

University of Colorado Boulder Records Retention Schedule

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<i>Document Type</i>	<i>Repository</i>	<i>Retention Period</i>	<i>Related Authority</i>
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 	Office of Data Analytics	Permanent	State Archives Schedule 8
Audit Reports	Office of Internal Audit	10 years or until no longer needed for reference, whichever is longer	State Archives Schedule 8
Committee Records <ul style="list-style-type: none"> • Agendas • Meeting Minutes • Reports • Working Papers • Related documentation and correspondence 	Originating Department	5 years	State Archives 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 Department	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 Department	Until no longer needed	
Correspondence, General <ul style="list-style-type: none"> • Correspondence received or sent which contains information about routine matters. 	Originating Department	2 years	State Archives Schedule 8

<i>Document Type</i>	<i>Repository</i>	<i>Retention Period</i>	<i>Related Authority</i>
Open Records Requests and Supporting Documentation (CORA) - Formal requests for records submitted in accordance with state law and supporting documentation relating to the response to or denial of the request.	Office of University Counsel – Boulder Campus	Record copy: Retain 2 years after requests is answered. Duplicate copies: Retain until administrative need ends and then destroy.	State Archives Schedule 15-8
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 Schedule 8
Identification Card Records	Issuing Department	6 years after employee or student separation	State Archives Schedule 8
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 	Boulder Campus Planning Commission	Permanent	State Archives 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 	Facilities Management	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 Schedule 8

<i>Document Type</i>	<i>Repository</i>	<i>Retention Period</i>	<i>Related Authority</i>
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 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 Government Relations	Permanent	State Archives Schedule 8
Parking Records <ul style="list-style-type: none"> Appeal/Citation Records Permit Records 	Parking and Transportation Services	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.	
Real Property Records <ul style="list-style-type: none"> Deeds Easement Agreements Leases Property Descriptions Purchase Agreements Sale Agreements Title Abstracts Related Documentation 	University Treasurer's Office	Permanent	State Archives Schedule 8
Boulder Faculty Assembly Records			
Agendas Meeting Minutes	Boulder Faculty Assembly (BFA) Office	Permanent	
Award records <ul style="list-style-type: none"> Winners' names 	BFA Office	5 years	
Election/ Ballot Records <ul style="list-style-type: none"> Ballots Results 	BFA Office	5 years Permanent	

<i>Document Type</i>	<i>Repository</i>	<i>Retention Period</i>	<i>Related Authority</i>
Faculty Handbook	Payroll and Benefits Services website	Permanent	
Governing documents: Boulder Faculty Assembly Constitution and Bylaws, Rules of the Boulder Faculty Assembly	Current editions in BFA Office and BFA website; older editions in BFA office	Permanent	
Membership lists	BFA Office	Permanent	
Policies and Procedures	BFA 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.) 	BFA Office	10 years from the date the case is closed.	
Reports	BFA Office	Permanent	
Resolutions, Motions and Enactments	BFA Office	Permanent	
Studies	BFA Office	Permanent	
Surveys	BFA Office	Permanent	
Student Records			
Admission Records	Admissions and Registrar	Accepted students - 5 years after graduation or last date of attendance Rejected students - 1 year	State Archives Schedule 8
Class Rosters	Student Information System/Data Warehouse	Permanent	
Commencement Records	Registrar's Office	Permanent	State Archives Schedule 8 designates years, but AACRO guidelines recommend permanent retention
Enrollment Reports	Planning, Budget and Analysis	Permanent	
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 policy	

<i>Document Type</i>	<i>Repository</i>	<i>Retention Period</i>	<i>Related Authority</i>
Family and Educational Rights and Privacy Act (FERPA) Disclosure Requests and Consents	Registrar	Permanent, with the exception of student's written consent for disclosure or for privacy requests, then until terminated by the student or permanent.	FERPA, Department practice
Grade Sheets	Registrar	Permanent	
Grievance Records – Academic	Unit responsible for investigating grievance	4 years after closure of grievance	
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 Human Services/Social Services
International Student Records	Office of International Education	3 years from the time the student leaves the University	8 CFR § 214.3(g); 22 CFR § 62.10(g)
Visa and Immigration Documents	International Student Scholar Services (ISSS) Office of International Education	<ul style="list-style-type: none"> <u>J1 visa documents</u>: 3 years from the time the J1 exchange visitor completes the J1 program <u>H1b Public Access Files</u>: 1 year from the date the LCA expired or was withdrawn <u>PERM files</u>: 6 years from the time the FN obtains permanent residency or leaves the University <u>Employment based nonimmigrant visa petitions</u>: 3 years from the time the FN leaves the University or obtains permanent residency. <u>Immigrant Petitions</u> 3 years from the time the FN obtains permanent residency or leaves the University. 	<u>22 CFR 62.10(g)</u> <u>20 CFR 655.760(c)</u> <u>20 CFR 656.10(f) and Department Practice</u> <u>Department Practice</u> <u>Department Practice</u>
Internship Program Records	Career Services	7 years after students no longer utilizing service	Department practice
Medical/Counseling Records	Wardenburg Health Services, Athletics Sports Medicine, Counseling & Psychological Services,	10 years from the date of last contact with the student If a minor – 10 years from last contact with the student after the student reaches the age of majority (age 18)	6 C.C.R.1011-1

<i>Document Type</i>	<i>Repository</i>	<i>Retention Period</i>	<i>Related Authority</i>
	Faculty/Staff Assistance Program		
Services to Students with Disabilities Records	Disability Services	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 	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
Student Account Records	Bursars Office	Permanent for all accounts with outstanding balances. All other accounts 3 years after student separation from University.	
Students of Concern Records	Office of Student Conduct	2 years after student's last date of enrollment.	
Student Conduct Records	Office of Student Conduct or Honor Code Committee	No specific requirement for retention; OSC keeps all records for 7 years pursuant to Clery Act reporting requirements, keeps records for expelled students permanently	Department Practice
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 annual Fiscal Operations Report is filed)	34 CFR 675.19(b)(2)(i)-(iii)
Thesis and Dissertation Records	Originating Department	Permanent	State Archives Schedule 8
Transcripts	Registrar's Office	Permanent	AACRO

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, Continuing Education	<ul style="list-style-type: none"> 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 Schedule 8
New Degree Records	Library Archives	As long as program is in operation	
Program Development and Review Records	Library Archives	Indefinitely	
Student Faculty and Course Evaluation Summaries (FCQ)	Personnel File	3 years from end of employment	
Personnel Records			
Affirmative Action Information			
Records to complete EEO-6 or IPEDS Staff Survey	Institutional Research (PBA)	3 years	29 CFR § 1602.48
VETS 4212 Reports	Human Resources	2 years	DOL
Affirmative Action Plans and Progress 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 CFR 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	<u>APS</u>
<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"> Request for FML Medical Certification Designation Fit to Return 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 	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 CFR 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 Post 12/2015 - HCM	3 years after date of hire, or one year after termination, whichever is later	8 CFR § 274a.2
Visa and Immigration Documents			
<ul style="list-style-type: none"> J1 visa documents 	International Student Scholar Services (ISSS) Office of International Education	3 years from the time the J1 exchange visitor completes the J1 program	22 CFR 62.10(g)
<ul style="list-style-type: none"> H1b Public Access Files 	International Student Scholar Services (ISSS) Office of International Education	1 year from the date the LCA expired or was withdrawn	20 CFR 655.760(c)
<ul style="list-style-type: none"> PERM files 	International Student Scholar Services (ISSS) Office of International Education	6 years from the time the FN obtains permanent residency or leaves the university	20 CFR 656.10(f)
<ul style="list-style-type: none"> Employment based nonimmigrant visa petitions 	International Student Scholar Services (ISSS) Office of International Education	3 years from the time the FN obtains permanent residency or leaves the university	Department Practice
<ul style="list-style-type: none"> Immigrant Petitions 	International Student Scholar Services (ISSS)	3 years from the time the FN obtains permanent residency or leaves the university	

	Office of International Education		
<p>Employee Personnel Records – Classified Staff</p> <p>Pursuant to State Archives Schedule 8 (5-15 Personnel Files), the Official Personnel File should include:</p> <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 <p>*See other areas for documents that may be in the personnel file</p>	Human Resources	10 years after employee's separation from the University	<p><u>All:</u> Title VII ADA 29 CFR 1602.49 State Archives Schedule 8</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>	Human Resources	10 years after employee's separation from the University	<p><u>All:</u> Title VII ADA 29 CFR 1602.49 State Archives Schedule 8</p>
<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.) 	Faculty Affairs	10 years after employee's separation from the University	<p><u>All:</u> Title VII ADA 29 CFR 1602.49 State Archives Schedule 8</p>

<ul style="list-style-type: none"> • 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>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 	Research & Innovation Office	10 years after employee's separation from the University	<u>All:</u> Title VII ADA 29 CFR 1602.49 State Archives Schedule 8

Employee Personnel Records – Undergraduate Student Employees <ul style="list-style-type: none">• Offer letter	Department	5 years after separation from employment	34 CFR 675.19(b)(2)(i)-(iii)
Employee Personnel Records - Graduate Students (Faculty) <ul style="list-style-type: none">• Offer letter	Graduate School	10 years after separation from employment	Title VII ADA 29 CFR 1602.49 State Archives Schedule 8
Employee Personnel Records – Volunteers and Trainees <ul style="list-style-type: none">• Volunteer application• Training application• Letter of Invitation	Department	3 years after last date of service with the University	
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 (or Human Resources for searches conducted outside of CU Careers)	3 years Note: Application of the successful candidate become part of the employee's personnel file.	
Position 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	10 years after separation from employment	
Information Management Records			
Service Catalog	Office of Information Technology	For OIT provided services, the life of the service.	
Service Continuity Plans	Office 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.	

Information Security Records	IT Service Providers	<p>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.</p> <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 <p>Less critical services should be maintained for to support operational needs at the discretion of the service provider. Recommended minimum is 90 days.</p> <p>Exceptions to be documented as part of risk acceptance decisions to be approved by the CIO.</p>	
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.	
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	Procurement Services Center	Until completion of project	
Equipment Maintenance Records	Originating Department	3 years from date of asset disposal	2 CFR 200.313(d)(4) and Federal Acquisition Regulation 52.245-1(f)(1)(ix)
Research and Teaching Drug Inventory Records	Originating 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 	Parking & Transportation Services	Until vehicle is no longer owned by the University.	
Facilities and Property Records			
Building Space Inventory and Valuation Records	Facilities Management	10 years	
Building/Grounds Repair, Maintenance, Remodeling, and Construction Records	Facilities Management	Permanent	
Capital Construction Project Records	Facilities Management	Permanent	State Archives Schedule 8
Land Inventory Records	Facilities Management	Permanent	State Archives Schedule 8
Health Services Records			
HIPAA Compliance Records and Reports	HIPAA Compliance Office	6 years from creation date or effective date	45 CFR pt. 160
Immunization Records	Originating Medical Services Department	Students – 2 years after student graduation or withdrawal Employees – Until no longer needed	
Medical Records <ul style="list-style-type: none"> Students Patients Employees 	Originating Medical Services Department	10 years from the date of last contact with the individual If a minor – 10 years from last contact with the individual after the individual reaches the age of majority (age 18)	6 C.C.R.1011-1
Patient Encounter Logs	Originating Medical Services Department	2 years	

Pharmacy Prescription Dispensation Records	Originating Medical Services Department	2 years	C.R.S. § 12-22-131(1)(a)
Practitioner Rotation Schedules	Originating Medical Services Department	2 years	
Health Insurance Records	Originating Medical Services Department	Until individual's separation from the University	
Shadow Charts	Originating Medical Services Department	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 	Financial Aid Office or Student Debt Management Office	3 years after the end of the award year in which the student borrower last attended the University	34 CFR § 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 including school responses • Education Program Eligibility • Institutional Program Participation Agreement • Recertification • Documentation supporting degree completion, graduation rate and transfer out rate calculations 	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 CFR § 668.24
Direct Loan Program Records <ul style="list-style-type: none"> • Applications • Borrower Eligibility Calculation • Origination Records • Disbursement Records • Promissory Notes • Loan Confirmation Process 	Financial Aid Office	3 years after the end of the award year in which the student borrower last attended the University (loan confirmation process records are held indefinitely).	34 CFR § 668.24

<ul style="list-style-type: none"> Entrance and Exit Loan Counseling 			
Fiscal Records and Reports <ul style="list-style-type: none"> Accreditation and Licensing Agency Reports Annual Federal Fiscal Operations and Application to Participate Report and related records used to prepare the report Cash Disbursements ED Payment Management System Cash Requests and Reports Federal Pell Grant Statements of Account Federal Work-Study Payroll Records General Ledgers and Bank Statements for all accounts containing Title IV funds Refunds and Repayments State Grant and Scholarship Award Rosters and Reports Title IV Program Reconciliation Reports Title VI Program Transaction Records 	Financial Aid Office	3 years after the end of the award year for which the report was submitted or the record was created	34 CFR § 668.24
Pell Grant Records	Financial Aid Office	3 years after the end of the award year for which the aid was awarded	34 CFR § 668.24
Perkins Loan Program Records <ul style="list-style-type: none"> Promissory notes Repayment schedules Cancellation and Deferment Records Annual Report 	Financial Aid Office or Bursars Office	3 years after loan repayment or from the date the loan was assigned to the Department, cancelled or repaid (or until the loan is satisfied or as long as needed to enforce the obligation)	34 CFR 668.24; 34 CFR § 674.19; 34 CFR § 674.8(c)
Student Financial Aid Records <ul style="list-style-type: none"> Affidavit of Lawful Presence Award Calculation Records Applications 	Financial Aid Office	3 years after the end of the award year in which the student last attended the institution	34 CFR 668.24

<ul style="list-style-type: none"> • Award Letters • Eligibility Records • Payment Records • Repayment Agreements • Withdrawal Calculations • Documentation of all Professional Judgment decisions • Enrollment Reporting Records 	Office of the Registrar		
Tuition Appeals	Registrar's Office	10 years from date of appeal	
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 CFR § 668.24(e); 34 CFR § 675.19
Safety and Security Records			
Accident and Injury Reports	Office of Risk Management	5 years from date of accident or injury	
Asbestos Records	EH&S Office & Distribution Center Archives	30 years	OSHA & EPA
Carcinogenic Compounds Inventory/Use Records	EH&S Inventory Database	10 years	
Chemical and Hazardous Waste Disposal Records	EH&S Office	5 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 or Risk Management	Until superseded	
Environmental Regulation Records	EH&S Office	Includes almost all EH&S files – refer to other entries above and below	
Fire Alarm and Drill Records	Facilities Management Office	3 years	
Human Material Authorizations Records	EH&S Office	375 days to 50 years depending upon type of document	NRC & CDPHE
Material Safety Data Sheets Records	EH&S Office & Online	none	
Medical Surveillance Records	EH&S Office	Asbestos = 30 years	OSHA
Radiation Licensing Records	EH&S Office - RSO	Until License is terminated	CDPHE
Radiation Material Handling and Disposition Records	EH&S Office - RSO	Until License is terminated	CDPHE

Radiation Monitoring and Exposure Records	EH&S Office - RSO	Until License is terminated	CDPHE
Safety Inspection Records	EH&S	EH&S electronic database that shows inspection history; remain in system indefinitely.	
Safety Training Records	EH&S & University Risk Management	EH&S paper records not needed - keep electronic database that shows latest (refresher training) + initial training date; remain in system until employee leaves University.	
Vehicle Accident Records	Office of Risk Management and/or Transportation Center	Until vehicle is no longer owned by the University	
Workers Compensation Records	Office of Risk Management	5 years or 1 year after all compensation is paid to claimant (whichever is later)	
CU Police Department Records			
The retention periods in this section are based on:			
1. State of Colorado Municipal Records Retention Schedule; and			
2. Property and Evidence guidance for retaining evidence based on the statute of limitations and instructions from the District Attorney.			
Arrest Records			
Arrest and Booking Logs	CU Police Department	4 years plus current year=5 years	
Adult Offender Felony Arrest Records (Major Felonies and Violent Crimes)	CU Police Department	Permanent	
Adult Offender Felony Arrests (Other)	CU Police Department	5 years plus current	
Adult Offender Misdemeanors	CU Police Department	3 years plus current	
Case Files			
Major Crimes (Arson, Aggravated Assault, Homicides, Kidnapping, Deaths, Missing Persons, Robbery, Forgery, theft of Public Funds, Traffic Fatalities)	CU Police Department	Permanent	
Felony cases and special investigations	CU Police Department	10 years	
Misdemeanor cases, Petty offenses, and Traffic Offenses	CU Police Department	3 years	
Sex Offenders	CU Police Department	Permanent	
Clery Crimes	CUPD	7 years + current reporting year	
Criminal History Files			
Felonies	CU Police Department	10 years	
Homicides	CU Police Department	Permanent	
Misdemeanors	CU Police Department	5 years	
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.	CU Police Department	Dependent upon the statute of limitations for the case and any Notice of Final Action from the District Attorney's Office that allows for property and evidence dispositions.	
Storage of Digital Evidence Records Logs documenting the receipt, transfer, and release of materials taken into evidence, including property reports, release records, and similar records	CU Police Department	Dependent upon the statute of limitations for the case and any Notice of Final Action from the District Attorney's Office that allows for property and evidence dispositions.	
Mug Shots Images of suspects and persons charged with crimes, including digital images	CU Police Department	Dependent upon the statute of limitations for the case and any Notice of Final Action from the District Attorney's Office that allows for property and evidence dispositions.	
Digital/media evidence	CU Police Department	Dependent upon the statute of limitations for the case <i>and any Notice of Final Action from the District Attorney's Office that allows for property and evidence dispositions.</i>	
Dispatch audio recordings to monitor radio transmissions	CU Police Department	3 years	
Digital evidence related to cases involving death, missing persons, kidnapping, treason, and forgery	CU Police Department	Permanent	
Digital evidence concerning all other cases	CU Police Department	Dependent upon the statute of limitations for the case.	
Body Worn Camera Footage	CUPD	Dependent upon the type of incident: Traffic: 1 year from date of occurrence Non-event: 6 months from date of occurrence Incident: 1 year from date of occurrence Case report: 1 year or until the completion of the court case Use of Force: 3 years Civilian Complaint: 3 years Voluntary Retention Request: 3 years (or longer, depending on the request)	
Field Contact Records			
Records or contacts with businesses, complainants, juveniles, victims, or witnesses after	CU Police Department	3 years	

which no incident report is filed, including written statements			
Recorded interviews conducted during field contacts in which no incident report is filed	CU Police Department	6 months from date of contact	
Internal Affairs Investigations			
Records pertaining to internal investigations regarding police conduct or actions, board of inquiry proceedings, and any subsequent disciplinary actions	CU Police Department	4 years	
Logs			
Court Subpoena Logs	CU Police Department	2 years plus current	
Clery Crime Logs	CU Police Department	7 years + current reporting year	
Computer Aided Dispatch Logs	CU Police Department	3 years	
DUI Logs	CU Police Department	2 years plus current	
Offense Logs	CU Police Department	3 years plus current	
Routine Activity Logs – Records of Routine Welfare Checks, alarm checks, etc	CU Police Department	1 year plus current	
Traffic Accident Logs	CU Police Department	2 years plus current	
Miscellaneous Records			
Training Records	CU Police Department	5 years after the employee's separation from the University	
Summonses and Complaints	CU Police Department	1 years plus current	
Registered Sex Offender Records			
Information Request Forms	CU Police Department	2 years	
Sex Offender Registration and Cancellation Forms	CU Police Department	5 years after offender leaves the jurisdiction	
Sexually Violent Predators Notifications	CU Police Department	Permanent	
Reports			
Accident Reports	CU Police Department	3 years plus current	
Activity Summaries	CU Police Department	1 year plus current	
Crime Stopper Reports	CU Police Department	5 years plus current	
Incident Reports	CU Police Department	3 years plus current	
Offense Reports	CU Police Department	Permanent for serious offenses; 10 years for all other offenses	
Records Checks	CU Police Department	2 years plus current	
Uniform Crime Report/NIBRS - Annual	CU Police Department	Permanent	
Ride Along Program Records			
Approved Ride-Along Records	CU Police Department	3 years plus current	

Denied Ride-Along Records	CU Police Department	Permanent	
Athletics Records			
Eligibility Checklists Records	Director of Eligibility/Cert.	7 years	Department Practice
Game Contracts	Athletic Business Office	7 years	Department Practice
Game Statistics	Sports Information Office	Permanent	Department Practice
Individual Student-Athletes Records	Compliance Office	7 years	Department Practice
Media Guides	Sports Information Office	Permanent	Department Practice
Photographs (Student-Athletes, Coaches, Staff)	Sports Information Office	Permanent	Department Practice
Play Books	Football Office	Until no longer needed	Department Practice
Practice Log Records (CARA)	Compliance Office	7 years	Department Practice
Press Clippings	Sports Information Office	Permanent	Department Practice
Recruiting Records	Sport Program Coach's Office	7 years	NCAA/Department Practice
Student Athlete Academic Advising Records	Student Advising Office	6 years	Department Practice
Student Athlete Medical Records	Sports Medicine	10 years from date of last contact	State Archives Schedule 8
Ticket Records	Ticket Office	3 years	State Archives Schedule 8
Level II/Secondary Violations/Waiver Records/Investigation Notes	Compliance Office	Permanent	Department Practice
Major Infractions Case/Investigation Notes/NCAA Report	Compliance Office	Permanent	Department Practice
Participation Forms	Compliance Office	7 years	Department Practice
National Letter of Intent/Financial Aid Agreement Forms	Compliance Office	7 years	Department Practice
Transfer Information	Compliance Office	7 years	Department Practice
Official Visits	Compliance Office	7 years	Department Practice
Sport Camps Documentation–Camp Operating Plans and Camp Wraps	Athletic Business Office	7 years	Department Practice
Rosters	Compliance Office	7 years	Department Practice
Squad Lists	Compliance Office	7 years	Compliance Office
Sports Sponsorship files	Buffalo Sports Properties	3 years	Learfield Sports

SAF (Special Assistance Fund)	Athletic Business Office	7 years	Department Practice
Training Table Records	Compliance Office	7 years	Department Practice
Football Bowl Affidavits Documents	Compliance Office	7 years	Department Practice
Coaches Certification Exam Results	Compliance Office	7 years	Department Practice
Campus Compliance Committee Minutes	Compliance Office/FAR's Office	7 years	Department Practice
Budget and Finance Documents			
<i>Procurement Records</i>			
Canceled Solicitation Files	Procurement Service Center	3 years	State Archives Manual Schedule 7 CFR Sec 74.53
Contract Controversies and Appeals Files	Procurement Service Center	6 years If any litigation, record maintained until all issues resolved and final action taken	State Archives Manual Schedule 7
Contract and Purchase Order Files	Procurement Service Center	6 years	State Archives Manual Schedule 7
Leasing Contract Files	Procurement Service Center	6 years	State Archives Manual Schedule 7
Successful Bids and Proposals	Procurement Service Center	6 years	State Archives Manual Schedule 7
Real Property Acquisition Files	Treasurer's Office	Permanent	
Purchase Requisitions	Procurement Service Center	Marketplace or Concur indefinitely until CU is no longer a customer	State Archives Manual Schedule 7
Unsuccessful Offers (Bids and Proposals)	Procurement Service Center	3 years	State Archives Manual Schedule 7
<i>Bond Documents</i>			
Bond Official Transcripts	Treasurer's Office	3 years (retained by State Archives permanently)	State Archives Manual Schedule 7
Bond Registration Files	Treasurer's Office	3 years	State Archives Manual Schedule 7

	Bonds, Notes and Coupons Paid	Treasurer's Office	3 years	State Archives Manual Schedule 7
	State General Obligation Bonds	Treasurer's Office	3 years	State Archives Manual Schedule 7
	State Revenue Bonds/Notes	Treasurer's Office	3 years	State Archives Manual Schedule 7
<i>Budget Records</i>				
	Coded Long Bill	State of Colorado	3 years	State Archives Manual Schedule 7
	Annual Budget Document	Office of the Vice President for Budget & Finance	3 years	State Archives Manual Schedule 7
	Budget Work Papers	As designated by System or Campus Budget Office	3 years	State Archives 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 Manual Schedule 7
	Appropriation Documents	State of Colorado	5 years	State Archives Manual Schedule 7
<i>Cash Management Records:</i>				
	Bank Records	Originating Department responsible for account	3 years	State Archives Manual Schedule 7
	Cash and Credit Card Receipts	Cash collecting Department	3 years	State Archives Manual Schedule 7
	Deposits with State Treasurer	Campus Controller or Treasurer's Office	3 years	State Archives Manual Schedule 7
	EFT Authorizations	Procurement Service Center or Treasurer's Office	7 years	State Archives Manual Schedule 7

	External Bank Account Authorization	Treasurer's Office	3 years	State Archives Manual Schedule 7
	Payment Logs/EFT and Warrant	Campus Controller	5 years	State Archives Manual Schedule 7
	Warrant Reconciliation	Campus Controller	9 years	State Archives Manual Schedule 7
	Warrant/Cancelled	System Controller or cancelling Department	5 years	State Archives Manual Schedule 7
<i>Contracts:</i>				
	State Contracts / all related documents	As designated by System or Campus Controller	3 years	State Archives Manual Schedule 7
	State Controller Delegation Authority Letters	State Controller and System Controller	Until Expire/Replaced or 3 years, whichever is later	State Archives Manual Schedule 7
	Agency Signature Authority Forms	System Controller	Until changed or 3 years, whichever is later	State Archives Manual Schedule 7
<i>Expenditures:</i>				
	Employee Reimbursement Vouchers and Records	Originating Department or Procurement Service Center when Expense System is implemented	3 years, except when they are charged to a sponsored projects account	State Archives Manual Schedule 7
	Expenditure Accounting General Documents / Control Files	Originating Department	3 years	State Archives Manual Schedule 7
	Federal 1099 1098-T or other Tax Reporting Records	Procurement Service Center, Payroll & Benefits Services	4 years	State Archives Manual Schedule 7
	Inter-departmental Transfers	Originating Department	3 years, except when they are charged to a sponsored projects account	State Archives Manual Schedule 7

	Petty Cash Records	Department or Procurement Service Center from date when Expense System implemented	3 years for General Funds,	State Archives Manual Schedule 7
	Procurement Card Records	Department or Procurement Service Center from date when Expense System implemented	Marketplace or Concur indefinitely until CU is no longer a customer	State Archives Manual Schedule 7
	Vouchers for the Purchase of Goods and Services	Department or Procurement Service Center from date when Expense System implemented	Marketplace or Concur indefinitely until CU is no longer a customer	State Archives Manual Schedule 7
<i>Fixed Assets:</i>				
	Fixed Assets	Procurement Service Center, Campus Controller	3 years from date of asset disposal	State Archives Manual Schedule 7; Code of Federal Regulations, Title 2, Part 200.333(c)
	Physical inventory records	Departments Keep Original & Campus Controller retains an electronic copy.	6 years	State Archives Manual Schedule 7
	Depreciation schedules	Campus Controller	3 years	State Archives Manual Schedule 7
	Disposal of fixed assets records	Campus Controller	3 years from date of asset disposal	State Archives Manual Schedule 7; Code of Federal Regulations, Title 2, Part 200.333(c)
	Acquisition/disposal of property	Facilities Management	State: 6 years	State Archives Manual Schedule 7
<i>General Ledger:</i>				

	Adjusting Journal Entries	Approving Department	3 years, except when they are charged to a sponsored projects account	State Archives Manual Schedule 7
<i>Inventory Control:</i>				
	Inventory Records	Facilities Management	3 years	State Archives Manual Schedule 7
<i>Revenue/Accounts Receivable:</i>				
	Accounts Receivable Invoices	Department	3 years, see Grants and Contracts for sponsored projects invoices (generated by SPA)	State Archives Manual Schedule 7
	Loan Records	Bursars Office	3 years	State Archives Manual Schedule 7
	Revenue Contracts	Campus Authorized Signature Authority	3 years	State Archives Manual Schedule 7
Institutional Tax Returns <ul style="list-style-type: none"> Returns and supporting documentation and schedules 		Payroll and Benefits Services	10 years	Internal Revenue Code
Grants, Contracts, and Research Records				
Clinical Research Records <ul style="list-style-type: none"> Protocols Patient Records Regulatory Records Associated Contracts Accounting Records 		Department	2 years post marketing approval or IND withdrawal	
Conflicts of Interest (COI)		Office of Research Integrity	10 years after employee's separation from the University	
Export Controls		Office of Export Controls	<ul style="list-style-type: none"> 5 years from latest (re)export (EAR) or from license expiration date (ITAR) For EAR, Voluntary Self-Disclosure records can only be destroyed with BIS approval OFAC requirements are 5 years from completion of activity 	15 CFR 762.2 [EAR] 22 CFR 122.5 [ITAR]) 31 CFR. 501.601
Grant and Contract Project Research Records		Department	6 years	2 CFR 200.333;

Activity Reports Research Data Summary Reports Working Papers Related Documentation Laboratory Notebooks/Records Other Relevant Records that are not Housed by Other Responsible Parties			Federal Acquisition Regulation, section 4.805; State Archives Records Management Manual, Schedule 8, Section 12.4
<ul style="list-style-type: none"> Grant, Contract, and Awarded Proposal Records Contracts and contract mods Grant authorizations Subcontracts Documented Approvals Copies of reports Closeout documents 	Office of Grants and Contracts	6 years after inactivation of project speedtype, unless otherwise provided for by the contract documents	2 CFR 200.333; Federal Acquisition Regulation, section 4.805; State Archives Records Management Manual, Schedule 8, Section 12.4
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 Financial Reports Invoices Project Summaries Related Documentation 	Sponsored Projects Accounting	6 years after inactivation of project speedtype	2 CFR 200.333; Federal Acquisition Regulation, section 4.805; State Archives Records Management Manual, Schedule 8, Section 12.4
Institutional Review Board (IRB)	IRB Office	3 years after completion of activity	21.CFR 56.115 [FDA] 45CFR46.115(b) [OHRP]
Receipts for Purchases	Department and PSC	Concur indefinitely until CU is no longer a customer; Department as required for Sponsored Projects records	University of Colorado Boulder Cost Principles Policy
Employee Travel Authorization	Department	PSC retains international trip approvals for only 3 months; departments should retain or scan into Concur to be available as required for Sponsored Projects records	

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	3 years after completion of the activity	21 CFR 56.11 5
Institutional Animal Care and Use Records <ul style="list-style-type: none"> • Approval Applications/Forms • Grant Proposals • Protocols 	IACUC	3 years after completion of the activity	9 CFR 2.35(f)
Electronic Personnel Effort Reporting System Forms	Systems	Indefinitely	Code of Federal Regulations, Title 2, Part 200.430
Research Misconduct Records	Office of the Vice Chancellor for Research	7 years after final resolution of case	42.CFR 93.317
Government Titled Property <ul style="list-style-type: none"> • Sponsor approval for purchase • Purchase requisitions • Purchase Orders • Orders for transfer of material, supplies, or other property • Records reflecting receipt and use of material in the performance of a contract • Records for equipment usage, maintenance and repair orders 	Office of Contracts and Grants	3 years after disposition of property	Federal Acquisition Regulation 52.245-1
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	Payroll & Benefits Services	Life of Plan	
Benefit Employer Contribution	Payroll & Benefits Services	Employee Tenure	
Benefit Plan Description/Master Contract	Payroll & Benefits Services	Life of Plan plus three years	
Benefit Plan Bidding/Selection Data	Procurement Services Center	Life of Plan	
Benefit Provider Report of Events	Payroll & Benefits Services	Life of Plan plus 3 years	
Benefit Records	Payroll & Benefits Services	Until employee separates from University	
Employee Tax Records	Payroll & Benefits Services	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 Schedule 8
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	HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
Paycheck Delivery Records	HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
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 Schedule 8
Payroll Check Register	HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
Payroll Register	HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
Direct Deposit Authorization	PBS Employment Record File	3 years after change in authorization, cancellation, or employee separation.	State Archives Schedule 8
Tax Withholding Authorization Records W-4's	PBS Employee Record File	Until superseded or 4 years after employee separation	IRS Publication 15 (Circular E), Employer's Tax Guide

Wage and Tax Statements	PBS Vendor Electronic Interface	4 years	IRS Publication 15 (Circular E), Employer's Tax Guide
Wage and Tax Statements – Returned undeliverable W-2's and 1042's	PBS	4 years	IRS Publication 15 (Circular E), Employer's Tax Guide
Publications, Promotions and Alumni Records			
Alumni Records <ul style="list-style-type: none"> • Event Planning Records • Gift Records • Mailing Lists • Membership Lists • Related Correspondence 	Alumni Association	5 years or until superseded	
Fundraising Records <ul style="list-style-type: none"> • Donor Records • Event Planning Records • Fundraising Request Records • Public Relation Records • Events Accounting 	Originating Department	5 years	
<ul style="list-style-type: none"> • Photograph (Archival) 	University Communications	Permanent	State Archives Schedule 8
Publications <ul style="list-style-type: none"> • Books • Brochures • Catalogs • Directories • Magazines • Media Guides • Newsletters 	University Communications	Until no longer needed for reference	State Archives 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 	Campus Controller or Procurement Service Center	Minimum of 3 years	
Inter-Library Loan Records	University Libraries	3 years	State Archives Schedule 8
Record Management Records <ul style="list-style-type: none"> • Record Disposition Schedule 	Campus Records Management Coordinator	Permanent	State Archives Schedule 8