

General Office Records (not inclusive)	Retention	Permission needed?
Academic Counseling S5-670	5 yrs from graduation	Yes
Academic Progress S5-680	5 yrs from graduation	Yes
Calendars (Staff) S1-060	Current + 1 yr	Yes
Calendar (Dept./Admin, Head) S1-050	Term of office + 2 yrs	Yes
Clinical evaluations S5-695	5 yrs from graduation	Yes
Correspondence (includes email)		
Transitory S1-100	Destroy as necessary	No
Routine S1-110	2 yrs	Yes
Grade Books S5-760	5 yrs	Yes
Graded coursework/exams S5-780	1 yr	No
Grant Program Files		
Approved S1-250	3 yrs or until audited	Yes
Denied/Withdrawn	3 yrs	Yes
Handbooks S5-250	Permanent	Transfer to Univ. Arch.
Independent Study S5-830	5 yrs from graduation	Yes
Internship S5-070	5 yrs from graduation	Yes
Major/Curriculum S5-840	5 yrs from graduation	Yes
Meeting minutes S1-190	1 yr	Yes
Policies and Procedures S1-490	Permanent	Transfer to Univ. Arch.
ProCard S3-230	7 yrs	Yes
Program Dev. Files S1-520	Permanent	Transfer to Univ. Arch.
PTR S5-275	Until decision recorded	Yes
Syllabi S5-320	1 yr	Yes
Student Employment S5-880	5 yrs from graduation	Yes
Student Timecards/sheets S3-420	4 yrs	Yes
Search Files S2-040	3 yrs	Yes

Faculty Records (not inclusive)	Retention	Permission needed?
Calendars (Staff) S1-060	Current + 1 yr	Yes
Calendar (Dept./Admin, Head) S1-050	Term of office + 2 yrs	Yes
Correspondence (includes email)		
Transitory S1-100	Destroy as necessary	No
Routine S1-110	2 yrs	Yes
Grant Program Files		
Approved S1-250	3 yrs or until audited	Yes
Denied/Withdrawn	3 yrs	Yes
Meeting minutes S1-190	1 yr	Yes
IRB S4-200	3 yrs	Yes
IRB PI S4-210	6 yr from end of project	Yes
Evaluations S5-243	1 yr	Yes
Consulting S5-245	5 yrs	Yes
Handbooks S5-250	Permanent	Transfer to Univ. Arch.
Intellectual Property S5-265	Permanent	Transfer to Univ. Arch.
PTR S5-275	Until decision recorded	Yes
Syllabi S5-320	1 yr	Yes
Academic Counseling S5-670	5 yrs from graduation	Yes
Academic Progress S5-680	5 yrs from graduation	Yes
Clinical evaluations S5-695	5 yrs from graduation	Yes
Grade Books S5-760	5 yrs	Yes
Graded coursework/exams S5-780	1 yr	No
Independent Study S5-830	5 yrs from graduation	Yes
Internship S5-070	5 yrs from graduation	Yes
Major/Curriculum S5-840	5 yrs from graduation	yes