration / procurement	
US 224-0015-15 020	24 CFR 84.42	SUP	education: grant administration / standards of conduct	
US 224-0015-18 010	24 CFR 84.44	SUP	health care: grant administration / procurement	
US 224-0015-18 020	24 CFR 84.44	SUP	education: grant administration / procurement	
US 224-0015-50 020	24 CFR 84.84	SUP	education: grant administration / standards of conduct	
US 224-0015-50 030	24 CFR 84.84	SUP	health care: grant administration / standards of conduct	

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EDU120

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 224-0015-50 040	24 CFR 84.84	SUP	education: grant administration / procurement	
US 224-0015-50 050	24 CFR 84.84	SUP	health care: grant administration / procurement	
US 229-0108-10 010	29 CFR 95.42	SUP	education: grant administration / standards of conduct	
US 229-0108-10 020	29 CFR 95.42	SUP	health care: grant administration / standards of conduct	
US 229-0108-15 010	29 CFR 95.44	SUP	health care: grant administration / procurement	
US 229-0108-15 020	29 CFR 95.44	SUP	education: grant administration / procurement	
US 229-0108-30 010	29 CFR 95.47	SUP	education: accounting / accounting system	
US 229-0108-30 020	29 CFR 95.47	SUP	health care: grant administration / accounting	
US 241-1127-56 010	41 CFR 105-72.502	SUP	education: grant administration / standards of conduct	
US 241-1127-56 020	41 CFR 105-72.502	SUP	health care: grant administration / standards of conduct	
US 241-1127-58 010	41 CFR 105-72.504	SUP	education: grant administration / procurement	
US 241-1127-58 020	41 CFR 105-72.504	SUP	health care: grant administration / procurement	
US 241-1127-64 010	41 CFR 105-72.507	SUP	education: grant administration / contract administration	
US 241-1127-64 020	41 CFR 105-72.507	SUP	health care: grant administration / contract administration	
US 243-0003-20 010	43 CFR 12.944	SUP	education: grant administration / procurement	
US 243-0003-20 020	43 CFR 12.944	SUP	health care: grant administration / procurement	
US 245-0062-00 010	45 CFR 74.44	SUP	education: grant administration / procurement	
US 245-0062-00 020	45 CFR 74.44	SUP	health care: grant administration / procurement	
US 120-0010-00 010	20 USC 1232f	5	education: grant administration / accounting	
US 234-0202-00 010	34 CFR 600.4	5	education: financial assistance, federal / ability-to-benefit, higher education	
US 234-0202-10 010	34 CFR 600.5	5	education: financial assistance, federal / ability-to-benefit, proprietary school	
US 234-0202-20 010	34 CFR 600.6	5	education: financial assistance, federal / ability-to-benefit, vocational school	
US 234-0205-00 010	34 CFR 628.47	5	education: grant administration / endowment grant program	
US 234-0230-00 010	34 CFR 668.23	5	education: financial assistance, federal / audits	
US 242-0272-00 010	42 CFR 60.57	5	education: grant administration / health education assistance loans	
US 242-0090-00 010	42 CFR 57.107	CY+3	education: grant administration / accounting	
US 242-0090-00 020	42 CFR 57.107	CY+3	health care: grant administration / accounting	
US 142-0080-00 010	42 USC 1785	3	health care: grant administration / child nutrition	
US 207-2350-80 020	7 CFR 3019.53	3	education: grant administration / records retention periods	
US 207-2350-80 030	7 CFR 3019.53	3	health care: grant administration / records retention periods	
US 215-0035-00 010	15 CFR 29b.18	3	education: grant administration / audits	
US 215-0037-00 010	15 CFR 29b.20	3	education: grant administration / audits	
US 222-0013-20 010	22 CFR 145.53	3	health care: grant administration / records retention periods	
US 222-0013-20 020	22 CFR 145.53	3	education: grant administration / records retention periods	
US 222-2700-00 010	22 CFR 518.53	3	education: grant administration / records retention periods	
US 222-2700-00 020	22 CFR 518.53	3	health care: grant administration / records retention periods	
US 224-0015-35 050	24 CFR 84.53	3	education: grant administration / records retention periods	
US 224-0015-35 060	24 CFR 84.53	3	health care: grant administration / records retention periods	
US 224-0015-55 020	24 CFR 84.85	3	health care: grant administration / records retention periods	
US 224-0015-55 030	24 CFR 84.85	3	education: grant administration / records retention periods	
US 228-0048-80 010	28 CFR 70.53	3	health care: grant administration / accounting	
US 228-0048-80 040	28 CFR 70.53	3	education: grant administration / accounting	
US 229-0108-35 010	29 CFR 95.53	3Y	education: grant administration / records retention periods	
US 229-0108-35 020	29 CFR 95.53	3Y	health care: grant administration / records retention periods	
US 229-0110-00 010	29 CFR 96 App C	3	education: grant administration / audits	
US 229-0111-00 010	29 CFR 97.36	3	education: grant administration / procurement	
US 234-0055-40 020	34 CFR 74.53	3	health care: grant administration / records retention periods	
US 234-0129-00 010	34 CFR 80.36	3	education: grant administration / procurement	
US 234-0230-30 030	34 CFR 668.26	3	education: financial assistance, federal / termination of program	
US 234-0235-40 010	34 CFR 668.150	3	education: financial assistance, federal / tests, independently administered	
US 234-0235-43 010	34 CFR 668.153	3	education: financial assistance, federal / student disability, documentation	
US 236-0090-80 020	36 CFR 1210.53	3	health care: grant administration / records retention periods	
US 236-0090-80 030	36 CFR 1210.53	3	education: grant administration / records retention periods	
US 241-1127-66 020	41 CFR 105-72.603	3	education: grant administration / contract administration	
US 241-1127-66 030	41 CFR 105-72.603	3	health care: grant administration / contract administration	
US 242-0070-00 010	42 CFR 50.208	3	health care: grant administration / sterilizations, requirements	
US 242-0360-00 010	42 CFR 124.510	3	health care: grant administration / uncompensated services to indigents	
US 243-0003-50 010	43 CFR 12.953	3	education: grant administration / records retention periods	

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Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
	LRBR Code Citation	Period	Industry / Subjects	
	US 245-0065-00 010 45 CFR 74.53	3	education: grant administration / records retention periods	
	US 245-0065-00 040 45 CFR 74.53	3	health care: grant administration / records retention periods	
	US 245-2070-00 010 45 CFR 2543.53	3	health care: grant administration / records retention periods	
	US 245-2070-00 030 45 CFR 2543.53	3	education: grant administration / records retention periods	
	US 249-0005-50 010 49 CFR 19.53	3	education: grant administration / records retention periods	
	US 249-0005-50 020 49 CFR 19.53	3	health care: grant administration / records retention periods	
	US 238-0020-00 010 38 CFR 21.4252	1	education: financial assistance, federal / veterans, advertising of course offerings	

Legal Considerations

	US 142-0070-00 010 42 USC 300s-4	MAINT	health care: grant administration / population research	
	US 207-2350-00 020 7 CFR 3019.21	MAINT	health care: grant administration / accounting	
	US 207-2350-00 030 7 CFR 3019.21	MAINT	education: grant administration / accounting	
	US 207-2350-10 020 7 CFR 3019.23	MAINT	education: grant administration / in-kind valuation	
	US 207-2350-10 030 7 CFR 3019.23	MAINT	health care: grant administration / in-kind valuation	
	US 207-2350-20 020 7 CFR 3019.34	MAINT	education: grant administration / property and equipment	
	US 207-2350-20 030 7 CFR 3019.34	MAINT	health care: grant administration / property and equipment	
	US 207-2350-30 020 7 CFR 3019.42	MAINT	education: grant administration / standards of conduct	
	US 207-2350-30 030 7 CFR 3019.42	MAINT	health care: grant administration / standards of conduct	
	US 207-2350-40 020 7 CFR 3019.44	MAINT	education: grant administration / procurement	
	US 207-2350-40 030 7 CFR 3019.44	MAINT	health care: grant administration / procurement	
	US 207-2350-50 020 7 CFR 3019.45	MAINT	education: grant administration / cost analysis	
	US 207-2350-50 030 7 CFR 3019.45	MAINT	health care: grant administration / cost analysis	
	US 207-2350-60 020 7 CFR 3019.46	MAINT	education: grant administration / procurement	
	US 207-2350-60 030 7 CFR 3019.46	MAINT	health care: grant administration / procurement	
	US 207-2350-70 020 7 CFR 3019.47	MAINT	education: grant administration / contract administration	
	US 207-2350-70 030 7 CFR 3019.47	MAINT	health care: grant administration / contract administration	
	US 210-0987-00 010 10 CFR 602.19	MAINT	health care: grant administration / health studies	
	US 222-0013-00 010 22 CFR 145.44	MAINT	health care: grant administration / procurement	
	US 222-0013-00 020 22 CFR 145.44	MAINT	education: grant administration / procurement	
	US 222-0013-10 010 22 CFR 145.46	MAINT	education: grant administration / procurement	
	US 222-0013-10 020 22 CFR 145.46	MAINT	health care: grant administration / procurement	
	US 222-2000-00 010 22 CFR 518.21	MAINT	education: grant administration / accounting	
	US 222-2000-00 020 22 CFR 518.21	MAINT	health care: grant administration / accounting	
	US 222-2100-00 010 22 CFR 518.23	MAINT	education: grant administration / in-kind valuation	
	US 222-2100-00 020 22 CFR 518.23	MAINT	health care: grant administration / in-kind valuation	
	US 222-2200-00 010 22 CFR 518.34	MAINT	education: grant administration / property and equipment	
	US 222-2200-00 020 22 CFR 518.34	MAINT	health care: grant administration / property and equipment	
	US 222-2500-00 010 22 CFR 518.45	MAINT	education: grant administration / cost analysis	
	US 222-2500-00 020 22 CFR 518.45	MAINT	health care: grant administration / cost analysis	
	US 222-2600-00 010 22 CFR 518.46	MAINT	education: grant administration / procurement	
	US 222-2600-00 020 22 CFR 518.46	MAINT	health care: grant administration / procurement	
	US 224-0015-00 020 24 CFR 84.21	MAINT	education: grant administration / accounting	
	US 224-0015-00 030 24 CFR 84.21	MAINT	health care: grant administration / accounting	
	US 224-0015-05 020 24 CFR 84.23	MAINT	education: grant administration / in-kind valuation	
	US 224-0015-05 030 24 CFR 84.23	MAINT	health care: grant administration / in-kind valuation	
	US 224-0015-10 020 24 CFR 84.34	MAINT	education: grant administration / property and equipment	
	US 224-0015-10 030 24 CFR 84.34	MAINT	health care: grant administration / property and equipment	
R 84.45	MAINT US 224-0015-2sis 24 CFR 84.45	MAINT	education: grant administration / cost analysis	
	10 CFR 3 Td (24 CFR 84.45)Tj - MAINT 10 CFR 3 Td (24 CFR 84.45)Tj -10.1b1013-10 02ration / : gr2eis			
111 0	MAINT 10 CFR 3 Td (24 CFR 84.45)Tj - MAINT 10 CFR 3 Td (24 CFR 84.45)Tj -10.1b1013-10 02ration / : gr2eis			

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Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 228-0048-10 020	28 CFR 70.23	MAINT	education: grant administration / cost analysis	
US 228-0048-10 030	28 CFR 70.23	MAINT	health care: grant administration / cost analysis	
US 228-0048-20 010	28 CFR 70.34	MAINT	health care: grant administration / property and equipment	
US 228-0048-20 020	28 CFR 70.34	MAINT	education: grant administration / property and equipment	
US 228-0048-30 020	28 CFR 70.42	MAINT	education: grant administration / standards of conduct	
US 228-0048-30 030	28 CFR 70.42	MAINT	health care: grant administration / standards of conduct	
US 228-0048-40 010	28 CFR 70.44	MAINT	health care: grant administration / procurement	
US 228-0048-40 020	28 CFR 70.44	MAINT	education: grant administration / procurement	
US 228-0048-50 020	28 CFR 70.45	MAINT	education: grant administration / cost analysis	
US 228-0048-50 030	28 CFR 70.45	MAINT	health care: grant administration / cost analysis	
US 228-0048-60 010	28 CFR 70.46	MAINT	health care: grant administration / procurement	
US 228-0048-60 020	28 CFR 70.46	MAINT	education: grant administration / procurement	
US 228-0048-70 020	28 CFR 70.47	MAINT	education: grant administration / contract administration	
US 228-0048-70 030	28 CFR 70.47	MAINT	health care: grant administration / contract administration	
US 229-0108-00 010	29 CFR 95.21	MAINT	education: grant administration / accounting	
US 229-0108-00 020	29 CFR 95.21	MAINT	health care: grant administration / accounting	
US 229-0108-05 010	29 CFR 95.23	MAINT	education: grant administration / in-kind valuation	
US 229-0108-05 020	29 CFR 95.23	MAINT	health care: grant administration / in-kind valuation	
US 229-0108-20 010	29 CFR 95.45	MAINT	education: grant administration / cost analysis	
US 229-0108-20 020	29 CFR 95.45	MAINT	health care: grant administration / cost analysis	
US 229-0108-25 010	29 CFR 95.46	MAINT	education: grant administration / procurement	
US 229-0108-25 020	29 CFR 95.46	MAINT	health care: grant administration / procurement	
US 234-0030-00 010	34 CFR 74.21	MAINT	education: grant administration / accounting	
US 234-0030-00 020	34 CFR 74.21	MAINT	health care: grant administration / accounting	
US 234-0055-10 010	34 CFR 74.34	MAINT	education: grant administration / property and equipment	
US 234-0055-10 020	34 CFR 74.34	MAINT	health care: grant administration / property and equipment	
US 234-0055-20 010	34 CFR 74.44	MAINT	education: grant administration / procurement	
US 234-0055-20 020	34 CFR 74.44	MAINT	health care: grant administration / procurement	
US 234-0055-30 010	34 CFR 74.46	MAINT	education: grant administration / procurement	
US 234-0055-30 020	34 CFR 74.46	MAINT	health care: grant administration / procurement	
US 234-0070-00 010	34 CFR 75.730	MAINT	education: grant administration / accounting	
US 234-0080-00 010	34 CFR 75.731	MAINT	education: grant administration / accounting	
US 234-0090-00 010	34 CFR 75.732	MAINT	education: grant administration / general requirements	
US 234-0110-00 010	34 CFR 76.730	MAINT	education: grant administration / accounting	
US 234-0120-00 010	34 CFR 76.731	MAINT	education: grant administration / compliance	
US 234-0201-00 010	34 CFR 100.6	MAINT	education: financial assistance, federal / equal opportunity	
US 234-0201-10 010	34 CFR 110.20	MAINT	education: financial assistance, federal / equal opportunity	
US 234-0206-00 010	34 CFR 641.52	MAINT	education: grant administration / faculty development grants	
US 234-0206-10 010	34 CFR 641.61	MAINT	education: grant administration / faculty development grants	
US 234-0207-00 010	34 CFR 644.32	MAINT	education: grant administration / educational opportunity centers	
US 234-0220-00 010	34 CFR 647.32	MAINT	education: grant administration / postbaccalaureate achievement grants	
US 234-0229-00 010	34 CFR 668.19	MAINT	education: financial assistance, federal / financial aid transcript	
US 234-0235-00 010	34 CFR 668.36	MAINT	education: financial assistance, federal / Selective Service registration	
US 234-0235-60 010	34 CFR 668.165	MAINT	education: financial assistance, federal / student notification of funds receipt	
US 234-0238-00 010	34 CFR 674.13	MAINT	education: loans, federal guaranteed / institution records	
US 234-0238-10 010	34 CFR 674.16	MAINT	education: loans, federal guaranteed / institution records	
US 234-0245-00 010	34 CFR 674.47	MAINT	education: loans, federal guaranteed / accounting	
US 234-0250-00 010	34 CFR 675.19	MAINT	education: financial assistance, federal / accounting	
US 234-0255-00 010	34 CFR 675.33	MAINT	education: grant administration / accounting	
US 234-0260-00 010	34 CFR 676.19	MAINT	education: grant administration / SEOG, accounting	
US 234-0269-10 010	34 CFR 682.201	MAINT	education: loans, federal guaranteed / lender records, adverse credit history	
US 234-0269-70 010	34 CFR 682.207	MAINT	education: loans, federal guaranteed / due diligence	
US 234-0270-00 010	34 CFR 682.211	MAINT	education: loans, federal guaranteed / lender records, adverse credit history	
US 234-0272-50 010	34 CFR 682.405	MAINT	education: loans, federal guaranteed / lender records, adverse credit history	
US 234-0284-00 010	34 CFR 682.604	MAINT	education: loans, federal guaranteed / counseling borrowers	
US 234-0285-00 010	34 CFR 682.610	MAINT	education: loans, federal guaranteed / general requirements	
US 234-0299-00 010	34 CFR 685.201	MAINT	education: loans, federal guaranteed / loan origination records	
US 234-0300-00 010	34 CFR 685.301	MAINT	education: loans, federal guaranteed / loan certification, exceptions	

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Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 234-0300-20 010	34 CFR 685.304	MAINT	education: loans, federal guaranteed / counseling borrowers	
US 234-0300-40 010	34 CFR 685.309	MAINT	education: loans, federal guaranteed / institution records	
US 234-0329-00 010	34 CFR 690.81	MAINT	education: grant administration / Pell grants, accounting	
US 234-0330-00 010	34 CFR 690.82	MAINT	education: grant administration / Pell grants, accounting	
US 236-0090-00 020	36 CFR 1210.21	MAINT	health care: grant administration / accounting	
US 236-0090-00 030	36 CFR 1210.21	MAINT	education: grant administration / accounting	
US 236-0090-10 020	36 CFR 1210.23	MAINT	health care: grant administration / in-kind valuation	
US 236-0090-10 030	36 CFR 1210.23	MAINT	education: grant administration / in-kind valuation	
US 236-0090-20 020	36 CFR 1210.34	MAINT	health care: grant administration / property and equipment	
US 236-0090-20 030	36 CFR 1210.34	MAINT	education: grant administration / property and equipment	
US 236-0090-30 010	36 CFR 1210.42	MAINT	health care: grant administration / procurement	
US 236-0090-30 020	36 CFR 1210.42	MAINT	education: grant administration / procurement	
US 236-0090-40 020	36 CFR 1210.44	MAINT	health care: grant administration / procurement	
US 236-0090-40 030	36 CFR 1210.44	MAINT	education: grant administration / procurement	
US 236-0090-50 020	36 CFR 1210.45	MAINT	health care: grant administration / cost analysis	
US 236-0090-50 030	36 CFR 1210.45	MAINT	education: grant administration / cost analysis	
US 236-0090-60 020	36 CFR 1210.46	MAINT	health care: grant administration / procurement	
US 236-0090-60 030	36 CFR 1210.46	MAINT	education: grant administration / procurement	
US 236-0090-70 020	36 CFR 1210.47	MAINT	health care: grant administration / contract administration	
US 236-0090-70 030	36 CFR 1210.47	MAINT	education: grant administration / contract administration	
US 238-0012-00 010	38 CFR 17.411	MAINT	health care: grant administration / veterans, health care	
US 238-0013-00 010	38 CFR 17.710	MAINT	health care: grant administration / veterans, homeless	
US 238-0013-10 010	38 CFR 17.728	MAINT	health care: grant administration / veterans, homeless	
US 241-1127-50 010	41 CFR 105-72.301	MAINT	education: grant administration / accounting	
US 241-1127-50 020	41 CFR 105-72.301	MAINT	health care: grant administration / accounting	
US 241-1127-52 010	41 CFR 105-72.303	MAINT	education: grant administration / property and equipment	
US 241-1127-52 020	41 CFR 105-72.303	MAINT	health care: grant administration / property and equipment	
US 241-1127-52 030	41 CFR 105-72.303	MAINT	health care: grant administration / in-kind valuation	
US 241-1127-54 010	41 CFR 105-72.404	MAINT	education: grant administration / property and equipment	
US 241-1127-60 010	41 CFR 105-72.505	MAINT	education: grant administration / cost analysis	
US 241-1127-60 020	41 CFR 105-72.505	MAINT	health care: grant administration / cost analysis	
US 241-1127-62 010	41 CFR 105-72.506	MAINT	education: grant administration / procurement	
US 241-1127-62 020	41 CFR 105-72.506	MAINT	health care: grant administration / procurement	
US 241-1127-54 010	41 CFR 105-72.3072.404	MAINT	education: grant administration / physical	
US 241-1127-54 010	41 CFR 105-72.404	MAINT	education: grant administration / physical	
US 241-1127-62 010	MAINT 41 CFR 105-72.30: standards of	MAINT	education: grant administration / physical	
US 241-1127-62 010	MAINT 41 CFR 105-72.30: standards of	MAINT	education: grant administration / physical	
US 241-1127-52 030	41 CFR 105-72.300.4 10cd (41 CFR 105-72 (US 241-1127-62 010)Tj 28.744 -1.325 Td 3lth car.947t administration / physss, h0s,45omeless)Tj -4.325	MAINT	education: grant administration / physical	
	US 241-1127-52 030	41 CFR 105-72.301		

Subjects / Description	Legal Requirements	Legal Considerations	Total
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EDU122

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	

EDU122	Education Student Records Loan Records Veterans Administration	ACT+3		0 ACT+3
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As per 38 CFR 21.4209, an educational institution must keep records and accounts, including those pertaining to students not receiving benefits from VA, as described in this section,

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EMP100

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
EMP100	Employment Benefits / Pensions Reporting / Contributions	6	6	6
	Includes requirements for contributions to and reporting for pension and benefit plans.			
	Legal Requirements			
	US 229-2000-00 010	29 CFR 4007.10	6	general / employment: benefit plans - pension plans / pension guarantees - premiums
	US 229-0772-00 010	29 CFR 825.500	3	general / employment: benefit plans / family medical leave
	Legal Considerations			
	US 129-0070-00 020	29 USC 1113	LA6	general / employment: benefit plans / breach of fiduciary duty
	US 129-0080-00 020	29 USC 1451	LA6	general / employment: benefit plans / suit
	US 226-1040-00 010	26 CFR 1.6047-1	MAINT	general / employment: benefit plans - pension plans / reporting requirements
	US 129-0070-00 010	29 USC 1113	LA3	general / employment: benefit plans / breach of fiduciary duty
	US 129-0080-00 010	29 USC 1451	LA3	general / employment: benefit plans / suit
EMP110	Employment Benefits / Pensions Plans	ACT+6	3	ACT+6
	Includes the actual pension and benefit plans in force.			
	Legal Requirements			
	US 229-0920-00 030	29 CFR 1627.3	ACT+1	general / employment: benefit plans
	US 129-0050-00 010	29 USC 1027	6	general / employment: benefit plans / benefit plan records
	US 229-2000-00 010	29 CFR 4007.10	6	general / employment: benefit plans - pension plans / pension guarantees - premiums
	US 229-0772-00 010	29 CFR 825.500	3	general / employment: benefit plans / family medical leave
	Legal Considerations			
	OH 909-0010-00 010	ORCA 3307.63	MAINT	education: benefit programs / retirement records
	US 129-0040-00 010	29 USC 1022	MAINT	general / employment: benefit plans / benefit plan description

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EMP120

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
EMP120	Employment Benefits / Pensions	6	ACT	ACT+6
6	Summary DataACT		ACT+6	

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EMP300

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
EMP300	Employment Employment Actions			5
	Includes requirements related to specific employee personnel actions such as hiring, firing, promotion, work schedules, etc.			
	Legal Requirements			
	OH 210-0020-00 010 OAC 4141-23-02	5	general / employment: wage and hour general / employment: labor-management relations / employer reported to actions / equir310.80ktic	

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EMP300

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 229-0295-00 010	29 CFR 516.4	PROC	general / employment: wage and hour / minimum wage and overtime	
US 229-0320-00 010	29 CFR 516.7	PROC	general / employment: wage and hour / minimum wage and overtime	
US 229-0325-00 010	29 CFR 516.8	PROC	general / employment: wage and hour / minimum wage and overtime	
US 229-0330-00 010	29 CFR 516.9	PROC	general / employment: wage and hour / minimum wage and overtime	
US 229-0771-10 010	29 CFR 801.35	PROC	general / employment: polygraph testing / disclosure of testing information	
US 229-0773-00 010	29 CFR 1602.12	PROC	general / employment: equal employment opportunity	
US 229-0777-00 010	29 CFR 1602.13	PROC	general / employment: equal employment opportunity	
US 229-0865-00 010	29 CFR 1602.46	PROC	education: employment - equal employment opportunity / elementary and secondary schools	
US 229-0867-00 010	29 CFR 1602.47	PROC	education: employment - equal employment opportunity / colleges	
US 229-0885-00 010	29 CFR 1602.55	PROC	education: employment - equal employment opportunity / colleges	
US 229-0970-00 010	29 CFR 1627.6	PROC	general / employment: equal employment opportunity / age discrimination	
US 229-0973-00 010	29 CFR 1627.7	PROC	general / employment: equal employment opportunity / age discrimination	
US 229-0977-00 010	29 CFR 1627.11	PROC	general / employment: equal employment opportunity / age discrimination	

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Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
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Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
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EMP800

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
EMP800	Employment Training		ACT+3	3 ACT+3
	Includes requirements related to training, including health and safety, environment, etc.			
	Legal Requirements			
	US 229-1180-00 030	29 CFR 1910.1001	ACT+1	general / employment: training / asbestos
	US 229-1090-00 010	29 CFR 1910.156	ACT	general / employment: training / fire brigade
	US 229-1140-00 020	29 CFR 1910.217	ACT	general / employment: training / mechanical power presses
	Legal Considerations			
	US 205-0007-00 010	5 CFR 410.302	MAINT	general / employment: training
	US 224-0356-80 020	24 CFR 585.401	MAINT	general / employment: training
	US 229-1150-00 010	29 CFR 1910.268	MAINT	general / employment: training / telecommunications training
	US 229-1150-00 020	29 CFR 1910.268	MAINT	general / employment: training / telecommunications training
	US 238-0023-00 010	38 CFR 21.4832	MAINT	general / employment: training / veterans
	US 240-1666-40 010	40 CFR 68.71	MAINT	general / environment: hazardous substances / chemical accident, training
EMP900	Employment Selection General		1	0 1
	Includes requirements related to advertising, interviewing, testing, selecting, and hiring.			
	Legal Requirements			
	US 229-0920-00 025	29 CFR 1627.3	1	general / employment: employment records / hiring

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
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Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
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ENV200

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	

ENV200	Environment Air / Water Pollution Testing Requirements	5	3	5
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Records related to testing and monitoring of environment.

Legal Requirements

US 240-1670-00 010	40 CFR 71.9	CY+5	general / environment: air pollution / early reductions permits
US 240-1626-00 010	40 CFR 63.642	5	general / environment: air pollution / stationary sources
US 240-1626-15 010	40 CFR 63.648	5	general / environment: air pollution / stationary sources
US 240-1626-30 010	40 CFR 63.653	5	general / environment: air pollution / stationary sources
US 240-1626-40 010	40 CFR 63.654	5	general / environment: air pollution / general requirements
US 240-1670-50 010	40 CFR 71.25	5	general / environment: air pollution / early reductions permits
US 240-1675-00 010	40 CFR 72.9	5	general / environment: air pollution / performance data
US 240-1721-12 010	40 CFR 75.57	3	general / environment: air pollution / performance data
US 240-1721-50 010	40 CFR Part 75 App. D	3	general / environment: air pollution / performance data
US 240-2560-00 010	40 CFR 122.21	3	general / environment: water pollution / discharge permits
US 240-2565-00 010	40 CFR 122.34	3	general / environment: water pollution / discharge permits
US 240-2570-00 010	40 CFR 122.41	3	general / environment: water pollution / discharge permits
US 240-2570-10 010	40 CFR 122.44	3	general / environment: water pollution / discharge permits
US 240-0290-00 010	40 CFR 60.7	2	general / environment: air pollution / stationary sources
US 240-0320-00 010	40 CFR 60.48c	2	general / environment: air pollution / stationary sources
US 240-0330-00 010	40 CFR 60.49b	2	general / environment: air pollution / steam generating units
US 240-1230-00 010	40 CFR 61.246	2	general / environment: air pollution / equipment testing and repair

Legal Considerations

US 240-0300-00 010	40 CFR 60.13	MAINT	general / environment: air pollution / stationary sources
US 240-1626-10 010	40 CFR 63.646	MAINT	general / environment: air pollution / stationary sources
US 240-1626-20 010	40 CFR 63.652	MAINT	general / environment: air pollution / stationary sources
US 240-1661-60 010	40 CFR Part 63, App. A	MAINT	general / environment: air pollution
US 240-1661-80 010	40 CFR Pt. 63, Subpt. CC, App., Tables	MAINT	general / environment: air pollution
US 240-1721-13 010	40 CFR 75.58	MAINT	general / environment: air pollution / performance data
US 240-1721-14 010	40 CFR 75.59	MAINT	general / environment: air pollution / quality control
US 240-1721-20 010	40 CFR 75.74	MAINT	general / environment: air pollution / ozone season monitoring
US 240-1721-30 010	40 CFR Part 75 App. B	MAINT	general / environment: air pollution / quality control
US 240-1721-50 020	40 CFR Part 75 App. D	MAINT	general / environment: air pollution / performance data
US 240-1722-00 010	40 CFR Part 75 App. E	MAINT	general / environment: air pollution / performance data
US 240-0275-00 010	40 CFR 58.1	MEDIA	general / environment: air pollution
US 240-1626-00 020	40 CFR 63.642	MEDIA	general / environment: air pollution / stationary sources
US 142-0115-00 010	42 USC 7414	PROC	general / environment: air pollution / emissions standards

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

LEG000

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	

LEG000	Legal Compliance General	6	3	6
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Include records of compliance with state and federal laws not specifically covered elsewhere.

Many laws require report but do not require retention of copies or backup. This category establishes a safe legal period for required records without known legal retention requirements.

Legal Requirements

US 129-0050-00 010	29 USC 1027	6	general / employment: benefit plans / benefit plan records
US 129-0030-00 010	29 USC 436	5	general / employment: labor-management relations / labor organization reporting
US 229-0150-00 010	29 CFR 405.9	5	general / employment: labor-management relations / employer reports
US 211-0100-00 010	11 CFR 102.9	3	general: political committees / contributions, accounts and records
US 211-0300-00 010	11 CFR 104.14	3	general: political committees / contributions, report retention

Legal Considerations

US 211-0099-90 010	11 CFR 102.5	MAINT	general: political committees / contributions, accounts and records
US 211-0500-00 010	11 CFR 104.18	MAINT	general: political committees / contributions, report retention
US 226-1040-00 010	26 CFR 1.6047-1	MAINT	general / employment: benefit plans - pension plans / reporting requirements
US 211-0500-00 020	11 CFR 104.18	MEDIA	general: political committees / contributions, report retention

LEG100	Legal Compliance Business Licenses / Orders	ACT+3	ACT	ACT+3
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Includes licenses and permits required to do business and regulatory orders governing the conduct of business.

Legal Requirements

US 240-1667-00 010	40 CFR 68.85	ACT	general / environment: hazardous substances / chemical accident, hot work permit
US 240-2560-00 010	40 CFR 122.21	3	general / environment: water pollution / discharge permits
US 240-2565-00 010	40 CFR 122.34	3	general / environment: water pollution / discharge permits
US 240-2570-00 010	40 CFR 122.41	3	general / environment: water pollution / discharge permits
US 240-2570-10 010	40 CFR 122.44	3	general / environment: water pollution / discharge permits

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

LEG200

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
LEG200	Legal Compliance Immigration & Naturalization	3	ACT+1	ACT+3
	Laws related to the documentation of immigration and naturalization.			
	Legal Requirements			
	US 208-0200-00 020 8 CFR 274A.2	ACT+1	general / employment: aliens / documentation	
	US 208-0100-00 020 8 CFR 214.3	3	education: foreign students / reporting compliance	
	US 208-0200-00 010 8 CFR 274A.2	3	general / employment: aliens / documentation	
	Legal Considerations			
	US 208-1000-00 010 8 CFR 299.4	MEDIA	immigration: forms / electronic forms	
	US 208-0150-00 010 8 CFR 245a.2	PROC	general / employment: aliens / documentation	
	US 208-0150-10 010 8 CFR 245a.4	PROC	general / employment: aliens / documentation	
LEG300	Legal Compliance Unclaimed Property / Escheat	7	0	7
	Law related to maintenance of records for unclaimed property or escheat.			
	Legal Requirements			
	OH 101-1010-00 010 ORCA 169.03	5	general: unclaimed property / escheat	

Inter-University Council of Ohio
IUC Legal Group Index With Legal Research

LIT000

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
LIT000	Litigation / Claims General	0	ACT+6	ACT+6
	Includes litigation and claims documentation, including judgments, for use in similar cases.			
	Legal Considerations			
	OH 113-1000-00 040 ORCA 1303.16		LA10 general / limitation of actions: financial services / draft	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

POL000

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	

POL000	Policies / Procedures	0	ACT+10	ACT+10
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Includes policies for areas such as employment, records management, accounting, purchasing, quality control, etc.

Keep copies of policies and procedures to demonstrate company practices in judicial or regulatory proceedings. Organizations may be judged according to its own written standards of conduct.

Legal Considerations



Accounting	Record Series	Retention	Retention Rule	IUC Code
	Accounts Payable Amounts owed on open account for goods or services received.	4	ACC1000	IUC-ACC-00-01
	Accounts Payable Invoices Bill for goods or services received.	4	ACC1000	IUC-ACC-00-02
	Accounts Payable Ledgers	4	ACC1000	IUC-ACC-00-03
	Accounts Payable Vouchers	4	ACC1000	IUC-ACC-00-04
	Accounts Receivable Amounts due from others on open accounts as a result of providing goods or services.	4	ACC1000	IUC-ACC-10-01

Accounting	Record Series	Retention	Retention Rule	IUC Code
	Annuity Records	4	ACC1000	IUC-ACC-00-05
	Statement of payroll deduction for employees' annuity plans.			
	Bad Debt Actions	4	FIN6000	IUC-ACC-10-08
	Overdue accounts, such as library fines, parking tickets, loans, payment for services rendered.			
	Balance Sheets	4	ACC3000	IUC-ACC-30-02
	A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.			
	Cash Books	4	ACC1000	IUC-ACC-10-02
	A report of institutional assets, liabilities, and equities. A periodic report, not the year-end report.			
	Cash Disbursement Journals	4	ACC1000	IUC-ACC-00-06
	A record of institution's cash transactions showing a running balance.			



Accounting	Record Series	Retention	Retention Rule	IUC Code
	Cash Journals Journal of cash received.	4	ACC1000	IUC-ACC-10-03
	Cash Receipts Receipts for cash sales or cash received.	4	ACC1000	IUC-ACC-10-04
	Cash Register Tapes	4	ACC1000	IUC-ACC-10-05
	Chart of Accounts A list of the accounts used by an organization with each account usually assigned a number or code.	4	ACC3000	IUC-ACC-30-01
	Cost Accounting Record analyzing cost for producing certain items or performing certain tasks.	4	ACC3000	IUC-ACC-60-01



Accounting	Record Series	Retention	Retention Rule	IUC Code
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Journals

IUC-ACC-30-06

The record in which financial transactions are first

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Accounting

Record Series

Retention

Retention Rule

IUC Code



Accounting	Record Series	Retention	Retention Rule	IUC Code
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Student Accounting Records



Accounting	Record Series	Retention	Retention Rule	IUC Code
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Student Accounting Records 4 ACC1000 IUC-ACC-50-07
 Financial Aid
 Disbursement Records
 Statement by individual of award amounts disbursed.
 Contains name, type, and amount of award.

Student Accounting Records 4 ACC1000 IUC-ACC-50-08
 Insurance Records
 Record of students enrolled in university or college
 health program.

Student Accounting Records IUC-ACC-50-09
 Tuition Remission Applications
 Record of tuition received for employees and dependents.





Accounting	Record Series	Retention	Retention Rule	IUC Code
	Travel Expenses Record of expenses incurred on official travel. Used to receive reimbursement.	4	ACC1000	IUC-ACC-00-11
	Unemployment Insurance Payments	4	ACC1000	IUC-ACC-00-12
	Vending Commission Income Records Record of money received as commission on vending contracts.	4	ACC1000	IUC-ACC-99-02
	Voucher Register A journal in which accounts payable and their payments are recorded.	4	ACC1000	IUC-ACC-00-13
	Vouchers A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction.	4	ACC1000	IUC-ACC-00-14



Accounting	Record Series	Retention	Retention Rule	IUC Code
	Workers Compensation Payments	4	ACC1000	IUC-ACC-40-03

Academic Grievance Files

ACT+6

LEG4000

IUC-EDU-40-10

Files documenting grievances of students against faculty members.

Admissions

6

LEG5000

IUC-EDU-10-20

Applicant Flow Data File

Statistical information, percentages dealing with race, religion, sex, etc.

Admissions

ACT+1

EDU1010

IUC-EDU-10-09

Applicants who do Matriculate

Advanced Placement Records

Forms and records supporting consideration for advanced placement in course(s) where no credit is granted.

Admissions

ACT+1

EDU1010

IUC-EDU-10-01

Applicants who do Matriculate

Applications for Admission or Readmission

Forms requesting admission or readmission to the institution.

Admissions

ACT+1

EDU1010

IUC-EDU-10-02

Applicants who do Matriculate

Correspondence

Forms requesting admission or readmission to the institution.

Admissions ACT+1 EDU1010 IUC-EDU-10-03
 Applicants who do Matriculate
 Entrance Examination & Placement Test Reports
 Standardized test scores related to admission to the institution and placement test scores.

Admissions ACT+1 EDU1010 IUC-EDU-10-04
 Applicants who do Matriculate
 Letters of Recommendation
 Letters of reference supporting application to the institution.

Admissions ACT+1 EDU1010 IUC-EDU-10-05
 Applicants who do Matriculate
 Medical Records
 Medical records related to application to the institution.

Admissions ACT+3 EDU1020 IUC-EDU-10-06
 Applicants who do Matriculate
 Personalized Recruitment Materials
 Student-specific letters related to encouraging potential student to attend the institution.

Admissions ACT+1 EDU1010 IUC-EDU-10-07
 Applicants who do Matriculate
 Transcripts
 High School

Admissions	ACT+1	EDU1010	IUC-EDU-10-08
Applicants who do Matriculate			
Transcripts			
Other Institutions of Higher Learning			
Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.			

Admissions	ACT+1	EDU1010	IUC-EDU-10-14
Applicants who do Matriculate			
Transfer Credit Evaluations			

Admissions
Applicants who do not Matriculate

Education & Student

Record Series

Retention

Retention Rule

IUC Code

Admissions

IUC-EDU-10-13

Applicants who do not Matriculate

Access To See Letters of Recommendation Waiver

Record Series	Retention	Retention Rule	IUC Code
Admissions Applicants who do not Matriculate Foreign Student Forms I-20 and other forms.	ACT+3	LEG5040	IUC-EDU-10-11
Admissions Applicants who do not Matriculate Letters of Recommendation Letters of reference supporting application to the institution.	1	EDU1100	IUC-EDU-15-04
Admissions Applicants who do not Matriculate Medical Records Medical records related to application to the institution.	1	EDU1100	IUC-EDU-15-05
Admissions Applicants who do not Matriculate Personalized Recruitment Materials Student-specific letters related to encouraging potential student to attend the institution.	ACT+3	EDU1020	IUC-EDU-15-06
Admissions Applicants who do not Matriculate Residency Status Documents Documents supporting determination of legal domicile (residency).	6	LEG5000	IUC-EDU-10-12

Record Series

Retention

Retention Rule

IUC Code

Admissions	1	EDU1100	IUC-EDU-15-07
Applicants who do not Matriculate			
Transcripts			
High School			

Admissions	1	EDU1100	IUC-EDU-15-08
Applicants who do not Matriculate			
Transcripts			
Other Institutions of Higher Learning			
Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.			

Classes	ACT+3	EDU1015	IUC-EDU-35-03
Audit Authorizations			
Approval forms to audit a class.			

Classes	ACT+1	EDU1010	IUC-EDU-35-06
Change of Course Schedule (Add/Drop)			

Classes	ACT+1	EDU1010	IUC-EDU-35-09
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Class Schedules (Students)

Lists of classes student took a given term.

Classes	IND	EDU1000	IUC-EDU-35-02
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Credit by Examination Form

Classes	ACT+3	EDU1015	IUC-EDU-35-05
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Credit/No Credit Approvals

Classes	ACT+3	EDU1015	IUC-EDU-35-08
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Official Class Roster

Lists of students enrolled for individual classes.

Classes	ACT+1	EDU1010	IUC-EDU-35-04
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Pass/Fail Request

Classes

ACT+3

EDU1015

IUC-EDU-35-01

Registration/Enrollment Forms

Classes

ACT+3

EDU1015

IUC-EDU-35-07

Withdrawal Authorizations

Curriculum

IUC-EDU-30-02

Catalogs

Official course bulletins of the institution.

Record Series	Retention	Retention Rule	IUC Code
Financial Aid General Non-Recipient Files Copy of FAF for students who did not receive aid or enter the university or college.	1	EDU1100	IUC-EDU-20-20
Financial Aid Non U.S. Department of Education Funding General Administrative Annual Interim Fiscal Operations Reports Reports to federal government on expenditures for federal programs.	ACT+6	EDU2000	IUC-EDU-20-03
Financial Aid Non U.S. Department of Education Funding National Guard Scholarship Rosters Lists of students receiving scholarships from the Ohio National Guard.	ACT+1	EDU1010	IUC-EDU-20-08
Financial Aid Non U.S. Department of Education Funding Ohio Academic Scholarship Rosters Lists of students receiving scholarships for current academic year.	ACT+1	EDU1010	IUC-EDU-20-07
Financial Aid Non U.S. Department of Education Funding Ohio Bureau of Vocational Rehabilitation Grants Files Record of awards by state agency for handicapped students.	ACT+6	EDU2000	IUC-EDU-20-06

Education & Student

Record Series

Retention

Retention Rule

IUC Code

Financial Aid

IUC-EDU-20-05

Non U.S. Department of Education Funding

Ohio Instructional Grants

Files

Record submitted by student for payment of fees.

Eventually senlyentrT0ee8 senlyetudFee

Financial Aid	ACT+3	EDU2100	IUC-EDU-20-13
U.S. Department of Education Funding			
Federal Loan Check Registers			
Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans.			

Financial Aid	ACT+3	EDU2100	IUC-EDU-20-12
U.S. Department of Education Funding			
General Administrative			
Annual Interim Fiscal Operations Reports			
Reports to federal government on expenditures for federal programs.			

Financial Aid	ACT+3	EDU2100	IUC-EDU-20-10
U.S. Department of Education Funding			
Student Files			
Files on recipients, including: FAF's, and FAF need analysis reports, parental tax files, draft registration compliance record, award letters, Statement of Educational Progress, Basic Education Opportunity Grant (Pell) Files, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, graduate a.0vs a fi712o's52gic9(th 0(u)-3 (d))-1 (c)-1 (h)-1 (o)-1 (l)-1 (a)-1 (r)-1 (s)-1 (h)-1 (f)			

Education & Student

Record Series

Retention

Retention Rule

IUC Code

Grades

Record Series	Retention	Retention Rule	IUC Code
Graduation Commencement Programs	IND	EDU3000	IUC-EDU-35-23
Graduation Graduation Authorizations Documents certifying completion of degree requirements.	ACT+1	EDU1010	IUC-EDU-35-21
Graduation Graduation Lists	IND	EDU3000	IUC-EDU-35-22
Head Start Documents of Head Start meetings and grantee level matters.	ACT+5	LEG2000	IUC-EDU-00-30
IPEDS Report Integrated Post-secondary Education Data System	IND	EDU3000	IUC-EDU-00-04

Education & Student

Record Series

Retention

Retention Rule

IUC Code

OBOR Report

IND

EDU3000

IUC-EDU-00-05

Ohio Board of Regents

Placement Files

IUC-EDU-00-20

Files maintained on alumni for purposes of career placement. Includes credentials, letters of

Record Series	Retention	Retention Rule	IUC Code
Requests Student's Written Consent for Records Disclosure	ACT+3	EDU1030	IUC-EDU-00-11
Research Grants Files Awarded Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations.	ACT+5	LEG2000	IUC-EDU-50-10
Research Grants Files Not Awarded Applications and proposals by faculty for grants that were not funded.	1	ADM9900	IUC-EDU-50-11
Research Research Protocol Committee Files Includes lists of protocols to be considered, new reviews, approvals, requests, and revised protocol forms.	ACT+10	ADM3000	IUC-EDU-50-01
Research Research Protocol Records Includes protocol correspondence, grant information, approval forms, progress reports, prescription drug tracking forms, memos, history sheets, previously active protocol, and LAMS file.	ACT+3	LEG5020	IUC-EDU-50-02

Statistics

IND

EDU3000

IUC-EDU-00-01

Degree

Statistics

IND

EDU3000

IUC-EDU-00-02

Enrollment

Statistics

IND

EDU3000

IUC-EDU-00-03

Racial/Ethnic

Student Disciplinary Files

ACT+6

LEG4000

IUC-EDU-40-01

Files maintained by student affairs on students who have been accused of disciplinary violations.

Student Disciplinary Files

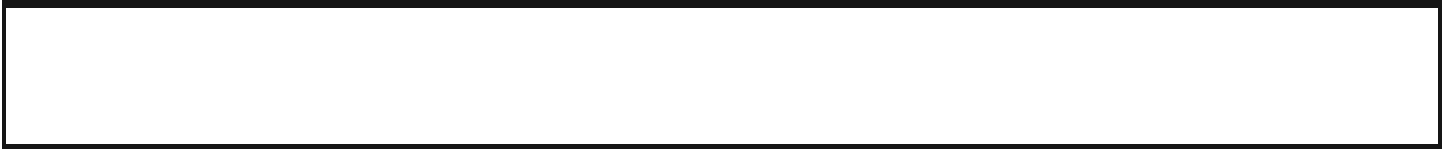
ACT+1

EDU1010

IUC-EDU-40-04

Academic Action Notifications

Communications notifying students of dismissal, academic probation, etc.



Record Series

Retention

Retention Rule

IUC Code

Record Series

Retention

Retention Rule

IUC Code

Student Records

ACT+3

EDU1015

IUC-EDU-35-35

Continuing Education

Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.

Student Records

ACT+1

EDU1010

IUC-EDU-35-31

Correspondence

Student-specific correspondence (other than admissions).

Student Records

ACT+1

EDU1010

IUC-EDU-35-33

Program Requirement Modification

Change of major forms; degree requirement waiver or substitution authorization.

Student Records

ACT+3

EDU1030

IUC-EDU-35-36

Transcript Requests (other than student requested)

Student Records

ACT+3

EDU1020

IUC-EDU-35-32

Veterans Administration Records and Correspondence



Education & Student	Record Series	Retention	Retention Rule	IUC Code
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Tuition and Fee Schedule	IND	EDU3000	IUC-EDU-00-06
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Listing of fee charges for each term by an institution.



Environmental	Record Series	Retention	Retention Rule	IUC Code
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Environmental Monitoring Records	5	ENV1000	IUC-ENV-00-01
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Radioactive Materials	IND	ENV2010	IUC-ENV-00-02
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Transportation Records

DOT transfer record; Authorization for shipment of RAM;
and Off-site transfers.



Finance	Record Series	Retention	Retention Rule	IUC Code
	Annual Financial Report Consolidated year-end report of financial situation showing assets and liabilities. Usually broken down by major funding areas, such as academic and student services areas. May include audit report.	4	FIN7000	IUC-FIN-00-01
	Audit Report External Final report of state or independent auditor.	4	FIN7010	IUC-FIN-00-02
	Audit Report Internal Final report internal auditor.	4	ADM3010	IUC-FIN-00-03
	Bank Deposits Record of deposits in banking institutions.	4	FIN1000	IUC-FIN-10-01
	Bank Reconciliations Explanation of differences between bank statement balance and actual balance.	4	FIN1000	IUC-FIN-10-02



Finance	Record Series	Retention	Retention Rule	IUC Code
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Bank Statements	4	FIN1000	IUC-FIN-10-03
Periodic statement of bank balances.			

Bids	ACT+5	FIN8010	IUC-FIN-20-01
Accepted			
For purchases.			

Bids	3	FIN8000	IUC-FIN-20-02
Rejected			
For purchases.			

Bond Registers	ACT+6	FIN5000	IUC-FIN-30-01
Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.			

Budget			IUC-FIN-00-04
Institutional			
Final, approved, yearly budget for institution, us (N)-2 (LrC58a)-5 ,s0,			



Finance	Record Series	Retention	Retention Rule	IUC Code
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Budget Planning Documents Budget requests, including program plans for coming year, usually by cost center.	ACT+1	FIN2000	IUC-FIN-00-05
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Canceled Checks	4	FIN1000	IUC-FIN-10-04
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Check Register Book or original entry for all cash disbursements paid by check.	4	FIN1000	IUC-FIN-10-05
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Delivery Slips Documents sent with purchased goods indicating item(s) shipped.	3	FIN8020	IUC-FIN-20-04
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Endowment Fund Reports Annual			IUC-FIN-30-02
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Annual -4385-te (N -438-11 f1573A6m23n13fTf 8.9871 02d891 0 0438 8.98 8-11 9n)-8 (d) (-)dsippe0 0.51 poTJ -43.4021



Finance	Record Series	Retention	Retention Rule	IUC Code
	Endowment Fund Reports Periodic Periodic report of funds collected or expended by endowment accounts.	ACT+6	FIN3000	IUC-FIN-30-03
	Purchase Orders Purchasing Office's copy of order to a supplier authorizing purchase of goods.	ACT+5	FIN8010	IUC-FIN-20-03



General Administrative	Record Series	Retention	Retention Rule	IUC Code
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<p>Pre-School Program Children's Files</p> <p>Includes screening evaluation forms, contracts, parental and developmental information, reports from outside agencies, examples of student work, health records from physicians, and information from Social Services coordinator.</p>	IND	LEG3010	IUC-ADM-50-02
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Records Destruction Documentation	10	ADM3020	IUC-ADM-20-01
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<p>Subject Files General Administrative</p> <p>Files of correspondence, reports, memoranda, etc., documenting activities of general administrative offices [Note: excludes President, Vice President, Director, Dean, or Chair and other upper level administrative offices].</p>	1	ADM9900	IUC-ADM-00-02
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<p>Subject Files President, Vice President, Director, Dean, or Chair</p> <p>Files of correspondence, reports, memoranda, etc., documenting activities of these upper level administrative offices.</p>	3	ADM9910	IUC-ADM-00-01
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Surplus Property Documentation	ACT+6	ADM2020	IUC-ADM-30-01
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General Administrative	Record Series	Retention	Retention Rule	IUC Code
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University Governance Files	3	ADM9910	IUC-ADM-00-05
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Files of minutes of boards, committees, and other governance groups documenting official actions of governing bodies.

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Record Series

IUC Code



Human Resources	Record Series	Retention	Retention Rule	IUC Code
	Classified Staff Report Monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range / step, suspensions, terminations, etc.	1	ADM9900	IUC-HR-20-21
	Classified Staff Report Categorical Summary Listing of civil service employees categorized by race and sex.	6	LEG5000	IUC-HR-20-22
	Classified Staff Report Surveys, Wage and Fringe Benefit Surveys conducted by the university or college with area organizations in an effort to acquire comparative data regarding wage and fringe benefit programs.	3	PER9900	IUC-HR-20-25
	Classified Staff Report Suspension Files Record of suspended university or college employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.	5	PER3010	IUC-HR-20-23
	Classified Staff Report Union Dues Membership List Copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department.	4	ACC1000	IUC-HR-20-24



Human Resources	Record Series	Retention	Retention Rule	IUC Code
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Collective Bargaining Agreements	ACT+5	LEG2000	IUC-HR-20-01
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Department Assistance File Classified Staff	1	ADM9900	IUC-HR-20-16
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Correspondence documenting Personnel Office services to university or college departments regarding classified staff positions.

Employment	IUC-HR-40-15
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Alien Certification Files

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Human Resources	Record Series	Retention	Retention Rule	IUC Code
	Employment Classified Staff Canceled Position File Application forms, correspondence sent and received concerning positions that have been canceled.	3	PER2000	IUC-HR-40-11
	Employment Classified Staff Certification Files Record of employees who have attained certification in their classification. May include log book and printouts.	ACT+3	PER5010	IUC-HR-40-09
	Employment Classified Staff Personnel Requisitions Departmental request placed whenever a position within the department becomes vacant.	3	PER2000	IUC-HR-40-06
	Employment Classified Staff Selection Criteria Form Form providing an explanation as to why a person was or was not hired for a university or college position.	3	PER2000	IUC-HR-40-10
	Employment Faculty Application Files - Non-hires Contains application, correspondence, resumes, etc. from applicants for positions.	3	PER2000	IUC-HR-40-03



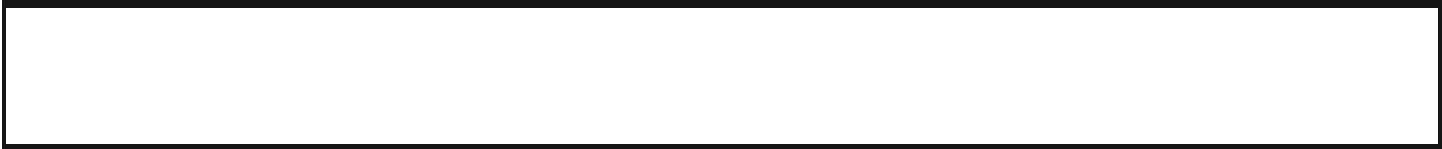
Human Resources	Record Series	Retention	Retention Rule	IUC Code
	Employment Faculty Declinations Files Contracts, recommendations, letters of people who have declined positions.	3	PER2000	IUC-HR-40-02
	Employment Faculty Search Committee Records of individuals who applied or interviewed for positions for which a committee was formed. Files contain position authorization forms, job descriptions, search committee minutes, applicant credentials, correspondence, authorization to hire forms.	3	PER2000	IUC-HR-40-01
	Employment Residence Hall Advisers Not Selected Files on candidates not selected as residence hall advisors.	3	PER2000	IUC-HR-40-13
	Employment Residence Hall Advisers Selected Files on candidates selected for employment as residence hall advisors.	ACT+6	PER3000	IUC-HR-40-12
	Employment Staff Applicant Files Resumes on file.	3	PER2000	IUC-HR-40-05



Human Resources	Record Series	Retention	Retention Rule	IUC Code
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Employment Staff Recruitment/Search Staff search files. May contain position authorization forms, job descriptions, minutes , applicants' credentials, search chronologies, authorization to hire forms, correspondence.	3	PER2000	IUC-HR-40-04
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Employment Student Summer Contracts Flyers for on- and off-campus employment opportunities.		IUC-HR-40-14
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Human Resources	Record Series	Retention	Retention Rule	IUC Code
	Garnishment Documentation Faculty Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.	ACT+3	LEG5030	IUC-HR-40-40
	Garnishment Documentation Staff Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.	ACT+3	LEG5030	IUC-HR-40-41

Human Resources	Record Series	Retention	Retention Rule	IUC Code
	Hazardous Materials Radiation Safety Workers Includes training records, exposure records, applications and authorizations, documents of Authorized Users Lab; Specific RW Training/Interview; Emergency Notification, and Declaration of Pregnancy forms.	IND	PER4030	IUC-HR-30-13
	Hazardous Materials Radioactive Materials Authorized Users Includes applications for non-human use of RM; Statement of prior Training and Experience; Authorization for Internal Transfer of Material between AUs; Room Surveys; Application for Clinical Use of RAM; Emergency Notification; Application for Investigational Human Use of RAM.	IND	PER4030	IUC-HR-30-14
	Layoff Documentation Classified Staff File contains printouts, rosters, and correspondence documenting university or college layoffs. Pertinent employee data, date of hire, classification, department, and retention points (performance) are included.	5	PER3010	IUC-HR-40-50
	Leave Record Classified Staff Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.	5	PER3010	IUC-HR-00-03
	Leave Record Faculty Vacation and sick leave earned and used.	ACT+6	PER3000	IUC-HR-00-01



Human Resources	Record Series	Retention	Retention Rule	IUC Code
	Performance Evaluation Faculty Promotion & Tenure Policy Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.	10	ADM3020	IUC-HR-40-30
	Performance Evaluation Faculty Teaching Evaluations Student evaluations of teacher's performance. Used for Reappointment, Promotion, and Tenure.	5	PER3010	IUC-HR-40-32
	Performance Evaluation Staff File contains annual printouts and log books, with such information as name, Social Security Number, date of hire, classification, supervisory, mid- and end-probationary dates, and department, and university or college employee performance evaluations.	5	PER3010	IUC-HR-40-33
	Performance Evaluation Staff Reclassification Files Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.	5	PER3010	IUC-HR-40-34



Human Resources

Record Series

Retention

Retention Rule

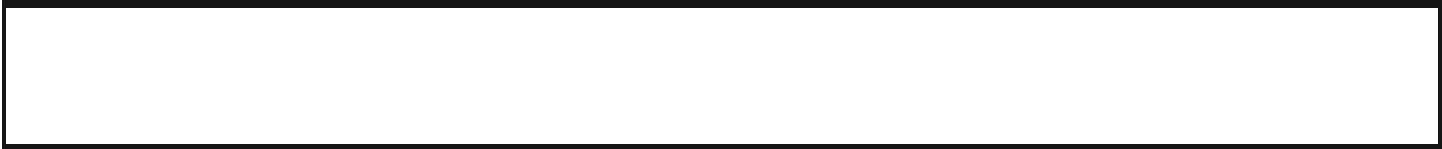
IUC Code

Personnel Files

Classified Staff



Human Resources	Record Series	Retention	Retention Rule	IUC Code
	Position Descriptions Faculty Description of current positions.	ACT	REF0000	IUC-HR-20-11
	Position Descriptions General	3	PER2000	IUC-HR-20-10
	Position Descriptions Student Job Cards Job descriptions for campus and off-campus positions which have been filled or are no longer offered.	ACT	REF0000	IUC-HR-20-13
	Position Vacancy Announcement Classified Staff Job descriptions for each university or college position posted.	3	PER2000	IUC-HR-20-15
	Public Employees Retirement System (PERS) File Classified Staff Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.	ACT+6	PER1040	IUC-HR-00-05



Record Series

Retention

Retention Rule

IUC Code



Human Resources	Record Series	Retention	Retention Rule	IUC Code
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Time Cards	5	PER6000	IUC-HR-50-10
Record of time worked by employees.			

Time Cards Student Employees	5	PER6000	IUC-HR-50-11
Record of hours worked by student employees.			

Training Documentation Classified Staff Civil Service Examinations File	ACT	REF0000	IUC-HR-40-61
Old examinations used for the purpose of devising new testing programs. Also can include information and materials for Civil Service testing.			

Training Documentation Classified Staff On-the-Job Training Records	ACT+3	PER5000	IUC-HR-40-62
Complete training records for individuals seeking classified positions. Includes V.A. approval, progress report, record of trainee-trainer, date started, hours worked, etc.			

Training Documentation Training Courses	1	ADM9900	IUC-HR-40-60
Memoranda, flyers, catalogues, registration forms, rosters, and other records relating to training courses run by a data processing user support or office automation support unit.			



Record Series

Retention

Retention Rule

IUC Code

Information Systems

3 CYCLES

ADM9925

IUC-IT-15-01

Audit Trail Files

Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.

Information Systems

3 CYCLES

ADM9925

IUC-IT-15-02

Backup Files

Copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction.

Information Systems

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Information Technology	Record Series	Retention	Retention Rule	IUC Code
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Information Systems Hardware Documentation Records documenting the use, operation, and maintenance of the university's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	ACT+3	ADM9920	IUC-IT-10-01
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Information Systems Help Desk Logs and Reports Records used to document requests for technical assistance and responses to these requests as well as to collect information on the use of computer equipment for program delivery, security, or other purposes.	1	MIS1000	IUC-IT-30-05
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Information Systems Information Resources Management and Data Processing Services Plans University IT plans, data processing service plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas.			IUC-IT-00-01
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Information Technology	Record Series	Retention	Retention Rule	IUC Code
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<p>Information Systems</p> <p>Operating Procedures</p> <p>Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.</p>	ACT+3	ADM9920	IUC-IT-10-05
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<p>Information Systems</p> <p>Policies</p> <p>Records of data processing policies including those covering access and security, systems development, data retention and disposition, and data ownership.</p>	ACT+10	ADM3000	IUC-IT-10-06
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<p>Information Systems</p> <p>Procurement Records</p> <p>Hardware & Software</p> <p>Records used in the procurement of system hardware and software including request for proposals, quotations and bids, benchmark/acceptance testing information, correspondence, duplicate copies of contracts, purchase orders, technical reviews, and vendor information including references and literature on the firm or product line.</p>	ACT+6	ACC2000	IUC-IT-20-01
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<p>Information Systems</p> <p>Procurement Records</p> <p>Services</p> <p>Records created to initiate the purchasing process, authorize and provide funds for, or satisfy claims and expedite payments for private service providers including copies of purchase orders, involve requests, receipts, agency vouchers, service reports, and other supporting documents.</p>	4	ACC1000	IUC-IT-20-02
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Information Technology	Record Series	Retention	Retention Rule	IUC Code
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<p>Information Systems</p> <p>Software Documentation</p> <p>Copy of program code, program flowcharts, program maintenance log, system change notices, original design documents, specifications requirements, acceptance tests, and other records that document computer programs and the modifications made to computer programs.</p>	ACT+3	ADM9920	IUC-IT-10-07
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<p>Information Systems</p> <p>Tape Library Control Records</p> <p>Records used to control disposition of magnetic media in a tape library.</p>	SUP	MIS1010	IUC-IT-15-05
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<p>Information Systems</p> <p>Test Database and Files</p> <p>Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system.</p>	ACT+3	ADM9920	IUC-IT-10-08
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<p>Information Systems</p> <p>Users Access Records</p> <p>Electronic or n oroTped ttron (tes)-3 (t)2 (r)m ma oio48 TD [(a)-3 n</p>			IUC-IT-15-03
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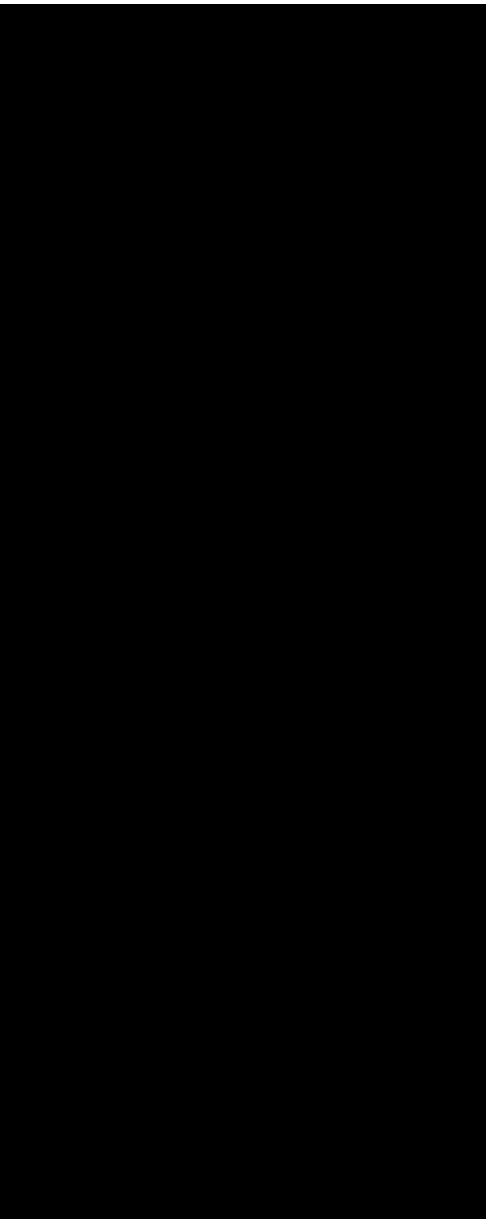


Legal	Record Series	Retention	Retention Rule	IUC Code
	Contracts General	ACT+5	LEG2000	IUC-LEG-00-01
	Litigation Files	ACT+6	LEG4000	IUC-LEG-20-01
	Patents	ACT+6	LEG7000	IUC-LEG-10-01
	Public Records Request Files	3	LEG9900	IUC-LEG-30-01
	Trademark Registrations	ACT+6	LEG7000	IUC-LEG-10-02



Plant Operations & Maintenance	Record Series	Retention	Retention Rule	IUC Code
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Plant Operations & Maintenance
Blueprints
The As-Built construction drawings.



ns & Maintenance
ensing Files
d to obtaining Food License, License to
/Day Care, and Building Operations License.

ns & Maintenance
rojects
esigns and Specifications
ments and standards for materials,
nstruction systems and workmanship as
work and certain administrative details
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IUC-POM-00-04

Plant Operations &
Maintenance

Record Series

Retention

Retention Rule

IUC Code

Plant Operations & Maintenance

IUC-POM-00-03

Construction Projects

Design Review Committee

Minutes, agendas, correspondence and general



Plant Operations & Maintenance	Record Series	Retention	Retention Rule	IUC Code
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Plant Operations & Maintenance	ACT+5	LEG2000	IUC-POM-10-01
Real Estate Records			
Copies of deeds, leases, purchase agreements, appraisals, etc. documenting real property purchased or leased by the institution. Original deed maintained by Auditor of State.			

Plant Operations & Maintenance	ACT+5	LEG2000	IUC-POM-30-02
Residence Halls			
Change in Meal Plan			
Records of changes on board contracts.			

Plant Operations & Maintenance	6	LEG5000	IUC-POM-30-01
Residence Halls			
HUD Reports			
Annual reports filed with the federal government concerning operation of residence halls.			

Publicity & Marketing

Record Series

Retention

Retention Rule

IUC Code

Publicity

5

MAR1000

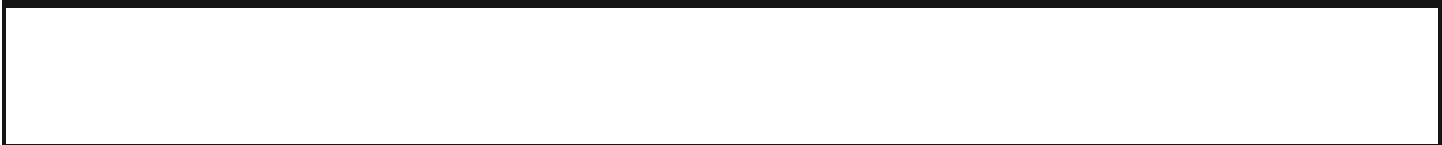
IUC-PUB-00-03

Viewbooks

Document utilized for Recruitment.



Security & Police	Record Series	Retention	Retention Rule	IUC Code
	Bicycle Registration Forms Records decal number and issued to bicycle registered.	1	ADM9900	IUC-SEC-10-01
	Dispatch Logs Records of request for service received by the dispatcher, including phone and radio transmissions and audio logs.	1	ADM9900	IUC-SEC-00-07
	Police Reports Reports of incidents or requests for service to include the officer's actions, referrals, and subsequent investigation.	ACT+6	LEG4000	IUC-SEC-00-01
	Police Reports Accidents Reports created by university or college police for traffic accidents that occur on campus.	ACT+6	LEG4000	IUC-SEC-00-03
	Police Reports Arrests Report of arrest, criminal citation, or uniform traffic citation issued to offender.	ACT+6	LEG4000	IUC-SEC-00-04



Security & Police	Record Series	Retention	Retention Rule	IUC Code
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Police Reports Campus Security Act and Uniform Crime Reports produced in compliance with federal programs.	6	LEG5000	IUC-SEC-00-05
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Police Reports Crime Reports created by university or college police on campus criminal activity.	ACT+6	LEG4000	IUC-SEC-00-06
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Police Reports Pda-2 (e)-3.39 (ti).(()-61[(De1[(M0)-3 (31E2 cs 0 Tm [(P)21M0)-3 a.d1E2ap3 (53c)-3 239 TD [(i)-]-4 (r)2 (e)-3 i)-17a799			
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Transportation & Parking	Record Series	Retention	Retention Rule	IUC Code
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	Motor Vehicle Records	ACT+6	ADM2020	IUC-TRA-00-01
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Includes title, insurance, and maintenance documentation.
