



DuckDocs OnBase Naming Conventions

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Purpose

This document defines naming conventions for OnBase objects created by administrative users with access to create document types, keywords, life cycles, queues, or other elements. Following naming conventions will aid with document type and keyword searches, and also improve efficiencies with OnBase administration and configuration.

Functional Objects (seen or used by functional users)

Objects that are seen or used by functional users will follow the convention to place the object name first, then a dash < - > followed by the <Department Code>.

Additional specifications:

- Names may contain letters, numbers, spaces, underscores, dashes, and parenthesis.
- Names may **not** contain any other type of punctuation or character not listed above.
- If two or more words describe the object, then capitalize each word.
- Leave a space or dash between words in object names.

List of functional objects with examples

OnBase functional objects include the following:

- Document Types
- Document Display Names
- File Cabinets
- Note Types
- Autofill Keyword Sets
- Keywords (non-global)
- Multi-Instance Keyword Groups
- Scan Queues
- OCR Scan Queues
- Print Queues
- Print Formats

Example Document Type names:

- Applications - AO
- Audit Registration - RO
- Contract - CTL
- License Agreement - ECS
- Scholarships - FA
- W4 (Withholding Request) - BA
- Access Request Forms - IS
- Position Description - HR
- Advising - CHC

Qualifiers

If a Document Type has a qualifier, such as “Transcripts - College - RO”, then it is acceptable to use an extra dash <-> to separate the qualifier.

Examples of Document Types with qualifiers:

- Backfile - Veterans - RO
- PO - SWIS - ECS
- Worksheet - FAW - AO

Archives

An exception to these guidelines is made for certain Document Types that indicate an archive. The word “Archive” is added to the end of the Document Type name.

It will continue to be best practice to place the Department Code at the end of a Document Type name.

Examples:

- Current: Admissions Docs-Domestic - Archive
 - Best practice: Admissions Docs-Domestic - Archive - AO
- Current: Application - ECS - Archive
 - Best practice: Application - Archive - ECS

Keywords

There are Keywords that are utilized by many departments in OnBase, so they will not follow the standard naming conventions. These keywords will be defined as global and will only be created by system administrators after agreement with all other department administrators.

Most of the Keywords created during the migration from Singularity are global Keywords.

Examples of global Keywords include:

- UOID
- Year
- Term
- Student Type
- First Name
- Last Name
- Birthdate

All Keywords that are not global should follow functional object naming conventions.

Administrative Objects (not seen or used by functional users)

Objects created by workflow designers and script programmers that will not be seen by functional users are considered administrative objects.

Administrative objects will follow the convention to place the Department Code first, followed by a function description or code, then the object name. The function can also be added to the end of the name and placed in parenthesis.

All other conventions for functional objects will apply. Some scripts and/or integrations may need to utilize Pascal Case or other naming rules, so capitalization will be used for separate words in the object name unless otherwise prevented by programming language constructs.

List of administrative objects and codes with examples

OnBase administrative objects include the following:

- Disk Groups
- Document Type Groups
- Custom Queries
- Retention Plans
- Retention Plan Events
- Document Retention Process
- VB Scripts
- Processes
- Notifications
- User Groups
- Workflow Lifecycles
- Workflow events such as tasks, transitions, system work, ad hoc tasks, and rules

Since Life Cycles (Workflows) have many components, with some seen by functional users, it is necessary to address naming conventions for Life Cycle items, and related items.

Life Cycle Name

This should begin with the Dept's code, followed by " - " and then a functional name for the Life Cycle. If a Life Cycle is intended for one Document Type only, then the functional name could be that Doc Type name, without the trailing dept code.

E.g.: A Life Cycle for the "Test Scores - RO" Doc Type could be named: "RO - Test Scores".

Queue Names

When a queue is one where System Work is being performed, then names should be prefaced by either SYS or KW. SYS should be used for those which performs actions which are not based upon keyword values, and KW should be used when the queue uses keyword values to determine actions.

For both, the rest of the name should reflect what is being done in that queue. For SYS queues, this would be the same name as the Action, or primary action if there is more than one action, being performed by that Queue. For KW queues, this would be the same name as the Rule, or first rule, being evaluated in that queue.

Ad Hoc queues, should have a functional name that end-users will easily understand what work is being expected in that queue.

End Queues can be given any name, but an easily understood name is best. Since this queue will have an Action done to remove the document from the life cycle, it will need to have SYS pre-pended to it.

E.g.: SYS File Away.

System Work naming

Action

The action should be named in an appropriate way for what is being accomplished. For example, if a queue has 2 actions, one to send a notification to a group, and the other to transition the document to another queue, then the name for the first action would start with Notify and then the name of the group. The name of any Transitions should follow transition guidelines.

Rules

The name of a rule should be a quick indicator of what is being evaluated. It is not necessary to include the full name of a keyword, as long as it can be easily understood by the name. If a queue was checking the Apply Graduation keyword to see if it was Y, then the name could just be Apply to Grad?

Transitions

By default, when using the Designer interface to create transitions, the name of the transition is simply the name of the queue that is the destination. This same convention should be used when naming transitions in Action items, either directly under System Work, or as part of a Rule.

Ad Hoc User Tasks

The names used here should help clarify to the end user what is being done. If there is one task for a queue, and that moves the document to the next step, then the naming should indicate the expectations of the end user for that action. If it is the last action for that person with this document in that particular Life Cycle, then a name with "Finish" or "Complete" in it, would be acceptable.

If there are multiple tasks available, each one should indicate what will happen to the document if that action is taken. If one task would finish the work done in the Life Cycle, at least as far as the end-user is aware, and another task is for someone to review the document because of issues; then the first task could include "Finish" or "Complete" in the name, while the second could have "Send for Review" or something similar.

It would be unhelpful to end users if the name was simply the name of the queue the document would be moving into next. Logical names are most helpful here.

Timers

[To be worked on]

Notifications

Since notifications exist outside of Workflow, it is important to name them in a way that indicates they are used in a Life Cycle. Therefore, the name should begin with the Life Cycle name, which itself begins with the dept code, then a " - ", followed by Action name that it will be associated with.

E.g.: Life Cycle is "RO - Course Articulation", System queue is "SYS Notify Grad Coordinator", then the Action in the queue would be named "Notify Grad Coordinator" and the notification itself would be named "RO - Course Articulation - Notify Grad Coordinator".

Codes can be included in these object names to make it easier for admins to identify what objects are. Standardized Code list:

Code	Description
WF	Indicates a Workflow Group
SYS	System Work Queue
KW	Keyword evaluation

Example names:

Name	Description
AO - Admissions Applications	The Life Cycle name
SYS App Data Lookup	System Work Queue (Action)
KW # Apps > 0?	System queue to evaluate a KW (Rule)
AO - WF - Domestic Application Processing	Group to process Domestic Applications

Objects in TEST

Objects created in OnBase TEST should follow all conventions stated previously, except with TEST and a dash without a trailing space added as a prefix.

Examples:

- TEST-Applications - AO
- TEST-Audit Registration - RO
- TEST-Contract - CTL

When you are ready to move objects into production, you must remove the TEST- prefix from the object name and **test completely before exporting to production**. This will be especially important for Workflow items since both the Lifecycle and Queue names will need to be changed.

Appendix

List of department codes for use in Document Type names

Department	<Department Code>	<Document Type>
Admissions	AO	Department-level naming can vary based on your business process, function, audience, and can also vary from department to department. May require coordination across departments for similar or shared configuration, i.e. doc-type name, document name, keyword name.
Business Affairs	BA	
Clark Honors College	CHC	
Classified Staff Training & Development Advisory Council	CSTDAC	
Center for Teaching & Learning	CTL	
Educational Community Supports School-Wide Information Systems	ECS_SWIS	
Financial Aid	FA	Applications - AO
Housing	HOU	Audit Registration - RO
Human Resources	HR	Contract - CTL
Information Services	IS	License Agreement - ECS
Registrar	RO	Scholarships - FA
		W4 (Withholding Request) - BA
		Access Request Forms - IS
		Position Description - HR
		Advising - CHC

List of configuration items and associated naming conventions

Configuration Item	Associated Naming Convention
Autofill Keyword Sets	<Department-level naming> - <Department Code> -
Custom Queries	<Department Code> - <Department-level naming>
Disk Groups (preset by Vendor)	<Department-level naming>
Document Display Names	Decided upon in a coordinated manner by the departments/units which will be accessing the documents - what naming convention works best for their business purposes within and across documents? This is not seen by Admin - it only appears in the document hit list or at the top of a document window
Document Retention Processes	<Department Code> - <Department-level naming>
Document Type Groups	<Department-level naming> - <Department Code> -
Document Types	<Department-level naming> - <Department Code> -
Email Notifications/Workflow Notifications	<Department Code> - <Department-level naming>
File Cabinets (but not the folders)	<Department-level naming> - <Department Code> -

beneath them, I'd imagine)	
Keywords - for non-global kw	<Department Code> - <Department-level naming>
Multi-instance Keyword Groups	<Department-level naming> - <Department Code> -
Note Types	<Department Code> - <Department-level naming>
OCR Scan Queues	<Department-level naming> - <Department Code> -
Print Formats	<Department-level naming> - <Department Code> -
Print Queues	<Department-level naming> - <Department Code> -
Processes (DIP, COLD, Document Retention (Date-based), DrIP, Auto Indexers, bar code processes, etc.)	<Department Code> - <Department-level naming>
Retention Plan Events/Event Sets (Records Management - Event based)	<Department Code> - <Department-level naming>
Retention Plans (Records Management - Event-based)	<Department Code> - <Department-level naming>
Scan Queues	<Department-level naming> - <Department Code> -
User Groups (Doc Type)	<Department Code> - <Function Type> - <Optional>
User Groups (Functional)	<Department Code> - <Function Type> - <Department-level naming>
User Groups (Personal Pages)	<Department Code> - <Department-level naming>
User Groups (Scan Queue)	<Department Code> - <'Scan Queues'> - <Functional Group>
User Groups (WorkFlow)	<Department Code> - <'WF'> - <Department-level naming>
VB Scripts	<Department Code> - <Department-level naming>
Workflow Lifecycles	<Department Code> - <Department-level naming>
Workflow Queues	<Department Code> - <Department-level naming>

Examples of naming convention by configuration item

Configuration Item	Example Names
Autofill Keyword Sets	Student Autofill - External (Vendor Created) Student Autofill - RO Payroll Autofill - HR
Custom Queries	AO - Student Documents RO - Student Documents
Disk Groups - Set by vendor. Exception to naming convention.	Admissions Business Affairs CHC CTL ECS Financial Aid Housing Human Resources Information Services Registrar
Document Display Names	Decided upon in a coordinated manner by the departments/units which will be accessing the documents - what naming convention works best for their business purposes within and across

	documents? This is not seen by Admin - it only appears in the document hit list or at the top of a document window
Document Retention Processes	AO - Identify 5 Year Purge Population
Document Type Groups	Admissions Business Affairs CHC CTL ECS Financial Aid Human Resources Registrar System Documents Test - Accounting
Document Types	See list of current Document UO Types below
Email Notifications/Workflow Notifications	AO - Notify Application Complete Email
Keywords (excluding global)	PI Name - CTL Access Type - RO
Multi-instance Keyword Groups	N/A
OCR Scan Queues	Transcript OCR Scan Queue - AO Transcript OCR Scan Queue - RO
Print Formats	Format Application - AO
Print Queues	Petition Print to PDF - RO Correspondence Print to File - IS
Processes (DIP, COLD, Document Retention (Date-based), DrIP, Auto Indexers, bar code processes, etc.)	RO - Process
Retention Plan Events/Event Sets (Records Management - Event-based)	RO - 3 Year Purge Correspondence
Retention Plans (Records Management - Event-based)	AO - 5 Year Retention Policy
Scan Queues	Admissions Application - Scan Queue - AO Honors Application - Scan Queue - CHC
User Groups (Doc Type)	RO - View Student Documents CTL - View Approval
User Groups (Functional)	AO - Admin - User Rights RO - Admin - Scan Queue CHC - Application WF - Edit ECS - View - All Documents
User Groups (Personal Pages)	FA - Scholarships RO - Transcripts
User Groups (Scan Queue)	AO - Scan Queue - HS Transcripts
User Groups (WorkFlow)	AO - WF - FRS RO - WF - Domestic Articulation
VB Scripts	AO - Student Lookup HR - Org Lookup

Workflow Lifecycles	AO - WF - Admissions Applications
Workflow Queues	AO - Paper Appl? Evaluation (SYS) AO - Banner Coding

Current UO Document Types, sorted by Document Type

Distinct Document Type	Group
24-Hr Entry - FHOU - Archive	FHOU
30-Day Notice - FHOU - Archive	FHOU
Academic Extension Registration - RO	RO
Academic Scheduling Correspondence - RO	RO
Access Forms - RO	RO
Access Request Forms - IS	IS
ACH Forms - BA - Archive	BA
ADA Requests - HOU - Archive	HOU
Additional Approvals - IRB ECS - Archive	ECS
Admissions Docs-Domestic - AO	AO
Admissions Docs-International - AO	AO
Advising - CHC	CHC
Agency Referral Sheet - BA - Archive	BA
Air Travel Authorizations - BA	BA
AP Checks - BA	BA
Application - ECS - Archive	ECS
Application - FHOU - Archive	FHOU
Application - HOU - Archive	HOU
Applications - AO	AO
Archive customer docs - CTL	CTL
Assignment Letter - HOU - Archive	HOU
Athletics - AO	AO
Audit Registration - RO	RO
Award Letter - FA	FA
Award Notice - ECS - Archive	ECS
Backfile - CHC	CHC
Backfile - CTL	CTL
Backfile - RO	RO
Backfile - Veterans - RO	RO
Billing Agreement - CTL	CTL
Biographical Record Update Student - RO	RO
Birth Cert or Preg Verf - FHOU - Archive	FHOU
Cancellation Request - HOU - Archive	HOU

CEP - Community Education Records - RO	RO
Change of Household - FHOU - Archive	FHOU
Change-Charge Form - HOU - Archive	HOU
Check Stubs - ECS	ECS
Child Support Forms - RO	RO
Citizenship Verification - AO	AO
Classified Pay Documents - BA	BA
Collections Correspondence - BA	BA
Comments - AO	AO
Communications - FA	FA
Complete Withdrawal - RO	RO
Conduct Records - Student - RO	RO
Confirmed Assignment - FHOU - Archive	FHOU
Consent to Release Student Records - RO	RO
Consents - IRB ECS - Archive	ECS
Contract - CTL	CTL
Contract - HOU - Archive	HOU
Correspondence - AO	AO
Correspondence - CTL	CTL
Correspondence - ECS - Archive	ECS
Correspondence - RO	RO
Correspondence -SWIS - Archive	SWIS
Custody Documentation - FHOU - Archive	FHOU
Data - Grants - CTL	CTL
DC Change Request - CTL	CTL
DD214 - Veterans - RO	RO
Deceased Student Notification - RO	RO
Degree Audits Archived - RO	RO
Departmental Signature Auth - BA	BA
Dependent Tuition Waiver - Veterans - RO	RO
Deposit Records - CTL	CTL
Deposit Slips - AO	AO
Deposit Slips - ECS	ECS
Diploma - RO	RO
Direct Deposit - BA	BA
Directory Information Restriction - RO	RO
Disability - AO	AO
Domestic Partner Doc - FHOU - Archive	FHOU
E-mail Communication - HOU- Archive	HOU
Emergency Loan Program - BA	BA
Emergency Persons Form - HOU - Archive	HOU
Equipment Checkout - HOU - Archive	HOU

Essays - CHC	CHC
Eviction Notice - FHOU - Archive	FHOU
Exceptions to Acad Reqs - Non Petition - RO	RO
FERPA Disclosure - RO	RO
FH Eligibility Letter - FHOU - Archive	FHOU
FH Offer Letter - FHOU - Archive	FHOU
Financial Verification - AO	AO
Fixed Asset Images - BA - Archive	BA
Funder Reports - ECS - Archive	ECS
General Emails - FHOU - Archive	FHOU
Grade Rosters - RO	RO
Graduate School Forms - RO	RO
Graduation - RO	RO
GTF Pay Documents - BA	BA
GV 2-Week Vacate Notice - FHOU - Archive	FHOU
GV Contract - FHOU - Archive	FHOU
High School Profiles - AO	AO
Holds Override Authorization - RO	RO
Housing Petition Form - HOU - Archive	HOU
HS GPA Evaluation - AO	AO
I-9 (Employment Eligibility) - BA	BA
Intent To Register - AO	AO
Internal - CHC	CHC
Invoices - BA	BA
Kameenui Archive - CTL	CTL
Key Loan - HOU - Archive	HOU
Key Loan Form - FHOU - Archive	FHOU
Law School Forms - RO	RO
License Agreement - ECS	ECS
Linen Checkout - HOU - Archive	HOU
Machine Shop Service Req - IS	IS
Major Change - Undergraduate - RO	RO
Manual Check Request - BA	BA
Marketplace Deposits - CTL	CTL
Marriage Documentation - FHOU - Archive	FHOU
Meal Plan Change Request - HOU - Archive	HOU
Misc Documents - FHOU - Archive	FHOU
Misc Documents - HOU - Archive	HOU
Miscellaneous - CTL	CTL
Missing Persons Form - HOU - Archive	HOU
Name Change Affidavit - BA	BA
Original Budget/Narrative- ECS - Archive	ECS

OSU Cascades Application - AO - Archive	AO
Outgoing Wire Payments - BA	BA
Overseas Grades - AO	AO
Past due inv/corr - CTL	CTL
Payment Confirmation - FHOU - Archive	FHOU
Payroll Advance Request - BA	BA
Payroll Checks - BA	BA
Perkins Loan Docs - BA	BA
Personal Info Form - BA	BA
Petition Form - FHOU - Archive	FHOU
Petitions - ARC - RO	RO
Petitions - Refund Tuition and Fees - RO	RO
Petitions - Special Requests - AO	AO
Petitions - SRC - RO	RO
PO - SWIS - ECS	ECS
Position Description - HR	HR
Postage - ECS - Archive	ECS
Pre-Contract Arrival Form- HOU - Archive	HOU
Prof. Services Contracts - ECS - Archive	ECS
Profile Change Request - HOU - Archive	HOU
Proj acct perm form - CTL	CTL
Property Room Cond Rpt - HOU - Archive	HOU
Protocols - IRB ECS - Archive	ECS
Purchase order - CTL	CTL
Quarterly Budget Summ. - ECS - Archive	ECS
Rate Codes - Tuition - RO	RO
Reduced Course Load Authorize - RO	RO
Re-Enrollment and On-Leave Graduate School - RO	RO
Re-Enrollment Undergraduate - RO	RO
Renewal Cover Letter - FHOU - Archive	FHOU
Rental Agreement - FHOU - Archive	FHOU
Rental Agrmt Transfer - FHOU - Archive	FHOU
ResNet Purchase - HOU - Archive	HOU
Revolving Charge Agreement - BA - Archive	BA
RH Consolidation Letter - HOU - Archive	HOU
RH Parking Letter - HOU - Archive	HOU
RH Past Due Letter - HOU - Archive	HOU
Room Transfer Request - HOU - Archive	HOU
S and S - ECS - Archive	ECS
SAP - FA	FA
Scholarships - FA	FA
Scholarships-Honors - AO - Archive	AO

SIF - SWIS - ECS	ECS
Sign-up request - CTL	CTL
Single Room Request - HOU - Archive	HOU
Student Employment Form SEF - BA	BA
Student Record Correction from Admissions - RO	RO
Student Subpoenas - Restricted - RO	RO
Study Abroad Records - RO	RO
Subcontracts/Srvc Agrmnts - ECS - Archive	ECS
Subpoenas Student Records - RO	RO
SummerSchool - FA	FA
TDI - BA	BA
Telecomm - ECS - Archive	ECS
Temp Employee Pay Documents - BA	BA
Test Scores - RO	RO
Thesis - CHC	CHC
Transcript Request - UO - RO	RO
Transcripts - College - RO	RO
Transcripts - High School - AO	AO
Transcripts - Unofficial - AO	AO
Transfer Articulation Documents - RO	RO
Travel - ECS - Archive	ECS
Unclassified Pay Documents - BA	BA
Unit Change Request - FHOU - Archive	FHOU
Unit Condition Report - FHOU - Archive	FHOU
Unpaid Appointments - BA	BA
User Info Forms - PBISEval - ECS	ECS
Vacate Notice - FHOU - Archive	FHOU
Vendor ACH Form - BA	BA
Verification - FA	FA
W-4 (Withholding Request) - BA	BA
W-8s - BA	BA
W-9 (IRS Vendor Verification) - BA	BA
Worksheet - Articulation Request - AO	AO
Worksheet - FAW - AO	AO
Worksheet - IAW - AO	AO
Worksheet - TAW - AO	AO
Write Offs - BA	BA

Current UO Document Types, sorted by Group

Document Type	Group
Admissions Docs-Domestic - AO	AO
Admissions Docs-International - AO	AO
Applications - AO	AO
Athletics - AO	AO
Citizenship Verification - AO	AO
Comments - AO	AO
Correspondence - AO	AO
Deposit Slips - AO	AO
Disability - AO	AO
Financial Verification - AO	AO
High School Profiles - AO	AO
HS GPA Evaluation - AO	AO
Intent To Register - AO	AO
OSU Cascades Application - AO - Archive	AO
Overseas Grades - AO	AO
Petitions - Special Requests - AO	AO
Scholarships-Honors - AO - Archive	AO
Transcripts - High School - AO	AO
Transcripts - Unofficial - AO	AO
Worksheet - Articulation Request - AO	AO
Worksheet - FAW - AO	AO
Worksheet - IAW - AO	AO
Worksheet - TAW - AO	AO
ACH Forms - BA - Archive	BA
Agency Referral Sheet - BA - Archive	BA
Air Travel Authorizations - BA	BA
AP Checks - BA	BA
Classified Pay Documents - BA	BA
Collections Correspondence - BA	BA
Departmental Signature Auth - BA	BA
Direct Deposit - BA	BA
Emergency Loan Program - BA	BA
Fixed Asset Images - BA - Archive	BA
GTF Pay Documents - BA	BA
I-9 (Employment Eligibility) - BA	BA
Invoices - BA	BA
Manual Check Request - BA	BA
Name Change Affidavit - BA	BA
Outgoing Wire Payments - BA	BA
Payroll Advance Request - BA	BA
Payroll Checks - BA	BA

Perkins Loan Docs - BA	BA
Personal Info Form - BA	BA
Revolving Charge Agreement - BA - Archive	BA
Student Employment Form SEF - BA	BA
TDI - BA	BA
Temp Employee Pay Documents - BA	BA
Unclassified Pay Documents - BA	BA
Unpaid Appointments - BA	BA
Vendor ACH Form - BA	BA
W-4 (Withholding Request) - BA	BA
W-8s - BA	BA
W-9 (IRS Vendor Verification) - BA	BA
Write Offs - BA	BA
Advising - CHC	CHC
Backfile - CHC	CHC
Essays - CHC	CHC
Internal - CHC	CHC
Thesis - CHC	CHC
Archive customer docs - CTL	CTL
Backfile - CTL	CTL
Billing Agreement - CTL	CTL
Contract - CTL	CTL
Correspondence - CTL	CTL
Data - Grants - CTL	CTL
DC Change Request - CTL	CTL
Deposit Records - CTL	CTL
Kameenui Archive - CTL	CTL
Marketplace Deposits - CTL	CTL
Miscellaneous - CTL	CTL
Past due inv/corr - CTL	CTL
Proj acct perm form - CTL	CTL
Purchase order - CTL	CTL
Sign-up request - CTL	CTL
Additional Approvals - IRB ECS - Archive	ECS
Application - ECS - Archive	ECS
Award Notice - ECS - Archive	ECS
Check Stubs - ECS	ECS
Consents - IRB ECS - Archive	ECS
Correspondence - ECS - Archive	ECS
Deposit Slips - ECS	ECS
Funder Reports - ECS - Archive	ECS
License Agreement - ECS	ECS

Original Budget/Narrative- ECS - Archive	ECS
PO - SWIS - ECS	ECS
Postage - ECS - Archive	ECS
Prof. Services Contracts - ECS - Archive	ECS
Protocols - IRB ECS - Archive	ECS
Quarterly Budget Summ. - ECS - Archive	ECS
S and S - ECS - Archive	ECS
SIF - SWIS - ECS	ECS
Subcontracts/Srvc Agrmnts - ECS - Archive	ECS
Telecomm - ECS - Archive	ECS
Travel - ECS - Archive	ECS
User Info Forms - PBISEval - ECS	ECS
Award Letter - FA	FA
Communications - FA	FA
SAP - FA	FA
Scholarships - FA	FA
SummerSchool - FA	FA
Verification - FA	FA
24-Hr Entry - FHOU - Archive	FHOU
30-Day Notice - FHOU - Archive	FHOU
Application - FHOU - Archive	FHOU
Birth Cert or Preg Verf - FHOU - Archive	FHOU
Change of Household - FHOU - Archive	FHOU
Confirmed Assignment - FHOU - Archive	FHOU
Custody Documentation - FHOU - Archive	FHOU
Domestic Partner Doc - FHOU - Archive	FHOU
Eviction Notice - FHOU - Archive	FHOU
FH Eligibility Letter - FHOU - Archive	FHOU
FH Offer Letter - FHOU - Archive	FHOU
General Emails - FHOU - Archive	FHOU
GV 2-Week Vacate Notice - FHOU - Archive	FHOU
GV Contract - FHOU - Archive	FHOU
Key Loan Form - FHOU - Archive	FHOU
Marriage Documentation - FHOU - Archive	FHOU
Misc Documents - FHOU - Archive	FHOU
Payment Confirmation - FHOU - Archive	FHOU
Petition Form - FHOU - Archive	FHOU
Renewal Cover Letter - FHOU - Archive	FHOU
Rental Agreement - FHOU - Archive	FHOU
Rental Agrmt Transfer - FHOU - Archive	FHOU
Unit Change Request - FHOU - Archive	FHOU
Unit Condition Report - FHOU - Archive	FHOU

Vacate Notice - FHOU - Archive	FHOU
ADA Requests - HOU - Archive	HOU
Application - HOU - Archive	HOU
Assignment Letter - HOU - Archive	HOU
Cancellation Request - HOU - Archive	HOU
Change-Charge Form - HOU - Archive	HOU
Contract - HOU - Archive	HOU
E-mail Communication - HOU- Archive	HOU
Emergency Persons Form - HOU - Archive	HOU
Equipment Checkout - HOU - Archive	HOU
Housing Petition Form - HOU - Archive	HOU
Key Loan - HOU - Archive	HOU
Linen Checkout - HOU - Archive	HOU
Meal Plan Change Request - HOU - Archive	HOU
Misc Documents - HOU - Archive	HOU
Missing Persons Form - HOU - Archive	HOU
Pre-Contract Arrival Form- HOU - Archive	HOU
Profile Change Request - HOU - Archive	HOU
Property Room Cond Rpt - HOU - Archive	HOU
ResNet Purchase - HOU - Archive	HOU
RH Consolidation Letter - HOU - Archive	HOU
RH Parking Letter - HOU - Archive	HOU
RH Past Due Letter - HOU - Archive	HOU
Room Transfer Request - HOU - Archive	HOU
Single Room Request - HOU - Archive	HOU
Position Description - HR	HR
Access Request Forms - IS	IS
Machine Shop Service Req - IS	IS
Academic Extension Registration - RO	RO
Academic Scheduling Correspondence - RO	RO
Access Forms - RO	RO
Audit Registration - RO	RO
Backfile - RO	RO
Backfile - Veterans - RO	RO
Biographical Record Update Student - RO	RO
CEP - Community Education Records - RO	RO
Child Support Forms - RO	RO
Complete Withdrawal - RO	RO
Conduct Records - Student - RO	RO
Consent to Release Student Records - RO	RO
Correspondence - RO	RO
DD214 - Veterans - RO	RO

Deceased Student Notification - RO	RO
Degree Audits Archived - RO	RO
Dependent Tuition Waiver - Veterans - RO	RO
Diploma - RO	RO
Directory Information Restriction - RO	RO
Exceptions to Acad Reqs - Non Petition - RO	RO
FERPA Disclosure - RO	RO
Grade Rosters - RO	RO
Graduate School Forms - RO	RO
Graduation - RO	RO
Holds Override Authorization - RO	RO
Law School Forms - RO	RO
Major Change - Undergraduate - RO	RO
Petitions - ARC - RO	RO
Petitions - Refund Tuition and Fees - RO	RO
Petitions - SRC - RO	RO
Rate Codes - Tuition - RO	RO
Reduced Course Load Authorize - RO	RO
Re-Enrollment and On-Leave Graduate School - RO	RO
Re-Enrollment Undergraduate - RO	RO
Student Record Correction from Admissions - RO	RO
Student Subpoenas - Restricted - RO	RO
Study Abroad Records - RO	RO
Subpoenas Student Records - RO	RO
Test Scores - RO	RO
Transcript Request - UO - RO	RO
Transcripts - College - RO	RO
Transfer Articulation Documents - RO	RO
Correspondence - SWIS - Archive	SWIS