

University of Colorado Denver | Anschutz Medical Campus
Record Retention Matrix
10/4/2017

DocumentType	Repository	Retention Period	Related Authority
Administrative Records			
Accreditation Records <ul style="list-style-type: none"> • Evaluation Reports from Accreditation Organizations • 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
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
Identification Card Records	Issuing Department	6 years after employee or student separation	State Archives Records Management
Institutional Planning Records <ul style="list-style-type: none"> • Activity Reports • 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

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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 against or on behalf of the University 	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
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.	
Faculty Records			
Agendas -Meeting Minutes } Faculty School Governance Organizations, Faculty Assembly and their committees	Faculty Council / School / College Governance Organizations or Faculty Assembly	Permanent	
Award records <ul style="list-style-type: none"> • Winners' names 	Sponsoring Unit	5 years	
Election/ Ballot Records <ul style="list-style-type: none"> • Ballots • Results 	Faculty Council Office	5 years Permanent	

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Faculty Handbook Governing documents: Faculty School Constitution and Bylaws, Faculty Assembly Bylaws, Rules of the Faculty Assembly	System Administration, School / College Governance Organizations or Faculty Assembly or Primary Unit Organization	Permanent Permanent	
Membership lists	School / College Governance Organizations or Faculty Assembly or Primary Unit Organization	Until no longer needed	
Policies and Procedures	As designated by the Chancellor	Permanent	
Privilege and Tenure Committee Records • Grievance case files • Other confidential files • Public files(meeting minutes,reports,etc.)	Faculty Council	10 years from the date the case is closed.	
Reports	Institutional Research	Until no longer needed	
Resolutions, Motions and Enactments	Provost	Until no longer needed	
Studies	Institutional Research	Until no longer needed	
Surveys	Institutional Research	Until no longer needed	
Student Records			
Admission Records	Admissions and Registrar	Accepted students - 5 years after graduation or last date of attendance Rejected students - 1 year	State Archives Records Management Manual - Schedule 8
Class Rosters	Student Information System/Data Warehouse	Registrar's is going to all web-based rosters in near future; no paper storage	
Commencement Records	Chancellor's Office or Registrar's Office	Permanent	State Archives Records Management
Enrollment Reports	Institutional Research	5 years	

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Examinations, Tests, Term Papers, and Homework Records	Various academic depts. and faculty offices	No specific requirement for retention; generally up to individual faculty member or departmental	
Grade Sheets	Registrar	Permanent	
Grade Reports	Registrar (Have not been produced on Boulder Campus for years)	1 year after date distributed	State Archives Records Management Manual - Schedule 8
Grievance Records – Academic	As designated by Campus Chacellor	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 	Housing, Family Housing Children's Center	1 or 2 years after expiration of contract/lease 3 years No set standard	Department Practice Colorado Dept. of
Internship Program Records	Career Services	7 years after students no longer	Department practice
Medical/Counseling Records	Campus Health Clinic or Counseling Center	10 years after last contact with student	6 CCR 1011-1
Services to Students with Disabilities Records	Disability Services	5 years after student's last contact	
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 	Registrar, Admissions	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	Bursar's Office	Permanent for all accounts with	
Student Conduct Records	Judicial Affairs or School Honor Code	No specific requirement for retention; Judicial Affairs keeps all	Department Practice

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DocumentType	Repository	Retention Period	Related Authority
Student Employment Records	Relevant academic or administrative department	10 years after separation from employment (except for Work-Study, which is 3 years after the relevant	34 C.F.R. 675.19(b)(2)(i)-(iii)
Thesis and Dissertation Records		Permanent	State Archives
Transcripts	Registrar's Office	75 years after graduation or	State Archives
Immigration/International Records			
Study Abroad Student and Staff Records	Office of International Education	5 years	
International Student Records	Office of International Education	Recommendation to keep at least one year following notification to	8 C.F.R § 214.3(g);22 C.F.R. § 62.10(h)
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 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	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 Rejected Resident – 1 year after	
Applicant Summary • Names • Gender • Ethnicity • Visa Status • 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	

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DocumentType	Repository	Retention Period	Related Authority
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 MedHub; Final – 50 years	
Grievance	GME Office	10 years after completing residency	
Medical School Diploma	GME Office	50 years after resident separates	
Probation/Remediation Records	GME Office and Program	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	
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 Student Information System, Data Warehouse or Continuing Education Registrar's Office Registrar's Office Registrar's Office	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

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DocumentType	Repository	Retention Period	Related Authority
Student Faculty and Course Evaluation Summaries (FCQ)	Official location of faculty member's personnel file	3 years from end of employment	
New Degree Programs, Proposals & Approvals	Office of Academic Resources and Services	As long as program is in operation	
Program Review Records	Office of Academic Resources and Services	Unitl next review	
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	Institutional Research	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 	Human Resources – Personnel File	10 years after employee's separation from the University.	APS
<ul style="list-style-type: none"> • Dual Employment and 1/6 Rule 	Human Resources – Personnel File	10 years after employee's separation from the University.	
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"> o Request for FML o Medical Certification o Designation o Fit to Return o Permanent Medical Restriction 	Department files	3 years after the end of documented incident	
<ul style="list-style-type: none"> • Short and Long-Term Disability Documentation 	Human Resources		

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<ul style="list-style-type: none"> • Work related injury or illness <ul style="list-style-type: none"> o Injury report o Disposition report o Permanent Medical Restriction 	Risk Management	6 years after the date of injury or 2 years after the last medical or indemnity payment	8 C.F.R. 303
<ul style="list-style-type: none"> • Leave Sharing Documentation 	Human Resources		
Employment Eligibility Verification Records <ul style="list-style-type: none"> • I-9 Forms • Colorado Affirmation Form • Residence Records for Classified Staff 	Human Resources or other repository as designated by 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 *See other areas for documents that may be in the personnel file	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 – 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 *See other areas for documents that may be in the personnel file	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

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DocumentType	Repository	Retention Period	Related Authority
<p>Employee Personnel Records – Faculty</p> <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 	<p>Human Resources or other repository as designated by Human Resources</p>	<p>10 years after employee's separation from the University.</p>	<p>All: Title VII ADA 29 C.F.R. 1602.49 State Archives Schedule 8</p>
<p>Employee Personnel Records – Research Faculty (including PRA)</p> <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 	<p>Human Resources or other repository as designated by Human Resources</p>	<p>10 years after employee's separation from the University.</p>	<p>All: Title VII ADA 29 C.F.R. 1602.49 State Archives Schedule 8</p>

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Personnel Records – Undergraduate Student Employees • Offer letter	Department	5 years after separation from employment	34 C.F.R. 675.19(b)(2)(i)-(iii)
Employee Personnel Records – Volunteers and Trainees • Volunteer application • Training application • Letter of Invitation	Department		
Individual Employee Security Profiles • 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 • Application Materials • Applicant Pool • Appointment Records • Postings • Search Committee Members • Search Summary • Search Waivers • Test forms and scores *All search committee notes are to be destroyed at the conclusion of the search	CU Careers	3 years Note: Application of the successful candidate become part of the employee’s personnel file.	
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	Human Resources	Not purged	
Time and Attendance Records	Department (personnel files) or MyLeave	5 years from creation of the record	
Leave Records • Request and approval of leave	Department (personnel files) or MyLeave	3 years after employee’s separation or transfer from the department.	
• Final leave balance	Human Resources – personnel file	0 years after separation from employment	

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Information Management Records			
Computer System Maintenance Records <ul style="list-style-type: none"> • Back-up Tape Inventories • Component Maintenance Records • Computer Equipment Inventories • Hardware Performance Reports • System Back-up Reports 	IT Department	Life of the system	
Computer System Program Documentation Records <ul style="list-style-type: none"> • Commercial Software Manuals • Conversion Notes • Data Directories • Dataset Inventories • Dataset Logs • Operation Logs • Operator Instruction Manuals • Program Listings • Programming Logs • System Development Logs • System Overview Logs 	IT Department	6 months	
Computer System Security Records <ul style="list-style-type: none"> • Computer System Security Records include, but are not limited • The recommended minimum retention period for records not • The recommended minimum retention period for records that <ul style="list-style-type: none"> – Payment Card Industry Data Security Standards (PCI-DSS) – Gramm–Leach–Bliley Act (GLBA) – Health Insurance Portability and Accountability Act (HIPAA) – Sarbanes–Oxley Act (SOX) 	Various Departments	Varies (see below) (No regulations, external standards, (PCI-DSS) 1 year (GLBA) 5 years (HIPAA) 6 years (SOX) 7 years	
Software Management Records <ul style="list-style-type: none"> • Licenses • Site Licenses • Software Inventories • Software Purchase Records • Related Documentation 	IT Department	3 years from life of system	

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Telecommunication System Management Records <ul style="list-style-type: none"> • Equipment Records • Maintenance Records • System Planning Records 	IT Department	3 years from end of relevance system	
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			
Equipment Inventory Records	Finance Office	10 years	
Equipment Maintenance Records	Applicable campus department or Facilities Operations Department	Life of the equipment	
Research and Teaching Drug Inventory Records	Applicable campus department	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 	UCB Transportation Services	Until vehicle is no longer owned by the University.	
Facilities and Property Records			
Bid and Competitive Selection Records	Facilities Project Office	Until completion of project	
Building Space Inventory and Valuation Records	Finance Office	10 years	
Building/Grounds Repair, Maintenance, Remodeling, and Construction Records	Facilities Project and Operations Offices	Permanent	
Capital Construction Project Records	Facilities Project Office	Permanent	State Archives
Key Issuance Records <ul style="list-style-type: none"> • Requests • Agreements 	Facility Operations	2 years Until key is returned to issuing dept.	
Land Inventory Records	Facilities Project Office and Legal	Permanent	State Archives Records Management

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DocumentType	Repository	Retention Period	Related Authority
Parking Records <ul style="list-style-type: none"> • Appeal/Citation Records • Permit Records 	Parking Office	Current year plus 3 years	State Collections
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	
Patient Encounter Logs	Program Office	2 years	
Pharmacy Prescription Dispensation Records	Program Office	2 years	C.R.S. § 12-22-
Practitioner Rotation Schedules	Program Office	2 years	
Health Insurance Records	Program Office	Until individual's separation from the	
Medical Records	Medical Records Office or as designated by campus	35 years from the date of last contact with the individual	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 Responsibilities • Records of Actions Taken • Related Correspondence 	Student Debt Management 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 • Audits and Program Reviews • Education Program Eligibility • Institutional Program Participation • Recertification 	Financial Aid Office & Institutional Research	(a) Agreements: 6 years after expiration (b) 3 years after the end of the Records pertaining to audit and	34 C.F.R § 668.24

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Federal Family Education Loan and Direct Program Records <ul style="list-style-type: none"> • Applications • Disbursement Records • Promissory Notes • Student Status Confirmation Reports 	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
Official Files regarding Financial Assistance from State	As designated by System or Campus Controller	3 years	State Archives Records Management Manual - Schedule 7/ 34 CFR Sec. 74.53
Financial Aid Annual Reports	Financial Aid Office	3 years after the end of the award	34 C.F.R. § 674.8(c)
Fiscal Records and Reports <ul style="list-style-type: none"> • Accreditation and Licensing Agency Reports • Annual Federal Fiscal Operations and • Cash Disbursements • ED Payment Management System Cash • Federal Pell Grant Statements of Account • Federal Work-Study Payroll Records • General Ledgers • Refunds and Repayments • State Grant and Scholarship Award Rosters • Title IV Program Reconciliation Reports • Title VI Program Transaction Records 	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	
Perkins Loan Program Records <ul style="list-style-type: none"> • Applications & award letters • Promissory Notes, etc. 	Financial Aid Office Bursar's 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"> • Affidavit of Lawful Presence • Applications • Award Letters • Eligibility Records • Payment Records • Repayment Agreements 	Financial Aid Office	10 years after the end of the award year in which the student last attended the institution	34 C.F.R. 668.24

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Work Study Program Administrative Records <ul style="list-style-type: none"> • Award Letters • Job Descriptions • Payment Records • Related Correspondence 	Financial Aid Office or Relevant Academic or Administrative Department	3 years after the award year for which aid was awarded	34 C.F.R. § 668.24(e)
Safety and Security Records			
Asbestos Records	EH&S Office & Distribution Center Archives	30 years	OSHA & EPA
Carcinogenic Compounds Inventory/Use Records	EH&S Inventory Database	10 years	
CDC Select Agent Program	EHS - Director	3 years	42 CFR 73
Chemical and Hazardous Waste Disposal Records	EH&S Office	3 years	
Chemical Hazardous Material Survey Records	EH&S Office	30 years after student/employee separation	
Chemical Incident Reports	EH&S Office	3 years	
Emergency Response Plans and Procedures	EH&S Office	Until superseded	
IBC Records	EHS - Biosafety Office	3 years	NIH Guidelines, NOV
Material Safety Data Sheets Records	EH&S Office	3 years after use and storage of chemical terminates.	
Radiation Licensing Records	EH&S Office - RSO	3 years after license is terminated	CDPHE
Radiation Material Handling and Disposition Records	EH&S Office - RSO	3 years after license is terminated	CDPHE
Radiation Monitoring and Exposure Records	EH&S Office - RSO	3 years after license is terminated	CDPHE
Regulated Medical Waste	EHS - Biosafety Office	3 years	6 CCR 1007-1
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 - initial training date; remain in system until employee leaves University.	

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Campus Police Records			
Arrest Records			
Arrest and Booking Logs	Campus Police	5 years plus current	State Archives
Adult Offender Felony Arrest Records (Major Felonies and Violent Crimes)	Campus Police	Permanent	State Archives
Adult Offender Sexual Assault Arrest Records	Campus Police	99 years plus current	State Archives
Adult Offender Felony Arrests (Other)	Campus Police	10 years plus current	State Archives
Adult Offender Misdemeanors	Campus Police	3 years plus current	State Archives
Juvenile Offender Arrest Records	Campus Police	Until offender is 19 years old	State Archives
Sealed or Expunged Arrest Records	Campus Police	Until sealed or expunged record is destroyed pursuant to this schedule	State Archives
Traffic Accident Arrest Records - Fatality	Campus Police	Permanent	
Traffic Accident Arrest Records - Non-Fatality	Campus Police	3 years plus current	State Archives
Case Files			
Major Crimes (Arson, Aggravated Assault, Homicides, Kidnapping, Missing Persons, Robbery, Forgery, Theft of Public Funds, Traffic Fatalities) and Deaths	Campus Police	Permanent	State Archives
Sexual Assault Cases	Campus Police	99 years plus current	State Archives
Felony cases and special investigations (Including workplace violence incidents)	Campus Police	10 years plus current	State Archives
Misdemeanor cases, Petty offenses, and Traffic Offenses	Campus Police	3 years plus current	State Archives
Sex Offenders	Campus Police	Permanent	State Archives
Traffic Accident Case Records - Fatality	Campus Police	Permanent	State Archives
Traffic Accident Case Records - Non-Fatality	Campus Police	3 years plus current	State Archives
Criminal History Files			
Felonies	Campus Police	10 years plus current	State Archives
Homicides	Campus Police	Permanent	State Archives
Misdemeanors	Campus Police	5 years plus current	State Archives
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	Campus Police	75 years plus current	State Archives
Handling and Storage of Evidence Records – Logs documenting the	Campus Police	75 years plus current	State Archives
Mug Shots/Negatives – Photographic records of suspects and	Campus Police	75 years plus current	State Archives
Photographs – Photos of crime scenes, including photographic	Campus Police	75 years plus current	State Archives

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Tape Recordings – Dispatch audio tapes recorded to monitor radio	Campus Police	90 days	State Archives
Video Tapes related to cases involving death, missing persons,	Campus Police	Permanent	State Archives
Video Tapes concerning all other cases	Campus Police	10 years plus current	State Archives
Field Contact Records			
Records or contacts with businesses, complainants, juveniles,	Campus Police	3 years plus current	State Archives
Taped-Recorded Interviews conducted during field contacts in which	Campus Police	3 years plus current	State Archives
Intelligence Files – Records containing information regarding individuals and groups			
Multiple Contacts	Campus Police	5 years from date of last contact	State Archives
No Further Contact	Campus Police	1 year from date of last contact	State Archives
Internal Affairs Investigations			
Records pertaining to internal investigations regarding police	Campus Police	4 years	State Archives
Logs			
Court Subpoena Logs	Campus Police	2 years plus current	State Archives
Crime Logs	Campus Police	3 years plus current	State Archives
Dispatch Logs	Campus Police	1 year plus current	State Archives
DUI Logs	Campus Police	2 years plus current	State Archives
Offense Logs	Campus Police	3 years plus current	State Archives
Routine Activity Logs – Records of Routine Welfare Checks, alarm	Campus Police	1 year plus current	State Archives
Traffic Accident Logs	Campus Police	2 years plus current	State Archives
Miscellaneous Records			
Parole File Card	Campus Police	Until no longer needed	State Archives
Prisoner Transport Records	Campus Police	1 year plus current	State Archives
Seizure Fund Documentation	Campus Police	7 years plus current	State Archives
Statistical Files	Campus Police	5 years plus current	State Archives
Training Records	Campus Police	5 years after employees separation	State Archives
Citations/Summonses and Complaints (Criminal, DUI, Driving under Revocation)	Campus Police	10 years plus current	State Archives
Citations/Summonses and Complaints - all others		3 years plus current	State Archives
Requests for release of information (911 recordings, reports, etc)	Campus Police	2 years after request is answered	State Archives
Registered Sex Offender Records			
Information Request Forms	Campus Police	1 year plus current	State Archives
Sex Offender Registration and Cancellation Forms	Campus Police	5 years after offender leaves the jurisdiction	State Archives
Sexually Violent Predators Notifications	Campus Police	Permanent	State Archives

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Reports			
Accident Reports	Campus Police	3 years plus current	State Archives
Activity Summaries	Campus Police	1 year plus current	State Archives
Crime Stopper Reports	Campus Police	5 years plus current	State Archives
Incident Reports	Campus Police	3 years plus current	State Archives
Offense Reports	Campus Police	Permanent for serious offenses; 10 for all other offenses	State Archives
Records Checks	Campus Police	2 years plus current	State Archives
Uniform Crime Report/NIBRS - Annual	Campus Police	Permanent	State Archives
Clery Act Reports	Campus Police	7 years plus current	State Archives
Ride Along Program Records			
Approved Ride-Along Records	Campus Police	3 years plus current	State Archives
Denied Ride-Along Records	Campus Police	Permanent	State Archives
Budget and Finance Records			
Inter-departmental Purchase Forms	Selling Department	3 years	State Archives 34 CFR Sec. 74.53
Petty Cash Records and Change Funds Set-up Authorization Purchases and reimbursement requests	Finance Office Procurement Svc Ctr	3 years	State Archives 34 CFR Sec. 74.53
<i>Budget Records</i>			
	Coded Long Bill	State	3 years State Archives
	Annual Budget Document	Vice President for Budget and Finance	3 years State Archives Records Management
	Budget Work Papers	As designated by System or Campus Budget Office	3 years State Archives Records Management Manual - Schedule 7/
	Annual Budget Reports	As designated by System or Campus Budget Office	State: 7 years (permanent record with State Archives after 7 years) State Archives Records Management Manual - Schedule 7/
	Appropriation Documents (COFRS Spending Authority)	State	5 years State Archives

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DocumentType		Repository	Retention Period	Related Authority
<i>Cash Management Records:</i>				
	Bank Records (Statements, Reconciliations, and Other Supporting Documents)	Bank Account Responsible Department (e.g. applicable campus department)	3 years	State Archives Records Management Manual - Schedule 7/ 34 CFR Sec. 74.53
	Cash Receipts Logs	Cash Collecting Department	3 years	State Archives Records Management
	Cash Deposits	Cash Depositing Department (e.g. Bursars Office)		State Archives Records Management Manual - Schedule 7/
	Credit Card Receipts	Bank Merchant Department (e.g. applicable campus department).		State Archives Records Management Manual - Schedule 7/ 34 CFR Sec. 74.53
	Deposits with State Treasurer	Campus Controller or Treasurer	3 years	State Archives Records Management 34 CFR Sec. 74.53
	EFT Authorizations	Procurement Service Center or Treasurer	7 years	State Archives Records Management 34 CFR Sec. 74.53
	External Bank Account Authorization	Treasurer	3 years	State Archives 34 CFR Sec. 74.53
	Payment Logs/EFT and Warrant	Finance Office	5 years	State Archives 34 CFR Sec. 74.53
	Bank Account Reconciliation	Finance Office	9 years	State Archives 34 CFR Sec. 74.53
	Warrant/Cancelled	System Controller or Canceling Department (e.g. PSC, PBS, Bursar)	5 years	State Archives Records Management Manual - Schedule 7/ 34 CFR Sec. 74.53

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DocumentType		Repository	Retention Period	Related Authority
<i>Contracts Revenue:</i>				
	Revenue Contracts	Finance Office	3 years	State Archives 34 CFR Sec. 74.53
<i>Contracts Expense (PSC):</i>				
	State Contracts / all related documents	As designated by System or Campus Controller	6 years (except Federal expense contracts which is 7 years)	State Archives Records Management Manual - Schedule 7/
	State Controller Delegation Authority Letters	State Controller	Until Expire/Replaced or 6 years, whichever is later	State Archives 34 CFR Sec. 74.53
	University Signature Authority Forms	System Controller	Until changed or 3- 6 years, whichever is later	State Archives 34 CFR Sec. 74.53 34 CFR Sec. 74.53
<i>Fixed Assets:</i>				
A fixed asset refers to a long-term tangible asset that is not expected				
	Fixed Assets (purchase related documentation)	Finance Office	3 years from date of asset disposal	State Archives 34 CFR Sec. 74.53
	Fixed Assets (purchase related documentation for construction projects)	Facilities Projets	3 years from date of asset disposal	State Archives 34 CFR Sec. 74.53
	Physical inventory records	Finance Office	3 years	State Archives 34 CFR Sec. 74.53
	Depreciation schedules	Finance Office	3 years	State Archives 34 CFR Sec. 74.53
	Disposal of fixed assets records	Finance Office	3 years	State Archives 34 CFR Sec. 74.53
<i>General Ledger:</i>				
	Journal Entries and Supporting Documentation	Finance Office	3 years	State Archives
	General ledger detail	System Controller	7 years from the close of the oldest	
<i>Inventory Control (non capital)</i>				
	Inventory Records	Responsible Department	3 years	State Archives 34 CFR Sec. 74.53
<i>Revenue/Accounts Receivable:</i>				
	Accounts Receivable Invoices	Department issuing invoice	3 years after pay-off	State Archives Records Management 34 CFR Sec. 74.53

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DocumentType		Repository	Retention Period	Related Authority
	Loan Records	Bursars Office	3 years after pay-off	State Archives 34 CFR Sec. 74.53
<i>Tax</i>				
	1098-T	Bursar Office	4 years	State Archives 34 CFR Sec. 74.53
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, Academic Departments, Regulatory Compliance or other repository as designated.	9 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
Grants, Contracts, and Awarded Proposal Records		Department	6 years after the project becomes inactive and until no longer needed for reference or as otherwise provided for by the award documents.	State Archives Records Management Manual - Schedule 8

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DocumentType	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, Academic Departments, PSC, Finance or other repository as designated	9 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	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 Grants and Contracts	6 years after end of the Fiscal year	OMB Circular A-88
Research Misconduct Records	As designated by Campus Chancellor	3 years from end of employment	

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DocumentType	Repository	Retention Period	Related Authority
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	
<i>Federal Contracts</i>		The retention periods are calculated from the end of the contract's fiscal year in which an entry is made, changed, or allocating a cost to a government contract or subcontract. The terms and conditions of specific Federal contracts should also be reviewed for guidance.	
Publications, Promotions and Alumni Records			
Alumni Records <ul style="list-style-type: none"> • Event Planning Records • Gift Records • Mailing Lists • Membership Lists • Related Correspondence 	Office of Alumni	5 years or until superseded	
Fundraising Records <ul style="list-style-type: none"> • Donor Records • Event Planning Records • Fundraising Request Records • Public Relation Records 	As designated by Campus Chancellor or department	5 years	
Photographs	Campus Publications Office	Permanent	State Archives Records Management

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DocumentType	Repository	Retention Period	Related Authority
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 Records • Background Records • Donor Agreements/Records • Inventory Lists • Loan Records • Ownership Records • Purchasing Records • Registration Records 	Library, Finance Office and or Procurement Service Center	Minimum of 3 years	
Inter-Library Loan Records	Library	3 years	State Archives
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