**Commonly Found Records in Administrative Offices**

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| **Document:** | **Owner:** | **Retention Period:** | **Retention Period Begins:** |
| Meeting minutes and agendas:Staff meetingsOfficial committee records (Committee Chair) | DepartmentDepartment that established committee  | Until administrative use ceasesPermanent  | N/AUpon Creation |
| Financial records:Campus budgetDepartmental budgetPurchase 0rders and related documentsPaymentsProcard recordsTravel reimbursementCash receipts and deposit slipsJournal entries |  VC for A&FDepartmentProcurementControllerDepartment/ControllerControllerBursarController | Primary copy: Permanent Until administrative use ceases6 years12 years12 years (kept by department for 2 years, then Controller for 10 years)12 years8 years12 years | Upon creationN/AAfter paymentAfter paymentAfter paymentAfter payment/disbursementUpon creationUpon creation |
| Grant records:AwardedUnfundedResearch data and results | ORSPORSPDepartment | 6 years3 years7 years | After last financial reportAfter submissionAfter grant expiration |
| Personnel records:Personnel Files PAs and related documentsRecruitment filesTime and attendanceEmployee memosIntern and volunteerRecommendation Letters (for current and past employees) | Human ResourcesHuman Resources Department/Human Resources Human ResourcesHuman ResourcesDepartmentDepartment | PermanentPermanent3 years (department keeps until HR calls for records)6 yearsPermanent (part of personnel file)6 years3 years | Upon separationUpon creationUpon closure or completionUpon creationUpon creationUpon separationUpon creation |
| Student records:GradesExams and papersStudent Evaluations of FacultyMasters Theses and DissertationsDisability records | RegistrarFaculty/DepartmentDepartmentDepartmentOffice of Diversity & Inclusion | PermanentQualifying exams for degree programs are permanent, all other tests and exams 1 year6 yearsPermanent6 years | Upon CreationEnd of semester End of semester End of semester After graduation or separation |
| Schedules and calendars | Department | Until administrative use ceases | N/A |
| General correspondence and memos | Department | 3 years | Upon creation |
| Reference materials | Department | Until administrative use ceases | N/A |
| Official publications, brochures, and booklets created by the department | Creating department | Permanent or deposit into University Archives and Special Collections | Upon creation |
| Policy and procedure records:Final policy and substantive support materials that add to understanding of the policyAll other materials | Vice Chancellor/ProvostVice Chancellor/Provost | Permanent3 years | Upon creationAfter admin. use ceases |
| Program development and review records | Vice Chancellor/Provost | Substantive materials: Permanent | Upon creation |

* Departments are only responsible for retaining records for which they are the owner. All other records should be kept until administrative use ceases. If you have the original document, send it to the owner.
* All records containing Personally Identifiable Information (PII) **must** be shredded. PII is sensitive information identifying an individual person or campus business; examples include social security or other ID numbers; home address, phone number, or email address; photographs or fingerprints; credit card numbers or other financial information; and medical information. Records that contain no personal information may be recycled. **When in doubt, shred!**
* The archives is interested in reviewing all records before destruction except personnel, student, financial records, such as purchase orders, contracts, grants, payments, and procard records.