

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Administrative Records			
Accreditation Records <ul style="list-style-type: none"> Evaluation Reports from Accreditation Final Reports sent to Accreditation Organizations Self-evaluation Reports Statistical Data Working Papers 	As designated by Campus Chancellor	Permanent	State Archives Records Management Manual - Schedule 8
Audit Reports	Office of Internal Audit	10 years or until no longer needed for reference, whichever is longer	State Archives Records
Committee Records <ul style="list-style-type: none"> Agendas Meeting Minutes Reports Working Papers Related documentation and correspondence 	As designated by originating unit	5 years	State Archives Records Management Manual - Schedule 8
Correspondence, Administrative <ul style="list-style-type: none"> Communications received or sent which contains significant information about the programs of a unit 	Originating Unit	2 years	State Archives Records Management Manual - Schedule 8
Correspondence, Ephemeral <ul style="list-style-type: none"> Communications received or sent which do not contain significant information about programs of a unit, fiscal status, or routine agency operations. 	Originating Unit	Until No longer needed	
Correspondence, General <ul style="list-style-type: none"> Correspondence received or sent which contains information about routine matters. 	Originating Unit	2 years	State Archives Records Management Manual - Schedule 8
Gifts Records <ul style="list-style-type: none"> Agreements Copies of Bequest Instruments Financial Statements and Reports Fund Disbursement Records 	Treasurer's Office	Permanent	State Archives Records Management Manual - Schedule 8
Identification Card Records	Issuing Department	6 years after employee or student separation	State Archives Records
Institutional Planning Records <ul style="list-style-type: none"> Activity Report Information Materials Planning Committee Records Planning Reports/Surveys Statements of Goals and Objectives Working Papers Related Documentation 	Institutional Planning Office	Permanent	State Archives Records Management Manual - Schedule 8
Insurance Records <ul style="list-style-type: none"> Auto/Liability/Property Claim Records Policies/Riders/Endorsements Records of Payment 	Risk Management	10 years	
Key Issuance Records <ul style="list-style-type: none"> Requests Agreements 	Facility Operations	2 years Until key is returned to Issuing Dept.	
Lecture and Lecture Series Records <ul style="list-style-type: none"> Committee Minutes/Notes Financial Support Records Lecture Recordings and Transcripts Program Records and Announcements 	Unit/Program Sponsor	Until no longer needed for reference	State Archives Records Management Manual - Schedule 8
Legal Case Records <ul style="list-style-type: none"> Case files pertaining to legal actions brought 	Office of University Counsel	6 years after case is closed	State Archives Records Management Manual - Schedule 8
Legislative Relations Records <ul style="list-style-type: none"> Bill Review and Tracking Forms Copies of Pending or Approved Legislation Working Papers Related Documentation 	Office of Governmental Relations	Permanent	State Archives Records Management Manual - Schedule 8
Parking Records <ul style="list-style-type: none"> Appeal/Citation Records Permit Records 	Parking Office	Current year plus 6 years	State Collections
Policies and Procedures Records <ul style="list-style-type: none"> Handbooks Mission and Policy Statements Official Procedure Guidelines Organizational Charts Strategic Planning Documents 	Originating Department	Permanent. Previous policies should be retained for 5 years post-revision unless a separate document memorializes the changes.	

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Real Property Records <ul style="list-style-type: none"> • Deeds • Easement Agreements • Leases • Property Descriptions • Purchase Agreements • Sale Agreements • Title Abstracts • Related Documentation 	Treasurer's Office	Permanent	State Archives Records Management Manual - Schedule 8
Faculty Senate Records			
Agendas -Meeting Minutes) Faculty Senate, Faculty Council and their committees	Faculty Council/Faculty Senate office	Permanent	
Award records <ul style="list-style-type: none"> • Winners' names and information • Nomination packets 	Faculty Council Office	Permanent 5 years	
Election/ Ballot Records <ul style="list-style-type: none"> • Ballots • Results 	Faculty Council Office	5 years Permanent	
Faculty Handbook	Faculty Council Office	Permanent	
Governing documents: Faculty Senate Constitution and Bylaws, Faculty	Faculty Council Office	Permanent	
Membership lists	Faculty Council Office	Permanent	
Policies and Procedures	Faculty Council Office	Permanent	
Privilege and Tenure Committee Records <ul style="list-style-type: none"> • Grievance case files • Other confidential files • Public files(meeting minutes, reports, etc.) 	Faculty Council Office	10 years from the date the case is closed.	
Reports	Faculty Council Office	Permanent	
Resolutions, Motions and Enactments	Faculty Council Office	Permanent	
Studies	Faculty Council Office	Permanent	
Surveys	Faculty Council Office	Permanent	
Working Papers - misc.	Faculty Council Office	Until no longer needed	
Chair's and other officers' records	Univ. Archives	Until no longer needed	
Correspondence	Faculty Council Office	Until no longer needed	
Notes	Faculty Council Office	Until no longer needed	
Student Records			
Admission Records		Accepted students - 5 years after graduation or last date of attendance Rejected students - 1 year	State Archives Records Management Manual - Schedule 8
Class Rosters		Registrar's is going to all web-based rosters in near future; no paper storage	
Commencement Records		Permanent	State Archives Records
Enrollment Reports		5 years	
Examinations, Tests, Term Papers, and Homework Records		No specific requirement for retention; generally up to individual faculty member or departmental policy	
Grade Sheets		Permanent	
Grade Reports		1 year after date distributed	State Archives Records
Grievance Records – Academic		5 years from date of last attendance	
Housing Records <ul style="list-style-type: none"> • Housing Contracts and Leases • Related Billing Records • Medical Forms for Children's Center • Students/Critical Incident Files 		1 or 2 years after expiration of contract/lease 3 years No set standard	Department Practice Colorado Dept. of Human Services/ Social Services
International Student Records		Recommendation to keep at least one year following notification to USCIS of reasons for departure (F-1 and M-1 visas). For J-1, must keep for at least three years	8 C.F.R § 214.3(g); 22 C.F.R. § 62.10(h)
Internship Program Records		7 years after students no longer utilizing service	Department practice

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Medical/Counseling Records		10 years after last contact with student	6 CCR 1011-1
Services to Students with Disabilities Records		5 years after student's last contact with office	
Student Academic Records <ul style="list-style-type: none"> • Academic Progress Reports • Applications • Course Withdrawal Forms • Examination Reports • Grade Changes • Grade Reports • Letters of Recommendation • Notices of Admission/Denial/Acceptance • Notices of Readmission 		5 years after date of last attendance Only until student is admitted Denials retained in Admissions for one year	American Association of College Registrars and Admissions Officers
Student Account Records		Permanent for all accounts with outstanding balances. All other accounts 3 years after student separation from University.	
Student Conduct Records		No specific requirement for retention; Judicial Affairs keeps all records for 7 years pursuant to Cery Act reporting requirements, keeps records for expelled students permanently	Department Practice
Student Employment Records		10 years after separation from employment (except for Work-Study, which is 3 years after the relevant annual Fiscal Operations Report is filed)	34 C.F.R. 675.19(b)(2)(i)-(iii)
Thesis and Dissertation Records		Permanent	State Archives Records
Transcripts		75 years after graduation or withdrawal	State Archives Records
Immigration/International Records			
Study Abroad Student and Staff Records	Office of International Education	5 years	
International College Student and Staff Records	Office of International Education	5 years	
International Admissions Records	Office of International Education or Admissions	5 years	
International Student Visa Records <ul style="list-style-type: none"> • F1 Visa Records • J1 Visa Records • H1 Visa Records 	Office of International Education or as designated by OEI	3 years after student leaves the University.	8 CFR 214.3(g)(1) 22 CFR 62.10(h)
International Scholars Records	Office of International Education by OEI	3 years after student leaves the University	
Labor certifications/applications	International Office	5 years from date of application/certification is filed	20 C.F.R. § 656.10(f)
Labor Condition Applications	International Office	One year after application expires	20 C.F.R. § 655.760
Graduate Medical Education Records			
Application	Program Office	Accepted Resident - 5 years after completion of residency Rejected Resident – 1 year after date of application	
Applicant Summary <ul style="list-style-type: none"> • Names • Gender • Ethnicity • Accepted/Rejected Status 	Program Office	5 years	
Background Check Results	GME Office	Until resident leaves GME Program	
Curriculum Vitae	Program Office	10 years after resident leaves GME Program	
ECFMG	GME Office	50 years	
Evaluations <ul style="list-style-type: none"> • Monthly/Rotational • Semi-Annual • Monthly/Rotational 	Program Office	Monthly and Semi-Annual - Until residency is completed unless in NI; Final – 50 years	
Grievance	GME Office	10 years after completing residency or separating from GME	
Medical School Diploma	GME Office	50 years after resident separates from the GME Program	
Probation/Remediation Records	GME Office and Program Program Office	50 years after resident separates from the GME Program. If addressed in Summative evaluation, this letter can be destroyed when resident separates from the GME Program.	
Procedure/Case Log Summary	Program Office	50 years	
Training Agreement	GME Office	50 years	

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Curriculum and Instruction Records			
Academic Program Administrative Records <ul style="list-style-type: none"> Add/Drop Reports Course Enrollment Summaries Graduation Summaries Registration Reports Summer Term Reports 	Registrar's Office, Institutional Research, Student Information System, Data Warehouse, Continuing Education	1 year after semester ends Permanent Permanent Permanent Permanent	
Course Catalog and Schedule of Courses	Registrar's Office	3 years	
Course Records <ul style="list-style-type: none"> Class Roster Course Proposals Degree Requirements Syllabi 	Registrar's Office Dean's Office Registrar's Office Instructor's Office	Until no longer needed for reference Indefinitely Until no longer needed for reference	State Archives Records Management Manual - Schedule 8
Faculty Course Questionnaires	Faculty Affairs or as designated by the campus Chancellor or Provost	3 years from end of employment	
New Degree Records	Registrar's Office	Indefinitely	
Program Development and Review Records	University Archives	Indefinitely	
Personnel Records			
Records to complete IPEDS Report	Institutional Research	3 years	29 C.F.R. § 1602.48
Affirmative Action Plans and Progress Reports	Human Resources	2 years	DOL
VETS 4212 Reports	Human Resources	2 years	DOL
Employment Tests and Selection Criteria – Impact or Adverse Impact Records <ul style="list-style-type: none"> Comparative Analysis Exam Police Officer Exams 	Human Resources	2 years	29 C.F.R. 1607.15 (A)(2)(a)
Conflict of Interest Disclosures <ul style="list-style-type: none"> Nepotism Dual Employment and 1/6 Rule 	Human Resources – Personnel File Human Resources – Personnel File	10 years after employee's separation from the University. 10 years after employee's separation from the University.	APS
Employee Medical Records			
These records are not personnel records and must be kept separate from personnel records.			
<ul style="list-style-type: none"> Family and Medical Leave Act documentation <ul style="list-style-type: none"> Request for FML Medical Certification Designation Fit to Return Permanent Medical Restriction Short and Long-Term Disability Documentation 	Human Resources Employee Services	3 years after the end of documented incident	
<ul style="list-style-type: none"> Work related injury or illness <ul style="list-style-type: none"> Injury report Disposition report Permanent Medical Restriction Leave Sharing Documentation 	Risk Management	6 years after the date of injury or 2 years after the last medical or indemnity payment	8 C.F.R. 303
Employment Eligibility Verification Records <ul style="list-style-type: none"> I-9 Forms Colorado Affirmation Form Residence Records for Classified Staff 	Human Resources Post 12/2015 - HCM	3 years after date of hire, or one year after termination, whichever is later	8 C.F.R. § 274a.2
Employee Personnel Records – Classified Staff Pursuant to State Archives Schedule 8 (5-15 Personnel Files), the Official Personnel File should include: <ul style="list-style-type: none"> Offer Letters Performance Evaluations Resignation/Termination Letters Layoff Notices Grievance/Dispute Documents Corrective/Discipline Actions Leave Balance Upon Termination or Transfer Forms Alternate Work Arrangement Forms 	Human Resources or other repository as designated by Human Resources (ePerformance & CU Careers)	10 years after employee's separation from the University.	All: Title VII ADA 29 C.F.R. 1602.49 State Archives Schedule 8
*See other areas for documents that may be in the personnel file			
Employee Personnel Records – University Staff <ul style="list-style-type: none"> Offer Letters Performance Evaluations Resignation/Termination Letters Layoff Notices Leave Balance Upon Termination or Transfer Forms Alternate Work Arrangement Forms 	Human Resources or other repository as designated by Human Resources (ePerformance & CUCareers)	10 years after employee's separation from the University.	All: Title VII ADA 29 C.F.R. 1602.49 State Archives Schedule 8
*See other areas for documents that may be in the personnel file			

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Employee Personnel Records – Faculty <ul style="list-style-type: none"> Offer letters (new hires; administrative faculty appointments; retention agreements; System Agreements for instructors; endowed appointments; etc.) Supporting documentation for new hires: CV, letters of reference, faculty oath, Recruiting Authorization Form Degree verification for faculty hired prior to the dissertation having been completed Comprehensive Review for Reappointment, Tenure, and Promotion review documentation for tenure rank faculty Non-Medical Leave of Absence Requests Course Buy-Out Requests Faculty Performance Ratings Salary Adjustment Notifications Post-Tenure Review Reports Salary Equity Appeals Sabbatical Applications Resignations Retirement Agreements 	Human Resources or other repository as designated by Human Resources	10 years after employee's separation from the University.	All: Title VII ADA 29 C.F.R. 1602.49 State Archives Schedule 8
Employee Personnel Records – Research Faculty (including PRA) <ul style="list-style-type: none"> Offer letters (new hires; administrative faculty appointments; retention agreements; System Agreements for instructors; endowed appointments; etc.) Supporting documentation for new hires: CV, letters of reference, faculty oath, Recruiting Authorization Form Degree verification for faculty hired prior to the dissertation having been completed Non-Medical Leave of Absence Requests Faculty Performance Ratings Salary Adjustment Notifications Salary Equity Appeals Resignations Retirement Agreements 	Human Resources or other repository as designated by Human Resources	10 years after employee's separation from the University.	All: Title VII ADA 29 C.F.R. 1602.49 State Archives Schedule 8
Employee Personnel Records – Undergraduate Student Employees <ul style="list-style-type: none"> Offer letter 	Student Employment	5 years after separation from employment	34 C.F.R. 675.19(b)(2)(i)-(iii)
Employee Personnel Records – Volunteers and Trainees <ul style="list-style-type: none"> Volunteer application Training application Letter of Invitation 	Department		
Individual Employee Security Profiles <ul style="list-style-type: none"> Initial set up and changes to the security profile of an employee including HCM, Finance, CIW, and Campus Solutions 	UIS – Singularity and OIM	None	
Human Resource Recruitment and Search Committee Records <ul style="list-style-type: none"> Application Materials Applicant Pool Appointment Records Postings Search Committee Members Search Summary Search Waivers Test forms and scores 	CU Careers	3 years Note: Application of the successful candidate become part of the employee's personnel file.	
*All search committee notes are to be destroyed at the conclusion of the search			
Positions Descriptions for Classified and University Staff	Human Resources or CU Careers	4 years after inactivated or superseded	State Archives Schedule 11-43
Officer delegation reports	Human Resources	Not purged	
Exemption and Personnel Action Reports	n/a – Chancellor signs all offer letters	Not purged	
Time and Attendance Records	Department (personnel files) or MyLeave	5 years from creation of the record	
Leave Records			
<ul style="list-style-type: none"> Request and approval of leave 	Department (personnel files) or MyLeave	3 years after employee's separation or transfer from the department.	
<ul style="list-style-type: none"> Final leave balance 	Human Resources – personnel file	10 years after separation from employment	
Information Management Records			
Service Catalog	Department of Information Technology	For IT provided services, the life of the service.	
Service Continuity Plans	Department of Information Technology	For the life of the IT service.	
Change Management Records	IT Service Provider	For highly critical services, the change management records should be maintained for life of the information system component. Less critical services should be maintained for to support operational needs at the discretion of the service provider.	
Service Incident Records	IT Service Provider	Minimum of 1 year or longer at the discretion of the service provider.	
Service Fulfilment Requests	IT Service Provider	Minimum of 1 year or longer at the discretion of the service provider.	

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Information Security Records	IT Service Providers	The minimum retention period for records not covered by any regulations, external standards, federal, or state laws as determined by the campus information security officer is 12 months for highly critical services. The minimum retention period for records that are covered by regulations, standards, federal law, or state law varies and must be retained for such duration. <ul style="list-style-type: none"> • Payment Card Industry Data Security Standards (PCI-DSS) - 1 year • Gramm–Leach–Bliley Act (GLBA) - 5 years • Health Insurance Portability and Accountability Act (HIPAA) - 6 years • Sarbanes–Oxley Act (SOX) - 7 years Less critical services should be maintained for to support operational needs at the discretion of the service provider. Recommended minimum is 90 days.	
Software Management Records <ul style="list-style-type: none"> • Licenses • Site Licenses • Software Inventories • Software Purchase Records • Related Documentation 	IT Service Providers	Software management records should be kept for the life of the license use or life of the system.	Colorado State Archives 6.50
Email (mailbox) of all terminations, voluntary or involuntary	Information Security Officer	189 days/27 weeks from date of termination in HRMS.	
Equipment and Supplies Records			
Bid and Competitive Selection Records	Facilities Office	Until completion of project	
Equipment Inventory Records	Facilities Office	10 years	
Equipment Maintenance Records	Facilities Office	Life of the equipment	
Research and Teaching Drug Inventory Records	Facilities Office	2 years	21 CFR 1304.04(a)
Vehicle Records <ul style="list-style-type: none"> • Emission Records • Fuel Records • Insurance Records • Maintenance Records • Registration Records • Titles • Use Records 	Transportation Services	Until vehicle is no longer owned by the University.	
DOT Regulated Vehicle Inspection Reports: <ul style="list-style-type: none"> • Pre and post trip reports • Annual vehicle inspection 	Transportation Services	90 Days One year	
DOT Regulated Drivers: <ul style="list-style-type: none"> • CMV overall driver file • Copy of Commercial Driver's License • Annual MVR/CDLIS • DOT physical card • Receipt of Drug and Alcohol materials • Employment Application Certificate • Previous Employment Form • Compliance of CDL Requirements • On-duty Hours Statement • Driver's Certificate of Violations • Driver's Road Test Examination • Certificate of Road Test 	Transportation Services	3 years after driver has ended employment Must retain until copy of new CDL received Must retain prior 3 years for each driver Must retain until copy of new DOT physical card received One year 3 years after driver has ended employment 3 years after driver has ended employment 3 years after driver has ended employment 3 years after driver has ended employment Must retain prior 3 years for each driver CDL drivers exempt/ all other CMV operators until 3 years after driver has ended employment CDL drivers exempt/ all other CMV operators until 3 years after driver has ended employment	
Facilities and Property Records			
Building Space Inventory and Valuation Records	Facilities Office	10 years	
Building/Grounds Repair, Maintenance, Remodeling, and Construction Records	Facilities Office	Permanent	
Capital Construction Project Records	Facilities Office	Permanent	NARA Federal Structure Construction Files 611-1 Colorado State Archives 7.280
Land Inventory Records	Facilities Office	Permanent	State Archives Records
Health Services Records			
HIPAA Compliance Records and Reports	HIPAA Compliance Office	6 years from creation date or effective date	45 C.F.R. pt. 160
Immunization Records	Student Services Office	Students – 2 years after student graduation or withdrawal	Employees – Until no longer needed
	Program Office		
Patient Encounter Logs		2 years	
Pharmacy Prescription Dispensation Records	Program Office	2 years	C.R.S. § 12-22-131(1)(a)
Practitioner Rotation Schedules	Program Office	2 years	

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Health Insurance Records	Program Office	Until individual's separation from the University	
Medical Records- adults	Medical Records Office or as designated by campus	10 years from the date of last contact with the individual	6 CCR 1011-1
Medical Records- minors	Medical Records Office or as designated by campus	10 years from the date of last treatment + period of minority	6 CCR 1011-1
Psychiatric Records- adults	Medical Records Office or as designated by campus	10 years from the date of last contact with the individual	6 CCR 1011-1
Psychiatric Records- minors	Medical Records Office or as designated by campus	10 years from the date of last treatment + period of minority	6 CCR 1011-1
Child Abuse Reports: Records related the identification and treatment of child abuse victims.	Medical Records Office or as designated by campus	10 years from the date of last treatment + period of minority	6 CCR 1011-1
Shadow Charts	Program Office	Until no longer needed	
Financial Aid Records			
Borrowers Loan Records <ul style="list-style-type: none"> • Institutional Loans • Repayment Schedules • Statements of Rights and • Records of Actions Taken • Related Correspondence 	Financial Aid Office	3 years after loan repayment or assignment to the U.S. Department of Education	34 C.F.R. § 668.24
Federal Title IV, Program Records, Institutional Records <ul style="list-style-type: none"> • Accreditation Reviews and Reports • Any other record pertaining to factors of financial responsibility and standards of administrative capability • Audits and Program Reviews • Education Program Eligibility • Institutional Program Participation • Recertification 	Financial Aid Office	(a) Agreements: 6 years after expiration (b) 3 years after the end of the award year in which the report was submitted Records pertaining to audit and program reviews must be retained until resolution of the matter is reached.	34 C.F.R. § 668.24
Federal Family Education Loan and Direct Program <ul style="list-style-type: none"> • Applications • Disbursement Records • Promissory Notes • Student Status 	Financial Aid Office or as otherwise designated	3 years after the end of the award year in which the student borrower last attended the Univ.	34 C.F.R. § 668.24
Financial Aid Annual Reports	Financial Aid Office	3 years after the end of the award year	34 C.F.R. § 674.8(c)
Fiscal Records and Reports <ul style="list-style-type: none"> • Accreditation and • Annual Federal Fiscal • Cash Disbursements • ED Payment Management • Federal Pell Grant • Federal Work-Study Payroll • General Ledgers • Refunds and Repayments • State Grant and • Title IV Program • Title VI Program 	Financial Aid Office or as otherwise designated	3 years after the end of the award year for which the report was submitted	34 C.F.R. § 674.8(c)
Pell Grant Reports	Financial Aid Office	3 years after the end of the award year for which the award was submitted	
Perkins Loan Program Records	Financial Aid Office	3 years after the end of the award year for which aid was awarded	34 C.F.R. 668.24
Student Financial Aid Records <ul style="list-style-type: none"> • Applications • Award Letters • Eligibility Records • Payment Records • Repayment Agreements 	Financial Aid Office	3 years after the end of the award year in which the student last attended the institution	34 C.F.R. 668.24
Work Study Program Administrative Records <ul style="list-style-type: none"> • Award Letters • Job Descriptions • Payment Records • Related Correspondence 	Financial Aid Office	3 years after the award year for which aid was awarded	34 C.F.R. § 668.24(e)
Safety and Security Records			
Accident and Injury Reports	Risk Management	5 years from date of accident or injury	
Asbestos Records	EH&S	30 years	OSHA & EPA
Carcinogenic Compounds Inventory/Use Records	EH&S	10 years	

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Chemical and Hazardous Waste Disposal Records	EH&S	5 years	
Chemical Hazardous Material Survey Records	EH&S	30 years after student/employee separation	
Chemical Incident Reports	EH&S	3 years	
First-aid incident reports	Risk Management	10 years after employee separation	
Emergency Response Plans and Procedures	Emergency Response Dept.	Until superseded	
Hazard Materials Handling Records <ul style="list-style-type: none"> • Hazardous material inventories • Handling exposure • Contamination • Disposal/Clean-up efforts • Site remediation • Safety data sheets • Related investigations 	Risk Management	Permanent	State Archives Records
Material Safety Data Sheets Records	EH&S	3 years	
Radiation Licensing Records	EH&S	3 years after license is terminated	CDPHE
Radiation Material Handling and Disposition Records	EH&S	3 years after license is terminated	CDPHE
Radiation Monitoring and Exposure Records	EH&S	3 years after license is terminated	CDPHE
Release Consent Forms	Risk Management	10 years after employee separation	
Safety Inspection Records	EH&S	EH&S paper records not needed – keep electronic database that shows inspection history; remain in system indefinitely.	
Safety Training Records	EH&S	EH&S paper records not needed - keep electronic database that shows latest (refresher training) + initial training date; remain in system until employee leaves University.	6 CFR 27.255(b) NARA General Administration 212-1 Colorado State Archives 15.270
Short and Long-Term Disability Documentation	Risk Management	10 years after employee separation	
Vehicle Accident Records	Risk Management	Until vehicle is no longer owned by the University	
Workers Compensation Records	Risk Management	5 years or 1 year after all compensation is paid to claimant (whichever is later)	
Campus Police Records			
Arrest Records			
Arrest and Booking Logs	Campus Police	5 years plus current	State Archives Records
Adult Offender Felony Arrest Records (Major Felonies and Violent Crimes)	Campus Police	Permanent	
Adult Offender Felony Arrests (Other)	Campus Police	5 years plus current	State Archives Records
Adult Offender Misdemeanors	Campus Police	3 years plus current	State Archives Records
Case Files			
Major Crimes (Arson, Aggravated Assault, Homicides, Kidnapping, Deaths, Felony cases and special investigations)	Campus Police	Permanent	State Archives Records
Misdemeanor cases, Petty offenses, and Traffic Offenses	Campus Police	3 years plus current	State Archives Records
Sex Offenders	Campus Police	Permanent	State Archives Records
Criminal History Files			
Felonies	Campus Police	10 years plus current	State Archives Records
Homicides	Campus Police	Permanent	State Archives Records
Misdemeanors	Campus Police	5 years plus current	State Archives Records
Evidence Records – Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations. (Retention periods apply provided offenses are not affected by statute of limitations).			
Fingerprint Cards and Files – Records containing latent fingerprints and palm prints found at crime scenes without identification of suspects	Campus Police	75 years plus current	State Archives Records Management Manual - Schedule 17
Handling and Storage of Evidence Records – Logs documenting the receipt, transfer, and release of materials taken into evidence, including property reports, release records, evidence tags and similar records	Campus Police	75 years plus current	State Archives Records Management Manual - Schedule 17
Mug Shots/Negatives – Photographic records of suspects and persons charged with crimes, including photographic prints and negatives	Campus Police	75 years plus current	State Archives Records Management Manual - Schedule 17
Photographs – Photos of crime scenes, including photographic prints and negatives	Campus Police	75 years plus current	State Archives Records Management Manual - Schedule 17
Tape Recordings – Dispatch audio tapes recorded to monitor radio transmissions	Campus Police	90 days	State Archives Records Management Manual - Schedule 17
Video Tapes related to cases involving death, missing persons, kidnapping, treason, and forgery	Campus Police	Permanent	State Archives Records Management Manual - Schedule 17
Video Tapes concerning all other cases	Campus Police	10 years plus current	State Archives Records
Field Contact Records			

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Records or contacts with businesses, complainants, juveniles, victims, or witnesses after which no incident report is filed, including written statements	Campus Police	90 days	State Archives Records Management Manual - Schedule 17
Taped-Recorded Interviews conducted during field contacts in which no incident report is filed	Campus Police	90 days	State Archives Records Management Manual - Schedule 17
Intelligence Files – Records containing information regarding individuals and groups			
Multiple Contacts	Campus Police	5 years from date of last contact	State Archives Records
No Further Contact	Campus Police	1 year from date of last contact	State Archives Records
Internal Affairs Investigations			
Records pertaining to internal investigations regarding police conduct or actions, board of inquiry proceedings, and any subsequent disciplinary actions	Campus Police	4 years	State Archives Records Management Manual - Schedule 17
Logs			
Court Subpoena Logs	Campus Police	2 years plus current	State Archives Records
Crime Logs	Campus Police	3 years plus current	State Archives Records
Dispatch Logs	Campus Police	1 year plus current	State Archives Records
DUI Logs	Campus Police	2 years plus current	State Archives Records
Offense Logs	Campus Police	3 years plus current	State Archives Records
Routine Activity Logs – Records of Routine Welfare Checks, alarm checks, etc.	Campus Police	1 year plus current	State Archives Records Management Manual - Schedule 17
Traffic Accident Logs	Campus Police	2 years plus current	State Archives Records
Miscellaneous Records			
Parole File Card	Campus Police	Until no longer needed	State Archives Records
Prisoner Transport Records	Campus Police	1 year plus current	State Archives Records
Seizure Fund Documentation	Campus Police	7 years plus current	State Archives Records
Statistical Files	Campus Police	5 years plus current	State Archives Records
Training Records	Campus Police	5 years after employees separation from the University	State Archives Records
Summonses and Complaints	Campus Police	1 years plus current	State Archives Records
Registered Sex Offender Records			
Information Request Forms	Campus Police	1 year plus current	State Archives Records
Sex Offender Registration and Cancellation Forms	Campus Police	5 years after offender leaves the jurisdiction	State Archives Records
Sexually Violent Predators Notifications	Campus Police	Permanent	State Archives Records
Reports			
Accident Reports	Campus Police	3 years plus current	State Archives Records
Activity Summaries	Campus Police	1 year plus current	State Archives Records
Crime Stopper Reports	Campus Police	5 years plus current	State Archives Records
Incident Reports	Campus Police	3 years plus current	State Archives Records
Offense Reports	Campus Police	Permanent for serious offenses; 10 years for all other offenses	State Archives Records
Records Checks	Campus Police	2 years plus current	State Archives Records
Uniform Crime Report/NIBRS - Annual	Campus Police	Permanent	State Archives Records
Ride Along Program Records			
Approved Ride-Along Records	Campus Police	3 years plus current	State Archives Records
Denied Ride-Along Records	Campus Police	Permanent	State Archives Records
Athletics Records			
Eligibility Checklists Records	Director of Eligibility	6 years	Rocky Mountain Athletic Conf.
Game Arrangement Records	Program Office	Until no longer needed	
Game Official's Evaluation Forms	Program Office	2 years	
Game Statistics	Sports Information Office	Permanent	Department Practice
Individual Student-Athletes Records	Compliance Office	6 years	RMAC
Media Guides	Sports Information Office	Permanent	Department Practice
Photographs (Student-Athletes, Coaches, Staff)	Sports Information Office	Permanent	Department Practice
Play Books	Program Office	Until no longer needed	Department Practice
Practice Log Records (CARA)	Compliance Office	5 years	RMAC
Press Clippings	Sports Information Office	Permanent	Department Practice
Recruiting Records	Athletic Compliance Office	5 years	NCAA
Student Athlete Academic Advising Records	Student Advising Office	5 years from date of last contact	
Student Athlete Medical Records	Program Office	10 years from date of last contact	6 CCR 1011-1
Ticket Records	Ticket office of Program office	3 years	State Archives Records
Level II/Secondary Violations/Waiver Records/Investigation Notes	Compliance Office	Permanent	RMAC
Major Infractions Case/Investigation Notes/NCAA Report	Compliance Office	Permanent	RMAC
Participation Forms	Compliance Office	6 years	RMAC
National Letter of Intent/Financial Aid Agreement Forms	Compliance Office	6 years	RMAC
Transfer Information	Compliance Office	6 years	RMAC
Official Visits	Compliance Office	6 years	RMAC
Sport Camps Documentation	Compliance Office	6 years	RMAC
Rosters	Compliance Office	6 years	RMAC
Squad Lists	Compliance Office	6 years	RMAC

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Title IX & Demographics	Athletics Business Affairs Office	6 years	RMAC
Sports Sponsorship files	Athletics Business Affairs Office	6 years	RMAC
Coaches Certification Exam Results	Athletics Business Affairs Office	6 years	RMAC
Budget and Finance Records			
Procurement Records			
Canceled Solicitation Files	Procurement Services	3 years	State Archives Records 34 CFR Sec 74.53
Contract Controversies and Appeals Files	Procurement Services	6 years If any litigation, record maintained until all issues resolved and final action taken	State Archives Records
Contract and Purchase Order Files	Procurement Services	6 years	State Archives Records
Leasing Contract Files	Procurement Services	6 years	State Archives Records
Successful Bids and Proposals	Procurement Services	6 years	State Archives Records
Real Property Acquisition Files	Treasurer's Office	Permanent	
Purchase Requisitions	Procurement Services	3 years	State Archives Records
Unsuccessful Offers (Bids and Proposals)	Procurement Services	3 years	State Archives Records
Bond Documents			
Bond Official Transcripts	Treasurer's Office	3 years (retained by State Archives permanently)	State Archives Records
Bond Registration Files	Treasurer's Office	3 years	State Archives Records
Bonds, Notes and Coupons Paid	Treasurer's Office	3 years	State Archives Records
State General Obligation Bonds	Treasurer's Office	3 years	State Archives Records
State Revenue Bonds/Notes	Treasurer's Office	3 years	State Archives Records
Budget Records			
Coded Long Bill	As designated by system or Campus Controller	3 years	State Archives Records
Annual Budget Document	As designated by System or Campus Contrl	3 years	State Archives Records
Budget Work Papers	As designated by System or Campus Contr.	3 years	State Archives Records
Annual Budget Reports	As designated by System or Campus Contr.	State: 7 years (permanent record with State Archives after 7 years)	State Archives Records
Appropriation Documents	As designated by System or Campus Contr.	5 years	State Archives Records
Cash Management Records:			
Bank Records	As designated by System or Campus Contr.	3 years	State Archives Records
Cash and Credit Card Receipts	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Deposits with State Treasurer	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
EFT Authorizations	As designated by System or Campus Controller	7 years	State Archives Records 34 CFR Sec. 74.53
External Bank Account Authorization	As designated by System or	3 years	State Archives Records 34 CFR Sec. 74.53
Payment Logs/EFT and Warrant	Campus Controller	5 years	State Archives Records 34 CFR Sec. 74.53
Warrant Reconciliation	As designated by System or Campus Controller	9 years	State Archives Records 34 CFR Sec. 74.53
Warrant/Cancelled	As designated by System or Campus Controller	5 years	State Archives Records 34 CFR Sec. 74.53
Warrant/Lost Documentation	As designated by System or Campus Controller	5 years	State Archives Records 34 CFR Sec. 74.53
Contracts:			
State Contracts / all related documents	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
State Controller Delegation Authority Letters	As designated by System or Campus Controller	Until Expire/Replaced or 3 years, whichever is later	State Archives Records 34 CFR Sec. 74.53
Agency Signature Authority Forms	As designated by System or Campus Controller	Until changed or 3 years, whichever is later	State Archives Records 34 CFR Sec. 74.53
Expenditures:			
Employee Reimbursement Vouchers and Records	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Expenditure Accounting General Documents / Control Files	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Federal 1099 1098-T or other Tax Reporting Records	Tax Manager	4 years	State Archives Records 34 CFR Sec. 74.53
Inter-departmental Transfers	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Petty Cash Records	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Procurement Card Records	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Vouchers for the Purchase of Goods and Services	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Fixed Assets: A fixed asset refers to a long-term tangible asset that is not expected to be converted to cash in the current or upcoming fiscal year.			
Fixed Assets	As designated by System or Campus Controller	3 years from date of asset disposal	State Archives Records 34 CFR Sec. 74.53
Physical inventory records	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Depreciation schedules	As designated by system or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Disposal of fixed assets records	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Acquisition/disposal of real property	As designated by System or campus controller	6 years	State Archives Records 34 CFR Sec. 74.53
General Ledger:			
Adjusting Journal Entries	As designated by System or Campus Contr.	3 years	State Archives Records
General ledger detail	As designated by System or Campus Contr.	3 years	
General ledger reports	As designated by System or Campus Contr.	3 years	
Grant Files:			
Official Files regarding Financial Assistance from State	As designated by System or Campus Contr.	3 years	State Archives Records 34 CFR Sec. 74.53
Inventory Control:			
Inventory Records	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Revenue/Accounts Receivable:			
Accounts Receivable Invoices	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Loan Records	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Receipt Books	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Revenue Contracts	As designated by System or Campus Controller	3 years	State Archives Records 34 CFR Sec. 74.53
Institutional Tax Returns • Returns and supporting documentation and schedules	As designated by System or Campus Controller	10 years	Internal Revenue Code
Grant and Research Records			
Clinical Research Records Protocols Patient Records Regulatory Records Associated Contracts Accounting Records	Department	2 years post marketing approval or IND withdrawal	
Grant Project Research Records Activity Reports Conflict of Interest Disclosures Research Data Summary Reports Working Papers Related Documentation	Office of Grants and Contracts or other repository as designated.	6 years after expiration of grant funding period or termination of contract and until no longer needed for reference.	State Archives Records Management Manual - Schedule 8
Grant and Contract Proposal Records	Office of Grants and Contracts.	6 years after expiration of grant funding period or termination of contract and until no longer needed for reference.	State Archives Records Management Manual - Schedule 8

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Grants and Contracts Accounting Records <ul style="list-style-type: none"> Account Request Forms Assignment of Refunds Documents Balance Sheets Billing Records Budget Summary Statements Contracts Equipment Purchase Orders Financial Reports Grant authorizations Invoices Project Summaries Receipts Subcontracts Related Documentation 	Office of Grants and Contracts or other repository as designated	6 years after expiration of grant funding period or termination of contract and until no longer needed for reference.	State Archives Records Management Manual – Schedule 8
Human Subjects Records <ul style="list-style-type: none"> Approval Applications/Forms Assurance/Certification/Declaration Forms Consent Forms Grant Proposals Protection of Human Subjects Forms Protocols Related Documentation 	IRB (COMIRB)	3 years after completion of the activity	21 CFR 56.115
Institutional Animal Care and Use Records <ul style="list-style-type: none"> Approval Applications/Forms Grant Proposals Protocols 	IACUC Office or Office of Grants and Contracts	3 years after completion of the activity	9 CFR 2.35(f)
Laboratory Notebooks/Reports	Originating Unit	3 years from completion of project	
Personnel Activity Report Forms	Office of Grants and Contracts	6 years	OMB Circular A21
Research Misconduct Records	As designated by Campus Chancellor	3 years from end of employment	
Invention Disclosure Forms <ul style="list-style-type: none"> Licensing Agreements Original Patents Patent Applications Technology Transfer Records Related Documentation 	Tech Transfer	Permanent for original patents, formal invention assignment forms, license agreements, patent legal transactions, and invention disclosure forms; 6 years for all other records	
Payroll and Benefit Records			
Annual Benefit Reports	Benefit Office	Life of Plan	
Benefit Employer Contribution	Benefit Office	Employee Tenure	
Benefit Plan Description/Master Contract	Benefit Office	Life of Plan plus three years	
Benefit Plan Selection Data	Procurement Office	Life of Plan	
Benefit Provider Report of Events		Life of Plan plus 3 years	
Benefit Records		Until employee separates from University	
Employee Tax Records	Payroll Office	4 years from the date the tax is due or the tax is paid, whichever is later	26 CFR 31.6001-1
Wage Attachments, Child Support, and Garnishment Records	PBS Employee Record File	3 years from the final withholding, release of employee's date of separation	State Archives
Federal Tax Levies	PBS Employee Record File	4 years from the final withholding or date of employee separation	2005 Principles of Payroll Administration
Pay Authorization Records	HRMS	Until updated, superseded, or no longer needed for reference.	State Archives
Paycheck Delivery Records	HRMS	Until updated, superseded, or no longer needed for reference.	State Archives
Payroll Adjustments – Off-cycle pay, overpayments, retroactive pay, refunds, one-time pay, leave adjustments	PBS Employee Record File	3 years after termination or employment or cancellation of authorization	State Archives Records
Payroll Check Register	HRMS	Until updated, superseded, or no longer needed for reference.	State Archives
Payroll Register	HRMS	Until updated, superseded, or no longer needed for reference.	State Archives Records
Direct Deposit Authorization	PBS Employment Record File	3 years after change in authorization, cancellation, or employee separation.	State Archives Records
Tax Withholding Authorization Records W-4's	PBS Employee Record File	Until superseded or 4 years after employee separation	IRS Publication 15
Wage and Tax Statements	PBS Vendor Electronic Interface	4 years	IRS Publication 15
Wage and Tax Statements – Returned undeliverable W-2's and 1042's	PBS Basement	4 years	IRS Publication 15
Publications, Promotions and Alumni Records			

UCCS

Revised: 11/06/2017

Document Type	Repository	Retention Period	Related Authority
Alumni Records <ul style="list-style-type: none"> • Event Planning Records • Gift Records • Mailing Lists • Membership Lists • Related Correspondence 	Office of Alumni Relations (Alumni records are housed within the CU Foundation Advance database. This includes degree information that is uploaded from ISIS after graduation, contact information, giving history, etc. The Office of Alumni Relations does not store this information on any other platforms. Correspondence is primarily of an electronic nature and is stored on the CU System e-communication platform, Harris Connect (transitioning to Salesforce in summer 2015).)	5 years or until superseded	
Fundraising Records* *For any records not kept with the University of Colorado Foundation <ul style="list-style-type: none"> • Donor Records • Prospect Info • Endowment files: ongoing • Event Planning Records • Proposals 	As designated by Campus Chancellor or department	Permanent or until no longer needed	
Photographs	Campus Publications Office	Permanent	State Archives Records
Publications <ul style="list-style-type: none"> • Books • Brochures • Catalogs • Directories • Magazines • Media Guides • Newsletters 	Campus Publications Office	Until no longer needed for reference	State Archives Records Management Manual - Schedule 8
Library, Museum, and Collection Records			
Collection and Artifact Records <ul style="list-style-type: none"> • Acquisition Logs • Appraisal and Valuation • Background Records • Donor • Inventory Lists • Loan Records • Ownership Records • Purchasing Records • Registration Records 	Library, Collection, or Museum Curator	7 years for Acquisition Logs. All other records, minimum of 3 years	
Inter-Library Loan Records	Library	3 years	State Archives Records
Record Management Records <ul style="list-style-type: none"> • Record Destruction Authorizations • Record Disposition Schedule • Record Inventory Worksheets 	As designated by Campus Chancellor	Permanent	State Archives Records Management Manual - Schedule 8