

Record Retention ^[1]

The University has a responsibility to maintain and retain adequate documentation for a period of no less than five years. Adequate documentation includes a signed class roster for each CPE program offered, a copy of the certificate of completion administered to each participant at the conclusion of each CPE Program offered, and evaluation forms completed by participants received at the conclusion of each CPE Program offered.

Groups audience:

Controller

Source URL:<https://www.cu.edu/controller/record-retention#comment-0>

Links

[1] <https://www.cu.edu/controller/record-retention>