



Inter-University Council of Ohio

A voluntary educational association of Ohio's public universities since 1939

RECORDS RETENTION FOR PUBLIC COLLEGES AND UNIVERSITIES IN OHIO

A MANUAL

MAY 2009 REVISION

INTRODUCTION

This edition of *Records Retention for Public Colleges and Universities in the State of Ohio: A Manual* supersedes the version completed in 1992 and subsequently updated in 1994 and 2000. Users will find several important changes:

- presentation in a searchable PDF
- elimination of redundant record series
- consolidation of similar record series
- development of a hierarchical arrangement framework
- the assignment of a unique IUC code to each record series
- utilization of controlled vocabulary

Probably the greatest change is that this work will stay current with state and federal laws governing records retention and will promptly reflect any legal modifications. The Inter-University Council of Ohio (IUC) has a contract with Information Requirements Clearinghouse (IRCH) to use its software and its on-going database of legal research. Three times each year, the IUC will receive updates from IRCH, and will revise the manual for its member institutions.

These changes aside, the purpose of this manual remains the same:

*...to determine the minimum retention and disposition of records as required by law and sensible practice.*¹

This manual continues to provide a method for evaluating records by function and by

¹ The Ohio Revised Code (149.011G) defines a record as “...any document, device, or item, regardless of physical form or characteristic¹, created or received by, or coming under the jurisdiction of, any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.” As stated in The Ohio Revised Code 149.33(B) “The boards of trustees of state-supported institutions of higher education shall have full responsibility for establishing and administering a records program for their respective institutions. The boards shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of the records of their respective institutions.”

legal concern that would be true for all public colleges or universities, even though the titles of records or files might be different at each campus. To accomplish this, there are five distinct parts, which follow the model illustrated in Donald Skupsky's *Records Retention Procedures* (Denver, Colorado: Information Requirements Clearinghouse, 1990) and are derived utilizing IRCH's software:

- IUC Records Retention Matrix (records retention rules)
- Legal Group Index
- Legal Research Index
- Legal Group Index with Legal Research
- IUC Model Retention Schedule (standard records series)

Each part of this manual is inter-related. The IUC Records Retention Matrix is a list of functions or activities (retention rules) that records perform at all universities or colleges. This Matrix is linked to a Legal Group Index that describes and categorizes legal concerns related to the function performed by the record.

Example:

Matrix ID	Title	Description
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.)

This is linked to:

Legal Group ID	Title	Description	Legal Considerations	Legal Requirements
ACC000	Accounting/Tax - General	Includes tax assessment or specific tax requirements for accounts payable, accounts receivable, etc.	≤3 years (128 citations)	≤4 years (19 citations)

In this example, the Legal Requirement of a minimum 4 years retention trumps the Legal Consideration's minimum of 3 years; therefore, the minimum retention, before final disposition for ACC1000 is 4 years. This is graphically represented below.

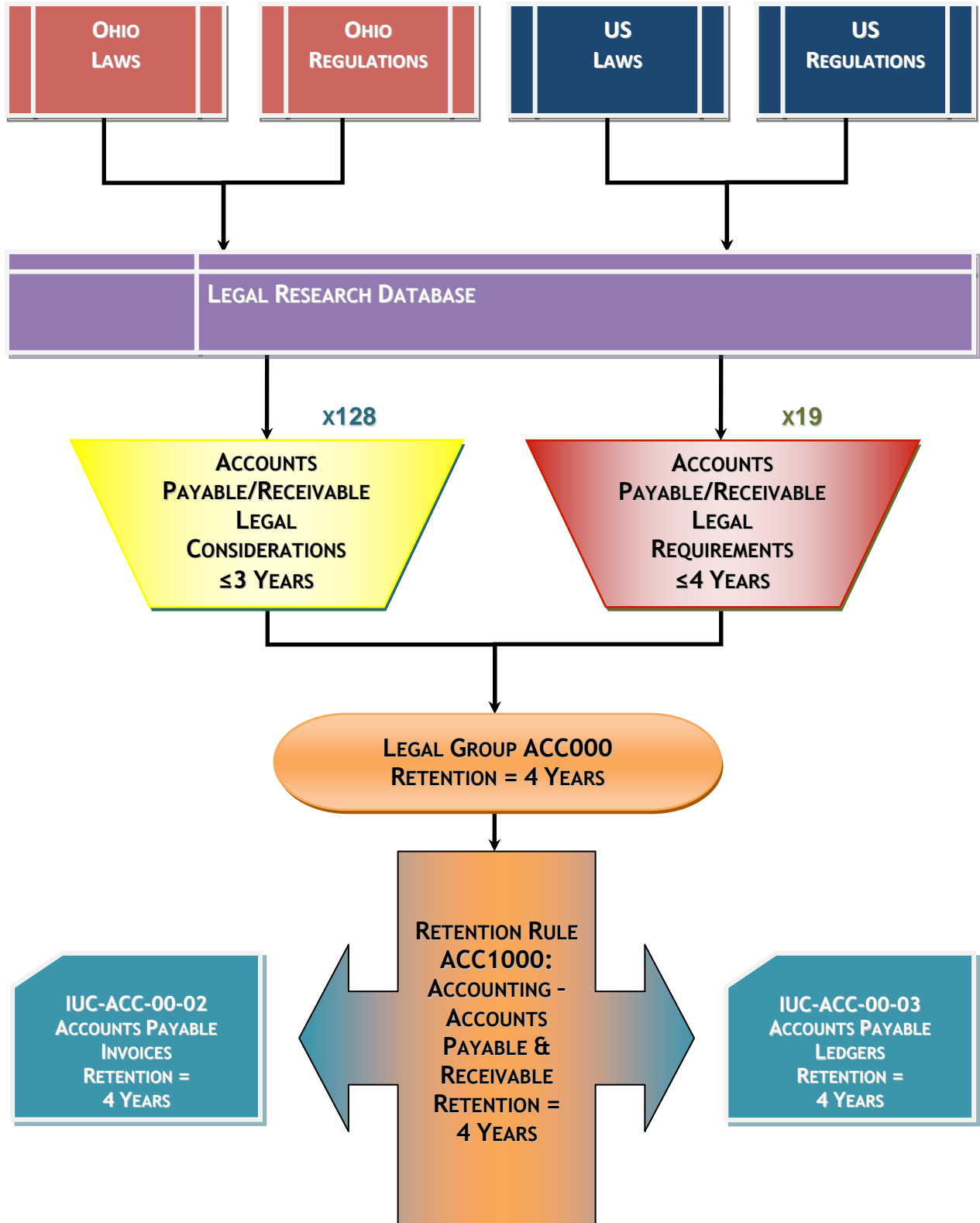


Figure1: Skupsky Model

Finally, there is the Records Retention Schedule itself, which assigns each records series a period of retention, as derived from a records retention rule from the Matrix.

The Records Retention Schedule is the document that most users will employ in deciding the retention and disposition of specific records at individual campuses. Included in this manual is the IUC Model Records Retention Schedule, which presents the "typical" record series that our institutions of higher learning have and manage. While any of the IUC institutions is free to utilize the Model Schedule as presented, each college or university will likely make adaptations to this prototype to reflect the record titles found within its local institutional departments, units, or offices.

It is important, even critical, to reiterate that each title of the prototype cites a retention rule ID from the Matrix. The use of this number serves two purposes:

- it provides a justification or explanation for the retention and disposition of the record
- it enables the college or university to alter the retention of existing titles in compliance with changes in law or regulation.

RETENTION ABBREVIATIONS

ACT	While Active
ACT+#	While Active + # of years
CY	Current Year
CY+#	Current Year + # of years
IND	Indefinite Retention (aka Permanent)
LOB	Life of Building
LOB+#	Life of Building + # of years
SUP	Until Superseded

RECORDS MANAGEMENT PROGRAM

Why do we care about our retaining and managing our records? Because they are our organization's institutional memory that:

- document our management decisions
- provide historical references of transactions and events
- enhance our organization's operational efficiencies
- demonstrate regulatory compliance
- provide litigation support

All records have a lifecycle, albeit some longer than others. Records are created or received, used, kept for valid legal, fiscal, or administrative reasons, and more likely than not destroyed at the end of their lives, although some with enduring historical value will be maintained in an archives.

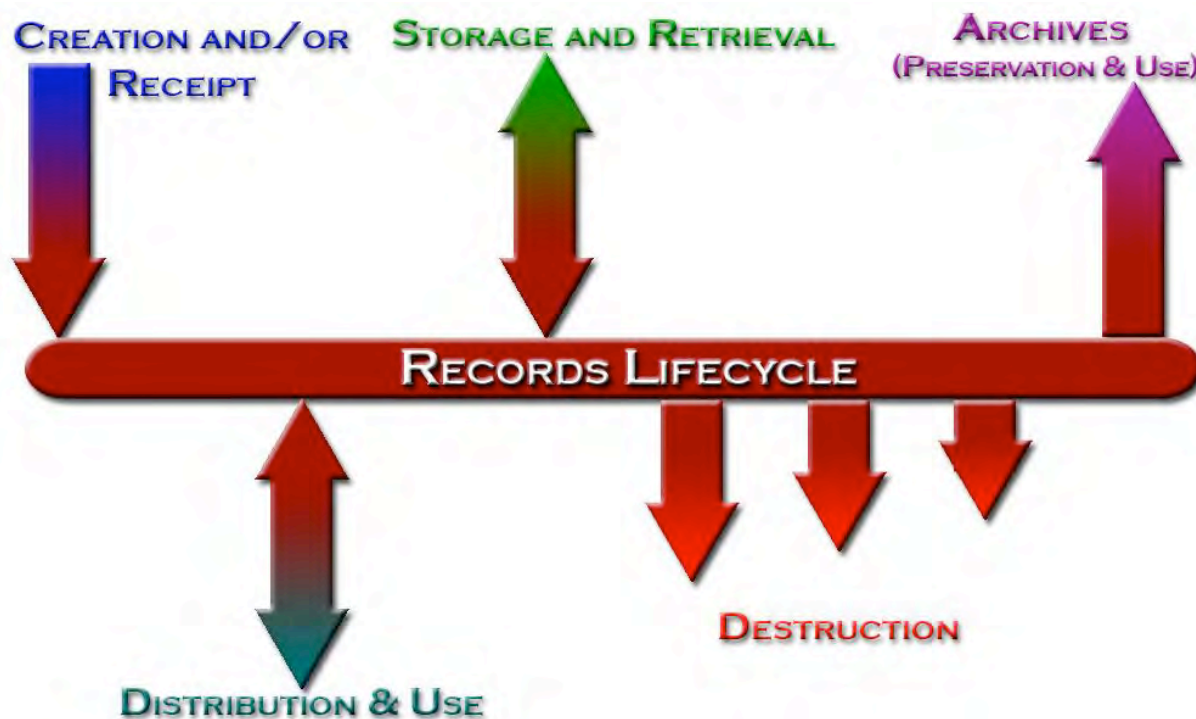


Figure 2: Records Lifecycle (Courtesy of The Ohio State University Archives)

The use of a records retention schedule is one component of a larger more comprehensive records management program that manages records throughout their lifecycles. A robust and comprehensive records management program should include:

- an inventory of an organization’s records—paper based and electronic
- a records retention schedule
- a mapping of the inventory to the records retention schedule
- policy and procedures for
 - ✓ the storage and retrieval of records
 - ✓ the conversion records (if necessary)
 - ✓ a vital records² program
 - ✓ disaster prevention and recovery
 - ✓ the appropriate disposal of records through destruction or transfer to an archives

² Vital records are those essential organizational records needed to meet operational responsibilities under emergency or disaster conditions. An organization needs to ask themselves: “*What records are absolutely crucial to our business operation that will need to be recreated from backup copies if the originals are lost or inaccessible in a disaster?*” Typically these are shorter-term records that have legal and fiscal implications and amount to approximately 1% to 7% of an organization’s records.

RECORDS RETENTION

There are five (5) general categories of retention:

- **INDEFINITE:** Records with an indefinite retention period are documents (including email and other electronic records) which have significant administrative, legal, and/or fiscal value; further, they have an enduring historical value and therefore may be accessioned by and maintained in an archive forever.
- **LONG-TERM:** Records with a long-term retention period are documents (including email and other electronic records) which have significant administrative, legal, and/or fiscal value and have a life that is typically longer than ten (10) years. Upon expiration of that retention period, the records should be disposed in an appropriate manner as soon as possible, providing there is no legal hold.
- **INTERMEDIATE:** Records with an intermediate or short-term retention period are documents (including email and other electronic records) of significant administrative, legal, and/or fiscal value having a definitive life, typically ten (10) years or less. Upon expiration of that retention period, the records should be disposed in an appropriate manner as soon as possible, providing there is no legal hold.
- **TRANSIENT:** Transient or transitory records have a very short-lived administrative, legal or fiscal value and should be disposed in an appropriate manner once that administrative, legal or fiscal use has expired, providing there is no legal hold. Typically the retention is not a fixed period of time and is event driven; it maybe a short as a few hours and could be as long as several days or weeks. Transient/transitory records may include, but are not limited to:
 - ✓ preliminary drafts (when superseded)
 - ✓ memoranda (paper-based or email) pertaining to scheduling an event

- ✓ documents designated as superseded or as-updated
 - ✓ user copies (not original document)
 - ✓ routing slips
- **NON-RECORD:** A non-record is any document, device, or item, regardless of physical form or characteristic, created or received that **DOES NOT** serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office. Non-records may include, but are not limited to:
- ✓ personal correspondence
 - ✓ non-university publications
 - ✓ Listserv[®] materials
 - ✓ junk mail/spam
 - ✓ catalogs
 - ✓ journals, books, other library materials
 - ✓ faculty papers (Faculty papers are the property of the faculty member, not the university and as such are not university records; however, in some cases a university's archives may be interested in collecting faculty papers.)

It is important to note that a significant amount of documents that we handle on a daily basis fall into the final two categories: transient retention or non-records. When we routinely and appropriately dispose of these records, we can more effectively expend our energies on managing those records of intermediate, long term, and indefinite retention that require our attention. If we do not perform these routine disposals of records with extremely short retention periods, we run the risk of generating such large volumes of these documents, that we will overwhelm our ability to effectively manage our records of consequence.

In handling of these documents, one needs to consider how they handle their "snail mail" at work and home:

- Review the documents content; this may mean thoroughly reading the document, but more often than not one is able to judge just by the look of the document or a subject line:
 - ✓ If it is a non-record, then toss it into the garbage or recycle bin (paper-based or electronic) immediately;
 - ✓ If it is a transient/transitory record, then place it in a file or sub-file (paper-based or electronic) that is designated for periodic review and dispose of as soon as allowable.

CONCLUSION

For our IUC institutions to operate in an efficient and informed manner, we need to effectively manage our records and information assets. In effectively managing our institutional records, we are able to:

- document our management decisions
- provide historical references of transactions and events
- enhance our organization's operational efficiencies
- demonstrate regulatory compliance
- provide litigation support

This manual provides a key component of a university's records management program—the Model Records Retention Schedule and the means to adapt and expand that schedule based upon legal requirements, legal considerations and appropriate practices.

ACKNOWLEDGEMENTS

This major revision of *Records Retention for Public Colleges and Universities in Ohio: A Manual* is due to many individuals' efforts. The Inter-University Council of Ohio charged a task force of attorneys, human resources professionals, chief information officers, archivists, and records managers to identify a process to regularly and efficiently update the Manual. The Records Task Force chose to continue the IUC's relationship with IRCH, Inc. negotiating a contract for the purchase and thrice yearly updating of *Retention Manager 3*. Raimund Goerler and Daniel Noonan of The Ohio State University travelled to Denver to receive *Retention Manager 3* training. Mr. Noonan utilizing *Retention Manager 3* developed this draft of the revised manual, which was reviewed initially by Tamar Chute and Raimund Goerler of OSU, and subsequently reviewed and approved by members of the Records Task Force.

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Inter-University Council of Ohio
IUC Records Retention Matrix

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

Inter-University Council of Ohio
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	Administration Subject Files Includes correspondence, reports, minutes, memoranda, and informational files of upper level administrative officers and governing bodies.	NONE	0	3	3	
ADM9920	Administration Information Systems General Records related to administration of information systems.	NONE	0	ACT+3	ACT+3	
ADM9925	Administration Information Systems Cyclical Records related to administration of information systems that are maintained on a cyclical basis.	NONE	0	3 CYCLES	CYCLES	
EDU1000	Education Student Records Permanent Records Includes official academic records (including grades, course evaluations, competency assessments, etc.), change of grade forms, credit by examination forms, faculty grade reports, transcript requests (other than student requested). Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.	EDU100	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	
EDU1010	Education Student Records Non-Permanent 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. Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.	NONE	0	ACT+1	ACT+1	
EDU1015	Education Student Records Non-Permanent Course Administration	NONE	0	ACT+3	ACT+3	
EDU1020	Education Student Records Non-Permanent Veterans Administration	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	Education Student Records Family Educational Rights and Privacy Act Documents / 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. Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.	EDU110	ACT+3	ACT+1	ACT+3	
EDU1100	Education Data / Documents for Applicants Who Do Not Matriculate 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. Note: Destruction of records should be performed in a manner that maintains confidentiality as per FERPA.	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 Testing Records related to the testing, monitoring and analysis of the environment.	ENV200	5	3	5	
ENV1010	Environment Impact Assessment Records related to the analysis of a construction project on the environment.	ENV200	5	LOB+6	LOB+6	
ENV2000	Environment Hazardous Substances Records related to the use, manufacture, and testing of hazardous substances. See ENV2010 for transportation of hazardous substances.	ENV100	IND	IND	IND	
ENV2010	Environment Hazardous Substances Transportation Records related to the transportation of hazardous substances. Includes shipping manifests for hazardous substances.	ENV110	IND	IND	IND	

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	Legal Contracts / Agreements 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. See LEG2010 for other records related to contract compliance.	CON000	ACT+5	ACT+1	ACT+5	
LEG2010	Legal Contracts / Agreements Contract Performance Records related to compliance or performance of contracts. Includes determination of costs, performance of services, payments, work products delivered, etc. Includes government contracts. 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.	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	Legal Insurance Records related to coverage affecting liability. Includes policies, amendments, riders, proof of payment, etc. See PER1010 for employee medical and life insurance.	CON000	ACT+5	ACT+1	ACT+5	
LEG3010	Legal Insurance Future Liability 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.	CON200	IND	IND	IND	
LEG4000	Legal Claims / Litigation 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.	LIT000	ACT+6	ACT+1	ACT+6	
LEG5000	Legal Compliance Records related to the preparation of documents required by law. Includes reporting and filings with agencies such as IRS, DOT, OSHA, EPA, EEOC. See LEG5010 for tax returns.	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 Tax returns filed for tax-exempt confirmation for sales, income, and other taxes. See ACC1000 for detailed accounting records.	LEG000	6	10	10	
LEG5020	Legal Compliance License / Permits Records including licenses required to conduct activities, collect taxes, etc.	LEG100	ACT+3	ACT	ACT+3	
LEG5030	Legal Compliance Orders - Agency / Court Records related to unique orders issued to institution.	LEG100	ACT+3	ACT+3	ACT+3	
LEG5040	Legal Compliance Immigration & Naturalization Forms and other documentation maintained for immigration and naturalization purposes.	LEG200	ACT+3		ACT+3	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
LEG6010	Legal Legal Projects Legal Opinions Records resulting from legal projects which document the specific legal advice provided.	POL000	ACT+10	IND	IND	
LEG7000	Legal Copyright / Trademark / Patents Records related to preparation, filing, maintenance, and rights.	LIT000	ACT+6	ACT+1	ACT+6	
LEG9900	Legal General Records related to legal activities not covered elsewhere.	NONE	0	3	3	
MAR1000	Marketing / Sales Advertising / Sales Opportunities Recors related to advertising and claims made to potential students including brochures and recruitment materials. See also PUB3000 for Public Affairs publicity.	ADV000	3	5	5	

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	

Inter-University Council of Ohio
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 Summary Information Records related to cumulative years of service, total pension contributions, accrued benefits, etc.	EMP120	ACT+6	ACT	ACT+6	
PER2000	Personnel Employee Selection Records of general nature related to personnel requests, job applications, testing, advertising, interviews, etc.	EMP900	1	3	3	
PER3000	Personnel Employee Records Summary Records Summary records for individual employees.	EMP120	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	
PER3010	Personnel Employee Records Personnel Actions Records regarding specific employees. Includes hiring, promotion, performance appraisals, transfers, termination, etc.	EMP300	5	3	5	
PER4010	Personnel Health / Safety Medical Records - General 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. Note: Ohio Administrative Code 4732-17-01, B 6 requires the retention of summaries of client files for 12 years. See HUM4020 for accident and injury reports. See HUM4030 for hazardous exposure.	EMP700	6	3	6	
PER4011	Personnel Health / Safety Personnel Fitness Records Records related to physical exams and physical fitness for personnel fitness center.	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 Records related to determining and monitoring salary and deduction amounts including timesheets. See ACC1000 for accounting records for payroll and deductions.	EMP300	5	3	5	
PER9900	Personnel General Records related to salary studies and other personnel or human resources activities not covered elsewhere.	NONE	0	3	3	
PUB2000	Public Affairs Government Relations Records related to monitoring government activities and proposed laws.	NONE	0	5	5	
PUB3000	Public Affairs Publicity Records related to marketing and promoting institution image and activities such as press releases, publications, photographs.	NONE	0	IND	IND	

Inter-University Council of Ohio
IUC Records Retention Matrix

Code	Subjects / Description	Legal Group Index	Official Retention			Unofficial Retention
			Legal	User	Total	
PUB4000	Public Affairs Employee Relations Records related to informative communications to employees such as newsletters, letters from administration, etc.	NONE	0	3	3	
PUB6000	Public Affairs Publications Publications produced by institution. Archives/Library maintains one copy of all completed publications for reference purposes.	NONE	0	5	5	
REF0000	Reference Records and non-record material maintained for reference purposes only.	NONE	0	ACT	ACT	

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 with 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	Education Student Records Loan Records Records related to loan provided under federal and state grants.	ACT+5	ACT+6	ACT+6
EDU121	Education Student Records Loan Records U.S. Department of Education Records related to loan provided by the U.S. Department of Education.	ACT+3	0	ACT+3
EDU122	Education Student Records Loan Records Veterans Administration 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.	ACT+3	0	ACT+3
EDU300	Education Educational Programs Records related to programs developed under federal grants.	ACT+3	ACT+6	ACT+6
EMP000	Employment General Includes wage rates, job descriptions, work schedules, employment practices and other employment requirements not included elsewhere.	3	0	3

Inter-University Council of Ohio

IUC Legal Group Index

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
EMP100	Employment Benefits / Pensions Reporting / Contributions Includes requirements for contributions to and reporting for pension and benefit plans.	6	6	6
EMP110	Employment Benefits / Pensions Plans Includes the actual pension and benefit plans in force.	ACT+6	3	ACT+6
EMP120	Employment Benefits / Pensions Summary Data Includes summary of contributions, years of service, benefit accrued, and other information needed to implement the benefit and pension plans.	6	ACT	ACT+6
EMP300	Employment Employment Actions Includes requirements related to specific employee personnel actions such as hiring, firing, promotion, work schedules, etc.	5	3	5
EMP500	Employment Health and Safety Hazardous Exposure Includes requirements related to work-related exposure to hazardous substances.	ACT+30	IND	IND
EMP700	Employment Health and Safety Illness / Accident Includes requirements related to work-related illness and accident, including workers compensation.	CY+5	6	6

Inter-University Council of Ohio

IUC Legal Group Index

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
EMP800	<p>Employment Training</p> <p>Includes requirements related to training, including health and safety, environment, etc.</p>	ACT+3	3	ACT+3
EMP900	<p>Employment Selection General</p> <p>Includes requirements related to advertising, interviewing, testing, selecting, and hiring.</p>	1	0	1
ENV100	<p>Environment Hazardous Substances General</p> <p>Records related to hazardous substances existing in the work place.</p>	ACT+6	IND	IND
ENV110	<p>Environment Hazardous Substances Transportation</p> <p>Includes records such as manifests related to the transportation of hazardous substances.</p>	3	IND	IND
ENV200	<p>Environment Air / Water Pollution Testing Requirements</p> <p>Records related to testing and monitoring of environment.</p>	5	3	5

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	<p>Legal Compliance Business Licenses / Orders</p> <p>Includes licenses and permits required to do business and regulatory orders governing the conduct of business.</p>	ACT+3	ACT	ACT+3
LEG200	<p>Legal Compliance Immigration & Naturalization</p> <p>Laws related to the documentation of immigration and naturalization.</p>	3	ACT+1	ACT+3
LEG300	<p>Legal Compliance Unclaimed Property / Escheat</p> <p>Law related to maintenance of records for unclaimed property or escheat.</p>	7	0	7
LIT000	<p>Litigation / Claims General</p> <p>Includes litigation and claims documentation, including judgments, for use in similar cases.</p>	0	ACT+6	ACT+6
NONE	<p>No Legal Requirement</p> <p>No legal requirement.</p>	0	0	0

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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 117-0010-00 010	17 USC 507	LA3	general / limitation of actions copyright / civil actions	LIT000	
US 120-0010-00 010	20 USC 1232f	5	education grant administration / accounting	EDU120	
US 120-0020-00 010	20 USC 1232g	PROC	education grant administration / privacy for student records	EDU120	
US 126-0005-00 010	26 USC 1250	MAINT	general / tax income - capital property / depreciable property, capital gains / losses	ACC100	
US 126-0060-00 010	26 USC 6001	MAINT	general / tax general / recordkeeping requirements	ACC000 ACC010	
US 126-0061-10 010	26 USC 6039d	MAINT	general / tax income / fringe benefit plans	ACC000 ACC010 ACC100	
US 126-0061-70 010	26 USC 6047	MAINT	general / tax general / trusts and annuity plans	ACC000 ACC010	
US 126-0066-00 010	26 USC 6229	AS3	general / tax income / partnerships	ACC000 ACC010 ACC100	
US 126-0066-00 020	26 USC 6229	AS6	general / tax income / partnerships / fraud	ACC000	
US 126-0070-00 010	26 USC 6501	AS3	general / tax income / assessment	ACC000 ACC010 ACC100	
US 126-0070-00 020	26 USC 6501	AS1	general / tax general / credit / refund	ACC000 ACC010	
US 126-0070-00 030	26 USC 6501	LA6	general / tax general / assessment	ACC000 ACC010	

**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	

Inter-University Council of Ohio 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 / employee summary records	EMP120	
US 129-0070-00 010	29 USC 1113	LA3	general / employment benefit plans / breach of fiduciary duty	EMP100	
US 129-0070-00 020	29 USC 1113	LA6	general / employment benefit plans / breach of fiduciary duty	EMP100	
US 129-0080-00 010	29 USC 1451	LA3	general / employment benefit plans / suit	EMP100	
US 129-0080-00 020	29 USC 1451	LA6	general / employment benefit plans / suit	EMP100	
US 129-2000-00 020	29 USC 2000E-5	LA6M	general / employment equal employment opportunity	EMP300	
US 133-0020-00 010	33 USC 1124	ACT+3	education grant administration / sea grant college	EDU120	
US 135-0010-00 010	35 USC 286	LA6	general patents / infringement	LIT000	
US 142-0070-00 010	42 USC 300s-4	MAINT	health care grant administration / population research	EDU120	

**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

**Inter-University Council of Ohio
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
US 207-2350-50 030	7 CFR 3019.45	MAINT	health care grant administration / cost analysis	EDU120	Department of Agriculture Office of Finance and Management
US 207-2350-60 010	7 CFR 3019.46	MAINT	government / government contracts grant administration / procurement	CON000	Department of Agriculture Office of Finance and Management
US 207-2350-60 020	7 CFR 3019.46	MAINT	education grant administration / procurement	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

Inter-University Council of Ohio IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 208-0200-00 020	8 CFR 274A.2	ACT+1	general / employment aliens / documentation	LEG200	Department of Justice Immigration and Naturalization Service
US 208-1000-00 010	8 CFR 299.4	MEDIA	immigration forms / electronic forms	LEG200	Department of Justice Immigration and Naturalization Service
US 210-0960-00 010	10 CFR 600.25	PROC	government / government contracts grant administration / access to records	CON000	Department of Energy
US 210-0979-92 010	10 CFR 600.121	MAINT	government / government contracts grant administration / accounting	CON000	Department of Energy
US 210-0981-00 010	10 CFR 600.123	MAINT	government / government contracts grant administration / in-kind valuation	CON000	Department of Energy
US 210-0981-10 010	10 CFR 600.134	MAINT	government / government contracts grant administration / property and equipment	CON000	Department of Energy
US 210-0981-20 010	10 CFR 600.142	ACT	government / government contracts grant administration / standards of conduct	CON000	Department of Energy
US 210-0981-30 010	10 CFR 600.144	ACT	government / government contracts grant administration / procurement	CON000	Department of Energy
US 210-0981-40 010	10 CFR 600.145	MAINT	government / government contracts grant administration / cost analysis	CON000	Department of Energy
US 210-0981-50 010	10 CFR 600.146	MAINT	government / government contracts grant administration / procurement	CON000	Department of Energy
US 210-0981-60 010	10 CFR 600.147	MAINT	government / government contracts grant administration / contract administration	CON000	Department of Energy
US 210-0981-69 010	10 CFR 600.152	MEDIA	government / government contracts grant administration / contract administration	CON000	Department of Energy
US 210-0981-70 010	10 CFR 600.153	ACT+3	government / government contracts grant administration / records retention periods	CON000	Department of Energy
US 210-0981-70 020	10 CFR 600.153	ACT+3Y	government / government contracts grant administration / records retention periods	CON000	Department of Energy

**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 political committees / contributions, report retention	LEG000	Federal Election Commission
US 211-0500-00 010	11 CFR 104.18	MAINT	general political committees / contributions, report retention	LEG000	Federal Election Commission
US 211-0500-00 020	11 CFR 104.18	MEDIA	general political committees / contributions, report retention	LEG000	Federal Election Commission
US 212-0012-00 010	12 CFR Part 3 App A	MAINT	financial services / banking off-balance sheet activities / derivative contracts	ACC000	Department of the Treasury Comptroller of the Currency
US 214-1165-50 010	14 CFR 1260.26	MAINT	government / government contracts grant administration / accounting	CON000	National Aeronautics and Space Administration
US 214-1165-52 010	14 CFR 1260.121	MAINT	government / government contracts grant administration / accounting	CON000	National Aeronautics and Space Administration
US 214-1165-54 010	14 CFR 1260.123	MAINT	government / government contracts grant administration / in-kind valuation	CON000	National Aeronautics and Space Administration
US 214-1165-56 010	14 CFR 1260.134	MAINT	government / government contracts grant administration / property and equipment	CON000	National Aeronautics and Space Administration
US 214-1165-58 010	14 CFR 1260.142	MAINT	government / government contracts grant administration / conflicts of interest	CON000	National Aeronautics and Space Administration
US 214-1165-60 010	14 CFR 1260.144	MAINT	government / government contracts grant administration / procurement	CON000	National Aeronautics and Space Administration

**Inter-University Council of Ohio
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
US 214-1305-00 010	14 CFR 1274.932	ACT+3	government / government contracts grant administration / records retention periods	CON000	National Aeronautics and Space Administration
US 215-0035-00 010	15 CFR 29b.18	3	education grant administration / audits	EDU120	Department of Commerce Office of the Secretary
US 215-0037-00 010	15 CFR 29b.20	3	education grant administration / audits	EDU120	Department of Commerce Office of the Secretary
US 222-0012-00 010	22 CFR 141.5	MAINT	government / government contracts grant administration / nondiscrimination compliance	CON000	Department of State
US 222-0013-00 010	22 CFR 145.44	MAINT	health care grant administration / procurement	EDU120	Department of State

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 222-0380-00 020	22 CFR 226.53	ACT+3	government / government contracts grant administration / records retention periods	CON000	Agency for International Development International Development Cooperation Agency
US 222-2000-00 010	22 CFR 518.21	MAINT	education grant administration / accounting	EDU120	United States Information Agency
US 222-2000-00 020	22 CFR 518.21	MAINT	health care grant administration / accounting	EDU120	United States Information Agency
US 222-2100-00 010	22 CFR 518.23	MAINT	education grant administration / in-kind valuation	EDU120	United States Information Agency
US 222-2100-00 020	22 CFR 518.23	MAINT	health care grant administration / in-kind valuation	EDU120	United States Information Agency
US 222-2200-00 010	22 CFR 518.34	MAINT	education grant administration / property and equipment	EDU120	United States Information Agency
US 222-2200-00 020	22 CFR 518.34	MAINT	health care grant administration / property and equipment	EDU120	United States Information Agency
US 222-2300-00 010	22 CFR 518.42	SUP	education grant administration / standards of conduct	EDU120	United States Information Agency
US 222-2300-00 020	22 CFR 518.42	SUP	health care grant administration / standards of conduct	EDU120	United States Information Agency
US 222-2400-00 010	22 CFR 518.44	SUP	education grant administration / procurement	EDU120	United States Information Agency
US 222-2400-00 020	22 CFR 518.44	SUP	health care grant administration / procurement	EDU120	United States Information Agency
US 222-2500-00 010	22 CFR 518.45	MAINT	education grant administration / cost analysis	EDU120	United States Information Agency
US 222-2500-00 020	22 CFR 518.45	MAINT	health care grant administration / cost analysis	EDU120	United States Information Agency
US 222-2600-00 010	22 CFR 518.46	MAINT	education grant administration / procurement	EDU120	United States Information Agency

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 224-0015-50 050	24 CFR 84.84	SUP	health care grant administration / procurement	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-50 060	24 CFR 84.84	ACT	government / government contracts grant administration / procurement	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-55 010	24 CFR 84.85	ACT+3	government / government contracts grant administration / records retention periods	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-55 020	24 CFR 84.85	3	health care grant administration / records retention periods	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-55 030	24 CFR 84.85	3	education grant administration / records retention periods	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-55 040	24 CFR 84.85	ACT+3	government / government contracts grant administration / records retention periods	CON000	Department of Housing and Urban Development Office of the Secretary
US 224-0015-55 050	24 CFR 84.85	ACT+3	education grant administration / records retention periods	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0015-55 060	24 CFR 84.85	ACT+3	health care grant administration / records retention periods	EDU120	Department of Housing and Urban Development Office of the Secretary
US 224-0356-80 020	24 CFR 585.401	MAINT	general / employment training	EMP800	Department of Housing and Urban Development Office of the Assistant Secretary for Community Planning and Development
US 225-0005-00 010	25 CFR 43.2	PROC	education privacy / student records, Native American	EDU110	Department of the Interior Bureau of Indian Affairs
US 225-0010-00 010	25 CFR 43.5	PROC	education privacy / student records, Native American	EDU110	Department of the Interior Bureau of Indian Affairs
US 225-0015-00 010	25 CFR 43.6	PROC	education privacy / student records, Native American	EDU110	Department of the Interior Bureau of Indian Affairs
US 225-0020-00 010	25 CFR 43.8	PROC	education privacy / student records, Native American	EDU110	Department of the Interior Bureau of Indian Affairs

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 225-0030-00 010	25 CFR 43.18	MAINT	education privacy / student records, Native American	EDU110	Department of the Interior Bureau of Indian Affairs
US 225-0240-00 010	25 CFR 276.5	ACT+3	government / government contracts grant administration / Native American schools	CON000	Department of the Interior Bureau of Indian Affairs
US 226-0004-00 010	26 CFR 1.46-1	MAINT	general / tax income / controlled group	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0010-00 010	26 CFR 1.46-3	MAINT	general / tax income - capital property / depreciable property, credit for	ACC100	Department of the Treasury Internal Revenue Service
US 226-0015-00 010	26 CFR 1.46-5	MAINT	general / tax income - capital property / depreciable property, credit for	ACC100	Department of the Treasury Internal Revenue Service
US 226-0020-00 010	26 CFR 1.47-1	MAINT	general / tax income - capital property / depreciable property, credit for	ACC100	Department of the Treasury Internal Revenue Service
US 226-0030-00 010	26 CFR 1.47-3	MAINT	general / tax income - capital property / depreciable property, credit for	ACC100	Department of the Treasury Internal Revenue Service
US 226-0040-00 010	26 CFR 1.47-4	MAINT	general / tax income - capital property / depreciable property, credit for	ACC100	Department of the Treasury Internal Revenue Service
US 226-0050-00 010	26 CFR 1.47-5	MAINT	general / tax income - capital property / depreciable property, credit for	ACC100	Department of the Treasury Internal Revenue Service
US 226-0060-00 010	26 CFR 1.47-6	MAINT	general / tax income - capital property / depreciable property, credit for	ACC100	Department of the Treasury Internal Revenue Service
US 226-0070-00 010	26 CFR 1.48-3	MAINT	general / tax income - capital property / depreciable property, credit for	ACC100	Department of the Treasury Internal Revenue Service

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 226-0080-00 010	26 CFR 1.48-4	MAINT	general / tax income - capital property / depreciable property, credit for	ACC100	Department of the Treasury Internal Revenue Service
US 226-0090-00 010	26 CFR 1.50A-1	MAINT	general / tax income / credit for work incentive programs	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0100-00 010	26 CFR 1.50A-4	MAINT	general / tax income / credit for work incentive programs	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0110-00 010	26 CFR 1.50A-5	MAINT	general / tax income / credit for work incentive programs	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0120-00 010	26 CFR 1.50A-6	MAINT	general / tax income / credit for work incentive programs	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0130-00 010	26 CFR 1.50A-7	MAINT	general / tax income / credit for work incentive programs	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0140-00 010	26 CFR 1.57-5	PROC	general / tax income / tax surcharge	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0160-00 010	26 CFR 1.162-17	MAINT	general / tax income / travel expenses, deductions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0170-00 010	26 CFR 1.167(a)-7	MAINT	general / tax income - capital property / depreciable property, deductions	ACC000 ACC100	Department of the Treasury Internal Revenue Service
US 226-0175-00 010	26 CFR 1.167(A)-11	ACT	general / tax income - capital property / depreciation, class lives	ACC100	Department of the Treasury Internal Revenue Service
US 226-0175-10 010	26 CFR 1.167(A)-12	ACT	general / tax income - capital property / depreciation, class lives	ACC100	Department of the Treasury Internal Revenue Service

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 226-0180-00 010	26 CFR 1.167(D)-1	MAINT	general / tax income - capital property / depreciable property, deductions	ACC000 ACC100	Department of the Treasury Internal Revenue Service
US 226-0190-00 010	26 CFR 1.167(E)-1	MAINT	general / tax income - capital property / depreciable property, deductions	ACC000 ACC100	Department of the Treasury Internal Revenue Service
US 226-0210-00 010	26 CFR 1.170A-9	MAINT	general / tax income / charitable contribution, deduction	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0212-00 010	26 CFR 1.170A-13	MAINT	general / tax income / charitable contribution, deduction	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0220-00 010	26 CFR 1.177-1	MAINT	general / tax income / trademark amortization, deduction	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0231-00 010	26 CFR 1.179-5	MAINT	general / tax income - capital property / depreciable property, deductions	ACC000 ACC100	Department of the Treasury Internal Revenue Service
US 226-0240-00 010	26 CFR 1.190-3	MAINT	general / tax income / barrier removal, deductions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0260-00 010	26 CFR 1.265-1	MAINT	general / tax income / tax exempt income, deductions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0270-00 010	26 CFR 1.274-5	MAINT	general / tax income / travel expenses, deductions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-0270-10 010	26 CFR 1.274-5T	MAINT	general / tax income / travel expenses, deductions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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
US 226-0520-00 010	26 CFR 1.561-2	MAINT	general / tax income / dividends, deductions	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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	ACC000 EMP100 EMP120 LEG000	Department of the Treasury Internal Revenue Service
US 226-1060-31 010	26 CFR 1.6662-6	MAINT	general / tax income / transfer price adjustments	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-1063-00 010	26 CFR 7.367(B)-1	MAINT	general / tax income / corporation adjustments	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 226-1090-00 010	26 CFR 31.6001-1	CY+4	general / tax employment / general requirements	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1090-00 020	26 CFR 31.6001-1	PROC	general / tax employment / social security recordkeeping	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 226-1100-00 010	26 CFR 31.6001-2	MAINT	general / tax employment / social security recordkeeping	ACC000 ACC010	Department of the Treasury Internal Revenue Service

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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 ACC010	Department of the Treasury Internal Revenue Service
US 228-0030-00 010	28 CFR 42.720	MAINT	government / government contracts grant administration / age discrimination	CON000	Department of Justice
US 228-0048-00 010	28 CFR 70.21	MAINT	health care grant administration / accounting	EDU120	Department of Justice
US 228-0048-00 020	28 CFR 70.21	MAINT	education grant administration / accounting	EDU120	Department of Justice
US 228-0048-00 030	28 CFR 70.21	MAINT	government / government contracts grant administration / accounting	CON000	Department of Justice
US 228-0048-10 010	28 CFR 70.23	MAINT	government / government contracts grant administration / cost analysis	CON000	Department of Justice

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 229-0108-35 030	29 CFR 95.53	ACT+3	health care grant administration / records retention periods	EDU120	Department of Labor Office of the Secretary
US 229-0108-35 040	29 CFR 95.53	ACT+3	education grant administration / records retention periods	EDU120	Department of Labor Office of the Secretary
US 229-0110-00 010	29 CFR 96 App C	3	education grant administration / audits	EDU120	Department of Labor Office of the Secretary
US 229-0111-00 010	29 CFR 97.36	3	education grant administration / procurement	EDU120	Department of Labor Office of the Secretary
US 229-0150-00 010	29 CFR 405.9	5	general / employment labor-management relations / employer reports	EMP300 LEG000	Department of Labor Office of Labor-Management Standards
US 229-0160-00 010	29 CFR 406.8	5	general / employment labor-management relations / consultant reports	EMP300	Department of Labor Office of Labor-Management Standards
US 229-0280-00 010	29 CFR 516.1	PROC	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0285-00 010	29 CFR 516.2	MAINT	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0290-00 010	29 CFR 516.3	MAINT	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0295-00 010	29 CFR 516.4	PROC	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0300-00 010	29 CFR 516.5	3	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0310-00 010	29 CFR 516.6	2	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0320-00 010	29 CFR 516.7	PROC	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0325-00 010	29 CFR 516.8	PROC	general / employment wage and hour / minimum wage and overtime	EMP120 EMP300	Department of Labor Wage and Hour Division

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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
US 229-0580-00 010	29 CFR 519.17	3	education employment - wage and hour / subminimum wage	EMP300	Department of Labor Wage and Hour Division
US 229-0590-00 010	29 CFR 520.7	MAINT	general / employment wage and hour / subminimum wage	EMP120 EMP300	Department of Labor Wage and Hour Division
US 229-0632-00 010	29 CFR 525.16	MAINT	general / employment wage and hour / minimum wage - disabled workers	EMP300	Department of Labor Wage and Hour Division
US 229-0771-00 010	29 CFR 801.30	3	general / employment polygraph testing	EMP300	Department of Labor Wage and Hour Division
US 229-0771-10 010	29 CFR 801.35	PROC	general / employment polygraph testing / disclosure of testing information	EMP300	Department of Labor Wage and Hour Division
US 229-0772-00 010	29 CFR 825.500	3	general / employment benefit plans / family medical leave	EMP100 EMP110	Department of Labor Wage and Hour Division
US 229-0773-00 010	29 CFR 1602.12	PROC	general / employment equal employment opportunity	EMP300	Equal Employment Opportunity Commission

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 229-1007-00 010	29 CFR 1904.9	PROC	general / employment health and safety / accidents / injuries	EMP700	Department of Labor Occupational Safety and Health Administration
US 229-1060-00 010	29 CFR 1910.38	MAINT	general / employment health and safety - planning / emergency and fire prevention plans	EMP500 POL200	Department of Labor Occupational Safety and Health Administration
US 229-1083-40 010	29 CFR 1910.120	30	general / employment health and safety - hazardous exposure / hazardous waste operations	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1090-00 010	29 CFR 1910.156	ACT	general / employment training / fire brigade	EMP800	Department of Labor Occupational Safety and Health Administration
US 229-1140-00 020	29 CFR 1910.217	ACT	general / employment training / mechanical power presses	EMP800	Department of Labor Occupational Safety and Health Administration
US 229-1150-00 010	29 CFR 1910.268	MAINT	general / employment training / telecommunications training	EMP500 EMP800	Department of Labor Occupational Safety and Health Administration
US 229-1150-00 020	29 CFR 1910.268	MAINT	general / employment training / telecommunications training	EMP500 EMP800	Department of Labor Occupational Safety and Health Administration
US 229-1180-00 005	29 CFR 1910.1001	30	general / employment health and safety - hazardous exposure / asbestos	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1180-00 010	29 CFR 1910.1001	ACT+30	general / employment health and safety - hazardous exposure / asbestos	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1180-00 020	29 CFR 1910.1001	30	general / employment health and safety - hazardous exposure / asbestos	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1180-00 030	29 CFR 1910.1001	ACT+1	general / employment training / asbestos	EMP800	Department of Labor Occupational Safety and Health Administration
US 229-1190-00 010	29 CFR 1910.1003	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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	ACT	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1320-00 005	29 CFR 1910.1017	30	general / employment health and safety - hazardous exposure / vinyl chloride / medical records	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1320-00 010	29 CFR 1910.1017	ACT+20	general / employment health and safety - hazardous exposure / vinyl chloride / medical records	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1320-00 020	29 CFR 1910.1017	30	general / employment health and safety - hazardous exposure / vinyl chloride	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1335-00 010	29 CFR 1910.1020	ACT+30	general / employment health and safety - hazardous exposure / medical records	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1341-90 010	29 CFR 1910.1025	ACT+20	general / employment health and safety - hazardous exposure / lead	EMP500	
US 229-1341-90 020	29 CFR 1910.1025	40	general / employment health and safety - hazardous exposure / lead	EMP500	
US 229-1370-00 010	29 CFR 1910.1044	40	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1370-00 020	29 CFR 1910.1044	ACT+20	general / employment health and safety - hazardous exposure / list of chemicals	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1385-90 010	29 CFR 1910.1048	30	general / employment health and safety - hazardous exposure / formaldehyde / exposure records	EMP500	Department of Labor Occupational Safety and Health Administration

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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 health and safety - hazardous exposure / employee exposure records	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1388-00 010	29 CFR 1910.1200	MAINT	general / employment health and safety - hazardous exposure / material safety data sheets	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1388-00 020	29 CFR 1910.1200	MAINT	general / employment health and safety - hazardous exposure / hazard communication	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1390-00 010	29 CFR 1913.10	PROC	general / employment health and safety / employee medical record, access to	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-1504-20 010	29 CFR 1926.59	MAINT	general / employment health and safety - hazardous exposure / material safety data sheets	EMP500	Department of Labor Occupational Safety and Health Administration
US 229-2000-00 010	29 CFR 4007.10	6	general / employment benefit plans - pension plans / pension guarantees - premiums	EMP100 EMP110	Pension Benefit Guaranty Corporation
US 234-0030-00 010	34 CFR 74.21	MAINT	education grant administration / accounting	EDU120	Department of Education Office of the Secretary
US 234-0030-00 020	34 CFR 74.21	MAINT	health care grant administration / accounting	EDU120	Department of Education Office of the Secretary
US 234-0055-10 010	34 CFR 74.34	MAINT	education grant administration / property and equipment	EDU120	Department of Education Office of the Secretary
US 234-0055-10 020	34 CFR 74.34	MAINT	health care grant administration / property and equipment	EDU120	Department of Education Office of the Secretary

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 234-0055-20 010	34 CFR 74.44	MAINT	education grant administration / procurement	EDU120	Department of Education Office of the Secretary
US 234-0055-20 020	34 CFR 74.44	MAINT	health care grant administration / procurement	EDU120	Department of Education Office of the Secretary
US 234-0055-30 010	34 CFR 74.46	MAINT	education grant administration / procurement	EDU120	Department of Education Office of the Secretary
US 234-0055-30 020	34 CFR 74.46	MAINT	health care grant administration / procurement	EDU120	Department of Education Office of the Secretary
US 234-0055-40 010	34 CFR 74.53	ACT+3	education grant administration / records retention periods	EDU120	Department of Education Office of the Secretary
US 234-0055-40 020	34 CFR 74.53	3	health care grant administration / records retention periods	EDU120	Department of Education Office of the Secretary
US 234-0070-00 010	34 CFR 75.730	MAINT	education grant administration / accounting	EDU120	Department of Education Office of the Secretary
US 234-0080-00 010	34 CFR 75.731	MAINT	education grant administration / accounting	EDU120	Department of Education Office of the Secretary
US 234-0090-00 010	34 CFR 75.732	MAINT	education grant administration / general requirements	EDU120	Department of Education Office of the Secretary
US 234-0105-00 010	34 CFR 75.740	PROC	education grant administration / privacy	EDU120	Department of Education
US 234-0110-00 010	34 CFR 76.730	MAINT	education grant administration / accounting	EDU120	Department of Education
US 234-0120-00 010	34 CFR 76.731	MAINT	education grant administration / compliance	EDU120	Department of Education
US 234-0129-00 010	34 CFR 80.36	3	education grant administration / procurement	EDU120	Department of Education
US 234-0139-00 010	34 CFR 99.3	PROC	education privacy / student records	EDU110	Department of Education Office of the Secretary

Inter-University Council of Ohio IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

Inter-University Council of Ohio IUC Legal Research Index

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 234-0260-00 010	34 CFR 676.19	MAINT	education grant administration / SEOG, accounting	EDU120	Department of Education Office of Postsecondary Education
US 234-0269-10 010	34 CFR 682.201	MAINT	education loans, federal guaranteed / lender records, adverse credit history	EDU120	Department of Education Office of Postsecondary Education
US 234-0269-70 010	34 CFR 682.207	MAINT	education loans, federal guaranteed / due diligence	EDU120	Department of Education Office of Postsecondary Education
US 234-0270-00 010	34 CFR 682.211	MAINT	education loans, federal guaranteed / lender records, adverse credit history	EDU120	Department of Education Office of Postsecondary Education
US 234-0272-50 010	34 CFR 682.405	MAINT	education loans, federal guaranteed / lender records, adverse credit history	EDU120	Department of Education Office of Postsecondary Education
US 234-0273-00 010	34 CFR 682.414	ACT+5	education loans, federal guaranteed / lender records	EDU120	Department of Education Office of Postsecondary Education
US 234-0273-00 020	34 CFR 682.414	ACT+3	education loans, federal guaranteed / lender records	EDU120	Department of Education Office of Postsecondary Education
US 234-0284-00 010	34 CFR 682.604	MAINT	education loans, federal guaranteed / counseling borrowers	EDU120	Department of Education Office of Postsecondary Education
US 234-0285-00 010	34 CFR 682.610	MAINT	education loans, federal guaranteed / general requirements	EDU120	Department of Education Office of Postsecondary Education
US 234-0299-00 010	34 CFR 685.201	MAINT	education loans, federal guaranteed / loan origination records	EDU120	Department of Education Office of Postsecondary Education
US 234-0300-00 010	34 CFR 685.301	MAINT	education loans, federal guaranteed / loan certification, exceptions	EDU120	Department of Education Office of Postsecondary Education
US 234-0300-20 010	34 CFR 685.304	MAINT	education loans, federal guaranteed / counseling borrowers	EDU120	Department of Education Office of Postsecondary Education

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 240-1666-40 010	40 CFR 68.71	MAINT	general / environment hazardous substances / chemical accident, training	EMP800 ENV100	Environmental Protection Agency
US 240-1666-50 010	40 CFR 68.73	MAINT	general / environment hazardous substances / chemical accident, equipment testing	ENV100	Environmental Protection Agency
US 240-1666-60 010	40 CFR 68.75	MAINT	general / environment hazardous substances / chemical accident, change procedures	ENV100	Environmental Protection Agency
US 240-1666-70 010	40 CFR 68.79	6	general / environment hazardous substances / chemical accident, compliance audits	ENV100	Environmental Protection Agency
US 240-1666-80 010	40 CFR 68.81	5	general / environment hazardous substances / chemical accident, incident investigation	ENV100	Environmental Protection Agency
US 240-1666-90 010	40 CFR 68.83	ACT	general / environment hazardous substances / chemical accident, employee participation plan	ENV100 POL200	Environmental Protection Agency
US 240-1667-00 010	40 CFR 68.85	ACT	general / environment hazardous substances / chemical accident, hot work permit	ENV100 LEG100	Environmental Protection Agency
US 240-1667-10 010	40 CFR 68.87	ACT	general / environment hazardous substances / chemical accident, contractors	ENV100	Environmental Protection Agency
US 240-1667-20 010	40 CFR 68.95	MAINT	general / environment hazardous substances / chemical accident, emergency response plan	ENV100 POL200	Environmental Protection Agency
US 240-1667-70 010	40 CFR 68.200	5	general / environment hazardous substances / chemical accident, records retention period	ENV100	Environmental Protection Agency
US 240-1670-00 010	40 CFR 71.9	CY+5	general / environment air pollution / early reductions permits	ENV200	Environmental Protection Agency

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
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

**Inter-University Council of Ohio
IUC Legal Research Index**

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	MAINT	general / environment underground storage tanks / financial guarantees	ENV100	Environmental Protection Agency
US 240-4500-00 010	40 CFR 280.31	MAINT	general / environment underground storage tanks / cathodic protection	ENV100	Environmental Protection Agency
US 240-4510-00 010	40 CFR 280.33	MAINT	general / environment underground storage tanks / repairs	ENV100	Environmental Protection Agency
US 240-4520-00 010	40 CFR 280.34	MAINT	general / environment underground storage tanks / general requirements	ENV100	Environmental Protection Agency
US 240-4530-00 010	40 CFR 280.45	5	general / environment underground storage tanks / leak detection	ENV100	Environmental Protection Agency
US 240-4540-00 010	40 CFR 280.74	ACT+3	general / environment underground storage tanks / closure	ENV100	Environmental Protection Agency

**Inter-University Council of Ohio
IUC Legal Research Index**

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

**Inter-University Council of Ohio
IUC Legal Research Index**

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

**Inter-University Council of Ohio
IUC Legal Research Index**

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

**Inter-University Council of Ohio
IUC Legal Research Index**

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

**Inter-University Council of Ohio
IUC Legal Research Index**

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

**Inter-University Council of Ohio
IUC Legal Research Index**

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

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 245-0064-00 020	45 CFR 74.46	MAINT	health care grant administration / procurement	EDU120	Department of Health and Human Services General Administration
US 245-0065-00 010	45 CFR 74.53	3	education grant administration / records retention periods	EDU120	Department of Health and Human Services General Administration
US 245-0065-00 020	45 CFR 74.53	ACT+3	education grant administration / records retention periods	EDU120	Department of Health and Human Services General Administration
US 245-0065-00 030	45 CFR 74.53	ACT+3	health care grant administration / records retention periods	EDU120	Department of Health and Human Services General Administration
US 245-0065-00 040	45 CFR 74.53	3	health care grant administration / records retention periods	EDU120	Department of Health and Human Services General Administration
US 245-0073-00 010	45 CFR 94.4	MAINT	government / government contracts grant administration / conflicts of interest	CON000	Department of Health and Human Services General Administration
US 245-2000-00 010	45 CFR 2543.21	MAINT	health care grant administration / accounting	EDU120	Corporation for National and Community Service
US 245-2000-00 020	45 CFR 2543.21	MAINT	education grant administration / accounting	EDU120	Corporation for National and Community Service
US 245-2010-00 010	45 CFR 2543.23	MAINT	health care grant administration / in-kind valuation	EDU120	Corporation for National and Community Service
US 245-2010-00 020	45 CFR 2543.23	MAINT	education grant administration / in-kind valuation	EDU120	Corporation for National and Community Service
US 245-2020-00 010	45 CFR 2543.34	MAINT	health care grant administration / property and equipment	EDU120	Corporation for National and Community Service
US 245-2020-00 020	45 CFR 2543.34	MAINT	education grant administration / property and equipment	EDU120	Corporation for National and Community Service
US 245-2030-00 010	45 CFR 2543.42	MAINT	health care grant administration / standards of conduct	EDU120	Corporation for National and Community Service
US 245-2030-00 020	45 CFR 2543.42	MAINT	education grant administration / standards of conduct	EDU120	Corporation for National and Community Service

**Inter-University Council of Ohio
IUC Legal Research Index**

LRBR Code	Citation	Legal Period	Industry Subjects	Legal Groups	Agency
US 245-2040-00 010	45 CFR 2543.44	MAINT	health care grant administration / procurement	EDU120	Corporation for National and Community Service
US 245-2040-00 020	45 CFR 2543.44	MAINT	education grant administration / procurement	EDU120	Corporation for National and Community Service
US 245-2050-00 010	45 CFR 2543.45	MAINT	health care grant administration / cost analysis	EDU120	Corporation for National and Community Service
US 245-2050-00 020	45 CFR 2543.45	MAINT	education grant administration / cost analysis	EDU120	Corporation for National and Community Service
US 245-2060-00 010	45 CFR 2543.46	MAINT	health care grant administration / procurement	EDU120	Corporation for National and Community Service
US 245-2060-00 020	45 CFR 2543.46	MAINT	education grant administration / procurement	EDU120	Corporation for National and Community Service
US 245-2070-00 010	45 CFR 2543.53	3	health care grant administration / records retention periods	EDU120	Corporation for National and Community Service
US 245-2070-00 020	45 CFR 2543.53	ACT+3	health care grant administration / records retention periods	EDU120	Corporation for National and Community Service
US 245-2070-00 030	45 CFR 2543.53	3	education grant administration / records retention periods	EDU120	Corporation for National and Community Service
US 245-2070-00 040	45 CFR 2543.53	ACT+3	education grant administration / records retention periods	EDU120	Corporation for National and Community Service
US 249-0005-00 010	49 CFR 19.21	MAINT	education grant administration / accounting	EDU120	Department of Transportation Office of the Secretary
US 249-0005-00 020	49 CFR 19.21	MAINT	health care grant administration / accounting	EDU120	Department of Transportation Office of the Secretary
US 249-0005-10 010	49 CFR 19.42	MAINT	health care grant administration / standards of conduct	EDU120	Department of Transportation Office of the Secretary
US 249-0005-10 020	49 CFR 19.42	MAINT	education grant administration / standards of conduct	EDU120	Department of Transportation Office of the Secretary

**Inter-University Council of Ohio
IUC Legal Research Index**

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 income	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 310-0050-00 010	Rev. Proc. 84-77	MAINT	general / tax employment / W-2s, W-3s, W-4s, W-5s	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 310-0060-00 010	Rev. Proc. 84-80	PROC	general / tax employment / withholding	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 310-0120-00 010	Rev. Proc. 86-27	PROC	general / tax employment / withholding	ACC000 ACC010	Department of the Treasury Internal Revenue Service

**Inter-University Council of Ohio
IUC Legal Research Index**

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
US 310-0150-00 010	Rev. Proc. 86-37	PROC	general / tax employment / withholding	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 310-0160-00 010	Rev. Proc. 86-40	PROC	general / tax employment / withholding	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 310-0170-00 010	Rev. Proc. 86-45	PROC	general / tax employment / withholding	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 310-0300-00 010	Rev. Proc. 88-40	MEDIA	general / employment unemployment compensation / electronic filing of payments	ACC000	Department of the Treasury Internal Revenue Service
US 310-0310-00 010	Rev. Proc. 88-43	MEDIA	general / tax employment / electronic filing, W-2s, W-4s, etc.	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 310-0320-00 010	Rev. Proc. 90-9	4	general / tax employment / electronic filing, W-2s, W-4s, etc.	ACC000 ACC010	Department of the Treasury Internal Revenue Service
US 310-0330-00 010	Rev. Proc. 91-22	MAINT	general / tax income / advance pricing agreement	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 320-0023-00 010	Rev. Rul. 79-217	MAINT	general / tax income / deductions of losses	ACC000 ACC010 ACC100	Department of the Treasury Internal Revenue Service
US 320-0026-00 010	Rev. Rul. 80-324	MAINT	general / tax income - capital property / deductions for investment losses	ACC100	Department of the Treasury Internal Revenue Service
US 320-0050-00 010	Rev. Rul. 82-185	AS3	general / tax employment / self employment tax	ACC000 ACC010	Department of the Treasury Internal Revenue Service

Inter-University Council of Ohio
IUC Legal Research Index

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	

Inter-University Council of Ohio
IUC Legal Research Index

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	

Inter-University Council of Ohio
IUC Legal Research Index

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 injury, personal	EMP500 EMP700 LIT000 POL000 POL200	
OH 141-0039-00 010	ORCA 4141.09	LA4	general / employment workers compensation	EMP500	
OH 141-0050-00 010	ORCA 4141.35	LA3	general / limitation of actions employment / unemployment compensation claim	LIT000	
OH 141-0050-00 020	ORCA 4141.35	LA4	general / employment unemployment compensation / unemployment compensation claim	ACC000 LIT000	
OH 141-0050-00 030	ORCA 4141.35	LA6	general / employment unemployment compensation / unemployment compensation claim	ACC000 LIT000	
OH 157-0023-00 010	ORCA 5733.03	4	general / tax income / corporation	ACC000 ACC010 ACC100	
OH 157-0023-20 010	ORCA 5733.11	AS3	general / tax income / corporation	ACC000 ACC010 ACC100	
OH 157-0035-05 010	ORCA 5739.031	MAINT	general / tax sales	ACC000 ACC010	
OH 157-0035-10 010	ORCA 5739.07	LA4	general / tax sales / credit / refund	ACC000 ACC010	
OH 157-0060-00 010	ORCA 5739.16	AS4	general / tax sales	ACC000 ACC010	

Inter-University Council of Ohio
IUC Legal Research Index

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	

Inter-University Council of Ohio
IUC Legal Research Index

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	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

ACC000

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

ACC000	Accounting / Tax General			4 3 4
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Includes tax assessment or specific tax requirements for accounts payable, accounts receivable, etc.

Legal Requirements

OH 910-0010-00 000	ORCA 3345.03	AUD	education: accounting / expenditures
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
OH 908-0010-00 000	GAF 02	4	education: accounting / expenditures
OH 908-0020-00 000	GAF 03	4	education: accounting / income
OH 908-0030-00 000	GAF 12	4	education: accounting / income
OH 908-0040-00 000	GAF 13	4	education: accounting / expenditures
OH 908-0060-00 000	GAF 54	4	education: accounting / expenditures
OH 908-0080-00 000	GAF 87	4	education: accounting / expenditures
OH 908-0090-00 000	GAF 90	4	education: accounting / expenditures
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
US 229-0920-00 010	29 CFR 1627.3	3	general / employment: wage and hour / payroll records
US 310-0020-00 010	Rev. Proc. 75-50	3	education: tax, income / exemption - equal opportunity

Legal Considerations

US 226-1880-00 010	26 CFR 301.6501(C)-1	ASIND	general / tax: general / tax evasion
OH 113-1000-00 040	ORCA 1303.16	LA10	general / limitation of actions: financial services / draft
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 126-0066-00 020	26 USC 6229	AS6	general / tax: income / partnerships / fraud
US 226-1890-00 010	26 CFR 301.6501(E)-1	AS6	general / tax: general / omission over 25%
OH 113-1000-00 060	ORCA 1303.16	LA6	general / limitation of actions: financial services / certificate of deposit
OH 113-1000-00 070	ORCA 1303.16	LA6	general / limitation of actions: financial services / draft
OH 141-0050-00 030	ORCA 4141.35	LA6	general / employment: unemployment compensation / unemployment compensation claim
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 141-0050-00 020	ORCA 4141.35	LA4	general / employment: unemployment compensation / unemployment compensation claim
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
OH 910-0020-00 000	ORCA 3345.031	MAINT	education: accounting / budget
OH 910-0030-00 000	ORCA 3345.05	MAINT	education: accounting / income
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

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

ACC000

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 126-0061-70 010	26 USC 6047	MAINT	general / tax: general / trusts and annuity plans	
US 212-0012-00 010	12 CFR Part 3 App A	MAINT	financial services / banking: off-balance sheet activities / derivative contracts	
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 226-0170-00 010	26 CFR 1.167(a)-7	MAINT	general / tax: income - capital property / depreciable property, deductions	
US 226-0180-00 010	26 CFR 1.167(D)-1	MAINT	general / tax: income - capital property / depreciable property, deductions	
US 226-0190-00 010	26 CFR 1.167(E)-1	MAINT	general / tax: income - capital property / depreciable property, 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	
US 226-0220-00 010	26 CFR 1.177-1	MAINT	general / tax: income / trademark amortization, deduction	
US 226-0231-00 010	26 CFR 1.179-5	MAINT	general / tax: income - capital property / depreciable property, deductions	
US 226-0240-00 010	26 CFR 1.190-3	MAINT	general / tax: income / barrier removal, deductions	
US 226-0260-00 010	26 CFR 1.265-1	MAINT	general / tax: income / tax exempt income, deductions	
US 226-0270-00 010	26 CFR 1.274-5	MAINT	general / tax: income / travel expenses, deductions	
US 226-0270-10 010	26 CFR 1.274-5T	MAINT	general / tax: income / travel expenses, deductions	
US 226-0280-00 010	26 CFR 1.302-4	MAINT	general / tax: income / corporate distributions	
US 226-0290-00 010	26 CFR 1.312-15	MAINT	general / tax: income / corporate distributions	
US 226-0300-00 010	26 CFR 1.332-6	MAINT	general / tax: income / corporate liquidations	
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 226-0320-00 010	26 CFR 1.351-3	MAINT	general / tax: income / corporation / property transfers	
US 226-0330-00 010	26 CFR 1.368-3	MAINT	general / tax: income / corporate reorganizations / property transfers	
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 226-0715-00 010	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 226-0795-00 010	26 CFR 1.1221-2	MAINT	general / tax: income / hedging	
US 226-0863-00 010	26 CFR 1.1275-6	MAINT	general / tax: income / hedging	
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 226-1040-00 010	26 CFR 1.6047-1	MAINT	general / employment: benefit plans - pension plans / reporting requirements	
US 226-1060-31 010	26 CFR 1.6662-6	MAINT	general / tax: income / transfer price adjustments	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

ACC000

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 226-1063-00 010	26 CFR 7.367(B)-1	MAINT	general / tax: income / corporation adjustments	
US 226-1100-00 010	26 CFR 31.6001-2	MAINT	general / tax: employment / social security recordkeeping	
US 226-1130-00 010	26 CFR 31.6001-4	MAINT	general / tax: employment / unemployment recordkeeping	
US 226-1150-00 010	26 CFR 31.6001-5	MAINT	general / tax: employment / employer records	
US 226-1170-00 010	26 CFR 31.6402(a)-2	MAINT	general / tax: employment / social security credit / refund	
US 226-1170-00 020	26 CFR 31.6402(a)-2	MAINT	general / tax: employment / social security repayment to employee	
US 226-1180-00 010	26 CFR 31.6413(a)-1	MAINT	general / tax: employment / social security repayment to employee	
US 226-1180-07 010	26 CFR 31.6413(A)-1	MAINT	general / tax: employment / social security repayment to employee	
US 226-1180-10 010	26 CFR 31.6413(A)-3	MAINT	general / tax: employment / social security repayment to employee	
US 226-1185-00 010	26 CFR 35a.9999-2	MAINT	general / tax: general / recordkeeping requirements	
US 226-1185-03 010	26 CFR 35a.9999-3	MAINT	general / tax: general / recordkeeping requirements	
US 226-1850-00 010	26 CFR 301.6058-1	MAINT	general / tax: employment / wages paid / deferred compensation	
US 226-1860-00 010	26 CFR 301.6316-6	MAINT	general / tax: employment / estimated tax	
US 310-0025-00 010	Rev. Proc. 79-23	MAINT	general / tax: income	
US 310-0050-00 010	Rev. Proc. 84-77	MAINT	general / tax: employment / W-2s, W-3s, W-4s, W-5s	
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	
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 226-1870-00 010	26 CFR 301.6501(A)-1	AS3	general / tax: general / assessment	
US 320-0050-00 010	Rev. Rul. 82-185	AS3	general / tax: employment / self employment tax	
OH 113-1000-00 030	ORCA 1303.16	LA3	general / limitation of actions: financial services / draft	
OH 113-1000-00 050	ORCA 1303.16	LA3	general / limitation of actions: financial services / check, certified	
OH 113-1000-00 080	ORCA 1303.16	LA3	general / limitation of actions: financial services / commercial paper	
US 126-0120-00 030	26 USC 6511	LA3	general / tax: general / credit / refund	
US 126-0140-00 010	26 USC 6531	LA3	general / tax: general / criminal prosecution	
US 226-1930-00 010	26 CFR 301.6511(A)-1	LA3	general / tax: general / credit / refund	
US 126-0150-00 010	26 USC 6532	LA2	general / tax: general / suits against United States	
US 226-1960-00 010	26 CFR 301.6532-1	LA2	general / tax: general / suits by taxpayer	
US 226-1970-00 010	26 CFR 301.6532-2	LA2	general / tax: general / suits by United States	
US 126-0070-00 020	26 USC 6501	AS1	general / tax: general / credit / refund	
US 126-0150-00 020	26 USC 6532	LA9M	general / tax: general / suits by person other than taxpayer	
US 226-1980-00 010	26 CFR 301.6532-3	LA9M	general / tax: general / suits by person other than taxpayer	
US 226-1840-00 010	26 CFR 301.6011-2	MEDIA	general / tax: employment / electronic filing, W-2s, W-4s, etc.	
US 310-0300-00 010	Rev. Proc. 88-40	MEDIA	general / employment: unemployment compensation / electronic filing of payments	
US 310-0310-00 010	Rev. Proc. 88-43	MEDIA	general / tax: employment / electronic filing, W-2s, W-4s, etc.	
US 226-0140-00 010	26 CFR 1.57-5	PROC	general / tax: income / tax surcharge	
US 226-1090-00 020	26 CFR 31.6001-1	PROC	general / tax: employment / social security recordkeeping	
US 310-0060-00 010	Rev. Proc. 84-80	PROC	general / tax: employment / withholding	
US 310-0120-00 010	Rev. Proc. 86-27	PROC	general / tax: employment / withholding	
US 310-0130-00 010	Rev. Proc. 86-31	PROC	general / tax: employment / withholding	
US 310-0140-00 010	Rev. Proc. 86-33	PROC	general / tax: employment / withholding	
US 310-0150-00 010	Rev. Proc. 86-37	PROC	general / tax: employment / withholding	
US 310-0160-00 010	Rev. Proc. 86-40	PROC	general / tax: employment / withholding	
US 310-0170-00 010	Rev. Proc. 86-45	PROC	general / tax: employment / withholding	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

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
US 226-0220-00 010	26 CFR 1.177-1	MAINT	general / tax: income / trademark amortization, deduction
US 226-0240-00 010	26 CFR 1.190-3	MAINT	general / tax: income / barrier removal, deductions
US 226-0260-00 010	26 CFR 1.265-1	MAINT	general / tax: income / tax exempt income, deductions
US 226-0270-00 010	26 CFR 1.274-5	MAINT	general / tax: income / travel expenses, deductions
US 226-0270-10 010	26 CFR 1.274-5T	MAINT	general / tax: income / travel expenses, deductions
US 226-0280-00 010	26 CFR 1.302-4	MAINT	general / tax: income / corporate distributions
US 226-0290-00 010	26 CFR 1.312-15	MAINT	general / tax: income / corporate distributions

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

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 226-0715-00 010	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 226-0795-00 010	26 CFR 1.1221-2	MAINT	general / tax: income / hedging	
US 226-0863-00 010	26 CFR 1.1275-6	MAINT	general / tax: income / hedging	
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 226-1100-00 010	26 CFR 31.6001-2	MAINT	general / tax: employment / social security recordkeeping	
US 226-1130-00 010	26 CFR 31.6001-4	MAINT	general / tax: employment / unemployment recordkeeping	
US 226-1150-00 010	26 CFR 31.6001-5	MAINT	general / tax: employment / employer records	
US 226-1170-00 010	26 CFR 31.6402(a)-2	MAINT	general / tax: employment / social security credit / refund	
US 226-1170-00 020	26 CFR 31.6402(a)-2	MAINT	general / tax: employment / social security repayment to employee	
US 226-1180-00 010	26 CFR 31.6413(a)-1	MAINT	general / tax: employment / social security repayment to employee	
US 226-1180-07 010	26 CFR 31.6413(A)-1	MAINT	general / tax: employment / social security repayment to employee	
US 226-1180-10 010	26 CFR 31.6413(A)-3	MAINT	general / tax: employment / social security repayment to employee	
US 226-1185-00 010	26 CFR 35a.9999-2	MAINT	general / tax: general / recordkeeping requirements	
US 226-1185-03 010	26 CFR 35a.9999-3	MAINT	general / tax: general / recordkeeping requirements	
US 226-1850-00 010	26 CFR 301.6058-1	MAINT	general / tax: employment / wages paid / deferred compensation	
US 226-1860-00 010	26 CFR 301.6316-6	MAINT	general / tax: employment / estimated tax	
US 310-0025-00 010	Rev. Proc. 79-23	MAINT	general / tax: income	
US 310-0050-00 010	Rev. Proc. 84-77	MAINT	general / tax: employment / W-2s, W-3s, W-4s, W-5s	
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	
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 226-1870-00 010	26 CFR 301.6501(A)-1	AS3	general / tax: general / assessment	
US 320-0050-00 010	Rev. Rul. 82-185	AS3	general / tax: employment / self employment tax	
US 126-0120-00 030	26 USC 6511	LA3	general / tax: general / credit / refund	
US 126-0140-00 010	26 USC 6531	LA3	general / tax: general / criminal prosecution	
US 226-1930-00 010	26 CFR 301.6511(A)-1	LA3	general / tax: general / credit / refund	
US 126-0150-00 010	26 USC 6532	LA2	general / tax: general / suits against United States	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

ACC010

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 226-1960-00 010	26 CFR 301.6532-1	LA2	general / tax: general / suits by taxpayer	
US 226-1970-00 010	26 CFR 301.6532-2	LA2	general / tax: general / suits by United States	
US 126-0070-00 020	26 USC 6501	AS1	general / tax: general / credit / refund	
US 126-0150-00 020	26 USC 6532	LA9M	general / tax: general / suits by person other than taxpayer	
US 226-1980-00 010	26 CFR 301.6532-3	LA9M	general / tax: general / suits by person other than taxpayer	
US 226-1840-00 010	26 CFR 301.6011-2	MEDIA	general / tax: employment / electronic filing, W-2s, W-4s, etc.	
US 310-0310-00 010	Rev. Proc. 88-43	MEDIA	general / tax: employment / electronic filing, W-2s, W-4s, etc.	
US 226-0140-00 010	26 CFR 1.57-5	PROC	general / tax: income / tax surcharge	
US 226-1090-00 020	26 CFR 31.6001-1	PROC	general / tax: employment / social security recordkeeping	
US 310-0060-00 010	Rev. Proc. 84-80	PROC	general / tax: employment / withholding	
US 310-0120-00 010	Rev. Proc. 86-27	PROC	general / tax: employment / withholding	
US 310-0130-00 010	Rev. Proc. 86-31	PROC	general / tax: employment / withholding	
US 310-0140-00 010	Rev. Proc. 86-33	PROC	general / tax: employment / withholding	
US 310-0150-00 010	Rev. Proc. 86-37	PROC	general / tax: employment / withholding	
US 310-0160-00 010	Rev. Proc. 86-40	PROC	general / tax: employment / withholding	
US 310-0170-00 010	Rev. Proc. 86-45	PROC	general / tax: employment / withholding	

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	

ACC100	Accounting / Tax Capital Property		ACT+4	ACT+6	ACT+6
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Includes depreciation, capital gains and losses, and repairs of capital property

See also ACC000 for general accounting/tax laws.

Legal Requirements

US 226-0175-00 010	26 CFR 1.167(A)-11	ACT	general / tax: income - capital property / depreciation, class lives
US 226-0175-10 010	26 CFR 1.167(A)-12	ACT	general / tax: income - capital property / depreciation, class lives
OH 157-0023-00 010	ORCA 5733.03	4	general / tax: income / corporation
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

Legal Considerations

US 226-1950-00 010	26 CFR 301.6511(D)-1	LA7	general / tax: income - capital property / bad debt or worthless securities, credit / refund
OH 157-0089-95 010	ORCA 5747.13	AS4	general / tax: income / assessment
OH 157-0089-90 010	ORCA 5747.11	LA4	general / tax: income / credit / refund
US 126-0005-00 010	26 USC 1250	MAINT	general / tax: income - capital property / depreciable property, capital gains / losses
US 126-0061-10 010	26 USC 6039d	MAINT	general / tax: income / fringe benefit plans
US 226-0004-00 010	26 CFR 1.46-1	MAINT	general / tax: income / controlled group
US 226-0010-00 010	26 CFR 1.46-3	MAINT	general / tax: income - capital property / depreciable property, credit for
US 226-0015-00 010	26 CFR 1.46-5	MAINT	general / tax: income - capital property / depreciable property, credit for
US 226-0020-00 010	26 CFR 1.47-1	MAINT	general / tax: income - capital property / depreciable property, credit for
US 226-0030-00 010	26 CFR 1.47-3	MAINT	general / tax: income - capital property / depreciable property, credit for
US 226-0040-00 010	26 CFR 1.47-4	MAINT	general / tax: income - capital property / depreciable property, credit for
US 226-0050-00 010	26 CFR 1.47-5	MAINT	general / tax: income - capital property / depreciable property, credit for
US 226-0060-00 010	26 CFR 1.47-6	MAINT	general / tax: income - capital property / depreciable property, credit for
US 226-0070-00 010	26 CFR 1.48-3	MAINT	general / tax: income - capital property / depreciable property, credit for
US 226-0080-00 010	26 CFR 1.48-4	MAINT	general / tax: income - capital property / depreciable property, credit for
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 226-0170-00 010	26 CFR 1.167(a)-7	MAINT	general / tax: income - capital property / depreciable property, deductions
US 226-0180-00 010	26 CFR 1.167(D)-1	MAINT	general / tax: income - capital property / depreciable property, deductions
US 226-0190-00 010	26 CFR 1.167(E)-1	MAINT	general / tax: income - capital property / depreciable property, 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
US 226-0220-00 010	26 CFR 1.177-1	MAINT	general / tax: income / trademark amortization, deduction
US 226-0231-00 010	26 CFR 1.179-5	MAINT	general / tax: income - capital property / depreciable property, deductions
US 226-0240-00 010	26 CFR 1.190-3	MAINT	general / tax: income / barrier removal, deductions
US 226-0260-00 010	26 CFR 1.265-1	MAINT	general / tax: income / tax exempt income, deductions
US 226-0270-00 010	26 CFR 1.274-5	MAINT	general / tax: income / travel expenses, deductions
US 226-0270-10 010	26 CFR 1.274-5T	MAINT	general / tax: income / travel expenses, deductions
US 226-0280-00 010	26 CFR 1.302-4	MAINT	general / tax: income / corporate distributions
US 226-0290-00 010	26 CFR 1.312-15	MAINT	general / tax: income / corporate distributions
US 226-0310-00 010	26 CFR 1.333-6	MAINT	general / tax: income / corporate distributions, shareholder records

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	

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

ADV000

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
ADV000	Advertising	0	3	3
	Includes laws related to promotions, advertising, solicitations, etc.			
	Legal Considerations			
	OH 123-0010-00 010 ORCA 2305.06		LA15 general / limitation of actions: contract / written	

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 with 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

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	
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	
US 229-0430-00 010	29 CFR 516.20	MAINT	general / employment: wage and hour / collective bargaining agreements	
US 236-0090-00 010	36 CFR 1210.21	MAINT	government / government contracts: grant administration / accounting	
US 236-0090-10 010	36 CFR 1210.23	MAINT	government / government contracts: grant administration / in-kind valuation	
US 236-0090-20 010	36 CFR 1210.34	MAINT	government / government contracts: grant administration / property and equipment	
US 236-0090-30 030	36 CFR 1210.42	MAINT	government / government contracts: grant administration / procurement	
US 236-0090-40 010	36 CFR 1210.44	MAINT	government / government contracts: grant administration / procurement	
US 236-0090-50 010	36 CFR 1210.45	MAINT	government / government contracts: grant administration / cost analysis	
US 236-0090-60 010	36 CFR 1210.46	MAINT	government / government contracts: grant administration / procurement	
US 236-0090-70 010	36 CFR 1210.47	MAINT	government / government contracts: grant administration / contract administration	
US 240-0017-00 010	40 CFR 30.21	MAINT	government / government contracts: grant administration / accounting	
US 240-0017-10 010	40 CFR 30.23	MAINT	government / government contracts: grant administration / in-kind valuation	
US 240-0017-20 010	40 CFR 30.34	MAINT	government / government contracts: grant administration / property and equipment	

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	
US 240-0017-40 010	40 CFR 30.42	MAINT	government / government contracts: grant administration / conflicts of interest	
US 240-0017-50 010	40 CFR 30.44	MAINT	government / government contracts: grant administration / procurement	
US 240-0017-60 010	40 CFR 30.45	MAINT	government / government contracts: grant administration / cost analysis	
US 240-0017-70 010	40 CFR 30.46	MAINT	government / government contracts: grant administration / procurement	
US 240-0017-80 010	40 CFR 30.47	MAINT	government / government contracts: grant administration / contract administration	
US 240-0018-00 010	40 CFR 30.54	MAINT	government / government contracts: grant administration / quality assurance	
US 245-0073-00 010	45 CFR 94.4	MAINT	government / government contracts: grant administration / conflicts of interest	
US 210-0981-69 010	10 CFR 600.152	MEDIA	government / government contracts: grant administration / contract administration	
US 214-1165-68 030	14 CFR 1260.153	MEDIA	government / government contracts: grant administration / records retention periods	
US 210-0960-00 010	10 CFR 600.25	PROC	government / government contracts: grant administration / access to records	
US 214-1199-00 010	14 CFR 1260.507	PROC	government / government contracts: grant administration / records retention periods	
US 214-1200-00 010	14 CFR 1260.509	PROC	government / government contracts: grant administration / records retention periods	

CON010	Contracts	0	5	5
	General			
	Compliance / Work Products			

Includes proof of compliance or work products provided under written contracts, including government contracts. See CON000 for contract documentation.

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.

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 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

CON200	Contracts	0	IND	IND
	Liability Insurance			

Includes policies and description of coverage for insurance covering liability that may manifest in future years such as hazardous exposure.

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.

Legal Considerations

OH 123-0010-00 010	ORCA 2305.06	LA15	general / limitation of actions: contract / written
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Inter-University Council of Ohio
IUC Legal Group Index With Legal Research

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	

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

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

US 234-0200-00 010 34 CFR 99.32 ACT education: education records / privacy

Legal Considerations

US 225-0030-00 010 25 CFR 43.18	MAINT	education: privacy / student records, Native American
US 234-0170-00 010 34 CFR 99.21	MAINT	education: privacy / student records
US 225-0005-00 010 25 CFR 43.2	PROC	education: privacy / student records, Native American
US 225-0010-00 010 25 CFR 43.5	PROC	education: privacy / student records, Native American
US 225-0015-00 010 25 CFR 43.6	PROC	education: privacy / student records, Native American
US 225-0020-00 010 25 CFR 43.8	PROC	education: privacy / student records, Native American
US 234-0139-00 010 34 CFR 99.3	PROC	education: privacy / student records
US 234-0139-20 010 34 CFR 99.5	PROC	education: privacy / student records
US 234-0140-00 010 34 CFR 99.10	PROC	education: privacy / student records
US 234-0145-00 010 34 CFR 99.11	PROC	education: privacy / student records
US 234-0150-00 010 34 CFR 99.12	PROC	education: privacy / student records
US 234-0180-00 010 34 CFR 99.30	PROC	education: privacy / student records
US 234-0190-00 010 34 CFR 99.31	PROC	education: privacy / student records
US 234-0200-10 010 34 CFR 99.33	PROC	education: education records / privacy
US 234-0200-20 010 34 CFR 99.34	PROC	education: education records / privacy
US 234-0200-30 010 34 CFR 99.36	PROC	education: education records / privacy

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

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	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

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	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

EDU120

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	
US 224-0015-20 020	24 CFR 84.45	MAINT	education: grant administration / cost analysis	
US 224-0015-20 030	24 CFR 84.45	MAINT	health care: grant administration / cost analysis	
US 224-0015-25 020	24 CFR 84.46	MAINT	education: grant administration / procurement	
US 224-0015-25 030	24 CFR 84.46	MAINT	health care: grant administration / procurement	
US 224-0015-40 020	24 CFR 84.82	MAINT	education: grant administration / accounting	
US 224-0015-40 030	24 CFR 84.82	MAINT	health care: grant administration / accounting	
US 224-0015-45 020	24 CFR 84.83	MAINT	education: grant administration / property and equipment	
US 224-0015-45 030	24 CFR 84.83	MAINT	health care: grant administration / property and equipment	
US 228-0048-00 010	28 CFR 70.21	MAINT	health care: grant administration / accounting	
US 228-0048-00 020	28 CFR 70.21	MAINT	education: grant administration / accounting	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

EDU120

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	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

EDU120

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 242-0130-00 010	42 CFR 57.711	MAINT	education: grant administration / physician assistant training	
US 242-0200-00 010	42 CFR 57.2809	MAINT	education: grant administration / first year student assistance	
US 242-0240-00 010	42 CFR 58.28	MAINT	education: grant administration / public health graduate grants	
US 242-0250-00 010	42 CFR 58.413	MAINT	education: grant administration / allied health projects	
US 242-0265-00 010	42 CFR 60.51	MAINT	education: grant administration / health education assistance loans	
US 242-0273-00 010	42 CFR 60.61	MAINT	education: grant administration / health education assistance loans	
US 242-0350-00 010	42 CFR 124.8	MAINT	health care: grant administration / medical facility construction and modernization	
US 243-0002-10 010	43 CFR 12.921	MAINT	health care: grant administration / accounting	
US 243-0002-10 020	43 CFR 12.921	MAINT	education: grant administration / accounting	
US 243-0002-20 010	43 CFR 12.923	MAINT	health care: grant administration / in-kind valuation	
US 243-0002-20 020	43 CFR 12.923	MAINT	education: grant administration / in-kind valuation	
US 243-0003-00 010	43 CFR 12.934	MAINT	health care: grant administration / property and equipment	
US 243-0003-00 020	43 CFR 12.934	MAINT	education: grant administration / property and equipment	
US 243-0003-10 010	43 CFR 12.942	MAINT	education: grant administration / standards of conduct	
US 243-0003-10 020	43 CFR 12.942	MAINT	health care: grant administration / standards of conduct	
US 243-0003-30 010	43 CFR 12.945	MAINT	education: grant administration / cost analysis	
US 243-0003-30 020	43 CFR 12.945	MAINT	health care: grant administration / cost analysis	
US 243-0003-40 010	43 CFR 12.946	MAINT	education: grant administration / procurement	
US 243-0003-40 020	43 CFR 12.946	MAINT	health care: grant administration / procurement	
US 243-0003-45 010	43 CFR 12.947	MAINT	health care: grant administration / contract administration	
US 243-0003-45 020	43 CFR 12.947	MAINT	education: grant administration / contract administration	
US 245-0031-00 010	45 CFR 74.21	MAINT	education: grant administration / accounting	
US 245-0031-00 020	45 CFR 74.21	MAINT	health care: grant administration / accounting	
US 245-0051-00 010	45 CFR 74.23	MAINT	education: grant administration / in-kind valuation	
US 245-0051-00 020	45 CFR 74.23	MAINT	health care: grant administration / in-kind valuation	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

EDU120

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 245-0061-00 010	45 CFR 74.34	MAINT	education: grant administration / property and equipment	
US 245-0061-00 020	45 CFR 74.34	MAINT	health care: grant administration / property and equipment	
US 245-0063-00 010	45 CFR 74.45	MAINT	education: grant administration / procurement	
US 245-0063-00 020	45 CFR 74.45	MAINT	health care: grant administration / procurement	
US 245-0064-00 010	45 CFR 74.46	MAINT	education: grant administration / procurement	
US 245-0064-00 020	45 CFR 74.46	MAINT	health care: grant administration / procurement	
US 245-2000-00 010	45 CFR 2543.21	MAINT	health care: grant administration / accounting	
US 245-2000-00 020	45 CFR 2543.21	MAINT	education: grant administration / accounting	
US 245-2010-00 010	45 CFR 2543.23	MAINT	health care: grant administration / in-kind valuation	
US 245-2010-00 020	45 CFR 2543.23	MAINT	education: grant administration / in-kind valuation	
US 245-2020-00 010	45 CFR 2543.34	MAINT	health care: grant administration / property and equipment	
US 245-2020-00 020	45 CFR 2543.34	MAINT	education: grant administration / property and equipment	
US 245-2030-00 010	45 CFR 2543.42	MAINT	health care: grant administration / standards of conduct	
US 245-2030-00 020	45 CFR 2543.42	MAINT	education: grant administration / standards of conduct	
US 245-2040-00 010	45 CFR 2543.44	MAINT	health care: grant administration / procurement	
US 245-2040-00 020	45 CFR 2543.44	MAINT	education: grant administration / procurement	
US 245-2050-00 010	45 CFR 2543.45	MAINT	health care: grant administration / cost analysis	
US 245-2050-00 020	45 CFR 2543.45	MAINT	education: grant administration / cost analysis	
US 245-2060-00 010	45 CFR 2543.46	MAINT	health care: grant administration / procurement	
US 245-2060-00 020	45 CFR 2543.46	MAINT	education: grant administration / procurement	
US 249-0005-00 010	49 CFR 19.21	MAINT	education: grant administration / accounting	
US 249-0005-00 020	49 CFR 19.21	MAINT	health care: grant administration / accounting	
US 249-0005-10 010	49 CFR 19.42	MAINT	health care: grant administration / standards of conduct	
US 249-0005-10 020	49 CFR 19.42	MAINT	education: grant administration / standards of conduct	
US 249-0005-20 010	49 CFR 19.44	MAINT	health care: grant administration / procurement	
US 249-0005-20 020	49 CFR 19.44	MAINT	education: grant administration / procurement	
US 249-0005-30 010	49 CFR 19.45	MAINT	health care: grant administration / cost analysis	
US 249-0005-30 020	49 CFR 19.45	MAINT	education: grant administration / cost analysis	
US 249-0005-40 010	49 CFR 19.46	MAINT	education: grant administration / procurement	
US 234-0240-00 020	34 CFR 674.19	MEDIA	education: loans, federal guaranteed / accounting	
US 120-0020-00 010	20 USC 1232g	PROC	education: grant administration / privacy for student records	
US 234-0105-00 010	34 CFR 75.740	PROC	education: grant administration / privacy	

EDU121	Education	ACT+3	0	ACT+3
	Student Records			
	Loan Records			
	U.S. Department of Education			

Records related to loan provided by the U.S. Department of Education.

Legal Requirements

US 234-0230-10 010	34 CFR 668.24	ACT+3	education: financial assistance, federal / general requirements
US 234-0230-10 020	34 CFR 668.24	ACT	education: financial assistance, federal / general requirements

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

EDU122

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
EDU122	Education Student Records Loan Records Veterans Administration 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.	ACT+3	0	ACT+3
	Legal Requirements			
	US 238-0015-00 010 38 CFR 21.4209	3	education: financial assistance, federal / veterans, vocational assistance and rehabilitation	
	Legal Considerations			
	US 238-0021-10 010 38 CFR 21.4266	MAINT	education: financial assistance, federal / veterans, vocational assistance and rehabilitation	
EDU300	Education Educational Programs Records related to programs developed under federal grants.	ACT+3	ACT+6	ACT+6
	Legal Requirements			
	US 245-0010-00 010 45 CFR 46.115	ACT+3	education: research, human subjects / review procedures, subject protection	
	Legal Considerations			
	US 242-0345-00 010 42 CFR 75.App A	MAINT	education: accreditation / radiographers	
	US 242-0345-20 010 42 CFR 75.App D	MAINT	education: accreditation / nuclear medicine technologists	
EMP000	Employment General Includes wage rates, job descriptions, work schedules, employment practices and other employment requirements not included elsewhere.	3	0	3

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

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

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

EMP120

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

EMP120	Employment Benefits / Pensions Summary Data	6	ACT	ACT+6
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Includes summary of contributions, years of service, benefit accrued, and other information needed to implement the benefit and pension plans.

Legal Requirements

US 229-0300-00 010	29 CFR 516.5	3	general / employment: wage and hour / minimum wage and overtime
US 229-0920-00 010	29 CFR 1627.3	3	general / employment: wage and hour / payroll records
US 229-0310-00 010	29 CFR 516.6	2	general / employment: wage and hour / minimum wage and overtime
US 229-0780-00 010	29 CFR 1602.14	1	general / employment: employment records
US 229-0920-00 025	29 CFR 1627.3	1	general / employment: employment records / hiring

Legal Considerations

US 129-0060-00 010	29 USC 1059	MAINT	general / employment: benefit plans / employee summary records
US 205-0004-00 010	5 CFR 293.403	MAINT	government: agency records / employment records
US 226-1040-00 010	26 CFR 1.6047-1	MAINT	general / employment: benefit plans - pension plans / reporting requirements
US 229-0285-00 010	29 CFR 516.2	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0290-00 010	29 CFR 516.3	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0340-00 010	29 CFR 516.11	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0350-00 010	29 CFR 516.12	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0480-00 010	29 CFR 516.25	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0490-00 010	29 CFR 516.26	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0590-00 010	29 CFR 520.7	MAINT	general / employment: wage and hour / subminimum wage
US 229-0887-00 010	29 CFR 1607.4	MAINT	general / employment: equal employment opportunity / employee selection
US 229-0890-00 010	29 CFR 1607.15	MAINT	general / employment: equal employment opportunity / employee selection
US 205-0003-98 010	5 CFR 293.402	PROC	government: agency records / employment records
US 205-0004-02 010	5 CFR 293.405	PROC	government: agency records / employment records
US 229-0280-00 010	29 CFR 516.1	PROC	general / employment: wage and hour / minimum wage and overtime
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

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

EMP300

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

EMP300	Employment Employment Actions	5	3	5
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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
US 229-0150-00 010	29 CFR 405.9	5	general / employment: labor-management relations / employer reports
US 229-0160-00 010	29 CFR 406.8	5	general / employment: labor-management relations / consultant reports
OH 141-0010-00 010	ORCA 4111.08	3	general / employment: wage and hour
US 229-0300-00 010	29 CFR 516.5	3	general / employment: wage and hour / minimum wage and overtime
US 229-0580-00 010	29 CFR 519.17	3	education: employment - wage and hour / subminimum wage
US 229-0771-00 010	29 CFR 801.30	3	general / employment: polygraph testing
US 229-0850-00 010	29 CFR 1602.39	3	education: employment - equal employment opportunity / elementary and secondary schools
US 229-0870-00 010	29 CFR 1602.48	3	education: employment - equal employment opportunity / colleges
US 229-0920-00 010	29 CFR 1627.3	3	general / employment: wage and hour / payroll records
OH 141-0008-10 010	ORCA 4109.11	2	general / employment: wage and hour
US 229-0310-00 010	29 CFR 516.6	2	general / employment: wage and hour / minimum wage and overtime
US 229-0860-00 010	29 CFR 1602.40	2	education: employment - equal employment opportunity / elementary and secondary schools
US 229-0880-00 010	29 CFR 1602.49	2	education: employment - equal employment opportunity / colleges
US 229-0900-00 010	29 CFR 1620.32	2	general / employment: wage and hour / sex discrimination
US 229-0780-00 010	29 CFR 1602.14	1	general / employment: employment records
US 229-0920-00 025	29 CFR 1627.3	1	general / employment: employment records / hiring

Legal Considerations

OH 141-0008-00 010	ORCA 4109.02	MAINT	general / employment: wage and hour
OH 141-0013-00 010	ORCA 4115.07	MAINT	general / employment: wage and hour
OH 210-0010-00 010	OAC 4141-23-01	MAINT	general / employment: wage and hour
US 229-0285-00 010	29 CFR 516.2	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0290-00 010	29 CFR 516.3	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0340-00 010	29 CFR 516.11	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0350-00 010	29 CFR 516.12	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0480-00 010	29 CFR 516.25	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0490-00 010	29 CFR 516.26	MAINT	general / employment: wage and hour / minimum wage and overtime
US 229-0530-00 010	29 CFR 516.30	MAINT	general / employment: wage and hour / learners and students
US 229-0590-00 010	29 CFR 520.7	MAINT	general / employment: wage and hour / subminimum wage
US 229-0632-00 010	29 CFR 525.16	MAINT	general / employment: wage and hour / minimum wage - disabled workers
US 229-0887-00 010	29 CFR 1607.4	MAINT	general / employment: equal employment opportunity / employee selection
US 229-0890-00 010	29 CFR 1607.15	MAINT	general / employment: equal employment opportunity / employee selection
US 229-0915-00 010	29 CFR 1627.2	MAINT	general / employment: equal employment opportunity / age discrimination
US 129-0020-00 020	29 USC 255	LA3	general / limitation of actions: employment / wages, recovery of
US 229-0910-00 010	29 CFR 1620.33	LA3	general / employment: wage and hour / sex discrimination
OH 123-0040-00 020	ORCA 2305.11	LA2	general / limitation of actions: employment / wages, recovery of
US 129-0020-00 010	29 USC 255	LA2	general / limitation of actions: employment / wages, recovery of
US 129-2000-00 020	29 USC 2000E-5	LA6M	general / employment: equal employment opportunity
OH 210-0005-00 010	OAC 4101:9-4-20	PROC	general / employment: wage and hour
US 129-0010-00 010	29 USC 211	PROC	general / employment: wage and hour
US 229-0280-00 010	29 CFR 516.1	PROC	general / employment: wage and hour / minimum wage and overtime

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

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	

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

EMP500

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

EMP500	Employment Health and Safety Hazardous Exposure	ACT+30	IND	IND
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Includes requirements related to work-related exposure to hazardous substances.

Legal Requirements

US 229-1180-00 010	29 CFR 1910.1001	ACT+30	general / employment: health and safety - hazardous exposure / asbestos
US 229-1335-00 010	29 CFR 1910.1020	ACT+30	general / employment: health and safety - hazardous exposure / medical records
US 229-1386-50 020	29 CFR 1910.1050	ACT+30	general / employment: health and safety - hazardous exposure / employee exposure records
US 229-1320-00 010	29 CFR 1910.1017	ACT+20	general / employment: health and safety - hazardous exposure / vinyl chloride / medical records
US 229-1341-90 010	29 CFR 1910.1025	ACT+20	general / employment: health and safety - hazardous exposure / lead
US 229-1370-00 020	29 CFR 1910.1044	ACT+20	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1190-00 010	29 CFR 1910.1003	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1200-00 010	29 CFR 1910.1004	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1210-00 010	29 CFR 1910.1006	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1220-00 010	29 CFR 1910.1007	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1230-00 010	29 CFR 1910.1008	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1240-00 010	29 CFR 1910.1009	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1250-00 010	29 CFR 1910.1010	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1260-00 010	29 CFR 1910.1011	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1270-00 010	29 CFR 1910.1012	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1280-00 010	29 CFR 1910.1013	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1290-00 010	29 CFR 1910.1014	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1300-00 010	29 CFR 1910.1015	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1310-00 010	29 CFR 1910.1016	ACT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1341-90 020	29 CFR 1910.1025	40	general / employment: health and safety - hazardous exposure / lead
US 229-1370-00 010	29 CFR 1910.1044	40	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1083-40 010	29 CFR 1910.120	30	general / employment: health and safety - hazardous exposure / hazardous waste operations
US 229-1180-00 005	29 CFR 1910.1001	30	general / employment: health and safety - hazardous exposure / asbestos
US 229-1180-00 020	29 CFR 1910.1001	30	general / employment: health and safety - hazardous exposure / asbestos
US 229-1320-00 005	29 CFR 1910.1017	30	general / employment: health and safety - hazardous exposure / vinyl chloride / medical records
US 229-1320-00 020	29 CFR 1910.1017	30	general / employment: health and safety - hazardous exposure / vinyl chloride
US 229-1385-90 010	29 CFR 1910.1048	30	general / employment: health and safety - hazardous exposure / formaldehyde / exposure records
OH 141-0020-00 010	ORCA 4123.24	5	general / employment: workers compensation

Legal Considerations

OH 123-0060-00 010	ORCA 2305.14	LA10	general / limitation of actions: general
OH 141-0039-00 010	ORCA 4141.09	LA4	general / employment: workers compensation
OH 141-0025-00 010	ORCA 4123.26	MAINT	general / employment: workers compensation
OH 141-0030-00 010	ORCA 4123.28	MAINT	general / employment: workers compensation
US 229-1060-00 010	29 CFR 1910.38	MAINT	general / employment: health and safety - planning / emergency and fire prevention plans
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 229-1386-50 010	29 CFR 1910.1050	MAINT	general / employment: health and safety - hazardous exposure / list of chemicals
US 229-1388-00 010	29 CFR 1910.1200	MAINT	general / employment: health and safety - hazardous exposure / material safety data sheets

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

EMP500

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
	LRBR Code	Citation	Period	Industry / Subjects
	US 229-1388-00 020	29 CFR 1910.1200	MAINT	general / employment: health and safety - hazardous exposure / hazard communication
	US 229-1504-20 010	29 CFR 1926.59	MAINT	general / employment: health and safety - hazardous exposure / material safety data sheets
	OH 123-0030-00 010	ORCA 2305.10	LA2	general / limitation of actions: injury, personal
	OH 141-0035-00 010	ORCA 4123.84	LA2	general / employment: workers compensation
	OH 141-0036-00 010	ORCA 4123.85	LA2	general / limitation of actions: injury, personal
	OH 141-0017-00 010	ORCA 4123.23	PROC	general / employment: workers compensation
	US 229-1390-00 010	29 CFR 1913.10	PROC	general / employment: health and safety / employee medical record, access to

EMP700	Employment Health and Safety Illness / Accident		CY+5	6	6
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Includes requirements related to work-related illness and accident, including workers compensation.

Legal Requirements

US 249-0674-00 010	49 CFR 390.15	3	transportation: motor carriers / accident records (new)
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Legal Considerations

OH 210-0008-00 010	OAC 4121-3-03	MAINT	general / employment: health and safety / accidents / injuries
US 129-0035-00 010	29 USC 657	MAINT	general / employment: health and safety / accidents / injuries
US 229-0990-00 010	29 CFR 1904.4	MAINT	general / employment: health and safety / accidents / injuries
OH 123-0030-00 010	ORCA 2305.10	LA2	general / limitation of actions: injury, personal
OH 141-0036-00 010	ORCA 4123.85	LA2	general / limitation of actions: injury, personal
US 229-0985-00 010	29 CFR 1904.3	PROC	general / employment: health and safety / accidents / injuries
US 229-1000-00 010	29 CFR 1904.6	PROC	general / employment: health and safety / accidents / injuries
US 229-1003-00 010	29 CFR 1904.7	PROC	general / employment: health and safety / accidents / injuries
US 229-1007-00 010	29 CFR 1904.9	PROC	general / employment: health and safety / accidents / injuries

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

EMP800

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

EMP800	Employment Training	ACT+3	3	ACT+3
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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
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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
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Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

ENV100

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

ENV100	Environment Hazardous Substances General	ACT+6	IND	IND
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Records related to hazardous substances existing in the work place.

Legal Requirements

US 240-3080-00 010	40 CFR 262.20	ACT+3	general / environment: hazardous waste / reclamation agreement
US 240-4540-00 010	40 CFR 280.74	ACT+3	general / environment: underground storage tanks / closure
US 240-5110-00 010	40 CFR 761.30	ACT+3	general / environment: hazardous substances / PCB's
US 240-1666-30 010	40 CFR 68.67	ACT	general / environment: hazardous substances / chemical accident, hazard analysis
US 240-1666-35 010	40 CFR 68.70	ACT	general / environment: hazardous substances / chemical accident, operating procedures
US 240-1666-90 010	40 CFR 68.83	ACT	general / environment: hazardous substances / chemical accident, employee participation plan
US 240-1667-00 010	40 CFR 68.85	ACT	general / environment: hazardous substances / chemical accident, hot work permit
US 240-1667-10 010	40 CFR 68.87	ACT	general / environment: hazardous substances / chemical accident, contractors
US 240-1666-70 010	40 CFR 68.79	6	general / environment: hazardous substances / chemical accident, compliance audits
US 240-1310-00 010	40 CFR 63.10	5	general / environment: air pollution, hazardous / general requirements
US 240-1665-80 010	40 CFR 68.42	5	general / environment: hazardous substances / chemical accident history
US 240-1666-15 010	40 CFR 68.58	5	general / environment: hazardous substances / chemical accident, compliance audits
US 240-1666-20 010	40 CFR 68.60	5	general / environment: hazardous substances / chemical accident, incident investigation
US 240-1666-80 010	40 CFR 68.81	5	general / environment: hazardous substances / chemical accident, incident investigation
US 240-1667-70 010	40 CFR 68.200	5	general / environment: hazardous substances / chemical accident, records retention period
US 240-4530-00 010	40 CFR 280.45	5	general / environment: underground storage tanks / leak detection
US 240-4950-00 010	40 CFR 721.125	5	general / environment: hazardous substances / general requirements
US 240-5130-00 010	40 CFR 761.80	5	general / environment: hazardous substances / PCB cleanup
US 240-5135-00 010	40 CFR 761.93	5	general / environment: hazardous substances / PCB's
US 240-5140-00 010	40 CFR 761.125	5	general / environment: hazardous substances / PCB cleanup
US 240-3110-00 010	40 CFR 262.40	3	general / environment: hazardous waste / generator manifests
US 240-4300-00 010	40 CFR 271.10	3	general / environment: hazardous waste / generator requirements
US 240-4470-00 010	40 CFR 279.74	3	general / environment: hazardous waste / used oil, generator shipping records
US 240-0850-00 010	40 CFR 61.13	2	general / environment: air pollution, hazardous / general requirements
US 240-0860-00 010	40 CFR 61.14	2	general / environment: air pollution, hazardous / general requirements

Legal Considerations

US 142-0140-00 020	42 USC 9612	LA6	general / environment: hazardous substances / claims procedures
US 142-0150-00 020	42 USC 9613	LA6	general / environment: hazardous substances / claims procedures
US 240-1330-00 010	40 CFR 63.74	MAINT	general / environment: air pollution, hazardous / hazardous organics - general provisions
US 240-1665-70 010	40 CFR 68.39	MAINT	general / environment: hazardous substances / chemical accident analysis documentation
US 240-1666-00 010	40 CFR 68.52	MAINT	general / environment: hazardous substances / chemical accident, operating procedures
US 240-1666-25 010	40 CFR 68.65	MAINT	general / environment: hazardous substances / chemical accident, process safety
US 240-1666-40 010	40 CFR 68.71	MAINT	general / environment: hazardous substances / chemical accident, training
US 240-1666-50 010	40 CFR 68.73	MAINT	general / environment: hazardous substances / chemical accident, equipment testing
US 240-1666-60 010	40 CFR 68.75	MAINT	general / environment: hazardous substances / chemical accident, change procedures
US 240-1667-20 010	40 CFR 68.95	MAINT	general / environment: hazardous substances / chemical accident, emergency response plan
US 240-3100-00 010	40 CFR 262.34	MAINT	general / environment: hazardous waste / generator requirements
US 240-3120-00 010	40 CFR 262.42	MAINT	general / environment: hazardous waste / generator manifests
US 240-4490-00 010	40 CFR 280.11	MAINT	general / environment: underground storage tanks / financial guarantees
US 240-4500-00 010	40 CFR 280.31	MAINT	general / environment: underground storage tanks / cathodic protection

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

ENV100

Code	Subjects / Description	Legal Requirements	Legal Considerations	Total
LRBR Code	Citation	Period	Industry / Subjects	
US 240-4510-00 010	40 CFR 280.33	MAINT	general / environment: underground storage tanks / repairs	
US 240-4520-00 010	40 CFR 280.34	MAINT	general / environment: underground storage tanks / general requirements	
US 240-4570-00 010	40 CFR 280.111	MAINT	general / environment: underground storage tanks / financial guarantees	
US 240-5215-00 020	40 CFR 763.App E-D	MAINT	general / environment: hazardous substances / asbestos	
US 142-0140-00 010	42 USC 9612	LA3	general / environment: hazardous substances / claims procedures	
US 142-0150-00 010	42 USC 9613	LA3	general / environment: hazardous substances / claims procedures	
US 240-1310-00 020	40 CFR 63.10	MEDIA	general / environment: air pollution, hazardous / general requirements	
US 240-3130-00 010	40 CFR 262.44	PROC	general / environment: hazardous waste / generator manifests	

ENV110	Environment Hazardous Substances Transportation	3	IND	IND
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Includes records such as manifests related to the transportation of hazardous substances.

Legal Requirements

US 240-3110-00 010	40 CFR 262.40	3	general / environment: hazardous waste / generator manifests
US 240-4300-00 010	40 CFR 271.10	3	general / environment: hazardous waste / generator requirements

Legal Considerations

US 240-3100-00 010	40 CFR 262.34	MAINT	general / environment: hazardous waste / generator requirements
US 240-3120-00 010	40 CFR 262.42	MAINT	general / environment: hazardous waste / generator manifests
US 240-3130-00 010	40 CFR 262.44	PROC	general / environment: hazardous waste / generator manifests

Inter-University Council of Ohio

IUC Legal Group Index With Legal Research

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																																				
	<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> <p>Legal Requirements</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">US 129-0050-00 010</td> <td style="width: 20%;">29 USC 1027</td> <td style="width: 10%; text-align: center;">6</td> <td>general / employment: benefit plans / benefit plan records</td> </tr> <tr> <td>US 129-0030-00 010</td> <td>29 USC 436</td> <td style="text-align: center;">5</td> <td>general / employment: labor-management relations / labor organization reporting</td> </tr> <tr> <td>US 229-0150-00 010</td> <td>29 CFR 405.9</td> <td style="text-align: center;">5</td> <td>general / employment: labor-management relations / employer reports</td> </tr> <tr> <td>US 211-0100-00 010</td> <td>11 CFR 102.9</td> <td style="text-align: center;">3</td> <td>general: political committees / contributions, accounts and records</td> </tr> <tr> <td>US 211-0300-00 010</td> <td>11 CFR 104.14</td> <td style="text-align: center;">3</td> <td>general: political committees / contributions, report retention</td> </tr> </table> <p>Legal Considerations</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">US 211-0099-90 010</td> <td style="width: 20%;">11 CFR 102.5</td> <td style="width: 10%;">MAINT</td> <td>general: political committees / contributions, accounts and records</td> </tr> <tr> <td>US 211-0500-00 010</td> <td>11 CFR 104.18</td> <td>MAINT</td> <td>general: political committees / contributions, report retention</td> </tr> <tr> <td>US 226-1040-00 010</td> <td>26 CFR 1.6047-1</td> <td>MAINT</td> <td>general / employment: benefit plans - pension plans / reporting requirements</td> </tr> <tr> <td>US 211-0500-00 020</td> <td>11 CFR 104.18</td> <td>MEDIA</td> <td>general: political committees / contributions, report retention</td> </tr> </table>				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	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
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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																																				
	<p>Includes licenses and permits required to do business and regulatory orders governing the conduct of business.</p> <p>Legal Requirements</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;">US 240-1667-00 010</td> <td style="width: 20%;">40 CFR 68.85</td> <td style="width: 10%;">ACT</td> <td>general / environment: hazardous substances / chemical accident, hot work permit</td> </tr> <tr> <td>US 240-2560-00 010</td> <td>40 CFR 122.21</td> <td style="text-align: center;">3</td> <td>general / environment: water pollution / discharge permits</td> </tr> <tr> <td>US 240-2565-00 010</td> <td>40 CFR 122.34</td> <td style="text-align: center;">3</td> <td>general / environment: water pollution / discharge permits</td> </tr> <tr> <td>US 240-2570-00 010</td> <td>40 CFR 122.41</td> <td style="text-align: center;">3</td> <td>general / environment: water pollution / discharge permits</td> </tr> <tr> <td>US 240-2570-10 010</td> <td>40 CFR 122.44</td> <td style="text-align: center;">3</td> <td>general / environment: water pollution / discharge permits</td> </tr> </table>				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																
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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	
	OH 123-0050-00 010 ORCA 2305.131		LA10 general / limitation of actions: property, real / improvements	
	OH 123-0060-00 010 ORCA 2305.14		LA10 general / limitation of actions: general	
	OH 113-1000-00 060 ORCA 1303.16		LA6 general / limitation of actions: financial services / certificate of deposit	
	OH 113-1000-00 070 ORCA 1303.16		LA6 general / limitation of actions: financial services / draft	
	OH 141-0050-00 030 ORCA 4141.35		LA6 general / employment: unemployment compensation / unemployment compensation claim	
	US 128-0040-00 020 28 USC 2401		LA6 general / limitation of actions: other / suits against United States	
	US 135-0010-00 010 35 USC 286		LA6 general: patents / infringement	
	US 226-1970-00 020 26 CFR 301.6532-2		LA5 general / tax: general / suits by United States, fraud or misrepresentation	
	OH 123-0020-00 010 ORCA 2305.09		LA4 general / limitation of actions: injury, personal property	
	OH 141-0050-00 020 ORCA 4141.35		LA4 general / employment: unemployment compensation / unemployment compensation claim	
	OH 113-1000-00 030 ORCA 1303.16		LA3 general / limitation of actions: financial services / draft	
	OH 113-1000-00 050 ORCA 1303.16		LA3 general / limitation of actions: financial services / check, certified	
	OH 113-1000-00 080 ORCA 1303.16		LA3 general / limitation of actions: financial services / commercial paper	
	OH 141-0050-00 010 ORCA 4141.35		LA3 general / limitation of actions: employment / unemployment compensation claim	
	US 117-0010-00 010 17 USC 507		LA3 general / limitation of actions: copyright / civil actions	
	US 129-0020-00 020 29 USC 255		LA3 general / limitation of actions: employment / wages, recovery of	
	OH 123-0030-00 010 ORCA 2305.10		LA2 general / limitation of actions: injury, personal	
	OH 123-0040-00 020 ORCA 2305.11		LA2 general / limitation of actions: employment / wages, recovery of	
	OH 141-0036-00 010 ORCA 4123.85		LA2 general / limitation of actions: injury, personal	
	US 128-0040-00 010 28 USC 2401		LA2 general / limitation of actions: other / suits against United States	
	US 129-0020-00 010 29 USC 255		LA2 general / limitation of actions: employment / wages, recovery of	
	OH 123-0040-00 030 ORCA 2305.11		LA1 general / limitation of actions: other / torts	
NONE	No Legal Requirement			0 0 0
	No legal requirement.			

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 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.	0	ACT+10	ACT+10
Legal Considerations				
	OH 123-0030-00 010 ORCA 2305.10	LA2	general / limitation of actions: injury, personal	
	OH 141-0036-00 010 ORCA 4123.85	LA2	general / limitation of actions: injury, personal	
POL100	Policies / Procedures Compliance Records related to proof of compliance with company policies and procedures. Includes records retention documentation of destruction. Records retention documentation shows pattern of compliance with systematic program to destroy records.	0	10	10
POL200	Policies / Procedures Safety and Emergency Plans Includes requirements related to fire prevention, spill prevention and other emergency action plans.	ACT	ACT+10	ACT+10
Legal Requirements				
	US 240-1666-90 010 40 CFR 68.83	ACT	general / environment: hazardous substances / chemical accident, employee participation plan	
Legal Considerations				
	US 229-1060-00 010 29 CFR 1910.38	MAINT	general / employment: health and safety - planning / emergency and fire prevention plans	
	US 240-1667-20 010 40 CFR 68.95	MAINT	general / environment: hazardous substances / chemical accident, emergency response plan	
	OH 123-0030-00 010 ORCA 2305.10	LA2	general / limitation of actions: injury, personal	
	OH 141-0036-00 010 ORCA 4123.85	LA2	general / limitation of actions: injury, personal	



Model Retention Schedule

Accounting

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



Model Retention Schedule

Accounting

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



Model Retention Schedule

Accounting

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



Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Expenditure Report</i>	4	ACC3000	IUC-ACC-30-03
Periodic reports of expenditures, usually by department or account.			
<i>Fixed Assets Records</i>	ACT+6	ACC2000	IUC-ACC-20-01
Inventory and other information maintained on capitalized assets (structures, site improvements, machinery & equipment, information systems, furniture & fixtures, and vehicles)			
<i>General Ledgers</i>	6	ACC1010	IUC-ACC-30-04
A book containing a summary or detail of all transactions affecting the accounts of an institution. <i>Review for continuing historical value and transfer to institutional Archives.</i>			
<i>Invoices</i>	4	ACC1000	IUC-ACC-00-07
Bills for goods shipped or services rendered. Usually matched to purchase orders and delivery slips and attached to voucher for payment.			
<i>Journal Entries</i>	4	ACC3000	IUC-ACC-30-05
The means of entering details of a transaction into the accounting system. Journal entries are made in a journal and later posted to a ledger. Entry also includes a brief explanation.			



Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
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<i>Journals</i>	4	ACC3000	IUC-ACC-30-06
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The record in which financial transactions are first recorded before being posted as a debt or credit to an account in a ledger. A chronological documentation of transactions.

<i>Payroll</i>	4	ACC1000	IUC-ACC-40-02
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Change Report: Classified Staff

Bi-weekly listings of payroll adjustments processed through Personnel Services concerning full-time or part-time employee status, i.e., new employee, promotion, reclassification, leave of absence, lateral transfers, and removals. Report arranged by pay period.

<i>Payroll</i>	4	FIN1000	IUC-ACC-40-01
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Checks

Checks paid employees for services they perform.

<i>Petty Cash Records</i>	4	ACC1000	IUC-ACC-00-08
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<i>Receipts</i>	4	ACC1000	IUC-ACC-10-06
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Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
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<i>Registers</i>	4	ACC1000	IUC-ACC-30-07
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<i>Requisitions</i>	4	ACC1000	IUC-ACC-00-09
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Forms used to order good and services.

<i>Royalty Payments</i>	4	ACC1000	IUC-ACC-00-10
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<i>Sales Receipts</i>	4	ACC1000	IUC-ACC-10-07
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<i>Student Accounting Records</i>	4	ACC1000	IUC-ACC-50-01
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Files on individual students' paid and unpaid accounts, including loan applications, correspondence, account activity record, etc.



Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Student Accounting Records</i> Canceled Registration Files Record of canceled registrations, including amount owed, reason, etc.	4	ACC1000	IUC-ACC-50-02
<i>Student Accounting Records</i> Dorm Contracts Actual agreement between students and residence halls governing room and board and fee payment agreements. Includes meal plan authorizations.	4	ACC1000	IUC-ACC-50-03
<i>Student Accounting Records</i> Dorm Contracts Release Files Includes application, correspondence, and record of decision reached concerning request to break contracts for room and board.	4	ACC1000	IUC-ACC-50-04
<i>Student Accounting Records</i> Financial Aid Accounting Billing Letters Concerns students who withdrew or reduced credit hours and were billed for the return of surplus aid money.	4	ACC1000	IUC-ACC-50-05
<i>Student Accounting Records</i> Financial Aid Cancelled Check Records Canceled checks, check stubs, and check journals showing payments for financial aid made to students.	4	ACC1000	IUC-ACC-50-06



Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Student Accounting Records</i> Financial Aid Disbursement Records Statement by individual of award amounts disbursed. Contains name, type, and amount of award.	4	ACC1000	IUC-ACC-50-07
<i>Student Accounting Records</i> Insurance Records Record of students enrolled in university or college health program.	4	ACC1000	IUC-ACC-50-08
<i>Student Accounting Records</i> Tuition Remission Applications Record of tuition waiver for employees and dependents.	4	ACC1000	IUC-ACC-50-09
<i>Subsidiary Ledgers</i> A book of accounts of an institution.	4	ACC1000	IUC-ACC-30-08
<i>Telephone Expense Records</i> Periodic reports of long distance and local phone charges.	4	ACC1000	IUC-ACC-99-01



Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
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<i>Travel Expenses</i>	4	ACC1000	IUC-ACC-00-11
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Record of expenses incurred on official travel. Used to receive reimbursement.

<i>Unemployment Insurance Payments</i>	4	ACC1000	IUC-ACC-00-12
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<i>Vending Commission Income Records</i>	4	ACC1000	IUC-ACC-99-02
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Record of money received as commission on vending contracts.

<i>Voucher Register</i>	4	ACC1000	IUC-ACC-00-13
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A journal in which accounts payable and their payments are recorded.

<i>Vouchers</i>	4	ACC1000	IUC-ACC-00-14
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A record of cash disbursement used to establish control over expenditures and ensuring appropriate approval for each transaction.



Model Retention Schedule

Accounting

Record Series	Retention	Retention Rule	IUC Code
<i>Workers Compensation Payments</i>	4	ACC1000	IUC-ACC-40-03



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Academic Grievance Files</i></p> <p>Files documenting grievances of students against faculty members.</p> <p><i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i></p>	ACT+6	LEG4000	IUC-EDU-40-10
<p><i>Admissions</i></p> <p>Applicant Flow Data File</p> <p>Statistical information, percentages dealing with race, religion, sex, etc.</p>	6	LEG5000	IUC-EDU-10-20
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Advanced Placement Records</p> <p>Forms and records supporting consideration for advanced placement in course(s) where no credit is granted.</p>	ACT+1	EDU1010	IUC-EDU-10-09
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Applications for Admission or Readmission</p> <p>Forms requesting admission or readmission to the institution.</p>	ACT+1	EDU1010	IUC-EDU-10-01
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Correspondence</p> <p>Forms requesting admission or readmission to the institution.</p>	ACT+1	EDU1010	IUC-EDU-10-02



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Entrance Examination & Placement Test Reports</p> <p>Standardized test scores related to admission to the institution and placement test scores.</p>	ACT+1	EDU1010	IUC-EDU-10-03
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Letters of Recommendation</p> <p>Letters of reference supporting application to the institution.</p>	ACT+1	EDU1010	IUC-EDU-10-04
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Medical Records</p> <p>Medical records related to application to the institution.</p>	ACT+1	EDU1010	IUC-EDU-10-05
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Personalized Recruitment Materials</p> <p>Student-specific letters related to encouraging potential student to attend the institution.</p> <p><i>VA regulations require that all recruitment materials be retained 3 years.</i></p>	ACT+3	EDU1020	IUC-EDU-10-06
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Transcripts</p> <p>High School</p> <p><i>Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.</i></p>	ACT+1	EDU1010	IUC-EDU-10-07



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Transcripts</p> <p>Other Institutions of Higher Learning</p> <p>Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.</p> <p><i>Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.</i></p>	ACT+1	EDU1010	IUC-EDU-10-08
<p><i>Admissions</i></p> <p>Applicants who do Matriculate</p> <p>Transfer Credit Evaluations</p>	ACT+1	EDU1010	IUC-EDU-10-14
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Acceptance Letters</p> <p>Student-specific correspondence relating to admission and enrollment at the institution.</p>	ACT+1	EDU1010	IUC-EDU-10-10
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Acceptance Letters</p> <p>Letters notifying students of acceptance or non-acceptance to the institution.</p>	1	EDU1100	IUC-EDU-15-10



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Access To See Letters of Recommendation Waiver</p> <p>Student waivers for rights of access to see Letters of Recommendation for Admission.</p>	ACT+3	EDU1030	IUC-EDU-10-13
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Advanced Placement Records</p> <p>Forms and records supporting consideration for advanced placement in course(s) where no credit is granted.</p>	1	EDU1100	IUC-EDU-15-09
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Applications for Admission or Readmission</p> <p>Forms requesting admission or readmission to the institution.</p>	1	EDU1100	IUC-EDU-15-01
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Correspondence</p> <p>Forms requesting admission or readmission to the institution.</p>	1	EDU1100	IUC-EDU-15-02
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Entrance Examination & Placement Test Reports</p> <p>Standardized test scores related to admission to the institution and placement test scores.</p>	1	EDU1100	IUC-EDU-15-03



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Foreign Student Forms</p> <p>I-20 and other forms.</p> <p><i>Since many items included in foreign students' records are to be retained for at least five years, it is recommended that Immigration and Naturalization Service documentation also be retained five years.</i></p>	ACT+3	LEG5040	IUC-EDU-10-11
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Letters of Recommendation</p> <p>Letters of reference supporting application to the institution.</p>	1	EDU1100	IUC-EDU-15-04
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Medical Records</p> <p>Medical records related to application to the institution.</p>	1	EDU1100	IUC-EDU-15-05
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Personalized Recruitment Materials</p> <p>Student-specific letters related to encouraging potential student to attend the institution.</p> <p><i>VA regulations require that all recruitment materials be retained 3 years.</i></p>	ACT+3	EDU1020	IUC-EDU-15-06
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Residency Status Documents</p> <p>Documents supporting determination of legal domicile (residency).</p>	6	LEG5000	IUC-EDU-10-12



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Transcripts</p> <p>High School</p> <p><i>Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.</i></p>	1	EDU1100	IUC-EDU-15-07
<p><i>Admissions</i></p> <p>Applicants who do not Matriculate</p> <p>Transcripts</p> <p>Other Institutions of Higher Learning</p> <p>Records of courses taken at other post-secondary institutions and documents supporting prior learning, including credit for military training.</p> <p><i>Some documents from institutions in other countries may be originals and therefore difficult or impossible for the applicant to replace. The records custodian may want to return these documents to the applicant.</i></p>	1	EDU1100	IUC-EDU-15-08
<p><i>Classes</i></p> <p>Audit Authorizations</p> <p>Approval forms to audit a class.</p>	ACT+3	EDU1015	IUC-EDU-35-03
<p><i>Classes</i></p> <p>Change of Course Schedule (Add/Drop)</p>	ACT+1	EDU1010	IUC-EDU-35-06



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p>Classes</p> <p>Class Schedules (Students)</p> <p>Lists of classes student took a given term.</p>	ACT+1	EDU1010	IUC-EDU-35-09
<p>Classes</p> <p>Credit by Examination Form</p>	IND	EDU1000	IUC-EDU-35-02
<p>Classes</p> <p>Credit/No Credit Approvals</p> <p><i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i></p>	ACT+3	EDU1015	IUC-EDU-35-05
<p>Classes</p> <p>Official Class Roster</p> <p>Lists of students enrolled for individual classes.</p>	ACT+3	EDU1015	IUC-EDU-35-08
<p>Classes</p> <p>Pass/Fail Request</p>	ACT+1	EDU1010	IUC-EDU-35-04



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
Classes Registration/Enrollment Forms	ACT+3	EDU1015	IUC-EDU-35-01
Classes Withdrawal Authorizations	ACT+3	EDU1015	IUC-EDU-35-07
Curriculum Catalogs Official course bulletins of the institution. <i>Review for continuing historical value and potential transfer to institutional Archives.</i>	IND	EDU3000	IUC-EDU-30-02
Curriculum Development Files Files documenting approval of new programs and degrees. <i>Review for continuing historical value and potential transfer to institutional Archives.</i>	IND	EDU3000	IUC-EDU-30-01
Curriculum Schedule of Classes (Institutional) Schedule of classes offered each term by the institution. <i>Review for continuing historical value and potential transfer to institutional Archives.</i>	IND	EDU3000	IUC-EDU-30-03



Model Retention Schedule

Education & Student

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



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Financial Aid</i></p> <p>Non U.S. Department of Education Funding</p> <p>Ohio Instructional Grants</p> <p>Files</p> <p>Record submitted by student for payment of fees. Eventually sent to OBOR for payment.</p> <p><i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i></p>	ACT+1	EDU1010	IUC-EDU-20-05
<p><i>Financial Aid</i></p> <p>Non U.S. Department of Education Funding</p> <p>Ohio Instructional Grants</p> <p>Rosters</p> <p>List of students receiving grants for current academic year.</p>	ACT+6	EDU2000	IUC-EDU-20-04
<p><i>Financial Aid</i></p> <p>Non U.S. Department of Education Funding</p> <p>Student Files</p> <p>Files on recipients, including: FAF's, and FAF need analysis reports, parental tax files, award letters, Statement of Educational Progress, grants-in-aid documentation, guaranteed student loan applications, health profession loan files, nursing loan files, scholarships, National Merit Scholarships, graduate assistantships, sponsored student accounts</p>	ACT+6	EDU2000	IUC-EDU-20-01
<p><i>Financial Aid</i></p> <p>Non U.S. Department of Education Funding</p> <p>Work-Study Student Files</p> <p>Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.</p>	ACT+6	EDU2000	IUC-EDU-20-02



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Financial Aid</i></p> <p>U.S. Department of Education Funding Federal Loan Check Registers</p> <p>Record of checks sent to students for National Direct Student Loans and Health Education Assistance Loans.</p>	ACT+3	EDU2100	IUC-EDU-20-13
<p><i>Financial Aid</i></p> <p>U.S. Department of Education Funding General Administrative Annual Interim Fiscal Operations Reports</p> <p>Reports to federal government on expenditures for federal programs.</p> <p><i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i></p>	ACT+3	EDU2100	IUC-EDU-20-12
<p><i>Financial Aid</i></p> <p>U.S. Department of Education Funding Student Files</p> <p>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 assistantships, sponsored student accounts.</p>	ACT+3	EDU2100	IUC-EDU-20-10
<p><i>Financial Aid</i></p> <p>U.S. Department of Education Funding Work-Study Student Files</p> <p>Contains application, PERS exemption form, and evaluations of students employed under Work-Study Program.</p>	ACT+3	EDU2100	IUC-EDU-20-11



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Grades</i></p> <p>Change of Grade Forms (Update Documents)</p>	IND	EDU1000	IUC-EDU-35-13
<p><i>Grades</i></p> <p>Faculty Grade Report (Grade or narrative)</p> <p>Copy of grade reports as submitted to registrar by faculty.</p>	IND	EDU1000	IUC-EDU-35-10
<p><i>Grades</i></p> <p>Grade Reports (Registrar's Copies)</p> <p>Copy of grade report as sent to student. Grade or narrative.</p>	ACT+1	EDU1010	IUC-EDU-35-11
<p><i>Grades</i></p> <p>Grade Statistics</p> <p><i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i></p>	IND	EDU3000	IUC-EDU-35-12
<p><i>Graduation</i></p> <p>Applications for Graduation</p>	ACT+1	EDU1010	IUC-EDU-35-20



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
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<i>Graduation</i> Commencement Programs	IND	EDU3000	IUC-EDU-35-23
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Review for continuing administrative and historical value and potential transfer to institutional Archives.

<i>Graduation</i> Graduation Authorizations	ACT+1	EDU1010	IUC-EDU-35-21
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Documents certifying completion of degree requirements.

<i>Graduation</i> Graduation Lists	IND	EDU3000	IUC-EDU-35-22
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Review for continuing administrative and historical value and potential transfer to institutional Archives.

<i>Head Start</i>	ACT+5	LEG2000	IUC-EDU-00-30
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Documents of Head Start meetings and grantee level matters.

<i>IPEDS Report</i>	IND	EDU3000	IUC-EDU-00-04
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Integrated Post-secondary Education Data System



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>OBOR Report</i></p> <p>Ohio Board of Regents</p>	IND	EDU3000	IUC-EDU-00-05
<p><i>Placement Files</i></p> <p>Files maintained on alumni for purposes of career placement. Includes credentials, letters of recommendations, etc. Students pay to have credentials maintained.</p>	ACT+1	EDU1010	IUC-EDU-00-20
<p><i>Requests</i></p> <p>Disclosures of Personally Identifiable Information</p>	ACT+3	EDU1030	IUC-EDU-00-10
<p><i>Requests</i></p> <p>Health Insurance Waivers</p> <p>Signed waiver indicating student's acceptance or waiver of university student health insurance.</p>	1	ADM9900	IUC-EDU-00-13
<p><i>Requests</i></p> <p>Student Requests for Nondisclosure of Directory Information</p>	ACT+3	EDU1030	IUC-EDU-00-12



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
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<i>Requests</i> Student's Written Consent for Records Disclosure	ACT+3	EDU1030	IUC-EDU-00-11
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<i>Research</i> Grants Files Awarded Files containing proposal, budgets, accounting information on grants received by faculty members from federal and state agencies and private foundations. <i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i>	ACT+5	LEG2000	IUC-EDU-50-10
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<i>Research</i> Grants Files Not Awarded Applications and proposals by faculty for grants that were not funded.	1	ADM9900	IUC-EDU-50-11
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<i>Research</i> Research Protocol Committee Files Includes lists of protocols to be considered, new reviews, approvals, requests, and revised protocol forms. <i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i>	ACT+10	ADM3000	IUC-EDU-50-01
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<i>Research</i> 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
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Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Statistics</i> Degree</p>	IND	EDU3000	IUC-EDU-00-01
<p><i>Statistics</i> Enrollment</p>	IND	EDU3000	IUC-EDU-00-02
<p><i>Statistics</i> Racial/Ethnic</p>	IND	EDU3000	IUC-EDU-00-03
<p><i>Student Disciplinary Files</i></p> <p>Files maintained by student affairs on students who have been accused of disciplinary violations.</p>	ACT+6	LEG4000	IUC-EDU-40-01
<p><i>Student Disciplinary Files</i> Academic Action Notifications</p> <p>Communications notifying students of dismissal, academic probation, etc.</p>	ACT+1	EDU1010	IUC-EDU-40-04



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
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<i>Student Disciplinary Files</i> Requests for Formal Hearings	ACT+3	EDU1030	IUC-EDU-40-02
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<i>Student Disciplinary Files</i> Student Statements Regarding Hearing Panel Decisions Student statements on content of records regarding hearing panel decisions.	ACT+3	EDU1030	IUC-EDU-40-05
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<i>Student Disciplinary Files</i> Written Decisions of Hearing Panels	ACT+3	EDU1030	IUC-EDU-40-03
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<i>Student Records</i> Academic Records Record of academic work pursued, including: grades, course evaluations, competency assessments, etc.	IND	EDU1000	IUC-EDU-35-30
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<i>Student Records</i> College or Departmental Office Files Files maintained in individual college and department offices on students enrolled in that college or department. Includes transcripts, letters of recommendation, etc. Includes students who have graduated, actively enrolled students, and students who are no longer actively enrolled.	ACT+1	EDU1010	IUC-EDU-35-34
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Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<p><i>Student Records</i></p> <p>Continuing Education</p> <p>Files include two types of records: students enrolled in special interest courses, and students enrolled in professional certification programs.</p>	ACT+3	EDU1015	IUC-EDU-35-35
<p><i>Student Records</i></p> <p>Correspondence</p> <p>Student-specific correspondence (other than admissions).</p>	ACT+1	EDU1010	IUC-EDU-35-31
<p><i>Student Records</i></p> <p>Program Requirement Modification</p> <p>Change of major forms; degree requirement waiver or substitution authorization.</p>	ACT+1	EDU1010	IUC-EDU-35-33
<p><i>Student Records</i></p> <p>Transcript Requests (other than student requested)</p>	ACT+3	EDU1030	IUC-EDU-35-36
<p><i>Student Records</i></p> <p>Veterans Administration Records and Correspondence</p>	ACT+3	EDU1020	IUC-EDU-35-32



Model Retention Schedule

Education & Student

Record Series	Retention	Retention Rule	IUC Code
<i>Tuition and Fee Schedule</i>	IND	EDU3000	IUC-EDU-00-06

Listing of fee charges for each term by an institution.



Model Retention Schedule

Environmental

Record Series	Retention	Retention Rule	IUC Code
<i>Environmental Monitoring Records</i>	5	ENV1000	IUC-ENV-00-01
<i>Radioactive Materials</i> Transportation Records DOT transfer record; Authorization for shipment of RAM; and Off-site transfers.	IND	ENV2010	IUC-ENV-00-02
<i>Radioactive Materials</i> Waste Records RAM use cards, specific use, and disposal information.	ACT+3	LEG5020	IUC-ENV-00-03



Model Retention Schedule

Finance

Record Series	Retention	Retention Rule	IUC Code
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<i>Annual Financial Report</i>	4	FIN7000	IUC-FIN-00-01
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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.

Review for continuing historical value and potential transfer to Institutional Archives.

<i>Audit Report</i>	4	FIN7010	IUC-FIN-00-02
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External

Final report of state or independent auditor.

Review for continuing historical value and potential transfer to Institutional Archives.

<i>Audit Report</i>	4	ADM3010	IUC-FIN-00-03
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Internal

Final report internal auditor.

<i>Bank Deposits</i>	4	FIN1000	IUC-FIN-10-01
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Record of deposits in banking institutions.

<i>Bank Reconciliations</i>	4	FIN1000	IUC-FIN-10-02
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Explanation of differences between bank statement balance and actual balance.



Model Retention Schedule

Finance

Record Series	Retention	Retention Rule	IUC Code
<i>Bank Statements</i> Periodic statement of bank balances.	4	FIN1000	IUC-FIN-10-03
<i>Bids</i> Accepted For purchases.	ACT+5	FIN8010	IUC-FIN-20-01
<i>Bids</i> Rejected For purchases.	3	FIN8000	IUC-FIN-20-02
<i>Bond Registers</i> Listing of bonds sold, usually for building projects, showing purchaser, date redeemed, interest due, etc.	ACT+6	FIN5000	IUC-FIN-30-01
<i>Budget</i> Institutional Final, approved, yearly budget for institution, usually in printed form. <i>Review for continuing historical value and potential transfer to institutional Archives</i>	ACT+1	FIN2000	IUC-FIN-00-04



Model Retention Schedule

Finance

Record Series	Retention	Retention Rule	IUC Code
<p><i>Budget</i></p> <p>Planning Documents</p> <p>Budget requests, including program plans for coming year, usually by cost center.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives</i></p>	ACT+1	FIN2000	IUC-FIN-00-05
<p><i>Canceled Checks</i></p>	4	FIN1000	IUC-FIN-10-04
<p><i>Check Register</i></p> <p>Book or original entry for all cash disbursements paid by check.</p>	4	FIN1000	IUC-FIN-10-05
<p><i>Delivery Slips</i></p> <p>Documents sent with purchased goods indicating item(s) shipped.</p>	3	FIN8020	IUC-FIN-20-04
<p><i>Endowment Fund Reports</i></p> <p>Annual</p> <p>Annual report of funds received and expended by endowment accounts. May be in form of report to donors.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	ACT+6	FIN3000	IUC-FIN-30-02



Model Retention Schedule

Finance

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



Model Retention Schedule

General
Administrative

Record Series	Retention	Retention Rule	IUC Code
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<i>Accreditation Files</i>	4	ADM3010	IUC-ADM-10-01
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University, college or department files documenting accreditation review by accrediting agencies.

Review for continuing historical value and potential transfer to institutional Archives.

<i>Bookstore Management Documentation</i>	4	ADM3010	IUC-ADM-40-01
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Including buy-back records, cash drawer sign-out sheets, cashier balancing forms, charge forms, mark-up/mark-down sheets, merchandise return records, and special orders.

<i>Input Documents</i>	SUP	ADM9905	IUC-ADM-00-03
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Copies of records or forms designed and used solely for data input and control.

<i>Organizational Charts</i>	ACT+10	ADM3000	IUC-ADM-00-04
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Review for continuing historical value and potential transfer to institutional Archives.

<i>Pre-School Program</i>	ACT+6	LEG4000	IUC-ADM-50-01
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Attendance Records

Pre-School Attendance and Emergency Sheets.



Model Retention Schedule

General
Administrative

Record Series	Retention	Retention Rule	IUC Code
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<p><i>Pre-School Program</i></p> <p>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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<p><i>Records Destruction Documentation</i></p>	10	ADM3020	IUC-ADM-20-01
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<p><i>Subject Files</i></p> <p>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><i>Subject Files</i></p> <p>President, Vice President, Director, Dean, or Chair</p> <p>Files of correspondence, reports, memoranda, etc., documenting activities of these upper level administrative offices.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	3	ADM9910	IUC-ADM-00-01
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<p><i>Surplus Property Documentation</i></p>	ACT+6	ADM2020	IUC-ADM-30-01
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Model Retention Schedule

General
Administrative

Record Series

Retention

Retention Rule

IUC Code

University Governance Files

3

ADM9910

IUC-ADM-00-05

Files of minutes of boards, committees, and other governance groups documenting official actions of governing bodies.

Review for continuing historical value and potential transfer to Institutional Archives.



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Affirmative Action</i></p> <p>Complaint Files</p> <p>Record of staff or student grievances based on equal opportunity and affirmative action regulations. Files arranged alphabetically.</p>	ACT+6	LEG4000	IUC-HR-10-04
<p><i>Affirmative Action</i></p> <p>EE-06 Report [EEOC]</p> <p>Annual report required by the federal government, including information on race, sex, salary, tenure, etc. for different groups of employees.</p>	6	LEG5000	IUC-HR-10-03
<p><i>Affirmative Action</i></p> <p>Plan Files</p> <p>Procedures and regulations to be followed, work force analysis, goals, timetables, statistics.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	6	LEG5000	IUC-HR-10-01
<p><i>Affirmative Action</i></p> <p>Position Applicant Files</p> <p>Record of affirmative action procedures followed for university or college position openings. Files include position request and authorization forms, job descriptions, appointment activity record, proof of citizenship, chronological data on search and correspondence. Files divided into faculty, contract and classified staff headings. The classified staff portion is comprised of statistical data sent to Affirmative Action Office by Personnel Office. Under these headings, files are arranged alphabetically by department or office.</p>	6	LEG5000	IUC-HR-10-02



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Classified Staff Report</i>	1	ADM9900	IUC-HR-20-21
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Monthly and annual reports listing information on classified employees such as promotions, training, classifications, new hires, pay range / step, suspensions, terminations, etc.

<i>Classified Staff Report</i>	6	LEG5000	IUC-HR-20-22
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Categorical Summary

Listing of civil service employees categorized by race and sex.

Review for continuing administrative or historical value and potential transfer to institutional Archives.

<i>Classified Staff Report</i>	3	PER9900	IUC-HR-20-25
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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.

<i>Classified Staff Report</i>	5	PER3010	IUC-HR-20-23
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Suspension Files

Record of suspended university or college employees including name, classification, department, reason for suspension and duration of suspension, pertinent supporting documentation.

<i>Classified Staff Report</i>	4	ACC1000	IUC-HR-20-24
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Union Dues Membership List

Copy of biweekly listing of university or college employees paying dues to unions, including pertinent personal data, classification and department.



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Collective Bargaining Agreements</i>	ACT+5	LEG2000	IUC-HR-20-01
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Review for continuing administrative or historical value and potential transfer to institutional Archives.

<i>Department Assistance File</i>	1	ADM9900	IUC-HR-20-16
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Classified Staff

Correspondence documenting Personnel Office services to university or college departments regarding classified staff positions.

<i>Employment</i>	6	LEG5000	IUC-HR-40-15
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Alien Certification Files

Records of employee requests made to the Department of Labor and Immigration and Naturalization for work certification. In addition to certification, the files include transcripts, letters of reference, resume and other pertinent documentation. Files arranged alphabetically.

<i>Employment</i>	3	PER2000	IUC-HR-40-08
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Classified Staff

Applicant Card Files

Reference card file that lists name, address, telephone number, date of application, classification of individuals who have applied for classified positions.

<i>Employment</i>	3	PER2000	IUC-HR-40-07
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Classified Staff

Application Files

Includes application form, resume, test results, referral and interview data.



Model Retention Schedule

Human Resources

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

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Employment</i></p> <p>Faculty</p> <p>Declinations Files</p> <p>Contracts, recommendations, letters of people who have declined positions.</p>	3	PER2000	IUC-HR-40-02
<p><i>Employment</i></p> <p>Faculty</p> <p>Search Committee</p> <p>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.</p>	3	PER2000	IUC-HR-40-01
<p><i>Employment</i></p> <p>Residence Hall Advisers</p> <p>Not Selected</p> <p>Files on candidates not selected as residence hall advisors.</p>	3	PER2000	IUC-HR-40-13
<p><i>Employment</i></p> <p>Residence Hall Advisers</p> <p>Selected</p> <p>Files on candidates selected for employment as residence hall advisors.</p>	ACT+6	PER3000	IUC-HR-40-12
<p><i>Employment</i></p> <p>Staff</p> <p>Applicant Files</p> <p>Resumes on file.</p>	3	PER2000	IUC-HR-40-05



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Employment</i> 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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<i>Employment</i> Student Summer Contracts Flyers for on- and off-campus employment opportunities.	ACT	REF0000	IUC-HR-40-14
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<i>Employment Forms</i> 1099 Federal form used to report salaries, wages, and tips of temporary employees.	6	LEG5000	IUC-HR-50-01
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<i>Employment Forms</i> I-9 (Student) Federal employment eligibility verification for on-campus student employees.	ACT+3	LEG5040	IUC-HR-50-02
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<i>Employment Forms</i> Payroll Deduction Authorizations All forms used to authorize deductions for charitable organizations, credit unions, union dues, U.S. Savings Bonds, etc.	ACT+6	PER1030	IUC-HR-50-05
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Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Employment Forms</i></p> <p>W-2</p> <p>Federal form reporting salaries, wages, and tips for each employee to the IRS.</p>	6	LEG5000	IUC-HR-50-03
<p><i>Employment Forms</i></p> <p>W-4</p> <p>Forms completed by employee showing federal tax withholding exemptions.</p>	ACT+6	PER1030	IUC-HR-50-04
<p><i>Faculty Employment Reports</i></p> <p>Activity & Service</p> <p>Records for the academic year and each term listing teaching and advisory assignments, research, administrative duties and public service. Data is included for full-time and part-time faculty and graduate assistants. Reports printed either alphabetically by name of faculty member or by department.</p> <p><i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i></p>	ACT+6	PER3000	IUC-HR-20-27
<p><i>Faculty Employment Reports</i></p> <p>Index System</p> <p>Cards or other reference list for all active and inactive faculty.</p> <p><i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i></p>	ACT+6	PER3000	IUC-HR-20-26
<p><i>Garnishment Documentation</i></p> <p>Classified Staff</p> <p>Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.</p>	ACT+3	LEG5030	IUC-HR-40-42



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Garnishment Documentation</i></p> <p>Faculty</p> <p>Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.</p>	ACT+3	LEG5030	IUC-HR-40-40
<p><i>Garnishment Documentation</i></p> <p>Staff</p> <p>Contains copies of court orders, pertinent employee data, computation data, employee acknowledgement forms, IRS notices of levy, and correspondence regarding employee garnishment cases.</p>	ACT+3	LEG5030	IUC-HR-40-41
<p><i>Hazardous Materials</i></p> <p>Exposure Documentation</p>	IND	PER4030	IUC-HR-30-10
<p><i>Hazardous Materials</i></p> <p>Exposure Documentation</p> <p>Radioactive Materials</p> <p>Files of monthly reports of persons exposure to Radioactive Materials.</p>	IND	PER4030	IUC-HR-30-11
<p><i>Hazardous Materials</i></p> <p>Exposure Documentation</p> <p>Radioactive Materials</p> <p>Incident Report</p> <p>Report of Radioactive Materials Incident.</p>	IND	PER4030	IUC-HR-30-12



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Hazardous Materials</i></p> <p>Radiation Safety Workers</p> <p>Includes training records, exposure records, applications and authorizations, documents of Authorized Users Lab; Specific RW Training/Interview; Emergency Notification, and Declaration of Pregnancy forms.</p>	IND	PER4030	IUC-HR-30-13
<p><i>Hazardous Materials</i></p> <p>Radioactive Materials Authorized Users</p> <p>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.</p>	IND	PER4030	IUC-HR-30-14
<p><i>Layoff Documentation</i></p> <p>Classified Staff</p> <p>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.</p>	5	PER3010	IUC-HR-40-50
<p><i>Leave Record</i></p> <p>Classified Staff</p> <p>Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.</p>	5	PER3010	IUC-HR-00-03
<p><i>Leave Record</i></p> <p>Faculty</p> <p>Vacation and sick leave earned and used.</p>	ACT+6	PER3000	IUC-HR-00-01



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Leave Record</i></p> <p>Staff</p> <p>Forms used to document sick leave and vacation leave. Includes hiring date, longevity date, amount of sick leave and vacation leave accrued.</p>	5	PER3010	IUC-HR-00-02
<p><i>Ohio Board of Regents Annual FTE Report</i></p> <p>Annual printout required by the Ohio Board of Regents documenting full-time equivalent staffing levels. The summary of the inventory is sent to the Ohio Board of Regents.</p> <p><i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i></p>	1	ADM9900	IUC-HR-20-20
<p><i>Performance Evaluation</i></p> <p>Classified Staff</p> <p>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.</p>	5	PER3010	IUC-HR-40-35
<p><i>Performance Evaluation</i></p> <p>Classified Staff</p> <p>Reclassification Files</p> <p>Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.</p>	5	PER3010	IUC-HR-40-36
<p><i>Performance Evaluation</i></p> <p>Faculty</p> <p>Promotion & Tenure Files</p> <p>Recommendations, evaluations, materials submitted for promotion or tenure. Tenure and promotion recommendations (approval or denial) and pertinent correspondence maintained in permanent personnel file.</p> <p><i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i></p>	5	PER3010	IUC-HR-40-31



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<p><i>Performance Evaluation</i></p> <p>Faculty</p> <p>Promotion & Tenure Policy</p> <p>Copy of departmental guidelines, policies, procedures, notices of guidelines, administrative memos, lists of eligible faculty.</p> <p><i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i></p>	10	ADM3020	IUC-HR-40-30
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<p><i>Performance Evaluation</i></p> <p>Faculty</p> <p>Teaching Evaluations</p> <p>Student evaluations of teacher's performance. Used for Reappointment, Promotion, and Tenure.</p> <p><i>1 Year if summaries are made based upon Records Retention Rule MIS1010 (Miscellaneous Reports/Copies: Records replaced periodically by newer, updated ones.; Retention=Superseded).</i></p>	5	PER3010	IUC-HR-40-32
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<p><i>Performance Evaluation</i></p> <p>Staff</p> <p>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.</p>	5	PER3010	IUC-HR-40-33
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<p><i>Performance Evaluation</i></p> <p>Staff</p> <p>Reclassification Files</p> <p>Record of university or college employee reclassification with accompanying job audit reviews, audit appeals, position description questionnaires, correspondence and final decision documentation.</p>	5	PER3010	IUC-HR-40-34
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Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Personnel Files</i>	ACT+6	PER3000	IUC-HR-40-22
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Classified Staff

Employment record maintained for full-time and part-time classified employees. Files may contain applications, copies of driver's license, Social Security card, birth certificate, payroll, leave or absence requests, letters of commendation and reprimand, transfer requests, leave forms, evaluations, reclassifications, certifications, promotions, step increases, longevity, PERS forms, employee's inspection of personnel file form, personnel card, etc.

Review for continuing administrative value.

<i>Personnel Files</i>	ACT+6	PER3000	IUC-HR-40-23
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Classified Staff

Card File

File card coordinated to classified personnel files. Includes name, Social Security Number, status, classification, department, anniversary date, pay, resignation, date, sick leave, performance, etc.

Review for continuing administrative value.

<i>Personnel Files</i>	5	PER3010	IUC-HR-40-24
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Classified Staff

Summer Employment

Record of employees with alternate summer job responsibilities usually in dining halls, union, health center, residence halls and custodial.

<i>Personnel Files</i>	ACT+6	PER3000	IUC-HR-40-20
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Faculty

Original faculty contracts and addenda, promotion and tenure documentation, original transcripts, hiring documentation, resumes, letters of recommendation, correspondence, teaching schedules, tax forms, sabbatical information, evaluation forms, STRS forms, promotion and tenure decisions. Includes part-time and adjunct faculty files.

Review for continuing administrative value.



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Personnel Files</i>	ACT+6	PER3000	IUC-HR-40-21
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Staff

Employment record maintained for full-time and part-time university or college contract employees. Files can contain position descriptions, applications, letters of appointment or change, personnel data, notice of salary rate, copies of birth certificate, annual contracts, performance evaluations, PERS forms, previous state service forms, Social Security card, reclassification notices, letters of commendation or reprimand, publications, evidence of continuing education, transfers, leave of absence requests, payroll forms, vacation and sick leave reports, resignations, termination notices.

Review for continuing administrative value.

<i>Personnel Files</i>	ACT+6	PER3000	IUC-HR-40-25
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Student Employee

Active and inactive files. Student authorization forms, State and federal withholdings, PERS, step increases, termination notices, reclassification forms, exemptions.

Review for continuing administrative value.

<i>Personnel Files</i>	1	ADM9900	IUC-HR-40-26
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Student Employee

Summary Report

Stipend list, updated social security number reports, 1040 hours report, termination reports, summer rehires, college work-study awards, changes chart of accounts, step increases, department summaries, CWS earnings report, time cards by sequence number.

<i>Position Descriptions</i>	ACT	REF0000	IUC-HR-20-12
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Classified Staff

Master file of classified job descriptions. Retained for pay-range classification purposes.



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<i>Position Descriptions</i> Faculty Description of current positions.	ACT	REF0000	IUC-HR-20-11
<i>Position Descriptions</i> General	3	PER2000	IUC-HR-20-10
<i>Position Descriptions</i> 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
<i>Position Vacancy Announcement</i> Classified Staff Job descriptions for each university or college position posted.	3	PER2000	IUC-HR-20-15
<i>Public Employees Retirement System (PERS) File</i> 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



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<p><i>Public Employees Retirement System (PERS) File</i></p> <p>Staff</p> <p>Includes copies of retirement applications documenting pertinent personal, spouse, and beneficiary data. Working papers and correspondence are included.</p>	ACT+6	PER1040	IUC-HR-00-04
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<p><i>Public Employees Retirement System (PERS) Log</i></p> <p>Classified Staff</p> <p>Record of university or college classified employees and their date of retirement and address.</p>	ACT+6	PER1040	IUC-HR-00-07
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<p><i>Public Employees Retirement System (PERS) Log</i></p> <p>Staff</p> <p>Record of university or college classified employees and their date of retirement and address.</p>	ACT+6	PER1040	IUC-HR-00-06
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<p><i>State Classification File</i></p> <p>Classified Staff</p> <p>Lists of classification by pay range as directed by the State Department of Administrative Services.</p>	SUP	MIS1010	IUC-HR-20-14
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<p><i>Super Bill Files</i></p> <p>Record given to each person who visits university health services. Records diagnosis, treatment, and charges or lack of charges. Used for insurance claims.</p>	4	ACC1000	IUC-HR-30-02
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Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
<p><i>Time Cards</i></p> <p>Record of time worked by employees.</p>	5	PER6000	IUC-HR-50-10
<p><i>Time Cards</i></p> <p>Student Employees</p> <p>Record of hours worked by student employees.</p>	5	PER6000	IUC-HR-50-11
<p><i>Training Documentation</i></p> <p>Classified Staff</p> <p>Civil Service Examinations File</p> <p>Old examinations used for the purpose of devising new testing programs. Also can include information and materials for Civil Service testing.</p>	ACT	REF0000	IUC-HR-40-61
<p><i>Training Documentation</i></p> <p>Classified Staff</p> <p>On-the-Job Training Records</p> <p>Complete training records for individuals seeking classified positions. Includes V.A. approval, progress report, record of trainee-trainer, date started, hours worked, etc.</p>	ACT+3	PER5000	IUC-HR-40-62
<p><i>Training Documentation</i></p> <p>Training Courses</p> <p>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.</p>	1	ADM9900	IUC-HR-40-60



Model Retention Schedule

Human Resources

Record Series	Retention	Retention Rule	IUC Code
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<i>Unemployment Compensation Log</i> Record of unemployment compensation cases.	SUP	MIS1010	IUC-HR-50-21
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<i>Unemployment Compensation Documentation</i> Consolidated file listing all employees (classified, contract and faculty) for whom an unemployment claim has been filed. This includes copies of claim forms, correspondence, costs for the institution and amount of unemployment compensation paid.	ACT+6	LEG4000	IUC-HR-50-20
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<i>University Medical Records</i> Files of medical charts for students, university employees and their spouses. Includes medical histories, medical exams, progress sheets, x-rays, lab work, and related correspondence. <i>Review for continuing administrative or historical value and potential transfer to institutional Archives.</i>	6	PER4010	IUC-HR-30-01
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Model Retention Schedule

Information
Technology

Record Series	Retention	Retention Rule	IUC Code
<p><i>Information Systems</i></p> <p>Audit Trail Files</p> <p>Data generated during the creation of a master file or database used to validate a master file or database during a processing cycle.</p>	3 CYCLES	ADM9925	IUC-IT-15-01
<p><i>Information Systems</i></p> <p>Backup Files</p> <p>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.</p>	3 CYCLES	ADM9925	IUC-IT-15-02
<p><i>Information Systems</i></p> <p>Computer Run Scheduling Records</p> <p>Records used to schedule computer runs including daily schedules, run reports, run requests, and other records documenting the successful completion of a run.</p>	SUP	MIS1010	IUC-IT-30-01
<p><i>Information Systems</i></p> <p>Computer Usage</p> <p>Chargeback Billing Records</p> <p>Reports and other records from campus computer centers detailing charges for computer services. Includes monthly billing reports, copies of vouchers and bills</p>	4	ACC1000	IUC-IT-30-02
<p><i>Information Systems</i></p> <p>Computer Usage</p> <p>Files</p> <p>Electronic files or automated logs created to monitor computer system usage including but not limited to log-in files, system usage files, data entry logs, and records of individual computer program usage.</p>	3 CYCLES	ADM9925	IUC-IT-30-03



Model Retention Schedule

Information
Technology

Record Series	Retention	Retention Rule	IUC Code
<p><i>Information Systems</i></p> <p>Computer Usage</p> <p>Files</p> <p>Summary</p> <p>Summary reports created to document computer usage.</p>	SUP	MIS1010	IUC-IT-30-04
<p><i>Information Systems</i></p> <p>Data Documentation & Data Dictionary Records</p> <p>Records generally created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records that explain the meaning, purpose, structure, logical relationships and origin of the data elements, user guides, system or sub-system definition, system flowcharts, program descriptions and documentation, job control or work flow records, system specifications, and input and output specifications.</p> <p><i>Review for continuing historical value if not all data migrated or destroyed.</i></p>	ACT+3	ADM9920	IUC-IT-10-02
<p><i>Information Systems</i></p> <p>Disaster Preparedness and Recovery Plans</p> <p>Records related to the protection and re-establishment of data processing services, equipment and data (back-up files) in case of a disaster.</p>	ACT+3	ADM9920	IUC-IT-00-02
<p><i>Information Systems</i></p> <p>Hardware & Software Conversion Plans</p> <p>Records relating to the replacement of equipment or computer operating systems.</p>	ACT+3	ADM9920	IUC-IT-10-03



Model Retention Schedule

Information
Technology

Record Series	Retention	Retention Rule	IUC Code
<p><i>Information Systems</i></p> <p>Hardware Documentation</p> <p>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.</p>	ACT+3	ADM9920	IUC-IT-10-01
<p><i>Information Systems</i></p> <p>Help Desk Logs and Reports</p> <p>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.</p>	1	MIS1000	IUC-IT-30-05
<p><i>Information Systems</i></p> <p>Information Resources Management and Data Processing Services Plans</p> <p>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.</p> <p><i>Review for continuing historical value and potential transfer to Institutional Archives.</i></p>	ACT+3	ADM9920	IUC-IT-00-01
<p><i>Information Systems</i></p> <p>Maintenance Contract Files</p> <p>Records documenting support services provided to specific data processing equipment or installations including site visit reports, program and equipment service reports, service histories, and correspondence and memoranda.</p>	ACT+6	ADM2020	IUC-IT-10-04
<p><i>Information Systems</i></p> <p>Network Usage Reports</p> <p>Summary reports and other records created to document computer usage for reporting or other purposes.</p>	ACT+3	ADM9920	IUC-IT-15-04



Model Retention Schedule

Information
Technology

Record Series	Retention	Retention Rule	IUC Code
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<p><i>Information Systems</i></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> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	ACT+3	ADM9920	IUC-IT-10-05
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<p><i>Information Systems</i></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> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	ACT+10	ADM3000	IUC-IT-10-06
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<p><i>Information Systems</i></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><i>Information Systems</i></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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Model Retention Schedule

Information
Technology

Record Series	Retention	Retention Rule	IUC Code
<p><i>Information Systems</i></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> <p><i>Review for continuing historical value if not all data migrated or destroyed.</i></p>	ACT+3	ADM9920	IUC-IT-10-07
<p><i>Information Systems</i></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
<p><i>Information Systems</i></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
<p><i>Information Systems</i></p> <p>Users Access Records</p> <p>Electronic or textual records created to control or monitor individual access to a system and its data created for security purposes, including but not limited to user account records, security logs, and password files.</p>	ACT+3	ADM9920	IUC-IT-15-03



Model Retention Schedule

Legal

Record Series	Retention	Retention Rule	IUC Code
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Contracts General	ACT+5	LEG2000	IUC-LEG-00-01
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Litigation Files	ACT+6	LEG4000	IUC-LEG-20-01
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Patents	ACT+6	LEG7000	IUC-LEG-10-01
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Review for continuing administrative and historical value and potential transfer to institutional Archives.

Public Records Request Files	3	LEG9900	IUC-LEG-30-01
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Trademark Registrations	ACT+6	LEG7000	IUC-LEG-10-02
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Review for continuing administrative and historical value and potential transfer to institutional Archives.



Model Retention Schedule

Plant Operations & Maintenance

Record Series	Retention	Retention Rule	IUC Code
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<i>Plant Operations & Maintenance</i> Blueprints The As-Built construction drawings. <i>Review for continuing historical value and potential transfer to institutional Archives.</i>	LOB+6	ADM2035	IUC-POM-00-01
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<i>Plant Operations & Maintenance</i> Child Care Licensing Files Records related to obtaining Food License, License to Run a Nursery/Day Care, and Building Operations License.	ACT+5	LEG2000	IUC-POM-40-01
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<i>Plant Operations & Maintenance</i> Construction Projects Construction Designs and Specifications Written requirements and standards for materials, equipment, construction systems and workmanship as applied to the work and certain administrative details applicable thereto, including: Analysis of site impact and volumetric formation, circulation patterns and infrastructural servicing to illustrate client and architect's design vision in a definitive way; Drawings, Specifications, Addenda, Notice to Bidders, Instructions to Bidders, Definitions, Bid Form, Contract and Attachments, Bond, Bulletins, Shop Drawings, Change Orders, Change Order Procedure and Pricing Guidelines and Standard Conditions of the Contract Assignments, if any (General and Special); Geotechnical and material testing and reports to insure strength of materials, compaction and construction acceptability. <i>Review for continuing historical value and potential transfer to institutional Archives.</i>	ACT+6	ADM2030	IUC-POM-00-04
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Model Retention Schedule

Plant Operations & Maintenance

Record Series	Retention	Retention Rule	IUC Code
<p><i>Plant Operations & Maintenance</i></p> <p>Construction Projects</p> <p>Design Review Committee</p> <p>Minutes, agendas, correspondence and general information. Committee responsible to review site and elevation plans to ensure compatibility with surrounding projects and Master Plan.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	ACT+6	ADM2030	IUC-POM-00-03
<p><i>Plant Operations & Maintenance</i></p> <p>Construction Projects</p> <p>Environmental Impact Assessment</p> <p>Used to determine potential environmental concerns existing at site prior to demolition and construction.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	LOB+6	ENV1010	IUC-POM-00-05
<p><i>Plant Operations & Maintenance</i></p> <p>Construction Projects</p> <p>Project Request & Program Statement</p> <p>A request from the University community to initiate a project.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	ACT+6	ADM2030	IUC-POM-00-02
<p><i>Plant Operations & Maintenance</i></p> <p>Elevator Certifications</p>	ACT+3	LEG5020	IUC-POM-20-01
<p><i>Plant Operations & Maintenance</i></p> <p>Laboratory Inspection Reports</p> <p>Periodic inspections of laboratories.</p>	ACT+3	LEG5030	IUC-POM-20-02



Model Retention Schedule

Plant Operations & Maintenance

Record Series	Retention	Retention Rule	IUC Code
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<i>Plant Operations & Maintenance</i>	ACT+5	LEG2000	IUC-POM-10-01
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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.

Review for continuing historical value and potential transfer to institutional Archives.

<i>Plant Operations & Maintenance</i>	ACT+5	LEG2000	IUC-POM-30-02
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Residence Halls

Change in Meal Plan

Records of changes on board contracts.

<i>Plant Operations & Maintenance</i>	6	LEG5000	IUC-POM-30-01
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Residence Halls

HUD Reports

Annual reports filed with the federal government concerning operation of residence halls.

Review for continuing historical value and potential transfer to institutional Archives.



Model Retention Schedule

Publicity & Marketing

Record Series	Retention	Retention Rule	IUC Code
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Publicity Advertising	5	MAR1000	IUC-PUB-00-01
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Review for continuing historical value and potential transfer to institutional Archives.

Publicity News Releases	IND	PUB3000	IUC-PUB-00-04
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Review for continuing historical value and potential transfer to institutional Archives.

Publicity Newsletters	IND	PUB3000	IUC-PUB-00-05
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Review for continuing historical value and potential transfer to institutional Archives.

Publicity Photographs	IND	PUB3000	IUC-PUB-00-06
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Review for continuing historical value and potential transfer to institutional Archives.

Publicity Recruitment Materials	5	MAR1000	IUC-PUB-00-02
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Videos, publications, posters, advertisements, etc. used to recruit students to attend the institution.

Review for continuing historical value and potential transfer to institutional Archives.



Model Retention Schedule

Publicity & Marketing

Record Series	Retention	Retention Rule	IUC Code
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Publicity	5	MAR1000	IUC-PUB-00-03
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Viewbooks

Document utilized for Recruitment.

Review for continuing historical value and potential transfer to institutional Archives.



Model Retention Schedule

Security & Police

Record Series	Retention	Retention Rule	IUC Code
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<i>Bicycle Registration Forms</i>	1	ADM9900	IUC-SEC-10-01
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Records decal number and issued to bicycle registered.

<i>Dispatch Logs</i>	1	ADM9900	IUC-SEC-00-07
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Records of request for service received by the dispatcher, including phone and radio transmissions and audio logs.

<i>Police Reports</i>	ACT+6	LEG4000	IUC-SEC-00-01
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Reports of incidents or requests for service to include the officer's actions, referrals, and subsequent investigation.

<i>Police Reports</i>	ACT+6	LEG4000	IUC-SEC-00-03
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Accidents

Reports created by university or college police for traffic accidents that occur on campus.

<i>Police Reports</i>	ACT+6	LEG4000	IUC-SEC-00-04
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Arrests

Report of arrest, criminal citation, or uniform traffic citation issued to offender.



Model Retention Schedule

Security & Police

Record Series	Retention	Retention Rule	IUC Code
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<p><i>Police Reports</i></p> <p>Campus Security Act and Uniform Crime</p> <p>Reports produced in compliance with federal programs.</p> <p><i>Review for continuing historical value and potential transfer to institutional Archives.</i></p>	6	LEG5000	IUC-SEC-00-05
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<p><i>Police Reports</i></p> <p>Crime</p> <p>Reports created by university or college police on campus criminal activity.</p> <p><i>Review for continuing administrative and historical value and potential transfer to institutional Archives.</i></p>	ACT+6	LEG4000	IUC-SEC-00-06
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<p><i>Police Reports</i></p> <p>Daily Activity</p>	1	ADM9900	IUC-SEC-00-02
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<p><i>Transportation Logs</i></p> <p>Injury/Ill Person</p> <p>Reports created by university or college police on ill or injured persons transported to local hospitals from campus.</p>	ACT+6	LEG4000	IUC-SEC-20-02
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<p><i>Transportation Logs</i></p> <p>Student</p> <p>Record of rides given by student transport service or campus police officers.</p>	1	ADM9900	IUC-SEC-20-01
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Model Retention Schedule

Transportation & Parking

Record Series	Retention	Retention Rule	IUC Code
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<i>Motor Vehicle Records</i>	ACT+6	ADM2020	IUC-TRA-00-01
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Includes title, insurance, and maintenance documentation.

<i>Parking</i>	1	ADM9900	IUC-TRA-00-02
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Permit Applications

Application for parking permit/decal-non-fee.

<i>Parking</i>	4	ACC1000	IUC-TRA-00-03
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Tickets

Paid

<i>Parking</i>	4	FIN6000	IUC-TRA-00-04
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Tickets

Unpaid
