

UCCS
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Document Type	Repository	Retention Period	Related Authority
Administrative Records			
Accreditation Records <ul style="list-style-type: none"> • Evaluation Reports from Accreditation • Final Reports sent to Accreditation Organizations • Self-evaluation Reports • Statistical Data • Working Papers 	Provost's Office/HLC Liaison Officer, Institutional Research, and Originating Department or College	Permanent HLC (Higher Learning Commission) stores documentation inside a portal called Canopy	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Audit Reports	Office of Internal Audit	10 years or until no longer needed for reference	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Committee Files/Records <ul style="list-style-type: none"> • Letters • Memoranda • Paperwork concerning budget matters • Maintenance of Facilities • Curriculum Development • Utilization of state/federal fund • Purchase or sale of property • Any other subjects related to the institution administration, operation and academic programs 	Originating Department University Archives	Office: 5 years University Archives: Permanent	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Correspondence, Administrative <ul style="list-style-type: none"> • Communications received or sent which contains significant information about the programs of a unit 	Originating Department University Archives	Office: 3 years University Archives: Permanent	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
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	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Correspondence, General <ul style="list-style-type: none"> • Correspondence received or sent which contains information about routine matters 	Originating Department	Office: 2 years	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
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 – Colorado Springs Campus	Record copy: Retain 2 years after request is answered. Duplicate copies: Retain until administrative need ends and then destroy.	State Archives Records Management Manual – Schedule 15-8 Records Management State Sched15.pdf - Google Drive
Academic Gifts Records <ul style="list-style-type: none"> • Agreements • Copies of Bequest Instruments • Financial Statements and Reports • Fund Disbursement Records 	Treasurer's Office	Office: 5 years University Archives: Permanent	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Identification Card Records	Issuing Department	6 years after employee or student separation and then destroy	State Archives Records Management Manual – Schedule 8 Records Management State Sched8.pdf - Google Drive
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 	Institutional Planning Office	Permanent	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Insurance Records <ul style="list-style-type: none"> • Auto/Liability/Property Claim Records • Policies/Riders/Endorsements • Records of Payment 	Risk Management	10 years	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive

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<ul style="list-style-type: none"> Property Value Schedules 			
Key Issuance Records <ul style="list-style-type: none"> Requests Agreements 	Facilities Services Department	2 years Until key is returned to Issuing Department	
Lecture and Lecture Series Records <ul style="list-style-type: none"> Committee Minutes/Notes Financial Support Records Lecture Recordings and Transcript Program Records and Announcements 	Unit/Program Sponsor	Until no longer needed for reference	State Archives Records Management Manual - Schedule 8 Records_Management_State_Sched8.pdf - Google Drive
Litigation Case Files <ul style="list-style-type: none"> Affidavits Summons and Complaints Responses Orders of Dismissals, Notice and General Appeal Law and Regulations applying to a particular case Legal Briefs Transcripts of Proceedings Order Court Decisions and related information 	Office of University Counsel	6 years after case is closed	State Archives Records Management Manual - Schedule 8 Records_Management_State_Sched8.pdf - Google Drive
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	Office: Until no longer needed for reference University Archives: Permanent	State Archives Records Management Manual - Schedule 8 Records_Management_State_Sched8.pdf - Google Drive
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	

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Real Property Records <ul style="list-style-type: none"> • Deeds • Easement Agreements • Leases • Property Descriptions • Purchase Agreements • Sale Agreements • Title Abstracts • Related Documentation 	Treasurer's Office	Permanent	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
UCCS Faculty Senate Records			
Agendas Meeting Minutes Faculty School Governance Organizations Faculty Assembly and their Committees	Faculty Council/Faculty Senate office	Permanent	
Award records <ul style="list-style-type: none"> • Winners' names and information • Nomination packets 	Faculty Council Office	5 years	
Election/ Ballot Records <ul style="list-style-type: none"> • Ballots • Results 	Faculty Council Office	<ul style="list-style-type: none"> • 5 years • Permanent 	
Faculty Handbook Governing documents: Faculty Senate Constitution and Bylaws, Rules of the Faculty Council	Faculty Council Office Faculty Council Office	<ul style="list-style-type: none"> • Permanent • Permanent 	
Membership lists	Faculty Council Office	Permanent	
Policies and Procedures	Faculty Council 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.) 	Faculty Council Office	10 years from the date the case is closed	
Reports	Faculty Council Office	Permanent	
Resolutions, Motions and Enactments	Faculty Council Office	Permanent	
Studies	Faculty Council Office	Permanent	
Surveys	Faculty Council Office	Permanent	
Working Papers - misc.	Faculty Council Office	Until no longer needed	
Chairs' and other officers' records	University Archives	Until no longer needed	
Correspondence	Faculty Council Office	Until no longer needed	
Notes	Faculty Council Office	Until no longer needed	
Student Records			
Admission Records	Admissions and Registrar's Office	Accepted student records: 5 years after graduation or last date of attendance Rejected student records: 1 year	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Class Rosters	Student Information System/Data Warehouse	Registrar's is going to all web-based rosters in near future; no paper storage	
Commencement Records	Registrar's Office	5 years after graduation and then destroy Permanent*	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive AACRO guidelines recommends permanent retention*
Enrollment Reports		Accepted student records: 5 years after graduation or date of last attendance Rejected student records: 1 year	

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<p>Test Papers & Examination Instruments</p> <ul style="list-style-type: none"> • Oral Exam Papers • Written Test Papers • Performance Tests • Papers • Briefing Materials • Schedules/Notices Sent • Scoring Sheets • Scoring Keys • Conversion charts 	Various Academic Departments and Faculty Offices	<p>No specific requirement for retention; generally, up to individual faculty member or departmental policy; or</p> <p>Until records are made part of candidate or agency personnel file plus 2 years</p>	<p>State Archives Records Management Manual – Schedule 8</p> <p>Records Management State Sched8.pdf - Google Drive</p>
Family and Educational Rights and Privacy Act (FERPA) Disclosure Requests and Consents	Registrar's Office	Permanent, with the exception of student's written consent for disclosure or for privacy requests, then until terminated by the student or permanent.	
Grade Sheets	Registrar's Office	Permanent	
Grade Reports		1 year after date distributed	<p>State Archives Records Management Manual - Schedule 8</p> <p>Records Management State Sched8.pdf - Google Drive</p>
Grievance Records – Academic	Department/Unit responsible for investigating the grievance	5 years from date of last attendance	
<p>Housing Records</p> <ul style="list-style-type: none"> • Housing Contracts and Leases • Related Billing Records • Medical Forms for Children's Center • Students/Critical Incident Files 	Housing	<p>1 or 2 years after expiration of contract/lease</p> <p>3 years</p> <p>No set standard</p>	<p>Department Practice</p> <p>Colorado Dept. of Human Services/ Social Services</p>
International Student Records	International Affairs	Recommendation to keep at least one year following notification to USCIS of reasons for departure (F-1 and M-1 visas). For J-1, must keep for at least 3 years	8 C.F.R § 214.3(g);22 C.F.R. § 62.10(h)
Internship Program Records	Career Services	7 years after students no longer utilizing service	Department practice

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Medical/Counseling Records	Originating Department	10 years after last contact with student If a minor – 10 years from last contact with the student after the student reaches age 18	6 CCR 1011-1
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's Office, Admissions	5 years after date of last attendance Only until student is admitted Denials retained in Admissions for 1 year	American Association of College Registrars and Admissions Officers
Student Account Records	Bursars Office	Permanent for all accounts with outstanding balances. All other accounts 3 years after student separation from University	
Student Conduct Records	Office of the Dean of Students; Student Conduct	No specific requirement for retention; Judicial Affairs 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 C.F.R. 675.19(b)(2)(i)-(iii)
Thesis and Dissertation Records	Originating Academic Department	Permanent	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Transcripts		75 years after graduation or withdrawal	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Immigration/International Records			
Study Abroad Student and Staff Records	International Affairs	5 years	
International Student Records	International Affairs	3 years after the student is no longer pursuing a full course of study	8 CFR 214.3(g)(1); 22 CFR 62.10(h)
International College Student and Staff Records	International Affairs	5 years	
International Admissions Records	International Affairs or Admissions	5 years	
Visa and Immigration Documents	International Affairs or as designated by Office of Institutional Equity	<ul style="list-style-type: none"> • J1 visa documents: 3 years from the time the J1 exchange visitor completes the J1 program • H1b Public Access Files: 1 year from the date the LCA expired or was withdrawn • PERM files: 6 years from the time the FN obtains permanent residency or leaves the University • Employment based nonimmigrant visa petitions: 3 years from the time the FN leaves the University or obtains permanent residency. • Immigrant Petitions 3 years from the time the FN obtains permanent residency or leaves the University. 	22 CFR 62.10(g) 20 CFR 655.760(c) 20 CFR 656.10(f) and Department Practice Department Practice Department Practice
International Scholars Records	International Affairs or as designated by Office of Institutional Equity	3 years after student leaves the University	8 CFR 214.3(g)(1) 22 CFR 62.10(h)
Labor Certifications/Applications	International Affairs	5 years from date of application/certification is filed	20 C.F.R. § 656.10(f)
Labor Condition Applications	International Affairs	1 year after application expires or is withdrawn	20 C.F.R. § 655.760
Graduate Medical Education Records			
Application	Program Office	Accepted Resident: 5 years after completion of residency Rejected Resident: 1 year after date of application	

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Applicant Summary <ul style="list-style-type: none"> • Names • Gender • Ethnicity • Accepted/Rejected Status 	Program Office	5 years	
Background Check Results	GME Office	Until resident leaves GME Program	
Curriculum Vitae	Program Office	10 years after resident leaves GME Program	
ECFMG	GME Office	50 years	
Evaluations <ul style="list-style-type: none"> • Monthly/Rotational • Semi-Annual • Monthly/Rotational 	Program Office	Monthly and Semi-Annual - Until residency is completed unless in NI; Final – 50 years	
Grievance	GME Office	10 years after completing residency or separating from GME	
Medical School Diploma	GME Office	50 years after resident separates from the GME Program	
Probation/Remediation Records	GME Office and Program Office	50 years after resident separates from the GME Program. If addressed in Summative evaluation, this letter can be destroyed when resident separates from the GME Program.	
Procedure/Case Log Summary	Program Office	50 years	
Training Agreement	GME Office	50 years	

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Curriculum and Instruction Records			
Academic Program Administrative Records <ul style="list-style-type: none"> Add/Drop Reports Course Enrollment Summaries Graduation Summaries Registration Reports Summer Term Reports 	Registrar's Office, Institutional Research, 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 Records Management Manual - Schedule 8 Records Management State Sched.8.pdf - Google Drive
Faculty Course Questionnaires	Institutional Research/Provost's Office	Permanent in Watermark Course Evaluations as of 2019	
New Degree Records	Registrar's Office	Indefinitely, as long as the program is in operation	
Program Development and Review Records	University Archives	Indefinitely	
Personnel Records			
Records to complete EEO-6 or IPEDS HR Survey	Institutional Research	3 years	29 C.F.R. § 1602.48
Affirmative Action Plans and Progress Reports	Human Resources	2 years	DOL
VETS 4212 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 C.F.R. 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	APS 5003 APS 5003 - Nepotism in Employment University of Colorado (cu.edu)
<ul style="list-style-type: none"> Dual Employment and 1/6Rule 	Human Resources – Personnel File	10 years after employee's separation from the University	
Employee Medical Records These records are not personnel records and must be kept separate from personnel records.			
Family and Medical Leave Act Documentation <ul style="list-style-type: none"> Request for FML Medical Certification Designation Fit to Return Permanent Medical Restriction 	Human Resources	3 years after the end of documented incident	
Short and Long-Term Disability Documentation	Employee Services		
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 C.F.R. 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 C.F.R. § 274a.2
Visa and Immigration Documents <ul style="list-style-type: none"> J1 visa documents H1B Public Access Files PERM files Employment based nonimmigrant visa petitions Immigrant Petitions 	International Student Scholar Services (ISSS) Office of International Education	<ul style="list-style-type: none"> 3 years from the time the J1 exchange visitor completes the J1 Program 1 year from the date the LCA expired or was withdrawn 6 years from the time the FN obtains permanent residency or leaves the University 3 years from the time the FN obtains permanent residency or leaves the University 3 years from the time the FN obtains permanent residency or leaves the University 	<ul style="list-style-type: none"> 22 CFR 62.10(g) 20 CFR 655.760(c) 20 CFR 656.10(f) Department Practice

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<p>Employee Personnel Records – Classified Staff 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>	<p>Human Resources or other repository as designated by Human Resources (ePerformance & CU Careers)</p>	<p>10 years after employee's separation from the University.</p>	<p>All: Title VII ADA 29 C.F.R. 1602.49 State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive</p>
<p>Employee Personnel Records – University Staff</p> <ul style="list-style-type: none"> • Offer Letters • Performance Evaluations • Resignation/Termination Letters • Layoff Notices • Leave Balance Upon Termination or Transfer Forms • Alternate Work Arrangement Forms <p>*See other areas for documents that may be in the personnel file</p>	<p>Human Resources or other repository as designated by Human Resources (ePerformance & CU Careers)</p>	<p>10 years after employee's separation from the University.</p>	<p>All: Title VII ADA 29 C.F.R. 1602.49 State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive</p>

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Employee Personnel Records – Faculty <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 AuthorizationForm 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 AbsenceRequests Course Buy-Out Requests Faculty Performance Ratings Salary Adjustment Notifications Post-Tenure Review Reports Salary Equity Appeals Sabbatical Applications Resignations Retirement Agreements 	Human Resources or other repository as designated by Human Resources	10 years after employee's separation from the University	All: Title VII ADA 29 C.F.R. 1602.49 State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
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 AuthorizationForm Degree verification for faculty hired prior to the dissertation having been completed Non-Medical Leave of AbsenceRequests Faculty Performance Ratings Salary Adjustment Notifications Salary Equity Appeals Resignations Retirement Agreements 	Human Resources or other repository as designated by Human Resources	10 years after employee's separation from the University	All: Title VII ADA 29 C.F.R. 1602.49 State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Employee Personnel Records – Undergraduate Student Employees <ul style="list-style-type: none"> Offer letter 	Student Employment	5 years after separation from employment	34 C.F.R. 675.19(b)(2)(i)-(iii)
Employee Personnel Records – Volunteers and Trainees <ul style="list-style-type: none"> Volunteer application Training application Letter of Invitation 	Department	3 years after 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	3 years Note: Application of the successful candidate become part of the employee's personnel file.	
Positions Descriptions for Classified and University Staff	Human Resources or CU Careers	4 years after inactivated or superseded	State Archives Schedule 11-43 Records Management State Sched11.pdf - Google Drive
Officer delegation reports	Human Resources	Not purged	
Exemption and Personnel Action Reports	n/a – Chancellor signs all offer letters	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	

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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 after disposal of equipment and the destroy or longer at the discretion of the service provider	State Archives Records Management Manual – Schedule 5 Records Management State Sched5.pdf - Google Drive
Service Fulfilment Requests	IT Service Provider	Minimum of 1 year or longer at the discretion of the service provider.	

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Information Security Records	IT Service Providers	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 12 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. <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 Less critical services should be maintained for to support operational needs at the discretion of the service provider. Recommended minimum is 90 days. Exceptions to be documented as part of risk acceptance decisions to be approved by the CIO.	
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	
Telecommunications Service Work Orders Reference copies of vouchers, bills and invoices relating to the installation, change, removal, and servicing of equipment	Office of Information Technology	3 years and then destroy	State Archives Records Management Manual – Schedule 4 Records_Management_State_Sched4.pdf - Google Drive
Telecommunication System Management Records <ul style="list-style-type: none"> • Equipment Records • Maintenance Records • System Planning Records 	Office of Information Technology	5 years and then destroy	State Archives Records Management Manual – Schedule 4 Records_Management_State_Sched4.pdf - Google Drive
Email (mailbox) of all terminations, voluntary or involuntary	Information Security Officer	189 days/27 weeks from date of termination in HRMS	
Equipment and Supplies Records			
Bid and Competitive Selection Records	Facilities Services Department	Until completion of project	
Equipment Inventory Records	Facilities Services Department	10 years	
Equipment Maintenance Records	Facilities Services Department or Originating Department	Life of the equipment	2 CFR 200313(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 	Transportation Services	Until vehicle is no longer owned by the University	
DOT Regulated Vehicle Inspection Reports <ul style="list-style-type: none"> • Pre and post trip reports • Annual vehicle inspection 	Transportation Services	<ul style="list-style-type: none"> • 90 days • 1 year 	
DOT Regulated Drivers: <ul style="list-style-type: none"> • CMV overall driver file • Copy of Commercial Driver's License • Annual MVR/CDLIS • DOT physical card • Receipt of Drug and Alcohol materials • Employment Application Certificate • Previous Employment Form • Compliance of CDL Requirements • On-duty Hours Statement • Driver's Certificate of Violations • Driver's Road Test Examination • Certificate of Road Test 	Transportation Services	3 years after driver has ended employment Must retain until copy of new CDL received Must retain prior 3 years for each driver Must retain until copy of new DOT physical card received 1 year 3 years after driver has ended employment 3 years after driver has ended employment 3 years after driver has ended employment 3 years after driver has ended employment Must retain prior 3 years for each driver CDL drivers exempt/ all other CMV operators until 3 years after driver has ended employment CDL drivers exempt/ all other CMV operators until 3 years after driver has ended employment	

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Facilities and Property Records

Facilities and Property Records			
Americans With Disabilities Act (ADA) Files <ul style="list-style-type: none"> • Surveys of buildings to determine accessibility • Federal Regulations • Proposals for implementing the act • Correspondence • Resolutions • Solutions to access problems 	Facilities Services Department	15 years and then destroy	State Archives Records Management Manual - Schedule 6 Records Management State Sched6.pdf - Google Drive
Building Space Inventory and Valuation Records	Facilities Services Department	10 years	
Building/Grounds Repair, Maintenance, Remodeling, and Construction Records	Facilities Services Department	Permanent	
Maintenance Work Orders Requests for repair of building equipment, minor construction, or painting	Facilities Services Department	3 years and then destroy	State Archives Records Management Manual - Schedule 6 Records Management State Sched6.pdf - Google Drive
Capital Construction Project Records	Facilities Services Department	Permanent	NARA Federal Structure Construction Files 611-1 State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Land Inventory Records	Facilities Services Department	Permanent	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Health Services Recorder			
HIPAA Compliance Records and Reports	HIPAA Compliance Office	6 years from creation date or effective date	45 CFR.pt. 160; 45 CFR § 164.316
Immunization Records	Student Services Office	Students: 2 years after student graduation or withdrawal Employees: Until no longer needed	
Patient Encounter Logs	Program Office	2 years	
Pharmacy Prescription Dispensation Records	Program Office	2 years	C.R.S. § 12-22-131(1)(a)
Practitioner Rotation Schedules	Program Office	2 years	

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Medical Records <ul style="list-style-type: none"> • Students • Patients • Employees 	Program Office; Originating Medical Services Department	10 years from the date of last contact with the individual If a minor – 10 years from the last contact with the individual after the individual reached the age of 18	6 CCR 11011-1
Child Abuse Reports: Records related the identification and treatment of child abuse victims	Medical Records Office or as designated by campus	10 years from the date of last treatment + period of minority	6 CCR 1011-1
Shadow Charts	Program Office	Until no longer needed	
Financial Aid Records			
Borrowers Loan Records <ul style="list-style-type: none"> • Institutional Loans • Repayment Schedules • Statements of Rights and • Records of Actions Taken • Related Correspondence 	Financial Aid Office	3 years after loan repayment or assignment to the U.S. Department of Education	34 C.F.R. § 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 • Education Program Eligibility • Institutional Program Participation • Recertification 	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 C.F.R § 668.24
Federal Family Education Loan and Direct Program <ul style="list-style-type: none"> • Applications • Disbursement Records • Promissory Notes • Student Status 	Financial Aid Office or as otherwise designated	3 years after the end of the award year in which the student borrower last attended the University	34 C.F.R. § 668.24
Direct Loan Program Records <ul style="list-style-type: none"> • Applications • Borrower Eligibility Calculation • Origination Records • Disbursement Records • Promissory Notes • Loan Confirmation Process • Entrance and Exit Loan Counseling 	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 C.F.R § 668.24
Financial Aid Annual Reports	Financial Aid Office	3 years after the end of the award year	34 C.F.R. § 674.8(c)
Fiscal Records and Reports <ul style="list-style-type: none"> • Accreditation and • Annual Federal Fiscal • Cash Disbursements • ED Payment Management • Federal Pell Grant • Federal Work-Study Payroll • General Ledgers • Refunds and Repayments • State Grant and • Title IV Program • Title VI Program 	Financial Aid Office or as otherwise designated	3 years after the end of the award year for which the report was submitted	34 C.F.R. § 674.8(c)
Pell Grant Reports	Financial Aid Office	3 years after the end of the award year for which the award was submitted	34 CFR 668.24
Perkins Loan Program Records <ul style="list-style-type: none"> • Promissory Notes • Repayment Schedules • Cancellation and Deferment Records • Annual Report 	Financial Aid Office or Bursars Office	3 years after loan repayment or from the date the loan was assigned to the Department, cancelled, or repaid (or until the loan is satisfied or as long as needed to enforce the obligation)	34 CFR 668.24; 34 CFR § 674.19; 34 CFR § 674.8(c)
Student Financial Aid Records <ul style="list-style-type: none"> • Applications • Award Letters • Eligibility Records • Payment Records • Repayment Agreements 	Financial Aid Office	3 years after the end of the award year in which the student last attended the institution	34 CFR 668.24

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Tuition Appeals	Registrar's Office	10 years from the 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	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	Facility Services Department; Office of Distribution Center Archives	30 years	OSHA & EPA
Carcinogenic Compounds Inventory/Use Records	EH&S Inventory Database	10 years	

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Document Type	Repository	Retention Period	Related Authority
Chemical and Hazardous Waste Disposal Records	EH&S	5 years	
Chemical Hazardous Material Survey Records	EH&S	30 years after student/employee separation	OSHA & EPA
Chemical Incident Reports	EH&S	3 years	
First-aid incident reports	Office of Risk Management	10 years after employee separation	
Emergency Response Plans and Procedures	Emergency Management	Until superseded	
Environmental Regulation Records	EH&S	Includes almost all EH&S files – refer to other entries above and below	
Fire Alarm and Drill Records	EH&S	3 years	
Human Material Authorizations Records	EH&S	375 days to 50 years depending upon type of document	NRC & CDPHE
Hazard Materials Handling Records <ul style="list-style-type: none"> • Hazardous material inventories • Handling exposure • Contamination • Disposal/Clean-up efforts • Siteremediation • Safety datasheets • Related investigations • Hazardous Waste Manifests 	EH&S	Permanent	State Archives Records Management Manual – Special Districts Schedule 17 Special Districts Schedule_17-2014.pdf - Google Drive
Material Safety Data Sheets Records	EH&S	3 years after use and storage of chemical terminates	
Medical Surveillance Records	Office of Risk Management	Asbestos = 30 years	OSHA
Radiation Licensing Records	EH&S	3 years after license is terminated	CDPHE
Radiation Material Handling and Disposition Records	EH&S	3 years after license is terminated	CDPHE
Radiation Monitoring and Exposure Records	EH&S	3 years after license is terminated	CDPHE
Release Consent Forms	Office of Risk Management	10 years after employee separation	
Safety Inspection Records	EH&S	EH&S paper records not needed – keep electronic database that shows inspection history; remain in system indefinitely	
Safety Training Records	EH&S	EH&S paper records not needed - keep electronic database that shows latest (refresher training) + initial training date; remain in system until employee leaves University	6 CFR 27.255(b) NARA General Administration 212-1 Colorado State Archives 15.270
Ara	Office of Risk Management	10 years after employee separation	
Vehicle Accident Records	Office of Risk Management; Parking and Transportation Services	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)	
Campus Police Records			
Arrest Records			
Arrest and Booking Logs	Campus Police	5 years plus current	
Adult Offender Felony Arrest Records (Major Felonies and Violent Crimes)	Campus Police	Permanent	
Adult Offender Felony Arrests (Other)	Campus Police	5 years plus current	
Adult Offender Misdemeanors	Campus Police	3 years plus current	
Case Files			
Major Crimes (Arson, Aggravated Assault, Homicides, Kidnapping, Deaths, Missing Persons, Robbery, Forgery, theft of Public Funds, Traffic Fatalities)	Campus Police	Permanent	
Felony cases and special investigations	Campus Police	10 years plus current	
Misdemeanor cases, Petty offenses, and Traffic Offenses	Campus Police	3 years plus current	
Sex Offenders	Campus Police	Permanent	
Clery Crimes	Campus Police	7 years plus current reporting year	
Criminal History Files			
Felonies	Campus Police	10 years plus current	
Homicides	Campus Police	Permanent	

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Misdemeanor	Campus Police	5 years plus current	
Evidence Records			
Records pertaining to the collection and storage of evidence collected at crimes scenes and during police investigations. Retention periods apply provided offenses are not affected by statutes of limitations.	Campus Police	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	
Handling and Storage of Evidence Records – Logs documenting the receipt, transfer, and release of materials taken into evidence, including property reports, release records, evidence tags and similar records.	Campus Police	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/Negatives – Photographic records of suspects and persons charged with crimes, including photographic prints and negatives	Campus Police	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	Campus Police	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	
Dispatch audio tapes recorded to monitor radio transmissions	Campus Police	3 years	
Digital evidence related to cases involving death, missing persons, kidnapping, treason, and forgery	Campus Police	Permanent	
Digital evidence concerning all other cases	Campus Police	Dependent upon statute of limitations for the case.	
Field Contact Records			

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Document Type	Repository	Retention Period	Related Authority
Body Worn Camera Footage	Campus Police	Dependent upon the type of incident: <ul style="list-style-type: none"> • Traffic: 1 year from the date of occurrence • None-event 6 months from the date of occurrence • Incident: 1 year from the 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) 	
Records or contacts with businesses, complainants, juveniles, victims, or witnesses after which no incident report is filed, including written statements	Campus Police	3 years	
Recorded Interviews conducted during field contacts in which no incident report is filed	Campus Police	6 months from date of contact	
Intelligence Files – Records containing information regarding individuals and groups			
Multiple Contacts	Campus Police	5 years from date of last contact	
No Further Contact	Campus Police	1 year from date of last contact	
Internal Affairs Investigations			
Records pertaining to internal investigations regarding police conduct or actions, board of inquiry proceedings, and any subsequent disciplinary actions	Campus Police	4 years	
Logs			
Court Subpoena Logs	Campus Police	2 years plus current	
Clery Crime Logs	Campus Police	7 years plus current reporting year	
Computer Aided Dispatch Logs	Campus Police	3 years	
DUI Logs	Campus Police	2 years plus current	
Offense Logs	Campus Police	3 years plus current	
Routine Activity Logs – Records of Routine Welfare Checks, alarm checks, etc.	Campus Police	1 year plus current	
Traffic Accident Logs	Campus Police	2 years plus current	
Miscellaneous Records			
Training Records	Campus Police	5 years after employee's separation from the University	
Summonses and Complaints	Campus Police	1 year plus current	
Registered Sex Offender Records			
Information Request Forms	Campus Police	2 years	
Sex Offender Registration and Cancellation Forms	Campus Police	5 years after offender leaves the jurisdiction	
Sexually Violent Predators Notifications	Campus Police	Permanent	
Reports			
Accident Reports	Campus Police	3 years plus current	
Activity Summaries	Campus Police	1 year plus current	
Crime Stopper Reports	Campus Police	5 years plus current	
Incident Reports	Campus Police	3 years plus current	
Offense Reports	Campus Police	Permanent for serious offense 10 years for all other offenses	
Records Checks	Campus Police	2 years plus current	
Uniform Crime Report/NIBRS – Annual	Campus Police	Permanent	
Ride Along Program Records			
Approved Ride-Along Records	Campus Police	3 years plus current	
Denied Ride-Along Records	Campus Police	Permanent	
Athletics Records			
Eligibility Checklists Records	Director of Eligibility	7 years	State Archives Records Management Manual – Schedule 8, 11-3 State Agency Records Management Archives (colorado.gov)

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Game Contracts	Athletics Program Office	7 years	Department Practice
Game Arrangement Records	Program Office	Until no longer needed	Department Practice
Game Official's Evaluation Forms	Program Office	NA	Department Practice
Game Statistics	Sports Information Office	Permanent	Department Practice
Individual Student-Athletes Records	Compliance Office	7 years [Boulder RR: 7 years]	RMAC [Department Practice]
Media Guides	Sports Information Office	Permanent	Department Practice
Photographs (Student-Athletes, Coaches, Staff)	Sports Information Office	Permanent	Department Practice
Play Books	Program Office	Until no longer needed	Department Practice
Practice Log Records (CARA)	Compliance Office	7 years [Boulder RR: 7 years]	RMAC [Department Practice]
Press Clippings [Information including clipping from local newspapers and other media concerning athletic events at the university]	Sports Information Office	Permanent [6 years]	Department Practice State Archives Record Management Manual – Schedule 8 State Agency Records Management Archives (colorado.gov)
Recruiting Records	Athletic Compliance Office	7 years [4 years] [Boulder RR: 7 years]	NCAA State Archives Record Management Manual – Schedule 8 State Agency Records Management Archives (colorado.gov) Boulder: NCAA/Department Practice]
Student Athlete Academic Advising Records	Student Advising Office	5 years from date of last contact	Department Practice
Student Athlete Medical Records	Athletics Program Office; Sports Medicine	7 years	6 CCR 1011-1 State Archives Records Management Manual – Schedule 8 State Agency Records Management Archives (colorado.gov)
Ticket Records	Ticket office of Program office	3 years	State Archives Records Management Manual – Schedule 8 State Agency Records Management Archives (colorado.gov)
Level II/Secondary Violations/Waiver Records/Investigation Notes	Compliance Office	Permanent	RMAC
Major Infractions Case/Investigation Notes/NCAA Report	Compliance Office	Permanent	RMAC
Participation Forms	Compliance Office	7 years	RMAC
National Letter of Intent/Financial Aid Agreement Forms	Compliance Office	7 years	RMAC
Transfer Information	Compliance Office	7 years	RMAC
Official Visits	Compliance Office	7 years	RMAC
Sport Camps Documentation – Camp Operating Plans and Camp Wraps	Compliance Office; Athletics Program Office	7 years	RMAC
Rosters	Compliance Office	7 years	RMAC
Squad Lists	Compliance Office	7 years	RMAC

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Document Type	Repository	Retention Period	Related Authority
Title IX & Demographics	Athletics Business Affairs Office	6 years	RMAC
Sports Sponsorship files	Athletics Business Affairs Office	3 years [Boulder: 3 years]	RMAC
Coaches Certification Exam Results	Athletics Business Affairs Office	7 years [Boulder: 7 years]	RMAC
Budget and Finance Records			
Procurement Records			
Canceled Solicitation Files – pre-solicitation documentation on requirements and specifications, offers opened prior to cancellation, documentation on government action up to the time of cancellation, and the official reason for the cancellation, as required by statute and rule	Procurement Services	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 45 CFR Sec 74.53
Contract Controversies and Appeals Files	Procurement Services	6 years after expiration or termination of the contract If any litigation, record maintained until all issues resolved and final action taken	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 45 CFR Sec 74.53
Contract and Purchase Order Files	Procurement Services	6 years after the later of when the document's term ends, or all disputes related to the document are resolved	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Leasing Contract Files	Procurement Services	6 years after expiration or termination of the contract	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Successful Bids and Proposals	Procurement Services	6 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Real Property Acquisition Files -title papers documenting the acquisition of real property by purchase, condemnation, donation, exchange or otherwise	Treasurer's Office	Retained by the state agency/institution for 6 years and transfer to state archives to retain permanently; Permanent	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Purchase Requisitions	Procurement Services	Marketplace or Concur indefinitely until University is no longer a customer	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Unsuccessful Offers (Bids and Proposals)	Procurement Services	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Bond Documents			
Bond Official Transcripts	Treasurer's Office	3 years and transfer to state archives to retain permanently	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Bond Registration Files	Treasurer's Office	2 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Bonds, Notes and Coupons Paid	Treasurer's Office	3 years Retained by the Department of Treasury for 1 year after redeemed by paying agent	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive

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State General Obligation Bonds	Treasurer's Office	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
State Revenue Bonds/Notes	Treasurer's Office	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Budget Records			
Coded Long Bill	As designated by System or Campus Controller	3 years Retained by State Controller's Office for 10 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Annual Budget Document	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Budget Work Papers	As designated by System or Campus Controller	3 years and then destroy; Duplicate copies retain until no longer needed then destroy	State Archives Records Management Manual – Schedule 2 Records Management State Sched2.pdf - Google Drive
Annual Budget Reports – Financial accounting system reports obtained after the close of the fiscal year showing the status of a state agency/institution's compliance with annual appropriations	As designated by System or Campus Controller	Retained by state agency/institution for 7 years; Duplicate copies retain by agency for 5 years then destroy Permanent record with State Archives after 7 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Appropriation Documents	State of Colorado	Retained by state agency/institution for 2 years Retained by State Controller's Office for 5 years	State Archives Records Management Manual – Schedule 2 Records Management State Sched2.pdf - Google Drive
Cash Management Records			
Bank Records	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Cash and Credit Card Receipts	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 45 CFR Sec 74.53
Deposits with State Treasurer	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
EFT Authorizations	As designated by System or Campus Controller	7 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
External Bank Account Authorization	As designated by System or	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53

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Payment Logs/EFT and Warrant	Campus Controller	5 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Warrant Reconciliation	As designated by System or Campus Controller	9 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Warrant/Cancelled	As designated by System or Campus Controller	5 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Warrant/Lost Documentation	As designated by System or Campus Controller	5 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Contracts:			
State Contracts / all related documents	As designated by System or Campus Controller	Contracts signed by State Controller retained by the State Controller's Office for 3 years after the term ends and then sent to State Archives for an additional 3 years Contracts signed by delegated state agencies/institutions retained by that agency/institution for 6 years after the contract term ends	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
State Controller Delegation Authority Letters	As designated by System or Campus Controller	Retained by state agencies/institutions until such time as a new letter is issued or the delegation is rescinded by the State Controller Original letter retained by the State Controller's Office indefinitely	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Agency Signature Authority Forms	As designated by System or Campus Controller	Retained by state agencies/institutions until such time as it is changed by the chief executive officer of the state agency/institution Original letter retained by the State Controller's Office indefinitely	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Expenditures:			
Employee Reimbursement Vouchers and Records	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Expenditure Accounting General Documents / Control Files	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Federal 1099 1098-T or other Tax Reporting Records	Tax Manager	4 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Inter-departmental Transfers	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53

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Petty Cash Records	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Procurement Card Records	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53

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Document Type	Repository	Retention Period	Related Authority
Vouchers for the Purchase of Goods and Services	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Fixed Assets: A fixed asset refers to a long-term tangible asset that is not expected to be converted to cash in the current or upcoming fiscal year.			
Fixed Assets	As designated by System or Campus Controller	3 years from date of asset disposal	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Physical inventory records	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Depreciation schedules	As designated by system or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Disposal of fixed assets records	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Acquisition/disposal of real property	As designated by System or Campus Controller	Retained by state agency/institution as long as the property is owned After disposition, it should be retained by the agency/institution for 6 years, then transferred to State Archives	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
General Ledger:			
Adjusting Journal Entries	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
General ledger detail	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
General ledger reports	As designated by System or Campus Controller	3 years	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Grant Files:			
Official Files regarding Financial Assistance from State	As designated by System or Campus Controller	Retained by state agency/institution/grantee to satisfy the requirements of the grantor Generally, 3 years after the submission of the final grant report or until any pending audit, claim or litigation has been resolved	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive 34 CFR Sec. 74.53
Inventory Control:			
Inventory Records	As designated by System or Campus Controller	The minimum retention period for critical inventory records is 1 year plus the current Reports and documents are are note critical should be kept only until the agency/institution administrative needs are met Year-end counts and adjustments are kept for 3 years from the date of inventory	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive

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			34 CFR Sec. 74.53
Revenue/Accounts Receivable:			
Accounts Receivable Invoices	As designated by System or Campus Controller	3 years after receivable is paid in full	State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Loan Records	As designated by System or Campus Controller	3 years after loan is paid in full	34 CFR Sec. 74.53 State Archives Records Management Manual – Schedule 7
Receipt Books	As designated by System or Campus Controller	3 years	34 CFR Sec. 74.53 State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Revenue Contracts	As designated by System or Campus Controller	3 years after completion of the contract or the contract is paid in full	34 CFR Sec. 74.53 State Archives Records Management Manual – Schedule 7 Records Management State Sched7.pdf - Google Drive
Institutional Tax Returns • Returns and supporting documentation and schedules	As designated by System or Campus Controller	10 years	34 CFR Sec. 74.53 Internal Revenue Code
Grant and Research Records			
Clinical Research Records Protocols • Patient Records Regulatory Records Associated Contracts • Accounting Records	Department	2 years post marketing approval or IND withdrawal	
Conflict of Interest	Human Resources Office	10 years after the employee's separation from the University	
Export Controls	Office of Sponsored Programs and Research Integrity; Export Controls	<ul style="list-style-type: none"> 5 years from the expiration of the license or other approval, to include exports using an exemption (see 22 CFR 123.26); or, from the date of the transaction (e.g., expired licenses or other approvals relevant to the export transaction using an exemption). 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 Project Research Records • Activity Reports • Research Data • Technical reports • Summary Reports • Working Papers • Related Documentation • Laboratory Notebooks/Records • Other Relevant Records that are not Housed by Other Responsible Parties	Department	6 years after expiration of funding period or termination and until no longer needed for reference	2 CFR 200.333 Federal Acquisition Regulation. Section 4.805 State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Grant, Contract and Awarded Proposal Records • Contracts and Contract Mods • Grant Authorizations • Subcontracts • Documented Approvals • Closeout Documents	Office of Sponsored Programs and Research Integrity	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

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[Records Management State Sched8.pdf - Google Drive](#)

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Document Type	Repository	Retention Period	Related Authority
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 • Contracts • Equipment Purchase Orders • Financial Reports • Grant Authorizations • Invoices • Project Summaries • Receipts • Subcontracts • huRelated Documentation 	Sponsored Projects Accounting or other repository as designated	6 years after expiration of grant funding period or termination of contract and until no longer needed for reference.	2 CFR 200.333 Federal Acquisition Regulation, section 4.805 State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Institutional Review Board (IRB) 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 Office	3 years after completion of activity	21 CFR 56.115 [FDA] 45 CFR 46.115(b) [OHRP]
Receipts for Purchases	Department and Resource Management Division (PSC)	Concur indefinitely until University is no longer a customer; Department is required for Sponsored Projects records	University of Colorado Colorado Springs Cost Principles Policy; Office of Research Policies 900
Institutional Animal Care and Use Records <ul style="list-style-type: none"> • Approval Applications/Forms • Grant Proposals • Protocols 	IACUC Office; Office of Sponsored Programs and Research Integrity	3 years after completion of the activity	9 CFR 2.35(f)
Electronic Personnel Effort Reporting System Forms	Office of Sponsored Programs and Research Integrity	Indefinitely	Code of Federal Regulations, Title 2, Part 200.430
Research Misconduct Records	As designated by Campus Chancellor	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 • 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 Sponsored Programs and Research Integrity or other repository as designated	3 years after disposition of property	Federal Acquisition Regulation 52.245-1
Invention Disclosure Forms <ul style="list-style-type: none"> • Licensing Agreements • Original Patents • Patent Applications • Technology Transfer Records • Related Documentation 	Tech Transfer	Permanent for original patents, formal invention assignment forms, license agreements, patent legal transactions, and invention disclosure forms; 6 years for all other records	
Payroll and Benefit Records			
Annual Benefit Reports	Human Resources; Benefit Office	Life of Plan	
Benefit Employer Contribution	Benefit Office	Employee Tenure	
Benefit Plan Description/Master Contract	Benefit Office	Life of Plan plus 3 years	
Benefit Plan Selection Data	Payroll & Benefits Services	Life of Plan plus 7 years	
Benefit Provider Report of Events	Payroll & Benefits Services	Life of Plan plus 3 years	
Benefit Records	Payroll & Benefits Services	Until employee separates from University	

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<p>[FOR CONSIDERATION] Retirement Benefits Assistance Files</p> <ul style="list-style-type: none"> • Correspondence • Memoranda • Annuity estimates • Other records used to assist retiring employees or survivors in claiming insurance or retirement benefits • 	Payroll & Benefits Services	<p>1 year and then destroy</p> <p>Duplicate copies: 6 months and then destroy</p>	<p>State Archives Records Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p>
<p>Retirement Files</p> <ul style="list-style-type: none"> • Control documents related to retirement 	Payroll & Benefits Services	3 years and then destroy	<p>State Archives Records Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p>
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	Payroll & Benefits Services Employee Record File	3 years from the final withholding, release of employee's date of separation	<p>State Archives Records Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p>
Federal Tax Levies	Payroll & Benefits Services 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	<p>State Archives Records Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p>
Paycheck Delivery Records	HRMS	Until updated, superseded, or no longer needed for reference	<p>State Archives Records Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p>
Payroll Adjustments – Off-cycle pay, overpayments, retroactive pay, refunds, one-time pay, leave adjustments	Payroll & Benefits Services Employee Record File	3 years after termination or employment or cancellation of authorization	<p>State Archives Records Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p>
Payroll Check Register	HRMS	Until updated, superseded, or no longer needed for reference	<p>State Archives Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p>
<p>Payroll Register</p> <ul style="list-style-type: none"> • Display of earnings • Deductions • Taxes • Net Income • Warrant or Direct Deposit Information • Documents prepared and used for Payroll Disbursement 	HRMS	<p>Record copy: Permanent</p> <p>State Controller's Office: 4 years and the transfer to State Archives</p> <p>Duplicate copies: 1 year and then destroy</p>	<p>State Archives Records Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p>
Electronic Funds Transfer (EFT)/Direct Deposit Authorizations	Payroll & Benefits Services Employment Record File	3 years after termination, cancellation, or change of authorization; Duplicate copies are to be retained by the agency for 1 year and then destroy	<p>State Archives Records Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p>
<p>Income Tax Exemptions and Withholdings Certificates</p> <ul style="list-style-type: none"> • IRS Form W-4 • Similar Tax Exemption Forms 	Payroll & Benefits Services Employee Record File	4 years after form is superseded or until termination of employee and then destroy	<p>State Archives Records Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p> <p>IRS Publication 15</p> <p>Employer's Tax Guide</p>
Wage and Tax Statements	Payroll & Benefits Services Vendor Electronic Interface	4 years	<p>State Archives Records Management Manual – Schedule 10</p> <p>Records Management State Sched10.pdf - Google Drive</p> <p>IRS Publication 15</p> <p>Employer's Tax Guide</p>
Wage and Tax Statements – Returned undeliverable W-2's and 1042's	Payroll & Benefits Services Basement	4 years	State Archives Records Management Manual – Schedule 10

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			Records Management State Sched10.pdf - Google Drive IRS Publication 15 Employer's Tax Guide
Publications, Promotions and Alumni Records			

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Document Type	Repository	Retention Period	Related Authority
Alumni Records <ul style="list-style-type: none"> • Event Planning Records • Gift Records • Mailing Lists • Membership Lists • Related Correspondence 	Office of Alumni Relations (Alumni records are housed within the CU Foundation Advance database. This includes degree information that is uploaded from ISIS after graduation, contact information, giving history, etc. The Office of Alumni Relations does not store this information on any other platforms. Correspondence is primarily of an electronic nature and is stored on the CU System e-communication platform.	5 years or until superseded	
Fundraising Records* *For any records not kept with the University of Colorado Foundation <ul style="list-style-type: none"> • Donor Records • Prospect Info • Endowment files: ongoing • Event Planning Records • Proposals 	As designated by Campus Chancellor or department	Permanent or until no longer needed	
Photographs	Campus Publications Office	Permanent	State Archives Records Management Manual – Schedule 8 Records Management State Sched8.pdf - Google Drive
Publications <ul style="list-style-type: none"> • Books • Brochures • Catalogs • Directories • Magazines • Media Guides • Newsletters 	Campus Publications Office	Until no longer needed for reference	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
Library, Museum, and Collection Records			
Collection and Artifact Records <ul style="list-style-type: none"> • Acquisition Logs • Appraisal and Valuation • Background Records • Donor • Inventory Lists • Loan Records • Ownership Records • Purchasing Records • Registration Records 	Library, Collection, or Museum Curator	7 years for Acquisition Logs. All other records, minimum of 3 years	
Inter-Library Loan Records	Library	3 years for processed requests 1 year for unprocessed requests	State Archives Records Management Manual – Schedule 8 Records Management State Sched8.pdf - Google Drive
Record Management Records <ul style="list-style-type: none"> • Record Destruction Authorizations • Record Disposition Schedule • Record Inventory Worksheets 	As designated by Campus Chancellor	Permanent	State Archives Records Management Manual - Schedule 8 Records Management State Sched8.pdf - Google Drive
[FOR CONSIDERATION] Book/Publication Disposal Record <ul style="list-style-type: none"> • Record of the sale, transfer, or disposal of outdated, obsolete materials and books including title, call number, author, date and how disposed of 	Library	3 years	State Archives Records Management Manual – Schedule 8 Records Management State Sched8.pdf - Google Drive