

Category	Record Type	Description	Official Record Medium	Retention Period	Disposition	Based On	Governing Statute / Regulation	Office of Record (Primary Record)	Can Units Retain Copies? (Duplicate Records)	Record Medium for Duplicate Record	Retention Period for Duplicate Record	Disposition of Duplicate Record
OGSPS Fellowships & Postdocs	Funding Data	Web-based online applications for students and postdocs seeking external fellowships requiring institutional nomination (e.g., Google PhD, IBM, Apple Scholars, Schmidt Science) or internal awards (e.g., Postdoc Travel Award, Postdoc Excellence in Mentoring Award).	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowships/Postdoctoral Scholars Office, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Fellowships & Postdocs	Funding Data	Electronic Fellowship-Application Submission Packets and Supporting Documents (PDF submission packets, transcripts, letters of recommendation, institutional support letters). Documents uploaded to funder portals.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowships/Postdoctoral Scholars Office, OGSPS	No	N/A	N/A	N/A
OGSPS Fellowships & Postdocs	Award Letters	Electronic Award Letters written to individual students and postdocs to document their accomplishment and award amount (e.g., Travel Award, fellowship application incentive award).	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowships/Postdoctoral Scholars Office, OGSPS	No	N/A	N/A	N/A
OGSPS Fellowships & Postdocs	Training Materials	Electronic "Winning Fellowship" Application Examples Full and partial fellowship application writings of proposals awarded funding. Shared with other students and postdocs for training purposes. Fellows give permission to share and send to us; they redact any information they are not comfortable sharing. We share documents in preview mode via Box.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowships/Postdoctoral Scholars Office, OGSPS	No	N/A	N/A	N/A
OGSPS Fellowships & Postdocs	Funding Data	Electronic Review Panel Scoring and Feedback Documents Scoring rubrics with reviewer comments used for fellowship nomination competitions and fellowship draft feedback.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowships/Postdoctoral Scholars Office, OGSPS	No	N/A	N/A	N/A
OGSPS Fellowships & Postdocs	Funding Data	Electronic Review Panel and Student Contact Worksheets used for coordinating the document-review process.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowships/Postdoctoral Scholars Office, OGSPS	No	N/A	N/A	N/A
OGSPS Fellowships & Postdocs	HR Data	Electronic HR Incident Records Notes detailing incidents with postdocs requiring HR guidance.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowships/Postdoctoral Scholars Office, OGSPS	No	N/A	N/A	N/A
OGSPS Fellowships & Postdocs	HR Data	Electronic Postdoc Tracking Data from HR Monthly tracking reports saved to the T drive by HR.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowships/Postdoctoral Scholars Office, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Graduate Application Data	Electronic application (not submitted) Slate online application for admission to OGSPS not accessed by prospective applicant for at least 12 months	Electronic	1 Year	Delete/Overwrite	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	1 Year	Delete/Overwrite
OGSPS Graduate Admissions	Graduate Application Data	Non-matriculated electronic application raw data in the Slate online application for admission to OGSPS	Electronic	5 Years	Delete/Overwrite	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	5 Years	Delete/Overwrite
OGSPS Graduate Admissions	Graduate Application Data	Matriculated electronic application raw data in the Slate online application for admission to OGSPS	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Admissions	Graduate Application Data	Non-matriculated Slate electronic application supporting documents (transcripts, diplomas, translations, letters of recommendation, faculty review forms, academic statement of purpose, test scores, essays, etc.) in the Slate online application for admission to OGSPS	Electronic	2 Years	Delete/Overwrite	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	2 Years	Delete/Overwrite

OGSPS Graduate Admissions	Graduate Application Data	Matriculated Slate electronic application supporting documents (transcripts, diplomas, translations, letters of recommendation, faculty review forms, academic statement of purpose, test scores, essays, etc.) in the Slate online application for admission to OGSPS	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Admissions	Graduate Application Data	Electronically submitted and signed Recommendation for Admission for admitted students, supporting documents, and copy of admission letter in the Slate online application for admission to OGSPS	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Admissions	Graduate Application Data	Hard copy version of recommendation letters submitted and stored in each graduate program. Recommend to grad programs to destroy any paper copies after the original purpose of the document has been served	Paper or Electronic	Varies by program	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	N/A	Varies	Delete/Overwrite
OGSPS Graduate Admissions	Graduate Application Data	Paper or electronic supporting documents (transcripts, diplomas, translations, letters of recommendation, faculty review forms, academic statement of purpose, paper test scores, essays, etc.) submitted by applicant to graduate program	Paper or Electronic	Varies by program	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	N/A	Varies	Delete/Overwrite
OGSPS Graduate Admissions	Test Scores	Electronic test scores in Banner (TOEFL, GRE, GMAT, IELTS).	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Test Scores	Electronic test scores on Secure Shared Drive (ETS, Duolingo, GMAT, PPI).	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Application Fee Payments	Credit card credits, debits, and wire transfers for electronic application fee including documentation of credit card payments and/or refunds stored in Touchnet and Convera/Flywire	Electronic	6 Years	N/A (use if column E = Permanent)	Statute/Regulation	Indiana Code, Title 24, Article 11, Chapter 2, Section 1	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Application Data Files	Slate to Banner electronic loads on SFTP to process applications, admissions, career accounts, PUID, emergency contact, enrollment deposits, registration, Purdue email, etc.	Electronic	Approximately 6 months	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Application Data Files	Slate to Banner electronic application loads on Secure Shared Drive	Electronic	2 Years	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Application Data Files	Electronic application data exports to colleges sent via Slate SFTP for college database use	Electronic	Approximately 6 months	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	Approximately 6 months	N/A
OGSPS Graduate Admissions	Recruitment Data Files	Activity tracking results of recruitment activities, such as the number of applications, admits, and enrolled from recruitment events, mailings, etc.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Recruitment Data Files	Slate prospective student records for individuals interested in Purdue's graduate programs. Records may be self-entered, collected at recruitment events, etc.	Electronic	5 Years	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	5 Years	N/A
OGSPS Graduate Admissions	Recruitment Data Files	Big Ten+ Expo student and recruiter registration data and travel scholarship applications	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Recruitment Data Files	Midwest Summit student and recruiter registration data and travel scholarship applications	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Recruitment Data Files	Unsolicited Slate prospects data (names, contact information, program of interest) purchased from outside sources, such as the GRE Search Service	Electronic	5 Years	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	5 Years	N/A

OGSPS Graduate Admissions	Recruitment Data Files	Recruitment program participation student lists for application fee waivers (NSBE, SURF, GEM, etc.)	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Recruitment Data Files	Prospective student lists for information session invitations and participation	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Curriculog Data	Curriculog Signature Authority Requests for signing of OGSPS forms	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Slate Role Requests	Slate Role Requests submitted by graduate programs	Electronic	2 Years	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Graduate Admissions Student Documents	Academic documents submitted to OGSPS electronically/scanned on secure shared drive	Electronic	2 Years	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Admissions	Recruitment Program Data	Summer Research Opportunities Program raw application data	Electronic	2 Years	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	2 Years	Delete/Overwrite
OGSPS Graduate Admissions	Recruitment Program Data	Summer Research Opportunities Program supporting materials (faculty review forms, letters of recommendation, etc.)	Electronic	2 Years	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	2 Years	Delete/Overwrite
OGSPS Graduate Admissions	Recruitment Program Data	Discover Purdue raw application data	Electronic	2 Years	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	2 Years	Delete/Overwrite
OGSPS Graduate Admissions	Recruitment Program Data	Discover Purdue supporting materials (faculty review forms, letters of recommendation, etc.)	Electronic	2 Years	Securely Delete/Securely Shred	Business Need	N/A	Office of Graduate Admissions, OGSPS	Yes	Electronic	2 Years	Delete/Overwrite
OGSPS Graduate Council	Graduate Council Documents	Other Graduate Council Documents Requests for waivers to policies, Graduate Council meeting agendas; and memoranda	Paper or Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Graduate Programs Office, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Council	Graduate Council Documents	Grad Council Minutes Record of Graduate Council actions taken at monthly meetings	Paper or Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Graduate Programs Office, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Courses	Grade Rosters	Grade Rosters for Grad Courses used when departmental courses are not available. GRAD Courses	Electronic	1 Year	Delete/Overwrite	Business Need	N/A	Graduate Programs Office, OGSPS	No	N/A	N/A	N/A
OGSPS Graduate Courses	Graduate Courses	Undergrad/Grad Courses Meeting Together Occasional requests from departments needing to offer an undergraduate and a graduate course together for one semester only.	Paper or Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Graduate Programs Office, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Curricula	Curriculog Data	Graduate Program Proposals: Degree, Certificate, Concentration, Course, and Multiple Degree Requests from graduate programs to set up or change any of the above.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Graduate Programs Office, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Changes in Plans of Study	Document used by graduate students to make changes to an approved graduate plan of study. Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students after Summer 2007 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Confidentiality of Thesis Forms	Prior to 2016, this form was used by candidates' departments to request limited periods of thesis & dissertation confidentiality for such reasons as patent applications, publishing journal articles, limiting outside access to proprietary research, etc. All forms have been electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A

OGSPS Graduate Student Academic Records	Final Examination Forms	Form used by a master's or doctoral graduate student's examination committee to report the results of the candidate's final examination. Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students after Summer 2007 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Final Unofficial Purdue	Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students between Fall 2007 and Fall 2013 are electronically indexed by student and stored in the Xtender Document Management Suite. Records for students after Fall 2013 are not retained by OGSPS.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Admissions Documents (admitted students)	A copy of the admissions application, admission letter, transcripts, Form 18 (if applicable), and Form 27 (if applicable) are permanently maintained. Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students after Summer 2007 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Plans of Study	Electronic document used by graduate students to list courses that are required for their degree program, applicable concentrations or research areas, and the faculty who will be serving on the advisory committee. Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students after Summer 2007 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Preliminary Examination Forms	Form used by a doctoral graduate student's preliminary examination committee to report the results of the candidate's examination. Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students after Summer 2007 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A

OGSPS Graduate Student Academic Records	Reciprocal Reduction of fees (IUPUI and WL) Requests - Graduate School Form 31	Graduate School/YONG-When fully approved, enables full-time graduate students or graduate staff at West Lafayette to take courses at the Indianapolis campus without paying tuition and fees. This form was expired as of Fall 2024 due to the Indianapolis campus transition. Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students between Summer 2007 and Summer 2024 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Requests for Transfer of Department	Document used by graduate students who are admitted to one department but who later decide to pursue a degree in another department. Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students after Summer 2007 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Research in Absentia	Documents used by graduate students to petition for permission to register in absentia for doctoral research. No records were retained for Summer 2007 and prior. Records for students after Summer 2007 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Signed Degree and Graduate Certificate Audit Forms	Form serves two purposes: 1) audit form used by the Graduate School to perform candidate audits on records for graduate students who are candidates for degrees or certificates. This audit notes any outstanding issues that remain on the candidates record that will prevent the degree from being awarded 2) serves as the department's notification to the OGSPS that all departmental degree requirements have been satisfied, or notes any departmental requirements that need to be completed prior to authorizing the posting of the degree. Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students after Summer 2007 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A

OGSPS Graduate Student Academic Records	Thesis Acceptance Forms	This form is used by departments to signal acceptance of candidate thesis and dissertations / The form is signed by members of examining committees, heads of graduate programs, and, when required, departmental thesis format advisors. Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students after Summer 2007 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Thesis Receipt Forms	This form was prepared by the thesis & dissertation Office to confirm candidate thesis & dissertation format is acceptable and that all required thesis-related forms have also been received prior to established thesis deposit deadlines but was discontinued in 2016. Documents for students who attended Summer 2007 and prior are stored on microfilm in Young 170, and duplicate microfilm tapes are located off campus in the Suite 1800 building. Records for students after Summer 2007 and before Fall 2024 are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Off-campus Research Request Forms	This form was created in 2020, and used for students who are planning to register for research credits but who will be away from campus greater than 22 days in a single session. Forms are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Declaration of Intent (Form 42)	Forms are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Late Graduation Deadline Fee Appeal Form	This form is used by students wishing to request an appeal of the Late Graduation Deadline Fee. Forms are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Request For Change of Degree Objective	This form is used by students who are requesting a change to a different major or degree objective within the same department. Forms are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Degree Completion Letter Request	This form is used for students who have completed academic requirements for degree, are just awaiting formal degree clearance at the end of the term, and who need confirmation of degree completion for employment or academic purposes. Forms are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A

OGSPS Graduate Student Academic Records	Retroactive Change of Research Request (Form 42)	This form was created in 2022, and is used for students to formally request retroactive registration changes involving master's or doctoral research credits. Forms are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Change of Duty Station Request Form	The OGSPS started retaining this form as part of the academic record in 2020. It is required for students who are on TA/RA, but who will be away from campus greater than 22 days. Forms are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Graduate Student Academic Records	Records Communication	General communication related to academic records (requests to archive a plan of study, confirmation of proxy approval of a form, etc.) is retained as part of the academic record. PDF records are electronically indexed by student and stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Office of Graduate Records, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Recruitment & Student Success	Recruitment Data	SROP/Bridge/Discover Purdue applications	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Graduate Recruitment & Student Success, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Recruitment & Student Success	Recruitment Data	Summer Research Opportunity Program (SROP) files All documents/forms used in the SROP	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Graduate Recruitment & Student Success, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Recruitment & Student Success	Student Data	AGEP/PFF Eligible Students	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Graduate Recruitment & Student Success, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Recruitment & Student Success	Student Data	Alma Mater Technical Talk Scholars Applications and Awards	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Graduate Recruitment & Student Success, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS Recruitment & Student Success	Student Data	Bridge Roster	Paper or Electronic	Permanent Electronic, Paper purged 1 Year	Securely Delete/Securely Shred	Business Need	N/A	Graduate Recruitment & Student Success, OGSPS	Yes	Electronic	Permanent Electronic, Paper	N/A
OGSPS Recruitment & Student Success	Student Data	Discover Purdue Program Rosters all students with contact information and program information	Paper or Electronic	Rosters Permanent, all other data 1 year	Securely Delete/Securely Shred	Business Need	N/A	Graduate Recruitment & Student Success, OGSPS	Yes	Electronic	Rosters Permanent, all other data 1 year	N/A
OGSPS Recruitment & Student Success	Student Data	Recruitment Names stored on Secure Shared Drive	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Graduate Recruitment & Student Success, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Assistantship	Form 80	A new Assistantship Form 80 needs to be completed each semester, each year for ever student that receives Graduate Staff Remission.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowship Office, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Fellowships	Fellowship Applications	Fellow Applications submitted by applicants stating their purpose for continuing graduate study, their reason for choosing Purdue, their research interests, and recommendations to become a graduate student or to complete a project.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowship Office, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Fellowships	Graduate Student Fellowship Files	Graduate Student Fellowship Files Identifies the name of the student, the stats of his/her fellowship and how many fellowships the student may have and the time frame. Current forms are electronic, and are retained permanently. Paper forms are retained for a period of 2 years.	Paper or Electronic	Permanent/2 years for paper	Delete/Overwrite	Business Need	N/A	Fellowship Office, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Fellowships	Form 90	Fellowship Assignments GS Form 90 Document for setting up a fellowship and assuring tuition and fees are charged correctly	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowship Office, OGSPS	Yes	Electronic	Permanent	N/A

OGSPS, Grants	Incentive Grants	Incentive Grants (Graduate Student) Applications submitted by graduate students which includes documentation that confirms the student applied for external and multi-year funding or dissertation fellowship funding	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Fellowship Office, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Statistical Data	Statistical Data on Recruitment, Admissions , and Enrollment Data tables maintained by the Program Specialists to serve as a reference regarding recruitment, admissions and enrollment	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Survey Data	Enrollment Survey Summary Data Survey that includes applicant responses to questions regarding admits decision to accept or decline an offer of admission	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Student Records	Student Academic Record Files that record a student's academic standing from the beginning to the end of the student's graduate career. These records are stored in the Xtender Document Management Suite.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Degree Data	Degree Data by Program This table lists students who have earned degrees in the IGPS that the OIGP manages directly. The data includes student name, major professor, departmental affiliation, degree earned, and training group affiliation,	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Alumni Addresses	Alumni Addresses by Program This table lists graduates of Purdue's interdisciplinary life science programs. The data includes student name, degree and date earned, major professor, and address of employment (updates are requested annually)	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Committee Minutes	Executive Committee Minutes and Handouts The Executive Committee is the main faculty governing body of the PULSe Program. These minutes and hand-outs serve as record of each Executive Committee meeting, which occurs approximately four times per semester.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Faculty Files	Faculty Roster and Committee Files The roster includes the names of PULSe faculty members, along with their departmental affiliation, office location, phone number, and email address. There are several worksheets that include members by training group and membership status. The committee spreadsheet records the history of those who served on the four PULSe committees, along with the contact information for those who currently serve as committee representatives. Same goes for ESE and other IGPs housed in OIGP	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A

OGSPS, Interdisciplinary Graduate Program Records	Event Data	Event Data for Retreat, Open House, Recruitment Weekend, Individual Visits, Orientation Week, etc. Each PULSe, ESE, INSC event has its own electronic folder, which consists of files related to the planning of each event and is organized by year	Paper or Electronic	Permanent	Delete/Overwrite	Business Need	N/A	OIGP, OGSPS	No	N/A	N/A	N/A
OGSPS, Interdisciplinary Graduate Program Records	Program Handbooks	Program Handbooks Student and faculty versions are updated on an annual basis; the electronic versions are stored permanently. Web versions are updated annually.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Student Enrollment Data	Student Enrollment Data on all IGP's This includes statistical figures on student enrollment data on all interdisciplinary graduate programs, which is updated annually every fall.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Interdisciplinary Concentration Requests	GS Form 25 Concentration IGP Requests for Concentration(as received through the Graduate Programs Office)-if not filed initially through the OIGP-are copied, stored and tracked by the Data Coordinator. Older forms are stored in OIGP/YONG. Current forms are stored electronically in Curriculog/Modern Campus Curricula.	Paper or Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Student Awards	ALL Awards There are PDF application files for annual PULSe, ESE, INSC and OIGP student awards (some of which include letters of recommendation).	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	CIGP Application Files	Student applications to the CIGP Program	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Interdisciplinary Graduate Program Records	Academic Letters	Student Academic Letters (PULSe, ESE, INSC)	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	OIGP, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Office of Graduate Assistance	Ombuds Notes	Ombuds-Related Records Handwritten notes taken by the ombuds during meetings with visitors regarding their situations. These frequently include descriptions of the concerns, options discussed, and next steps to be taken, along with contact information. Sometimes, documentation provided by, the students accompanies the ombuds handwritten notes.	Paper or Electronic	1 Year	Securely Delete/Securely Shred	Business Need	Consultation with Office of Dean of Students	Office of Graduate Assistance, OGSPS	No	N/A	N/A	N/A
OGSPS, Professional Development	Attendance Data	Workshop Attendance Data Spreadsheet containing annual/ semesterly registration and attendance data. Document stored in Box contains data from 2018 forward, as well as individual campus/ college registration data	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Professional Development, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Professional Development	Prize Log	Prize Log Spreadsheet recording small prizes (gift cards, hats, shirts, etc.). Document stored in Box contains name of prize recipient, their email, type of prize, amount of prize, and the date it was given.	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Professional Development, OGSPS	Yes	Electronic	Permanent	N/A

OGSPS, Professional Development	Procedures	Office of Professional Development Operating Procedures for Gifts, Gratuities and Recognition guidelines meant to ensure the proper practice of offering gifts to students and staff within the Office of Professional Development at the Graduate School. Document provides guidance for Giving Awards, Prizes and Gifts for Appreciation or Recognition and Giving Gifts for Appreciation or Stakeholder Relations	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Professional Development, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Professional Development	Award Tracking	Major Award Tracking Spreadsheet recording major awards for professional development activities (InnovatED, 3MT SII6, Travel Grant, Boilers Work, etc.). Document stored in Box is updated annually and shared with PFL for alumni outreach. It contains names of winners, emails, PUIDs, Type of Award, amount, and year	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Professional Development, OGSPS	Yes	Electronic	Permanent	N/A
OGSPS, Professional Development	Budget	ProfDev Budget and Spending Tracker Spreadsheet outlining the profdev office's functional budget and purchases. Document stored in Box contains financial data from Fall 2019 forward	Electronic	Permanent	N/A (use if column E = Permanent)	Business Need	N/A	Professional Development, OGSPS	Yes	Electronic	Permanent	N/A