

CLAREMONT McKENNA COLLEGE
Policy Library

Policy 1.2: Retention of College Records

Volume 1:	Governance
Chapter 2:	Retention of College Records
Approved by:	President / Senior Staff Board of Trustees
History:	Issued: Approved December 3, 2009 Revised: NA
Related Polices:	NA
Additional References:	
Responsible Official:	Office of the Treasurer

POLICY STATEMENT

Claremont McKenna College (the College) requires that different types of records be retained for specific periods of time, and has designated official repositories and custodians for their maintenance. These records must be managed according to procedures that are outlined in this document.

The College is committed to effective records retention to preserve its history, meet legal standards, optimize the use of space, and minimize the cost of record retention.

ENTITIES COVERED BY THIS POLICY

- All units of the College
- Claremont University Consortium (selective units)

I. CONTACTS

Direct any questions about this policy to your department's supervisor. Questions about specific issues may be addressed to:

Subject	Contact	Telephone¹
Electronic Media Storage	Office of Information Technology Services	70911
Permanent Storage of Inactive Physical Records	College Archives / Office of the President	18111
Policy Clarification or Exceptions	Office of the General Counsel	78966

II. DEFINITIONS

These definitions apply to these terms as they are used in this policy:

Active Record	A College Record with current administrative use for the unit that generated and/or is using it. College Records remain active for varying numbers of years, depending on the purpose for which they were created and/or used. Such records are maintained by the unit which generated and/or is using them for as long as they remain active.
Archival Record	A College Record that: (i) is not an Active Record; and (ii) has permanent or historic value. Archival records are retained and preserved indefinitely in the College Archives.
College Archives	A component of the Office of the President that promotes knowledge and understanding of the College's origins, aims, programs, and goals, and facilitates effective records management. This includes permanent retention of: (i) relevant College Records as well as reports of the College, its officers, and component parts; (ii) maps and architectural records; (iii) audiovisual materials including still photographs and negatives, motion picture film, oral history interviews, audio and video tapes; and (iv) artifacts and ephemera documenting the College's history.
College Archivist	The individual responsible for i) coordinating which College Records are Archival Records; and ii) effecting the transfer of Archival Records from the office in which they originated or were received to the College Archives at such times and in the manner and form prescribed by the Archives and subject to the appropriate retention and disposition schedules that are outlined in this document.

¹ Numbers refer to on-campus extensions. When calling from an off-campus line, please dial (909) 62+extension for numbers beginning with a "1" and please dial (909) 60+ extension for numbers beginning with a "7."

College Record	The original (or official copy) of any record or document. A College Record may be physical (<i>i.e.</i> , paper), electronic (<i>i.e.</i> , computer-based), resident on optical or electronic portable media (<i>i.e.</i> , CD-ROMs, DVDs, cassette tapes, etc.), or in any other form.
Inactive Record	A College Record without current administrative use for the unit that generated it, but which does not qualify as an Archival Record. Such records are maintained by the designated Official Repository pursuant to this Policy.
Official Repository	The unit and/or individual designated as having responsibility for retention and timely removal of a particular type of Inactive Record pursuant to this policy. Official Repositories for Inactive Records are identified in Tables A and B of this document.

III. OVERVIEW

A. Introduction to this Policy

Claremont McKenna College requires consistent treatment of College Records (see the *"Definitions"* Section of this document). Maintenance, retention, and disposal procedures for College Records must be followed systematically by staff in compliance with this Policy.

In addition, duplicate, or multiple copies of Inactive Records and/or Archival Records, retained in locations other than Official Repositories (see the *"Definitions"* Section of this document), must be disposed of.

This policy is intended to ensure that the College:

- meets legal standards;
- optimizes the use of space;
- minimizes the cost of record retention; and
- preserves the history of the college.

IV. PROCEDURES

A. Responsibilities When College Records Cease to be Active Records

When a College Record is no longer in active and current administrative use by the unit that generated and/or is using it, it ceases to be an Active Record and becomes either an Inactive Record or an Archival Record. Each unit's administrative manager or a designee is responsible for making this decision, in consultation with the College Archivist where necessary or appropriate.

B. Responsibilities Pertaining to Records That Are Not College Records

A "College Record" (the "*Definitions*" Section of this document) is the original version or official copy of a document that is generated or used by an administrative unit. If a document or record is listed in this Policy, the original or official copy must be retained pursuant to this Policy.

Duplicate or multiple copies of College Records, including electronic and paper copies retained in locations other than Official Repositories, should not be retained once they are no longer actively need by the possessor. If you are not sure whether a document or record you possess is a College Record, you must check with your unit's administrative manager or a designee before ceasing to retain the document.

C. Responsibilities for Managing Inactive Records

Each unit's administrative manager or a designee must:

- Implement the unit's and/or office's record management practices;
- Ensure that these management practices are consistent with this Policy;
- Educate staff within the administrative unit in understanding sound record management practices;
- Identify College Records that qualify as Archival Records (see the "*Definitions*" Section of this document), and transfer those records to the College Archives. Long term restrictions on access to selected Archival Records should be negotiated at the time of their transfer to the College Archives;
- Arrange for the routine disposal of documents that do not require retention, including those stored on computer hard drives and file servers; and
- Transfer Inactive Records to the applicable Official Repository for retention in compliance with this Policy.
- Recognize that in many instances, the unit that generated or is using the College Record may itself be the Official Repository for that record.

If you have any questions about your responsibilities, contact the Office of the General Counsel (see the "*Contacts*" Section of this document), who will work closely with you to ensure understanding of this policy and implementation of these responsibilities.

D. Transferring Inactive Records and/or Archival Records

If the generating and/or using unit is not the Official Repository for a College Record:

o **Option A**

Archival Records

If it has been determined that the records are Archival

Records, they must be transferred to College Archives (see the “Definitions” Section of this document). Call the College Records Manager to:

1. Review the records to be sent to College Archives.
2. Request archival boxes (1 full file drawer = 2 boxes) or electronic storage media (e.g., CDs).
3. Request a transfer form (See the “Forms” Section of this document).
4. Schedule a time for the boxes and/or CDs to be picked up.
5. Long term restrictions on access to selected Archival Records should be negotiated at the time of their transfer to the College Archives.

o **Option B**

Inactive Records

If it has been determined that the records are Inactive Records:

1. Review the records and determine the Official Repository.
2. Request boxes (1 full file drawer = 2 boxes).
3. Request a transfer form (See the “Forms” Section of this document).
4. Schedule a time for the boxes to be picked up.

E. Responsibilities of the Official Repository

Departments and units that maintain Inactive Records are called “Official Repositories.” Official Repositories are responsible for establishing appropriate record retention management practices.

When the prescribed retention period (see Tables A and B, which follow) for Inactive Records has passed, the records need no longer be preserved. Where appropriate in the discretion of the Official Repository, the determination of whether the record may qualify as an Archival Record should be revisited. To decide if the record is an Archival Record, consult the College Archivist (see the “Definitions” Section of this document) who has the responsibility to designate which records are archival.

The Official Repository must ensure that access to confidential files is restricted.

If it has been determined that it is appropriate to cease retaining Inactive Records, treat them in one of the following ways:

1. Recycle non–confidential paper records.
2. Shred or otherwise render unreadable confidential records.
3. Erase or destroy electronically stored data.

Caution: Periodically review records generated and maintained in College information systems or equipment (including mainframe, mini, and micro computing/storage systems) to ensure that these requirements are met.

**F. Records Retention:
Location and
Duration**

Tables A and B, which follow, list the Official Repositories for Inactive Records as well as how long these records must be retained.

- o **Note:** The designated Official Repository is generally responsible for determining where such records will be maintained (e.g., on campus or in remote storage).
- o Record retention periods may be modified by government regulation, judicial or administrative consent order, and/or private or governmental contract. Such modifications supersede the requirements listed in this policy. Suspension of record destruction required by any of these reasons will be accomplished by a notice sent out to affected units by the relevant Vice President.
- o **Note:** No document list can be exhaustive. Questions regarding the retention period for any specific document or class of documents not included in these tables should be addressed to the Office of the General Counsel.

Caution: Departments and units that are not Official Repositories and that retain duplicate or multiple copies of College records should dispose of them when they are no longer useful.

**G. Effect of “Litigation
Hold” Memoranda
and Similar
Documents**

From time to time, the College may issue subject-matter specific memoranda (“Litigation Holds”) detailing additional and/or different retention requirements due to pending or threatened litigation, pending or threatened audits, and/or similar events. Such Litigation Holds must be strictly followed, and their provisions supersede any contrary provisions of this Policy.

H. Forms

[Claremont McKenna College Archives Transfer Report](#)

Table A*Official Repositories and Retention Periods for Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Academic, Student		
Academic Records (grades, transcripts, withdrawals, ASC actions, transfer credit, high school transcripts, SAT scores, grade changes, student "files," etc.)	<i>Office of the Registrar</i>	Permanent in either paper or electronic form
Add/Drop, Permission, and Withdrawal Forms	<i>Office of the Registrar</i>	1 semester
Changes to Name or ID number	<i>Office of the Registrar</i>	Permanent: either on paper or in electronic form
Class Rosters	<i>Office of the Registrar</i>	Permanent but electronic: not retained in paper form past one year
Correspondence with Office of Dean of Students	<i>Office of the Dean of Students</i>	Until separation from College
Formal Disciplinary Records	<i>Office of the Dean of Students</i>	Generally, 50 years, beginning with records in 1969
Enrollment or Other Verification Requests	<i>Office of the Registrar</i>	Not retained
Financial Aid Records (applicants who do not enroll)	<i>Office of Financial Aid</i>	3 years from date of graduation
Financial Aid Records (applicants who enroll)	<i>Office of Financial Aid</i>	5 years from graduation date
Grade Rosters	<i>Office of the Registrar</i>	Permanent (incl. electronic form)
Graduation Lists	<i>Office of the Registrar</i>	Permanent (either in paper or electronic form)

Table A
Official Repositories and Retention Periods for Student-Related Records

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Registration Forms	<i>Office of the Registrar</i>	1 semester, if registration occurs in person (on paper)
Student Schedules	<i>Office of the Registrar</i>	Electronic: not retained in paper form
Transcript Requests	<i>Office of the Registrar</i>	1 semester
Vandalism Records (incl. Dormitory Damage)	<i>Office of the Dean of the Students</i>	7 Years after event
Veteran Administration Certifications	<i>Office of the Registrar</i>	5 Years after last date of attendance
Admission for Applicants Who Do Not Enroll, Whether Accepted or Rejected		
Applications for Admission or Readmission, Correspondence that is relevant, Admission Tests (ACT, SAT, et.al.), Letters of Recommendation, Transcripts — High School and Other College	<i>Office of Admission</i>	2 years from date of start of application term
Admission for Applicants Who Enroll		
Advanced Placement Records, Applications for Admission or Readmission, Admission Tests (ACT, SAT, et.al.)	<i>Office of the Registrar</i>	5 years from graduation or date of last attendance
Letters of Recommendation	<i>Office of Admission</i>	Until date of enrollment
Recruitment Materials	<i>Office of Admission</i>	Until date of enrollment
Transcripts — High School and Other College	<i>Office of the Registrar</i>	5 years from graduation or date of last attendance
International Student Forms (copy of US Visa, Proof of Financial Responsibility, Certifications of Practical Training including dates)	<i>International Place</i>	6 years after separation from CMC

Table A*Official Repositories and Retention Periods for Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Athletics		
Title IX Records	<i>Office of the Athletics Director</i>	Permanent
Team Rosters	<i>Office of the Athletics Director / Alumni Relations</i>	Permanent
NCAA Financial Aid Reports	<i>Office of the Athletics Director / Office of Financial Aid</i>	Permanent
Publications, Statistical Data/Documents, and Reports		
Degree, Grade, Enrollment, and Racial/Ethnic Statistics (optional)	<i>Office of the Registrar</i>	Permanent
Course Offerings	<i>Office of the Registrar</i>	Permanent (either in paper or electronic form)
College Catalog	<i>Office of the Registrar</i>	Permanent (either in paper or electronic form)
Commencement Programs	<i>Office of the Registrar</i>	Permanent

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Academic Personnel		
Academic Search Records	<i>See Affirmative Action/Equal Opportunity Section</i>	
Annual Conflict of Interest Disclosure Declarations	<i>Office of the Treasurer</i>	3 Years
Grievances	<i>Faculty: Office of the Dean of the Faculty</i>	No Cause Findings, 3 years from determination Cause Findings, Permanent
Personnel Files, Appointment Letters and Forms	<i>See Human Resources Section</i>	
Tenure or Promotion Dossiers	<i>Office of the Dean of the Faculty</i>	If action approved, permanent; If tenure denied, 3 years from end of term appointment
Trustee Decisions Regarding Academic Personnel and Designated Executives	<i>Secretary of the College</i>	Permanent – in Board of Trustees Meeting Minutes
Accounting and Finance		
Account Reconciliations (Balance Sheet)	<i>Appropriate Office or Department</i>	6 Years
Accounts Payable Vouchers and Attachments	<i>CUC Office of Financial Services</i>	6 Years
Accounts Receivable Statements / 1098s	<i>Office of the Treasurer / Student Accounts</i>	6 Years
Accounting Reports (monthly reports) Schedules of Department Balances, Transaction Statements, Account Analysis Statements	<i>Office of the Treasurer</i>	6 Years
Annual Financial Reports	<i>Office of the Treasurer / CUC Office of Financial Services</i>	Permanent

TABLE B-1

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Banking Records, Including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Canceled checks	<i>CUC Office of Financial Services</i>	7 Years
Capital Equipment Records	<i>Office of the Treasurer / Office of Facilities and Campus Services / CUC Office of Financial Services</i>	Life of Asset: records of equipment purchased on federal funds must be retained for three years after final disposition
Cash Receipts	<i>CUC Office of Financial Services</i>	6 Years
Depreciation Records	<i>Office of the Treasurer / CUC Office of Financial Services</i>	Life of Asset
Time and Effort Certifications	<i>Office of the Dean of the Faculty</i>	6 Years
Indirect Cost Rate Calculations	<i>Office of the Treasurer / CUC Office of Financial Services</i>	6 Years
Journal Entries and Back-up Documentation	<i>Office of the Treasurer / CUC Office of Financial Services</i>	10 Years
New Account Records and Back-up Documentation	<i>Office of the Treasurer</i>	6 years after account closing
Procurement Card Charge Documentation	<i>Office of the Treasurer / CUC Office of Financial Services</i>	6 Years
Salary and Wage Statements (monthly and year-to-date)	<i>Office of Human Resources</i>	6 Years
Subsidiary Ledgers (Accounts Payable, Accounts Receivable, etc.)	<i>Office of the Treasurer / Office of Student Accounts / CUC Office of Financial Services</i>	6 Years
Summary Analysis Reports, end of year (Fund, Source, Function)	<i>Office of the Treasurer / CUC Office of Financial Services</i>	6 Years

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Trial Balances	<i>Office of the Treasurer / CUC Office of Financial Services</i>	6 Years
Travel Reimbursements and Attachments	<i>Office of the Treasurer / CUC Office of Financial Services</i>	6 Years
Tuition and Fee Charges	<i>Office of Student Accounts</i>	6 Years
College Audit Work Papers	<i>Office of the Treasurer / CUC Office of Financial Services</i>	10 Years
Affirmative Action / Equal Opportunity		
Academic Search Plans and Statements	<i>For Forms, Search Materials, and Documents Supporting Decision, Office of the Dean of the Faculty</i>	7 Years
Federal and State Required Statistics and Reports	<i>Office of the Dean of the Faculty</i>	Permanent
Non-Academic Search and Hiring Forms (OWDELQ copies of requisition forms, applicant flow cards, ACSS forms, search waivers, documentation of hiring decision forms)	<i>Office of Human Resources</i>	3 years from date of appointment
Non-Academic Search and Hiring Forms (OWDELQ copies of requisition forms, applicant flow cards, ACSS forms, search waivers, documentation of hiring decision forms)	<i>Office of Human Resources</i>	3 years from date of appointment
Non-Academic Search Materials and Documents Supporting Hiring Selection Decisions	<i>Office of Human Resources</i>	3 years from date of appointment
Sexual Harassment Complaints, Investigations, and Findings (non- academic)	<i>Office of Human Resources</i>	No Cause Findings, 3 years from determination Cause Findings, Permanent
Alumni Relations and Office of Development		
Alumni Records	<i>Alumni Relations and Office of Development</i>	Permanent

TABLE B-3

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Alumni Association Corporate Records (Articles of Incorporation, By-Laws, Meeting Minutes, Tax Returns, etc.)	<i>Alumni Relations</i>	Permanent
Gift Records	<i>Office of Development</i>	6 years for hard copy records Permanent for electronic records
Original Gift Letter Agreements, Signed by President and Donor	<i>Office of Development</i>	Permanent
Original Gift Letter Agreements, All others	<i>Office of Development</i>	Permanent
Planned Gifts (trusts, life income, agreements, annuities) Real Estate Gifts	<i>Office of Development – Planned Giving</i>	Permanent
Trust Agreements (in which CMC is designated as Trustee)	<i>Office of Development</i>	7 years after termination of trust
Construction		
As-built Drawings	<i>Office of Facilities and Campus Services / CUC Physical Plant</i>	Permanent
Contracts and Agreements	<i>Office of the Treasurer / Office of Facilities and Campus Services</i>	6 Years after completion
Corporate Records		
Accreditation Records	<i>Office of the President</i>	Permanent
Board of Trustee Minutes	<i>Secretary of the College</i>	Permanent
Bylaws	<i>Secretary of the College</i>	Permanent
Articles of Incorporation	<i>Secretary of the College</i>	Permanent
Environmental Health and Safety		
Employee Exposure, Injury, etc.	<i>See Human Resources Section</i>	
Evacuation Drill Records	<i>Office of Facilities and Campus Services</i>	5 Years
Fire Protection Systems Records	<i>Office of Facilities and Campus Services / CUC Campus Facilities Services</i>	5 Years
Fume Hood Testing Records	<i>CUC Campus Facilities Services</i>	3 Years

TABLE B-4

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Hazardous Waste Disposal Manifests and Reports	<i>Office of Facilities and Campus Services / CUC Campus Facilities Services</i>	3 Years
Incident Records	<i>CUC Campus Safety</i>	5 Years
Portable Extinguisher Training Records	<i>Office of Human Resources / CUC Office of Risk Management and Environmental & Safety</i>	3 Years
Radiation Dose Reports	<i>N/A</i>	<i>N/A</i>
Radiation Safety Training Records	<i>N/A</i>	<i>N/A</i>
Radioactive Materials License and Safety Committee Records	<i>N/A</i>	<i>N/A</i>
Radioactive Material Receiving and Inventory Records	<i>N/A</i>	<i>N/A</i>
Human Resources		
Applications for Employment	<i>Office of Human Resources</i>	2 years from receipt
Employee Environmental Exposure	<i>Office of Human Resources</i>	30 years
Employee Medical Records	<i>Office of Human Resources</i>	Duration of employment + 30 years
Employee Personnel Files (including application, resume, payroll, appointment/salary forms)	<i>Office of Human Resources</i>	6 years after termination
Federal Reporting Requirements: Welfare Benefits and other Fringe Benefit Plans (i.e., 5500-s).	<i>Office of Human Resources</i>	Permanent
Injury and Illness Prevention Program - Inspection Records	<i>Office of Human Resources</i>	1 year
Injury and Illness Prevention Program - Training Records	<i>Office of Human Resources</i>	3 years
Individual Contracts of Employment	<i>Office of Human Resources</i>	6 years after termination
I-9 Forms (Faculty and Staff)	<i>Office of Human Resources</i>	3 Years, or 1 year after termination (whichever is greater)

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
I-9 Forms (Students)	<i>Office of Human Resources</i>	3 Years, or 1 year after termination (whichever is greater)
Job Advertisements / Postings	<i>Office of Human Resources</i>	1 year from date of personnel action
Occupational Injury or Illness, Records Relating to	<i>CUC Office of Disability Administration</i>	5 Years following the calendar year to which they relate
Payroll Documents	<i>See Payroll Section</i>	
Performance Appraisals	<i>Office of Human Resources</i>	3 years after separation
Search Committee Records, including employment applications, resumes, and all applicant search materials	<i>Departmental Personnel Files</i>	3 Years
Union Agreements [If Any]	<i>Office of Human Resources</i>	Permanent
W-2	<i>Office of Human Resources</i>	6 years
Workers' Compensation Claims and Insurance Policies	<i>CUC Office of Disability Administration</i>	18 Years
Insurance		
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	<i>CUC Office of Risk Management</i>	6 years after expiration
Insurance Policies (Liability, Property, and Other Policies)	<i>CUC Office of Risk Management</i>	Permanent
Incident Reports, Accident Reports	<i>CUC Office of Risk Management / Campus Safety</i>	4 years after report date
Legal		
Consent Orders	<i>Office of the General Counsel</i>	Permanent
Court Orders	<i>Office of the General Counsel</i>	Permanent
Judgments	<i>Office of the General Counsel</i>	Permanent
Releases	<i>Office of the General Counsel</i>	Permanent

TABLE B-6

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Settlements	<i>Office of the General Counsel</i>	Permanent
Medical		
Student Health, Counseling and Psychological Services	<i>CUC Office of Student Health and Counseling Services</i>	7 years
Patents and Trademarks		
Invention Assignment Forms	<i>Office of the Dean of the Faculty</i>	Permanent
Licensing Agreements	<i>Office of the Dean of the Faculty</i>	6 Years
Original Patents, Trademarks, and Related Work Papers	<i>Office of the Dean of the Faculty</i>	Permanent
Royalty Records	<i>Office of the Dean of the Faculty</i>	Life of Patent or TM plus 6 years
Payroll		
Annual Payment Records (W2, Alpha lists, employee transaction lists)	<i>CUC Financial Services Office</i>	6 years
Imputed Income Records (auto usage, CCTS)	<i>CUC Financial Services Office</i>	5 years
Information Returns filed with Federal and State authorities (W-2, 941, 1042S, etc.)	<i>CUC Financial Services Office</i>	6 years
Leave Reporting Documents	<i>CUC Financial Services Office</i>	5 years
Payroll Deduction Authorization Forms (W4, DBD, CFCU, Bonds)	<i>CUC Financial Services Office</i>	5 years after employment ends
Payroll Vouchers	<i>CUC Financial Services Office</i>	5 years
Record of Payments and Deductions (payroll registers, deductions lists, adjustments)	<i>CUC Financial Services Office</i>	5 years
Time Cards, student	<i>Appropriate Department / CUC Financial Services Office</i>	5 years
Time Cards, other	<i>Appropriate Department / CUC Financial Services Office</i>	5 years

TABLE B-7

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Time Cards, ERISA plan participants	<i>Appropriate Department / CUC Financial Services Office</i>	5 years
Pension		
Employee Eligibility for Pension	<i>CUC Office of Benefits</i>	6 years after death of eligible employee and beneficiary
Employee Personal Information (name, address, SSN, period of employment)	<i>CUC Office of Benefits</i>	6 years after death of eligible employee and beneficiary
Employee Service Records	<i>CUC Office of Benefits</i>	6 years after death of eligible employee and beneficiary
Plan Administrator Setting Forth Authority to Pay, Records of	<i>CUC Office of Benefits</i>	6 years after death of eligible employee and beneficiary
Pension Paid to Employees or their Beneficiaries	<i>CUC Office of Benefits</i>	6 years after death of employee and beneficiary
Pension Plans and All Attached Amendments	<i>CUC Office of Benefits</i>	Permanent
Pensions or Pension Plans Filed with the Department of Labor and Internal Revenue Service	<i>CUC Office of Benefits</i>	Permanent
Planning and Budget		
Plans and Projections (incl. Campus Master Plan, Budget Projections, Strategic Plans)	<i>Office of the Treasurer / Office of Planning</i>	4 years after replacement is adopted
Public Affairs and Communications		
New Photography (since 2004)	<i>Office of Public Affairs and Communications</i>	Management of Digital Library
Archival Photography (pre-2004) – Faculty Headshots	<i>Office of Public Affairs and Communications</i>	Permanent
Archival Photography (pre-2004) – Campus and Buildings	<i>Office of Public Affairs and Communications</i>	Permanent

TABLE B-8

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
News Releases	<i>Office of Public Affairs and Communications</i>	2 years paper; Permanent electronic
CMC Magazine	<i>Office of Public Affairs and Communications</i>	Hard copy and digital – 4 years; to College Archives after 4 years
Emergency/Crisis – Media and Communications Related	<i>Office of Public Affairs and Communications</i>	Permanent
Personnel Files – Media and Communications Related for Key Administrators, Faculty, Students, Alumni, etc.	<i>Office of Public Affairs and Communications</i>	Until death, then to College Archives
Vendor Contracts – Media, Communications, and Publications Related	<i>Office of Public Affairs and Communications</i>	3 years
Public Safety		
Accident Reports	<i>Office of Campus Safety</i>	7 years
Crime Reports	<i>Office of Campus Safety</i>	7 years
Property Damage Reports	<i>Office of Campus Safety</i>	7 years
Purchasing		
Purchase Orders, Contracts, Agreements	<i>Appropriate Department / Office of the Treasurer</i>	6 years
Real Property		
Documents for leases, licenses, construction contracts and other contracts of a temporary nature valued at less than \$50,000	<i>CUC Office of Real Estate</i>	6 years after expiration of lease or contract term
Property Deeds, Easements, Licenses, Rights of Way, Leases, Rights of First Refusal, Remainder Interests, Mortgages	<i>CUC Office of Real Estate</i>	Permanent
Property Tax Returns filed with taxing jurisdiction	<i>CUC Office of Real Estate</i>	6 Years
Title Insurance Policies	<i>CUC Office of Real Estate</i>	10 years after disposal of property
Sponsored Projects Contracts, Grants		

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Animal Welfare Records	<i>Office of the Dean of the Faculty- Sponsored Research / Joint Science Office For vertebrate animals: Office of the Dean of the Faculty – Sponsored Research / Joint Science Institutional Animal Care and Use Committee</i>	3 years after close of grant For vertebrate animals: 3 years after close of grant and a current Public Health Service Approved Assurance that any animal facility must be registered with the Animal and Plant Health Inspection Service, U.S. Dept. of Agriculture
Grant and Contract Applications, Proposals, and Supporting Documentation	<i>Office of the Dean of the Faculty- Sponsored Research</i>	3 years after close of grant
Human Subject Records	<i>Office of the Dean of the Faculty- Sponsored Research / Institutional Review Board</i>	3 Years after close of grant
Recombinant DNA Research Records	<i>Office of the Dean of the Faculty / Joint Science Office / Institutional Biosafety Committee</i>	Permanent
Real Property and Equipment acquired With Federal Funds	<i>Office of the Treasurer</i>	3 Years after final disposition
Select Agents or Toxins	<i>If using any select agents or toxins, will appoint a Responsible Official, register with the Centers for disease Control and the Animal and Plant Inspection Service</i>	Permanent
Student Loan Records		

Table B*Repositories and Retention Periods for Non-Student-Related Records*

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION / FORMAT
Student Loan Records	<i>CUC Office of Financial Services</i>	3 years after the loan has been repaid in full
Tax		
Assets: Acquisition/Disposition	<i>See Accounting and Finance Section</i>	
Depreciation Schedules	<i>See Accounting and Finance Section</i>	
Excise Tax Returns (if applicable)	<i>Office of the Treasurer / CUC Office of Financial Services</i>	6 Years
Fringe Benefit Returns	<i>See Human Resources Section</i>	
Income Tax Returns (if applicable)	<i>Office of the Treasurer / CUC Office of Financial Services</i>	Permanent
Information Returns (990, 1099, 8282, 199 etc.)	<i>Office of the Treasurer / CUC Office of Financial Services</i>	Permanent
Payroll Tax Returns (W-2, Social Security, Unemployment Tax)	<i>See Payroll Section</i>	
Pension Tax Returns	<i>See Pension Section</i>	
Property Tax Returns	<i>See Real Property Section</i>	
Sales Tax Returns	<i>CUC Office of Financial Services</i>	6 Years

LA3:1150310.2