

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 | 75 years after graduation or withdrawal | State Archives Schedule 8 |
| Curriculum and Instruction Records | | | |

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|--|---|--|---------------------------|
| 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 | | | |

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|---|--|---|--------------------------|
| 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) | 3 years from the time the FN obtains permanent residency or leaves the university | Department Practice |

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|---|--|---|---|
| | Office of International Education | | |
| <ul style="list-style-type: none"> Immigrant Petitions | International Student Scholar Services (ISSS) Office of International Education | 3 years from the time the FN obtains permanent residency or leaves the university | |
| <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 | <u>All:</u> Title VII ADA 29 CFR 1602.49 State Archives Schedule 8 |
| <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 | <u>All:</u> Title VII ADA 29 CFR 1602.49 State Archives Schedule 8 |
| Employee Personnel Records – Faculty | Faculty Affairs | 10 years after employee's separation from the University | <u>All:</u> Title VII |

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|--|------------------------------|--|---|
| <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 | | | ADA 29 CFR 1602.49 State Archives Schedule 8 |
| Employee Personnel Records – Research Faculty (including PRA) <ul style="list-style-type: none"> • Offer letters (new hires; administrative faculty appointments; retention agreements; System Agreements for instructors; endowed appointments; etc.) • Supporting documentation for new hires: CV, letters of reference, faculty oath, Recruiting Authorization Form • Degree verification for faculty hired prior to the dissertation having been completed • Non-Medical Leave of Absence Requests • Faculty Performance Ratings | 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 |

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|---|--|---|--|
| <ul style="list-style-type: none"> • Salary Adjustment Notifications • Salary Equity Appeals • Resignations • Retirement Agreements | | | |
| 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. | |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|---|---|--|-------------------------------|
| 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 | | | |
| <ul style="list-style-type: none"> Request and approval of leave | Department (personnel files) or MyLeave | 3 years after employee's separation or transfer from the department | |
| <ul style="list-style-type: none"> Final leave balance | Human Resources – personnel file | 10 years after separation from employment | |
| Information Management Records | | | |
| Service Catalog | 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. | |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|--|------------------------------|--|--------------------------|
| 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. | |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|---|---|---|---|
| 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 |

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|---|--|--|--------------------------|
| 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 | 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 |

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|--|--|--|---|
| <ul style="list-style-type: none"> • Disbursement Records • Promissory Notes • Loan Confirmation Process • 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 | 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) |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|---|---|--|--|
| <ul style="list-style-type: none"> Annual Report | | | |
| Student Financial Aid Records <ul style="list-style-type: none"> Affidavit of Lawful Presence Award Calculation Records Applications Award Letters Eligibility Records Payment Records Repayment Agreements Withdrawal Calculations Documentation of all Professional Judgment decisions Enrollment Reporting Records | Financial Aid Office Office of the Registrar | 3 years after the end of the award year in which the student last attended the institution | 34 CFR 668.24 |
| 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 | |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|---|--|---|--------------------------|
| 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: | | | |
| <ol style="list-style-type: none"> 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 | |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|--|----------------------|--|--------------------------|
| 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 | |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|---|----------------------|--|--------------------------|
| | | 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 which no incident report is filed, including written statements | CU Police Department | 3 years | |
| 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 | | | |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|--|-------------------------------|---|--------------------------|
| 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 |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|--|--------------------------------|--|--|
| 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 |

| <i>Document Type</i> | | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|-----------------------|--|----------------------------|---|----------------------------------|
| | 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 |

| <i>Document Type</i> | | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|---------------------------------|-------------------------------------|---|--|----------------------------------|
| | 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>Document Type</i> | | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|----------------------|--|---|---|----------------------------------|
| <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 |

| <i>Document Type</i> | | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|-------------------------------------|---|---|---|---|
| | 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> | | | | |

| <i>Document Type</i> | | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</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 <ul style="list-style-type: none"> Activity Reports Research Data Summary Reports Working Papers Related Documentation | Department | 6 years | 2 CFR 200.333; Federal Acquisition Regulation, section 4.805; State Archives Records Management |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|---|--------------------------------|--|---|
| Laboratory Notebooks/Records Other Relevant Records that are not Housed by Other Responsible Parties | | | 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 | |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|---|--|---|--|
| 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 | |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|--|-----------------------------|--|---|
| 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), |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|--|---------------------------------|--------------------------------------|---|
| | | | 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 |

| <i>Document Type</i> | <i>Repository</i> | <i>Retention Period</i> | <i>Related Authority</i> |
|---|---|-------------------------|---------------------------|
| 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 |