

University of Colorado
System Administration
Records Retention Schedule
(Revised April 6, 2017)

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Document Type	Repository	Retention Period	Related Authority
Board of Regents			
Board of Regents <ul style="list-style-type: none"> Approved board meeting minutes and exhibits 	Vice President, University Counsel and Secretary to the Board of Regents	Permanent. Extra copy sent to Norlin Library	State Archives Schedule 8
Board of Regents Committee Meetings (standing and ad hoc) <ul style="list-style-type: none"> Minutes Agendas Secretary's agenda Reports related documentation and correspondence 	Vice President, University Counsel and Secretary to the Board of Regents	5 Years	State Archives Schedule 8
Correspondence, Administrative, Ephemeral and General	Vice President, University Counsel and Secretary to the Board of Regents	2 years	State Archives Schedule 8
Regent Honorarium Reports and Conflicts of Interest Disclosure Forms	Vice President, University Counsel and Secretary to the Board of Regents	2 years after the Regent's term of office is completed	State Archives Schedule 8
Public comments given or sent to Board of Regents	Vice President, University Counsel and Secretary to the Board of Regents	2 years	State Archives Schedule 8
Regents Awards <ul style="list-style-type: none"> Winners' name and information Nomination packets 	Vice President, University Counsel and Secretary to the Board of Regents	Winner Information - Permanent Nomination Packets - 5 years	State Archives Schedule 8
<i>Laws of the Regents</i> and Regent policies	Vice President, University Counsel and Secretary to the Board of Regents	Permanent or until amended	State Archives Schedule 8
Research Requests	Vice President, University Counsel and Secretary to the Board of Regents	2 years	State Archives Schedule 8
Administrative Records			
Committee Records	Originating System Unit	5 years	State Archives Schedule 8

Document Type	Repository	Retention Period	Related Authority
<ul style="list-style-type: none"> • Agendas • Meeting Minutes • Reports • Working Papers • Related documentation and correspondence 			
Correspondence, Administrative <ul style="list-style-type: none"> • Communications received or sent which contains significant information about the programs of a unit 	Originating System Unit	2 years	State Archives 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 System Unit	Until no longer needed	
Correspondence, General <ul style="list-style-type: none"> • Correspondence received or sent which contains information about routine matters. 	Originating System Unit	2 years	State Archives Schedule 8
CORA Requests	Vice President, University Counsel and Secretary to the Board of Regents	2 Years	State Archives Schedule 8
Gifts Records (Endowments, Wills and Trusts) <ul style="list-style-type: none"> • Agreements • Copies of Bequest Instruments • Financial Statements and Reports • Fund Disbursement Records 	Treasurer's Office	Permanent	State Archives Schedule 8
Insurance Records (Property/Casualty) <ul style="list-style-type: none"> • Auto/Liability/Property/Work Comp Records • Policies/Riders/Endorsements • Records of Payment • Property Value Schedules 	Risk Management Systems Office for all Campuses.	Until no longer needed for reference	
Legal Case Records <ul style="list-style-type: none"> • Case files pertaining to legal actions brought against or on behalf of the University 	Vice President, University Counsel and Secretary to the Board of Regents	6 years after case is closed	State Archives Schedule 8

Document Type	Repository	Retention Period	Related Authority
Legislative Relations Records <ul style="list-style-type: none"> • Bill Review and Tracking Forms • Working Papers • Related Documentation • Lobbying Reports 	Office of Governmental Relations	6 Years	State Archives Schedule 8
Parking Records <ul style="list-style-type: none"> • Permit Records 	Budget and Finance	Current year plus 3 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.	
Faculty Housing Assistance Program Documents	Treasurer's Office	5 years after loan is paid off	
Real Property Records <ul style="list-style-type: none"> • Deeds • Easement Agreements • Leases • Property Descriptions • Purchase Agreements • Sale Agreements • Title Abstracts • Related Documentation • Acquisition Files 	Treasurer's Office	Permanent	State Archives Schedule 8
Intercampus Student Forum <ul style="list-style-type: none"> • Minutes • Correspondence, Administrative, Ephemeral and General 	Vice President, University Counsel and Secretary to the Board of Regents	2 Years	State Archives - Schedule 8
University of Colorado Staff Counsel <ul style="list-style-type: none"> • Minutes • Correspondence, Administrative, Ephemeral and General 	Electronically – See UCSC Chair	2 Years	State Archives - Schedule 8

Document Type	Repository	Retention Period	Related Authority
Academic Affairs			
Academic Reports <ul style="list-style-type: none"> • Academic Planning & Program Review • Annual Classified Research • Post-Tenure Review • Non-Tenure Track Faculty • Sabbaticals • New Degree Enrollment Report • Diversity • Ad Hoc Reports • Academic Rigor 	Vice President for Academic Affairs	5 Years	
Academic Gifts Records <ul style="list-style-type: none"> • Agreements • Copies of Bequest Instruments • Financial Statements and Reports • Fund Disbursement Records 	Vice President for Budget and Finance	Permanent	State Archives - Schedule 8
Awards and Grants <ul style="list-style-type: none"> • Chase Faculty Community Service Award • Thomas Jefferson Award • President's Fund for the Humanities • Distinguished Professor Award • Diversity and Excellence Grants • President's Diversity Award 	Vice President for Academic Affairs	Winner Information - Permanent Winning Nomination Packets - 5 years	
Articulation Agreements	Vice President for Academic Affairs	Permanent unless replaced by a new agreement	
New Academic Degree Programs	Vice President for Academic Affairs	Permanent	
Performance Contract	Vice President for Academic Affairs	Until replaced by a new contract	
Program Discontinuance	Vice President for Academic Affairs	Permanent	

Document Type	Repository	Retention Period	Related Authority
Memorandums of Understanding	Vice President for Academic Affairs	Permanent	
Inventory of Centers, Institutes, Labs, and Bureaus	Vice President for Academic Affairs	Until replaced by a new inventory	
Faculty Handbook website content	Vice President for Academic Affairs	Until updated	
Faculty Grievance Third Level Review Cases	Vice President for Academic Affairs	10 years from date case is closed	
<i>Faculty Council/Faculty Assembly Records</i>			
Faculty Senate, Faculty Council and their committees <ul style="list-style-type: none"> Agendas Meeting Minutes 	Faculty Council Office	Agendas - 5 years Meeting Minutes - Permanent	
Award records <ul style="list-style-type: none"> Winners' names and Information Nomination packets 	Faculty Council Office	Winner Information – Permanent Nomination packets - 5 years	
Election/ Ballot Records <ul style="list-style-type: none"> Ballots Results 	Faculty Council Office	Ballots - Until no longer needed Results - Permanent	
Faculty Handbook	Faculty Council Office	Permanent (on-line)	
Governing documents: Faculty Senate Constitution and Bylaws, Faculty Council Bylaws, Rules of the Faculty Senate	Faculty Council Office	Permanent (on-line)	
Membership lists	Faculty Council Office	10 Years	
Annual Reports of Standing Committees	Faculty Council Office	Permanent (on-line)	
Resolutions, Motions and Enactments	Faculty Council Office	Permanent	
Studies	Faculty Council Office	Permanent	

Document Type	Repository	Retention Period	Related Authority
Surveys	Faculty Council Office	Permanent	
Working Papers-Misc	Faculty Council Office	Until no longer needed	
Chair's and other officers' records	University Archives	Until no longer needed	
Correspondence	Faculty Council Office	Until no longer needed	
Notes	Faculty Council Office	Until no longer needed	
<i>Privilege and Tenure Committee Records</i>			
Privilege and Tenure Committee Records <ul style="list-style-type: none"> Grievance case files Other confidential files (meeting minutes, reports, etc.) 	Privilege and Tenure Office	10 years from the date the case is closed and then archived at Norlin Library.	
Budget and Finance Documents			
<i>Bond Documents, Certificates of Participation (COPs)</i>			
Official Transcripts and Issuance Documentation	Treasurer's Office	Permanent	State Archives Manual Schedule 7/34 CFR Sec. 74.53
<i>Budget Records</i>			
Coded Long Bill	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Annual Budget Document	As designated by University Controller	Permanent	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Budget Work Papers -Records used to assist in the preparation of the state agency/institution's annual budget request presented to the Legislature.	As designated by University Controller	Permanent	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Annual Budget Reports-Financial accounting system reports obtained after the close of the fiscal year showing the status of a state agency/institution's compliance with annual appropriations.	As designated by University Controller	State: 7 years (permanent record with State Archives after 7 years)	State Archives Manual Schedule 7/34 CFR Sec. 74.53

Document Type	Repository	Retention Period	Related Authority
Appropriation Documents-Accounting system transactions used to record spending authority limits approved by the executive and legislative branches	As designated by University Controller	5 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Cash Management Records			
Bank Records	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Cash and Credit Card Receipts	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Deposits with State Treasurer	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
EFT Authorizations	As designated by University Controller	7 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
External Bank Account Authorization	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Payment Logs/EFT and Warrant	As designated by University Controller	5 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Warrant Reconciliation	As designated by University Controller	9 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Warrant/Cancelled	As designated by University Controller	5 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Warrant/Lost Documentation	As designated by University Controller	5 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Contracts			
State Contracts / all related documents	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53

Document Type	Repository	Retention Period	Related Authority
State Controller Delegation Authority Letters	As designated by University Controller	Until Expire/Replaced or 3 years, whichever is later	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Agency Signature Authority Forms	As designated by University Controller	Until changed or 3 years, whichever is later	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Expenditures			
Employee Reimbursement Vouchers and Records	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Expenditure Accounting General Documents / Control Files	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Federal 1099 1098-T or other Tax Reporting Records	As designated by University Controller	4 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Inter-departmental Transfers	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Petty Cash Records	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Procurement Card Records	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Vouchers for the Purchase of Goods and Services	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Fixed Assets			
<i>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.</i>			
Fixed Assets	As designated by University Controller	3 years from date of asset disposal	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Physical inventory records	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53

Document Type	Repository	Retention Period	Related Authority
Depreciation schedules	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Disposal of fixed assets records	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Acquisition/disposal of property	As designated by University Controller	6 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Procurement Records			
Canceled Solicitation Files Purchase Requisitions Unsuccessful Offers (Bids and Proposals)	Procurement Services	3 years	State Archives Manual Schedule 7/C.F.R. 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 Manual Schedule 7/34 CFR Sec. 74.53
Contract and Purchase Order Files Leasing Contract Files Successful Bids and Proposals	Procurement Services	6 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Other			
Grant Files Official Files regarding Financial Assistance from State	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
General Ledger: • Adjusting Journal Entries • General ledger detail • General ledger reports	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Inventory Control: • Inventory Records	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53
Revenue/Accounts Receivable • Accounts Receivable Invoices	As designated by University Controller	3 years	State Archives Manual Schedule 7/34 CFR Sec. 74.53

Document Type	Repository	Retention Period	Related Authority
<ul style="list-style-type: none"> • Loan Records • Receipt Books • Revenue Contracts 			
Institutional Tax Returns: <ul style="list-style-type: none"> • Returns and supporting documentation and schedules 	As designated by University Controller	10 years	Internal Revenue Code
Capital Assets and Facilities			
Building Space Inventory and Valuation Records	Director of Capital Assets	10 years	
Building/Grounds Repair, Maintenance, Remodeling, and Construction Records	Director of Capital Assets	Permanent	
Capital Construction Project Records	Director of Capital Assets	Permanent	State Archives Schedule 8
Land Inventory Records	Director of Capital Assets	Permanent	State Archives Schedule 8
Deeds	Treasurer	Permanent	State Archives Schedule 8
Information Management Records			
Application Development Records <ul style="list-style-type: none"> • Integration Inventory • Functional Specification • Technical Specification • Access Request • Technical Design Documents • Architecture Documents • Data Flow documents 	IT Service Providers	For the life of the application.	
Application Development Records <ul style="list-style-type: none"> • Migration documents • Change control documents 	IT Service Providers	Minimum of 2 years	
Email (mailbox) of all terminations, voluntary or involuntary	Information Security Officer	189 days/27 weeks from date of termination in HRMS.	
Individual Employee Security Profiles <ul style="list-style-type: none"> • Initial set up and changes to the security profile of an employee 	Vice President of Employee and Information Services Officer or	Duration of the authorized profile plus two years after the	State Archives Records Management Manual - Schedule 7

Document Type	Repository	Retention Period	Related Authority
	other repository as determined by Human Resources	user's profile is changed or expires.	
Service Catalog	IT Service Providers	For the life of the IT service	
Service Continuity Plans	IT Service Providers	For the life of the IT service	
Change Management Records	IT Service Providers	Minimum of 1 year after the submission of a change request.	
Service Incident Records	IT Service Providers	Minimum of 1 year after the resolution of an Incident.	
Service Fulfilment Requests	IT Service Providers	Minimum of 1 year after the resolution of a service request.	
Software Management Records <ul style="list-style-type: none"> • Licenses • Site Licenses • Software Inventories • Software Purchase Records • Related Documentation • VPATS 	IT Service Providers	Software management records should be kept for the life of the license use or life of the system.	
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 18 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 	

Document Type	Repository	Retention Period	Related Authority
		Standards (PCI-DSS) - 1 year <ul style="list-style-type: none"> • 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 to support operational needs at the discretion of the service provider. Recommended minimum is 90 days. Exceptions to be documented as part of risk acceptance decisions to be approved by the CIO.	
Internal Audit			
Engagement Reports	Office of Internal Audit	15 years or until no longer needed for reference, whichever is longer	State Archives - Schedule 8
Engagement supporting working papers	Office of Internal Audit	5 years, unless needed to support legal action.	State Archives - Schedule 8
External audit correspondence and supporting documentation	Office of Internal Audit	5 years	State Archives - Schedule 8
Audit committee meeting preparation supporting work papers	Office of Internal Audit	5 years or until no longer needed for reference, whichever is longer	State Archives - Schedule 8
Templates and other reference documents	Office of Internal Audit	Until no longer needed for reference	State Archives - Schedule 8
Audit Plans and Annual Reports	Office of Internal Audit	5 years	State Archives - Schedule 8

Document Type	Repository	Retention Period	Related Authority
Time Accounting Records	Office of Internal Audit	5 years	State Archives - Schedule 8
Code of Ethics and Conflicts of Interest disclosures	Office of Internal Audit	5 years	State Archives - Schedule 8
Payroll and Benefit Records			
Annual Benefit Reports	Employee Services	Life of Plan	
Benefit Employer Contribution	Employee Services - OnBase	Employee Tenure	
Benefit Plan Description/Master Contract	Employee Services	Life of Plan plus three years	
Benefit Plan Bidding/Selection Data	Employee Services	Life of Plan	
Insurance Benefit Plan Selection Data	Employee Services	Life of Plan plus 7 years	
Benefit Provider Report of Events	Employee Services	Life of Plan plus 3 years	
Benefit Records	Employee Services	Until employee separates from University	
Employee Tax Records	Employee Services	4 years from the date the tax is due or the tax is paid, whichever is later	26 C.F.R. 31.6001-1
Wage Attachments, Child Support, and Garnishment Records	Employee Services	3 years from the final withholding, release of employee's date of separation	State Archives Schedule 8
Federal Tax Levies	Employee Services	4 years from the final withholding or date of employee separation	2005 Principles of Payroll Administration
Pay Authorization Records	Employee Services - HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
Pay Delivery Records	Employee Services - HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8

Document Type	Repository	Retention Period	Related Authority
Payroll Adjustments – Off-cycle pay, overpayments, retroactive pay, refunds, one-time pay, leave adjustments	Employee Services - HCM	3 years after termination or employment or cancellation of authorization	State Archives Schedule 8
Payroll Check Register	Employee Services - HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
Payroll Register	Employee Services - HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
Direct Deposit Authorization	Employee Services - HCM	3 years after change in authorization, cancellation, or employee separation.	State Archives Schedule 8
Tax Withholding Authorization Records W-4's	Employee Services - HCM	Until superseded or 4 years after employee separation	IRS Publication 15 (Circular E), Employer's Tax Guide
Wage and Tax Statements	Employee Services	4 years	IRS Publication 15 (Circular E), Employer's Tax Guide
Wage and Tax Statements – Returned undeliverable W-2's and 1042's	Employee Services	4 years	IRS Publication 15 (Circular E), Employer's Tax Guide
Tax Residency Documentation	Employee Services	4 years	26 C.F.R. 31.6001-1
Form W-5, Earned Income Credit Advance Certificate	Employee Services	4 years	IRS Publication 15 (Circular E), Employer's Tax Guide
Personnel Records			
Records to complete IPEDS Report	Budget and Finance	3 years	29 C.F.R. § 1602.48
VETS 4212 Reports	Employee Services	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 	Employee Services	2 years	29 C.F.R. 1607.15 (A)(2)(a)

Document Type	Repository	Retention Period	Related Authority
Conflict of Interest Disclosures <ul style="list-style-type: none"> • Nepotism 	Employee Services – Personnel File	10 years after employee’s separation from the University.	APS
Conflict of Interest Disclosures <ul style="list-style-type: none"> • Dual Employment and 1/6 Rule 	Employee Services – 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"> ○ Request for FML ○ Medical Certification ○ Designation ○ Fit to Return ○ Permanent Medical Restriction 	Employee Services	3 years after the end of documented incident	
<ul style="list-style-type: none"> • Short and Long-Term Disability Documentation 	Employee Services		
<ul style="list-style-type: none"> • Work related injury or illness <ul style="list-style-type: none"> ○ Injury report ○ Disposition report ○ 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 	Boulder Human Resources		
Employment Eligibility Verification Records <ul style="list-style-type: none"> • I-9 Forms • Colorado Affirmation Form • Residence Records for Classified Staff 	Employee Services 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 	Employee Services	10 years after employee’s separation from the University.	<u>All:</u> Title VII ADA 29 C.F.R. 1602.49 State Archives Schedule 8

Document Type	Repository	Retention Period	Related Authority
<ul style="list-style-type: none"> • Leave Balance Upon Termination or Transfer Forms • Alternate Work Arrangement Forms <p>*See other areas for documents that may be in the personnel file</p>			
<p>Employee Personnel Records – University Staff</p> <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 <p>*See other areas for documents that may be in the personnel file</p>	Employee Services	10 years after employee’s separation from the University.	<u>All:</u> Title VII ADA 29 C.F.R. 1602.49 State Archives Schedule 8
<p>Employee Personnel Records – Undergraduate Student Employees</p> <ul style="list-style-type: none"> • Offer letter 	Human Resources	5 years after separation from employment	34 C.F.R. 675.19(b)(2)(i)-(iii)
<p>Individual Employee Security Profiles</p> <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	
<p>Human Resource Recruitment and Search Committee Records</p> <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	<p>Note: Application of the successful candidate become part of the employee’s personnel file.</p>
Positions Descriptions for Classified and University Staff	Employee Services or CU Careers	4 years after inactivated or superseded	State Archives Schedule 11-43
Officer delegation reports	Employee Services	Not purged	

Document Type	Repository	Retention Period	Related Authority
Time and Attendance Records	Employee Services or MyLeave	5 years from creation of the record	
Leave Records <ul style="list-style-type: none"> Request and approval of leave 	MyLeave	3 years after employee's separation or transfer from the department.	
Leave Records <ul style="list-style-type: none"> Final leave balance 	Employee Services – personnel file	10 years after separation from employment	
Publications, Promotions and Alumni Records			
Alumni Records <ul style="list-style-type: none"> Event Planning Records Gift Records Mailing Lists Membership Lists Related Correspondence 	Vice President for University Communication	5 years or until superseded	
Fundraising Records - Advancement <ul style="list-style-type: none"> Donor Records Fundraising Request Records 	Vice President for Advancement	5 years	
Fundraising Records – University Communications <ul style="list-style-type: none"> Event Planning Records Public Relations Records 	Vice President for University Communication	5 years	
Photographs (President's Official Events/Photographs)	Vice President for University Communication	Permanent	State Archives Schedule 8
Publications <ul style="list-style-type: none"> Books Brochures Catalogs Directories Magazines Media Guides Newsletters 	Vice President for University Communication	Until no longer needed for reference	State Archives Schedule 8

Document Type	Repository	Retention Period	Related Authority
Record Management			
Record Management Records <ul style="list-style-type: none"> Record Destruction Authorizations Record Disposition Schedule Record Inventory Worksheets 	Office of Policy & Efficiency (As designated by Senior Vice President and Chief of Staff)	Permanent	State Archives Schedule 8
Safety and Security Records			
Emergency Response Plans and Procedures	Senior Vice President and Chief of Staff	Until superseded	
Tech Transfer Office			
Invention Disclosure Forms	TTO	Permanent electronic storage; original signatures retained, if prior to 2012, until the technology file is closed.	
Original Patents	TTO	Permanent electronic storage	
Patent Assignments		Permanent electronic storage	
Copyright Assignments	TTO	Permanent electronic storage; original hard copies retained until expiration of copyright.	
License Agreements - Licenses, Options, Inter-Institutional Agreements	TTO	Permanent electronic storage; hard copies retained 10 years after expiration or termination.	
Patent Applications and related correspondence	TTO	Permanent electronic storage	
Material Transfer Agreements	TTO	Permanent electronic storage	
Confidentiality Agreements	TTO	Permanent electronic storage	
Grant Authorization – Funding Awards	TTO	Ten years	