Records Retention Schedule
Updated January 18, 2023

Administration

Document Type	Repository	Retention Period
Audit Reports	Office of Internal Audit	10 years or until no longer needed for reference, whichever is longer
President's Office Meeting Minutes	President's Office	5 years
Identification Card Records	RamCard Office	6 years after employee or student separation
Accreditation Records		
Evaluation Reports from Accreditation Organizations	Office of the Provost	Permanent
Final Reports sent to Accreditation Organizations		
Self-evaluation Reports		
Statistical Data		
Working Papers		
Administrative Correspondence		
Formal correspondence related to the administration of the university and its colleges and units, such as official management activities, academic priorities, major finance matters, physical plant maintenance, important student related matters, as well as consultations with other colleges and universities. These letters are usually to or from the university's senior leadership. E-mail communications are generally not such formal correspondence.	Originating Department	2 years
Administrative Files		
Documents that capture formal actions of the university and its colleges and units, particularly by the university's senior leadership, such as institutional policy and procedure, academic program development records, as well as important fiscal data and personnel information.	Originating Department	Permanent
Gifts Records		
Agreements	Vice President for Advancement Office	Permanent
Copies of Bequest Instruments		
Financial Statements and Reports		
Fund Disbursement Records		
Insurance Records		
Auto/Liability/Property Claim Records Policies/Riders/Endorsements Records of Payment	Risk Management	Insurance policies must be kept in permanent archive. For claim records 6 years after claim is closed? Waivers/ Release of liability - 12 months.
Key Issuance Records		
Requests	Facilities Management	Until key is returned to Facilities Key Desk
Agreements		
Lecture and Lecture Series Records		
Committee Minutes/Notes	Unit/Program Sponsor	Until no longer needed for reference
Committee meeting video recordings		Delete upon approval of the relative meeting minutes
Financial Support Records		
Lecture Recordings and Transcripts		
Program Records and Announcements		
Legal Case Records		
Case files pertaining to legal actions brought agains or on behalf of the University	Office of General Counsel	6 years after case is closed
Legislative Relations Records		
Bill Review and Tracking Forms	CSU System Office	Permanent
Copies of Pending or Approved Legislation		
Working Papers		
Related Documentation		
Parking and Transportation Records		
Appeal/Citation Records	Parking and Transportation Services	Current year plus 3 years
Permit Records		
Policies and Procedures Records		
Handbooks	Originating Department	Permanent. Previous policies should be retained for 5 years post-revision unless a separate document memorializes the changes.
Mission Statements	Office of the President	
Official Procedure Guidelines	Originating Department	
Organizational Charts	Originating Department	
Strategic Planning Documents	Office of the President and/or Originating Department	
University Policies	University Policy Office	
Real Property Records		
Deeds	Office of General Counsel and CSURF Real Estate Office	Permanent
Easement Agreements		
Leases		
Property Descriptions		
Purchase Agreements		
Sale Agreements		
Title Abstracts		
Related Documentation		

Athletics

Document Type	Repository	Retention Period
Athletics Records		
Game Contracts	Athletic Business Office	7 years
Game Statistics	Athletics Communications Office	Permanent
Individual Student-Athletes Records	Compliance Office	7 years
Media Guides	Athletics Communications Office	Permanent
Photographs (Student-Athletes, Coaches, Staff)	Athletics Communications Office	Permanent
Play Books	Football Office	Until no longer needed
Practice Log Records (CARA)	Compliance Office	7 years
Press Clippings	Athletics Communications Office	Permanent
Recruiting Records	Sport Program Coach's Office	7 years
Student Athlete Academic Advising Records	Student-Athlete Support Services	6 years
Student Athlete Medical Records	Sports Medicine	10 years from date of last contact
Ticket Records	Ticket Office	3 years
Level II/Secondary Violations/Waiver Records/Investigation Notes	Compliance Office	Permanent
Major Infractions Case/Investigation Notes/NCAA Report	Compliance Office	Permanent
Participation Forms	Compliance Office	7 years
National Letter of Intent/Financial Aid Agreement Forms	Compliance Office	7 years
Transfer Information	Compliance Office	7 years
Official Visits	Compliance Office	7 years
Sport Camps Documentation–Camp Operating Plans and Camp Wraps	Athletic Business Office	7 years
Rosters	Compliance Office	7 years
Squad Lists	Compliance Office	7 years
Sports Sponsorship files	Ram Sports Properties	3 years
SAF (Special Assistance Fund)	Athletic Business Office	7 years
Coaches Certification Exam Results	Compliance Office	7 years
Outside Income and Benefits Records	Athletic Business Office	7 years

Budget and Finance

Document Type	Repository	Retention Period
Procurement Records		
Canceled Solicitation Files	Procurement Services	1 year
Contract Controversies and Appeals Files - Files consisting of notices of appeal and acknowledgements, correspondence between parties, copy of contract, plans, specifications, exhibits, change orders and amendments, transcripts of hearings (if applicable), documents received from parties, final decision, and other relevant records.	Procurement Services	6 years after expiration or termination of the contract.

For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS). |
| **Contract Files** | Contracting Services | 6 years after contract end

For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS). |
| **Purchase Requisition and Order Files** | Prior to 12/31/15 - Procurement Services

After 1/1/16 - Kuali Financial System (KFS) | 6 years after fiscal year end

KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes.

For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS). |
| **Leasing Contract Files** | BFS: Property Management | 6 years after expiration or termination of contract

For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS). |
| **Solicitation Files (DQ, IFB, RFP, etc.) -** Successful and Unsuccessful solicitations | Procurement Services | 6 years after expiration or termination of contract

For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS). |
Real Property Files - Includes acquisition files, sales, leases, ROW, easements, agreements, licenses, surveys, deeds, insurance, environmental assessments, appraisals, closing documents, and water or mineral rights.	Facilities	Permanently retained in electronic format.
Tax Exemption Files - Tax exemption certificates, supporting documentation including original and renewal application materials submitted to the taxing jurisdictions.	BFS: Tax	6 years from date of expiration
Electronic Records on Bid Information Distributions System (BIDS server)	State Purchasing Office prior to 1/15/15	10 years
Protest and Appeal Records - Copies of protests, appeals, protest decisions, appeal decisions and evidence or records supporting the decisions.	Procurement Services	1 year after contract or purchase order is signed.

For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS). |
| **PCard Cardholder Agreements** | Procurement Services | 6 years after the fiscal year in which the card is terminated or expired. |
| **Bond Documents** | | |
| **Bond Official Statements** | CSU Treasurer

BFS: Financial Reporting & Analysis (FRA) | 3 years past the final payment or retirement

Retained by State Archives permanently |
Bond Debt Payments	BFS: Financial Reporting & Analysis (FRA)	3 years past the final payment or retirement
Bond Proceed Payments	BFS: Financial Reporting & Analysis (FRA)	3 years past the final payment or retirement
Sate General Obligation Bonds	BFS: Financial Reporting & Analysis (FRA)	3 years past the final payment or retirement
System Enterprise Revenue and Refundig Bonds	BFS: Financial Reporting & Analysis (FRA)	3 years past the final payment or retirement
Budget Records		
Coded Long Bill	State of Colorado	10 years
Central Budget Office: Incremental E&G Budget Plan Long Bill FFS & COF split between FC, Pueblo and CSUS Details BOG Education & General Proposed Budget From May BOG Meeting Proposed Budget Plan Revenue Summary Incremental Revenue Proposed Reclass & Adjustments – map Budget Plan to BOG budget Fund Group Crosswalk Master Allocation Control Numbers All BOG Schedules College/VP Area: Proposed Resource Requests Designated Future Commitments	Central Budget Office

Business Officer for each College or VP area | 3 years |
Budget Allocation Packets	Central Budget Office	3 years
Budget Data Book & Supporting Financial Documents	Central Budget Office & Information Systems System of Record Financial Reports: Vista and Jasper Year End Reports, ODS Data Warehouse	7 years
Budget Allocation Control numbers and Budget Construction batch data feed to KFS	Central Budget Office	5 years
Cash Management Records		
Bank Records: Includes deposit slips, cancelled checks, debit/credit memos, bank adjustment memos, banks statements and bank reconciliations of bank accounts maintained by CSU	BFS: Financial Reporting and Analysis / Banking Services	3 years

For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS). |
| **Cash and Credit Card Receipts:** Receipts to customer for sales by CSU purchased with cash or credit cards. Merchant Statements and Cashier Summary Reports | Department receiving cash or credit card sales

BFS: Banking Services | 3 years

The original credit card receipt (electronic or system produced) maintained for 6 months. A copy of the receipt may be kept for the remaining 2.5 years.

For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS). |
| **Deposits with State Treasurer:** Deposit worksheet and documentation of federal, cash or other funds recorded by CSU and deposited with the State Treasurer | BFS: Banking Services | 3 years |
| **EFT Authorizations:** Documentation relating to the authorization of payments via EFT (Electronic Funds Transfer) | BFS: Banking Services, Payroll, Accounts Payable, Accounts Receivable | Physical and electronic formats are retained. The electronic files are retained in the Vera Crypt folder.

The records are held indefinitely due to the EFT Authorizations not having an end date; therefore, each time an EFT is sent under a particular EFT Authorization, the 7 year retention whoud have to restart. |
| **External Bank Account Authorization** | BFS: Banking Services | Current authorizations retained until accounts are closed.

Closed account authorizations are retained by the State Controller's Office 2 years. |
| **Payment Logs, EFTs and Checks** | BFS: Banking Services

Kuali Financial System (KFS)

If support falls under other category, follow guidelines for the other category. | EFTs Retained electronically by Banking Services for 5 years.

Disbursement Vouchers and Payment Requests are retained in KFS. KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes.

For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS). |
| **Check Reconciliation** | BFS: Financial Reporting and Analysis (FRA) | Physical bank recons are retained 7 years and then are shredded and disposed of. The electronic copies are retained indefinitely (beginning when FRA took over the bank recon process). |
| **Cancelled Checks** | BFS: Financial Reporting and Analysis (FRA) | Electronic check files - maintained indefinitely. |

Budget and Finance

Document Type	Repository	Retention Period
Contracts		
Contracts	Contracting Services or Office of General Counsel	6 years after expiration or termination of contract. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
State Controller Delegation Authority Letters	BFS	Retained by state agencies/institutions until such time as a new letter is issued or the delegation is rescinded by the State Controller. Retained by the State Controller's Office indefinitely.
Board of Governors Delegated Signature Authority Form	Contracting Services	Retained by state agencies/institutions until such time as it is changed by the chief executive officer of the state agency/institution.
Expenditures		
Employee Travel and Other Reimbursement Documents and Support	Kuali Financial System (KFS) (for support attached to KFS as a PDF) Originating Department (for support not attached to KFS as a PDF) If support falls under other category, follow those guidelines.	KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. Bond payments - 3 years beyond the final bond payment or retirement. Originating Department - 3 years (for support not attached to KFS as a PDF) For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Expenditure Accounting General Documents: KFS documents and support (i.e. Disbursement Vouchers and Payment Requests)	Kuali Financial System (KFS) (for support attached to KFS as a PDF) Originating Department (for support not attached to KFS as a PDF) If support falls under other category, follow those guidelines.	KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. Bond payments - 3 years beyond the final bond payment or retirement. Originating Department - 3 years (for support not attached to KFS as a PDF) For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Federal 1099, 1098-T records and other Tax Reporting records	Human Resources BFS: Accounts Payable and Tax	4 years
Interdepartmental Transfers: KFS documents between CSU departments where cash does not lave or enter CSU (i.e. Internal Orders, Internal Billings, Transfer of Funds, General Error Correction, Distribution of Income and Expense)	Kuali Financial System (KFS) (for support attached to KFS as a PDF) Originating Department (for support not attached to KFS as a PDF) If support falls under other category, follow those guidelines.	KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. Originating Department - 3 years (for support not attached to KFS as a PDF) For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Petty Cash Records: includes cash receipts, daily accounting records, reconciliations, transmittals, signed cash disbursement request with supporting receipts approved by authorized approving authority	Originating Department	3 years from transaction date For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
PCard Transaction Documentation: Includes PCard receipts or other documents to support the PCard transactions which must be attached to the KFS document	Kuali Financial System (KFS) (PDF attachments) If support falls under other category, follow those guidelines.	KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
PCard Reconciliation & Support: This is the **PCard Transaction Listing** that is a monthly statement which is to be reviewed, signed and filed in the originating department	Originating Department If support falls under other category, follow those guidelines.	Originating Department - 3 years For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Fixed Assets		
Asset Record - Record of the asset including ownership/title, description/property class, identification, acquisition, location, funding, depreciation, useful life, maintenance, book value, inventory dates, responsible party, edits, recons, and disposition.	Kuali Financial System (KFS) If support falls under other category, follow those guidelines.	3 years from date of asset disposal. KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Physical Inventory Asset Record - Last Inventory Date - Includes reports from annual physical inventory of moveable equipment.	BFS: Property Management Kuali Financial System (KFS) If support falls under other category, follow those guidelines.	6 years KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Asset Record Depreciation (DEPR) - Monthly recons.	Kuali Financial System (KFS) If support falls under other category, follow those guidelines.	3 years after the asset is disposed KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Asset Retirement Global (ARG)	Kuali Financial System (KFS) If support falls under other category, follow those guidelines.	3 years from date of asset disposal. KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Asset Global Add (AG) - PO's, Gift in Kind, Req's	Kuali Financial System (KFS) If support falls under other category, follow those guidelines.	6 years or until disposed whichever is longer. KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Asset Retirement Global (ARG) - Property	BFS Kuali Financial System (KFS) If support falls under other category, follow those guidelines.	Retained as long as the property is owned. After disposition, it should be retained for 6 years. KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Maintenance Records on Government/Conditional/Sponsor Titled Property - Any records related to maintenance of this property	Owning Department Kuali Financial System (KFS) - Asset Record If support falls under other category, follow those guidelines.	3 years after disposition of property. KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
General Ledger		
Journal Entries	Kuali Financial System (KFS) Originating Department (for records not attached to KFS document as a PDF) If support falls under other category, follow those guidelines.	3 years if documents are not attached in KFS as a PDF. KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).

Journal Vouchers (BFS Only)	Duplicate by Originating Department Kuali Financial System (KFS) Original by State Treasury If support falls under other category, follow those guidelines.	5 years - Adjusting Entries requiring State Controller/State Treasurer approval retained by the State Controller's Office/State Treasurer. 3 years - Duplicate copy retained by state agency/institution. 3 years - Adjusting entry requiring only state agency/institution approval retained by state agency/institution. KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).

Budget and Finance		
Document Type	**Repository**	**Retention Period**
Inventory Control		
Inventory Records: Includes all records and reports identified in FPI 2-13	Originating Department BFS: Campus Services (year end inventory records)	A minimum of 3 years beyond the fiscal year end. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Revenue/Accounts Receivable		
Accounts Receivable Invoices: Invoices from CSU to external customers or an external agency.	Originating Department Banner Kuali Financial System (KFS)	3 years after the receivable is paid in full. The Banner system retains records for 3 years and then they are archived to tables that are retained permanently. KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Loan Records: Documentation of funds disbursed with the requirement of being repaid to the university.	Originating Department Office of Financial Aid (OFA) BFS: Accounts Receivable Office (ARO) Kuali Financial System (KFS) Campus Receivable Collector (CRC) - Loan sub-ledger	3 years after the loan is paid in full. KFS records are retained permanently, or until the Controller determines they are no longer needed for business purposes. Campus Receivable Collector records are retained permanently and a snap shot of the database is taken each fiscal year. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Receipt Books and Logs: CSU's copy of receipts given to customers for payment of goods or services.	Originating Department	3 years - Paper or electronic records such as a Point of Service (POS) system. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Revenue Contracts - Relates to Services Agreements (thru Contracting Services) and Research Services Agreements (thru OSP)	Originating Department Contracting Services Office of Sponsored Programs (OSP)	3 years after completion of the contract or the contract is paid in full. For Sponsored Programs accounts, retention is 6 years after the end of the award, unless the Sponsor has a longer retention (see RPS).
Institutional Tax Returns		
University Tax Returns and Supporting Documentation	BFS: Tax	6 years

CSU Police Department

Document Type	Repository	Retention Period
Arrest Records		
Arrest and Booking Logs	CSU Police Department	5 years plus current
Adult Offender Felony Arrest Records (Major Felonies and Violent Crimes)	CSU Police Department	Permanent
Adult Offender Felony Arrests (Other)	CSU Police Department	5 years plus current
Adult Offender Misdemeanors	CSU Police Department	3 years plus current
Case Files		
Major Crimes (Arson, Aggravated Assault, Homicides, Kidnapping, Deaths, Missing Persons, Robbery, Forgery, theft of Public Funds, Traffic Fatalities)	CSU Police Department	Permanent
Felony cases and special investigations	CSU Police Department	5 years plus current
Misdemeanor cases, Petty offenses, and Traffic Offenses	CSU Police Department	3 years plus current
Sex Offenders	CSU Police Department	Permanent
Criminal History Files		
Felonies	CSU Police Department	10 years plus current
Homicides	CSU Police Department	Permanent
Misdemeanors	CSU Police Department	5 years plus current
Evidence Records – Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations. (Retention periods apply	CSU Police Department	75 years plus current
Fingerprint Cards and Files – Records containing latent fingerprints and palm prints found at crime scenes without identification of suspects	CSU Police Department	75 years plus current
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	CSU Police Department	75 years plus current
Mug Shots/Negatives – Photographic records of suspects and persons charged with crimes, including photographic prints and negatives	CSU Police Department	75 years plus current
Photographs – Photos of crime scenes, including photographic prints and negatives	CSU Police Department	75 years plus current
Tape Recordings – Dispatch audio tapes recorded to monitor radio transmissions	CSU Police Department	90 days
Video Tapes related to cases involving death, missing persons, kidnapping, treason, and forgery	CSU Police Department	Permanent
Video Tapes concerning all other cases	CSU Police Department	10 years plus current
Field Contact Records		
Records or contacts with businesses, complainants, juveniles, victims, or witnesses after which no incident report is filed, including written statements	CSU Police Department	90 days
Taped-Recorded Interviews conducted during field contacts in which no incident report is filed	CSU Police Department	90 days
Intelligence Files – Records containing information regarding individuals and groups	CSU Police Department	90 days
Multiple Contacts	CSU Police Department	5 years from date of last contact
No Further Contact	CSU Police Department	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	CSU Police Department	4 years
Logs		
Court Subpoena Logs	CSU Police Department	2 years plus current
Crime Logs	CSU Police Department	7 years plus current
Dispatch Logs	CSU Police Department	1 year plus current
DUI Logs	CSU Police Department	2 years plus current
Offense Logs	CSU Police Department	3 years plus current
Routine Activity Logs – Records of Routine Welfare Checks, alarm checks, etc	CSU Police Department	1 year plus current
Traffic Accident Logs	CSU Police Department	2 years plus current
Miscellaneous Records		
Parole File Card	CSU Police Department	Until no longer needed
Prisoner Transport Records	CSU Police Department	1 year plus current
Seizure Fund Documentation	CSU Police Department	7 years plus current
Statistical Files	CSU Police Department	5 years plus current
Training Records	CSU Police Department	5 years after employees separation from the University
Summonses and Complaints	CSU Police Department	2 years plus current
Registered Sex Offender Records		
Information Request Forms	CSU Police Department	2 year plus current
Sex Offender Registration and Cancellation Forms	CSU Police Department	5 years after offender leaves the jurisdiction
Sexually Violent Predators Notifications	CSU Police Department	Permanent
Reports		
Accident Reports	CSU Police Department	3 years plus current
Activity Summaries	CSU Police Department	1 year plus current
Crime Stopper Reports	CSU Police Department	5 years plus current
Incident Reports	CSU Police Department	3 years plus current
Offense Reports	CSU Police Department	Permanent for serious offenses; 10 years for all other offenses
Records Checks	CSU Police Department	2 years plus current
Uniform Crime Report/NIBRS - Annual	CSU Police Department	Permanent
Ride Along Program Records		
Approved Ride-Along Records	CSU Police Department	3 years plus current
Denied Ride-Along Records	CSU Police Department	Permanent

Curriculum and Instruction

Document Type	Description	Repository	Minimum Retention Period (Paper and/or Electronic)
Academic Program Records			
Academic Records (miscellaneous)	Narrative evaluations, competency assessments, Name Change Cards, etc.	Registrar's Office	Permanent
CSU Official Transcripts (PRC's, microfiche, etc…)	Permanent academic record	Registrar's Office	Permanent
CSU Official Transcript Requests	Requests for a transcript of students permanent academic records and the record of payment received for the copy	Registrar's Office	1 year
Major changes, Certification of 2nd Majors, Minors		Registrar's Office	5 years After Graduation or Last Date of Attendance
Name change authorizations		Registrar's Office	5 years
Personal data information forms	Change of address, race/ethnicity questionnaires, other demographic data	Registrar's Office	Until Academic Need is Satisfied
Petitions (Academic)	Exceptions to academic rules	Graduate School, CVMBS/DVM Program or Registrar's Office	Until Academic Need is Satisfied
Placement test records/scores	Math Placement Exam, Compostion Exam, etc…	Academic department	3 years After Graduation or Last Date of Attendance
Substitutions/waivers	Approvals to meet program requirements with administrative action.	Graduate School, CVMBS/DVM Program or Registrar's Office	5 years
Admissions Paperwork (Student Enrolls)			
Applications & All Application Materials – Domestic and International Student Applications	Admission application and supplemental documenation for undergraduate, graduate, international, professional programs, non-degree or special admittance	Office of Admissions, Graduate School or CVMBS – DVM program	5 years After Graduation or Last Date of Attendance
Admission Letters	Notices of Admission, Denial or Waitlist notification	Office of Admissions, Graduate School or CVMBS – DVM program	5 years After Graduation or Last Date of Attendance
Applications for admission or re-admission	Admission application and supplemental documentation for prior/returning CSU students such as undergraduate, graduate, international, professional programs, non-degree or special admittance	Office of Admissions, Graduate School or CVMBS – DVM program	5 years After Graduation or Last Date of Attendance
Correspondence (relevant)		Office of Admissions, Graduate School or CVMBS – DVM program	5 years After Graduation or Last Date of Attendance
Entrance examination reports/test scores	Standardized test scores, such as ACT, SAT, LSAT, MCAT, GRE, TOEFL, etc… used for admission decisions	Office of Admissions, Graduate School or CVMBS – DVM program	5 years After Graduation or Last Date of Attendance
Letters of Recommendation (admissions)	Related only to application for admission to program	Office of Admissions, Graduate School or CVMBS – DVM program	5 years After Graduation or Last Date of Attendance
Residency/Domicile Answers for initial classification		Office of Admission, Graduate School, CVMBS-DVM Program and Student Financial Services	5 years After Graduation or Last Date of Attendance
Waivers of rights of access (admissions)	Waiving right of access to admission letters of recommendation	Office of Admissions, Graduate School or CVMBS – DVM program	5 years After Graduation or Last Date of Attendance
Admissions Paperwork (Student Does Not Enroll)			
Applications & All Application Materials – Domestic and International Student Applications	Includes Application for Admission, Admission/Decision Letters; Relevant Correspondence; Waivers of Rights of Access to Letters of Recommendation; Letters of Recommendation(s); Credit by Examination; Entrance Examinations; Residency/Domicile Answers ; Test Credit; Transcripts (all levels)	Office of Admissions, Graduate School or CVMBS – DVM program	1 year After Application Term
Certifications/Verification Records			
Certifications		Campus Recreation	
Teacher Certifications		School of Education	
Enrollment Verifications	Verifications of enrollment, graduation, GPA and other related academics	Registrar's Office	Until Academic Need is Satisfied
Lawful Presence records	Documents in support of verifying state lawful presence requirements	Student Financial Services & Registrar's Office	
Residency verification records	Documents in support of verifying residency in state for tuition purposes.	Student Financial Services	Until Academic Need is Satisfied
Transcript requests (student)	Official transcript requests by student – hard copy requests submitted to RO (does not include NSC or Scrip Safe orders)	Registrar's Office	Until Academic Need is Satisfied
VA certification records	Certifying documents for federal VA benefits	Military & Veteran Education Benefit Office & Registrar's Office	3 years After Graduation or Last Date of Attendance
Correspondance (Students)			
Academic Advisement Records	Includes notes about a student, possible courses the student would take and correspondence with a student	Various Office(s)	5 years After Graduation or Last Date of Attendance
Correspondence (student)	Related to academic records and inquiries – not part of student Academic Record	Various Office(s)	1 year After Correspondence Term
Course Information			
Course Syllabi		Academic department	5 years After Course Completion
Course catalog and Schedule of Courses	University Academic Course Catalog, record of courses, degrees, and programs of study offered	Office of the Registrar	Permanent
Exams (final)/Graded Coursework		Academic department	1 year After Course Completion if Work Not Returned to Student
Faculty/Instructor Evaluations (by students)		Academic department	1 semester or Until Academic Need is Satisfied
Grade appeal/ complaint	Student final grade disputes	Academic department	
Grade Book (faculty)	Used to record grades for each college/ departmental student enrolled in a specific course at the end of each semester. The grade book/ sheet/ report reflects the following information: student number, student name, course title, semester, department, course number, section, instructor, tracking of grades for assignments/ examinations throughout semester	Academic department	5 years After Course Completion
Grade Reports (midterm reporting)	Record of midterm grades submitted by Faculty	Academic department	Through the End of Term
Grade changes, discrepancies, recovery forms	Record of authorization to change grade	Registrar's Office	Permanent
Grade Rolls (i.e. Grade submission sheets/data)	Original record of grades submitted at end of term	Registrar's Office	Permanent
Incomplete Grade Contracts	Requirements for course completion and Course Syllabus for student completion and verifiable need to allow a grade of 'Incomplete – I'	Academic department	3 years After Graduation or Last Date of Attendance or Course Completion – whichever is shorter
Scholarships Administed by Colleges/ Departments	Administrative and student information regarding local scholarship programs including applications, aards, receipients, etc… (not fiscal data)	Academic department	
Senior Citizen Visitation Forms	Record of request to audit specific course	Registrar's Office	5 years
Credit and/or Placement by Exam			
CSU Challenge Exams		Academic Teaching Department and Registrar's Office	3 years After Graduation or Last Date of Attendance
Credit by examination	Reports/scores on Advanced Placement, International Baccalaureate, CLEP, etc….	Office of Admission, Graduate School and/or Registrar's Office	5 years After Graduation or Last Date of Attendance
Placement Examination/Scores and Changes/Updates	Placement Results for examinations (i.e. Foreign Language, etc…)	Academic department	3 years After Graduation or Last Date of Attendance
Diplomas			
Diploma Sent List	Diploma recipients for a given term (shows degree conferred, date mailed to student & address mailed to)	Registrar's Office	
Graduation Address Lists	Lists of mailing address for graduates in a specific graduating class showing to which address the Diploma was mailed.	Registrar's Office	
Returned Diplomas	Diplomas returned to University by postal service as 'undeliverable'	Registrar's Office	5 years

Curriculum and Instruction

Document Type	Description	Repository	Minimum Retention Period (Paper and/or Electronic)
Family Educational Rights and Privacy Act (FERPA) Records			
Requests for formal hearings	Student-initiated request for formal hearing regarding amendment of education record	Registrar's Office	Permanent

Requests for and disclosures of personally identifiable information	Necessary for compliance with record-keeping requirements in FERPA	Registrar's Office	Permanent
Requests for nondisclosure of directory information	Student request to opt-out of directory information disclosure	Registrar's Office	Permanent or Until Terminated by Student
Statements on content of records regarding hearing panel discussions	If student request for amendment of record not granted, then student statement is included in record	Registrar's Office	Permanent
Written consent for records disclosure	Student signed (electronic or paper) authorization for disclosure of education record	Academic Departments, Registrar's Office, etc…	Permanent or Until Terminated by Student
Waivers for rights of access		Registrar's Office	Until Terminated by Student
Written decisions of hearing panels	Decisions resulting from formal hearings regarding amendments of education records	Registrar's Office	Permanent
Graduation			
Application for degree or other credential	Degree application, record of degree name, etc.	Graduate School, CVMBS/DVM Program or Registrar's Office	3 years After Graduation
Commencement Programs	Published record of graduates for public distribution (at least 1-2 copies must be retained)	Provost Office & Registrar's Office	Permanent
Graduation File, Final Contract and/or Degree audit records/ Contracts/ GUIDES – ('AWD')	Files which document the fulfillment of qualifications necessary to graduate from a specific program of study.	Graduate School, CVMBS/DVM Program or Registrar's Office	3 years After Graduation or Academic Need is Satisfied
Degree audit records/ Contracts/ GUIDES – ('DKW')	Degree audits /contracts that are not complete – student did not graduate (DKW).	Registrar's Office	5 years After Graduation or Academic Need is Satisfied
Degree statistics	Record of degrees granted by institution per graduation term and/or annually.	Institutional Research	Permanent
Graduation Lists	Lists of graduates for graduating class.	Registrar's Office	Permanent
Honors Lists	Lists of graduates that have designated honors classifications at the time of Graduation: Honors Track I & Track II (Discipline & University Honors), Distinction, etc…	University Honors Program and Registrar's Office	3 years After Graduation
Thesis/ Dissertation Files	May include the official printed or electronic copy of the dissertation/ thesis. Requirements for electronic version of the signature page will be at the instiutions discretion.	CSU Morgan Library	Permanent
Miscellaneous			
Application for Identification Card	RAMcard – application for identification (I.D.) cards for students; for non-matriculated individuals participating in activities sponsored by the institution, etc…	RAMcard	6 years After application
Application for Specialty Programs (Ambassadors; Peer Tutor; Peer Advisor; etc…)			3 years After Graduation or Last Date of Attendance
Payment for ID Card	Documentation/Receipt of payment for ID card	RAMcard	3 years After Application
Student Cumulative and/or Co-Curricular Activity Files	Files which document a student's activities, other than academic, while enrolled at the institution	SLiCE	3 years After Graduation or Last Date of Attendance
Tutoring Request Forms		CVMBS; Student Athlete Support Services; etc…	3 years After Graduation or Last Date of Attendance
NCAA			
Athletic Eligibility reports	Report showing student-athlete Academic Progress & Progress towards Degree Completion.	Athletic Compliance and Registrar's Office	Until Academic Need is Satisfied or Pursuant to NCAA rules
Athletic Reports	Initial continuing eligibility information, academic information, documentation of participation, tutor evaluation and assessment.	Student Athlete Support Services, Athletic Compliance and Registrar's Office	6 years Pursuant to NCAA rules
Athletic Participation/ EADA documents		Athletic Compliance	3 years From Date of Required Disclosure
Registration/Enrollment Records			
Class lists	Record of class rosters for each term	Registrar's Office	Until Academic Need is Satisfied
Class schedule (students)	Student schedule for each term	Registrar's Office	
Course repeat form/approval – Repeat/Delete forms		Registrar's Office	Until Academic Need is Satisfied
Credit/no credit, audit, pass/fail approvals	Authorizations for various enrollment options	Registrar's Office	Until Academic Need is Satisfied
Enrollment Changes	Record of student add/drop/withdraw from class or departmental drop	Registrar's Office	Until Academic Need is Satisfied
Enrollment/Registration Statistics	Per term report of enrolled students, e.g. by class, by course, totals, headcount and FTE	Institutional Research	Permanent
Grade distribution and other grade statistics	Report of grades given including summary grade point statistics by class	Registrar's Office	Until Academic Need is Satisfied
Hold or encumbrance authorizations	Registration and transcript hold	Business & Financial Services	Until Academic Need is Satisfied
Registration/ Enrollment records	Initial registration forms, current enrollment records	Registrar's Office	
Restriction/ Registration Overrides	Identifies specific courses/sections for which limited permission is given for enrollment (which the student is otherwise prevented from adding)	Registrar's Office	5 years
Schedules of classes	Per term listing of all courses offered including time/day and seat limits	Registrar's Office	Permanent
Withdrawal, cancellation or enrollment records	Record of request to withdraw from all classes	Registrar's Office	5 years
Special Funded Programs/Participant Files			
Participant file (i.e. academic, personal, social, cultural support and issues are documented)	Participant files document enrollment and participation in the Project, which includes an application, supporting data that verifies eligibility, Participant Selection Matrix, referral forms (if appropriate), and the Intake Interview Form. Additional records maintained will include: Signed Agreements for Participation, notes on all contacts with the Participant, tutoring received, group workshops attended, goal setting, assessments, graduation plan, tutoring records, course schedule for each semester, unofficial transcripts, and financial aid records.	Various Offices (i.e. The Access Center; ……..)	3 years After Conclusion of Funding Cycle
Student Conduct/Behavior Records			
Conduct: Academic Integrity Code Violations (with sanctions)	Notice of violation of academic integrity policies including sanctions, if any	Conflict Resolution and Student Conduct Services	7 years from last incident
Conduct: Academic Warning	Notice of academic action related to academic non-performance/ deficiency	Conflict Resolution and Student Conduct Services & Student Case Management	3 years After Graduation or Last Date of Attendance
Conduct: Dismissal	Notice of academic action related to academic non-performance/ deficiency	Conflict Resolution and Student Conduct Services & Student Case Management	Permanent
Conduct: Suspension	Notice of academic action related to academic non-performance/ deficiency	Conflict Resolution and Student Conduct Services & Student Case Management	3 years After Graduation or Last Date of Attendance
Grievance/ Complaint on Faculty / Staff / Student (by	Complaints filed by a student on another student and/or faculty/ staff that are not Academic in Nature		Until Academic Need is Satisfied
Student Conduct Records	Discipline records other than academic misconduct that are FERPA protected and suspension/ expulsion decisions that are coded on the students official transcript	Conflict Resolution and Student Conduct Services & Student Case Management	7 years from last incident except suspension/ expulsion which are Permanent
Transcripts and Course Transfer Evaluations			
High School	High School transcripts from other institutions – evaluations of coursework for admission criteria, gpa requirements, etc…	Office of Admission	5 years After Graduation or Last Date of Attendance
Post-Secondary Institutions	Post-secondary transcripts from other institutions – evaluations of coursework and credit in transfer	Graduate School, CVMBS/DVM Program or Registrar's Office	5 years After Graduation or Last Date of Attendance
International Post-Secondary Institutions	Post-secondary transcripts from International institutions – evaluations of coursework and credit conversion factors in transfer	Graduate School, CVMBS/DVM Program or Registrar's Office	5 years After Graduation or Last Date of Attendance
Tentative Evaluations	Pre-evaluations done for prospective students looking to attend a specific major at CSU – International, Athletics, Continuing Education Transfer Center etc…	Registrar's Office	1 year After Tentative Evaluation if Student Does Not Enroll
Transfer RE-evaluations	Identifies courses in transfer that were RE-evaluated by academic department	Registrar's Office	3 years After Graduation or Last Date of Attendance
Transfer PRE-evaluations	Identifies courses in transfer that were PRE-evaluated by academic deparment	Registrar's Office	3 years After Graduation or Last Date of Attendance

Faculty Council

Document Type	Repository	Retention
Faculty Council Records		
Agendas Meeting Minutes	Faculty Council Office	Permanent
Award records Winners' names	Faculty Council Office	 5 years

Election/ Ballot Records
  Ballots
  Results
	Faculty Council Office	
		5 years
		Permanent

Faculty and Admin Pro Manual	Faculty Council Office	Permanent
Governing documents: Constitution and Bylaws, Rules	Faculty Council Office	Permanent
Membership lists	Faculty Council Office	Permanent
Policies and Procedures	Faculty Council Office	Permanent

Privilege and Tenure Committee Records
  Grievance case files
  Other confidential files
  Public files (meeting minutes, reports, etc.)
	University Grievance Officer	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

Grants, Contracts, and Research

Document Type	Repository	Retention Period
Grants, Contracts, and Research Records		
Conflicts of Interest (COI)	Office of Research Integrity	10 years after employee's separation from the University
Export Controls	Office of Export Controls	5 years from latest (re)export (EAR) or from license expiration date (ITAR). For EAR, Voluntary Self-Disclosure records can only be destroyed with BIS approval. OFAC requirements are 5 years from completion of activity.
Institutional Review Board (IRB)	IRB Office	6 years after inactivation of project speedtype, unless otherwise provided for by the contract documents CSU 6 years after the filing of the Final Financial Report. However due to limited ability to track records the clock will start ticking on July 1 of the fy following the filing of the final financial report.
Receipts for Purchases	Department and PSC	CSU 6 years after the filing of the Final Financial Report. However due to limited ability to track records the clock will start ticking on July 1 of the fy following the filing of the final financial report.
Employee Travel Authorization	Department	PSC retains international trip approvals for only 3 months; departments should retain or scan into Concur to be available as required for Sponsored Projects records
Electronic Personnel Effort Reporting System Forms	Systems	CSU 6 years after the filing of the Final Financial Report. However due to limited ability to track records the clock will start ticking on July 1 of the fy following the filing of the final financial report.
Research Misconduct Records	Office of the Vice Chancellor for Research	7 years after final resolution of case
Clinical Research Records		
Protocols Patient Records Regulatory Records Associated Contracts Accounting Records	Department	6 years after inactivation of project speedtype, unless otherwise provided for by the contract documents CSU 6 years after the filing of the Final Financial Report. However due to limited ability to track records the clock will start ticking on July 1 of the fy following the filing of the final financial report.
Grant and Contract Project Research Records		
Activity Reports Research Data Summary Reports Working Papers Related Documentation Laboratory Notebooks/Records	Department	6 years: CSU 6 years after the filing of the Final Financial Report. However due to limited ability to track records the clock will start ticking on July 1 of the fy follow the filing of the final financial report. There may be longer requirements for the Research Data and Laboratory Notebooks/Records
Other Relevant Records that are not Housed by Other Responsible Parties		
Grant, Contract, and Awarded Proposal Records Contracts and contract mods Grant authorizations Subcontracts Documented Approvals Copies of reports Closeout documents	Office of Grants and Contracts	6 years after inactivation of project speedtype, unless otherwise provided for by the contract documents CSU 6 years after the filing of the Final Financial Report. However due to limited ability to track records the clock will start ticking on July 1 of the fy following the filing of the final financial report.
Grants and Contracts Accounting Records		
Account Request Forms Assignment of Refunds Documents Balance Sheets Billing Records Budget Summary Statements Financial Reports Invoices Project Summaries Related Documentation	Sponsored Projects Accounting	6 years after inactivation of project speedtype, unless otherwise provided for by the contract documents CSU 6 years after the filing of the Final Financial Report. However due to limited ability to track records the clock will start ticking on July 1 of the fy following the filing of the final financial report.
Human Subjects Records		
Approval Applications/Forms		

Assurance/Certification/Declaration Forms Consent Forms Grant Proposals Protection of Human Subjects Forms Protocols Related Documentation	IRB	6 years after inactivation of project speedtype, unless otherwise provided for by the contract documents CSU 6 years after the filing of the Final Financial Report. However due to limited ability to track records the clock will start ticking on July 1 of the fy following the filing of the final financial report.
Institutional Animal Care and Use Records		
Approval Applications/Forms Grant Proposals Protocols	IACUC	6 years after inactivation of project speedtype, unless otherwise provided for by the contract documents. CSU 6 years after the filing of the Final Financial Report. However due to limited ability to track records the clock will start ticking on July 1 of the fy following the filing of the final financial report.
Government Titled Property		
Sponsor approval for purchase Purchase requisitions Purchase Orders Orders for transfer of material, supplies, or other property Records reflecting receipt and use of material in the performance of a contract Records for equipment usage, maintenance and repair orders	Office of Contracts and Grants	6 years after inactivation of project speedtype, unless otherwise provided for by the contract documents CSU 6 years after the filing of the Final Financial Report. However due to limited ability to track records the clock will start ticking on July 1 of the fy following the filing of the final financial report.
Invention Disclosure Forms		
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

Library, Museum, and Collection

Document Type		Repository	Retention Period
Library, Museum, and Collection Records			
Collection and Artifact Records			
Acquisitions and Decommissions	Records related to the acquisition and decommission of material.	Campus Controller	Retain 4 years afer completion, then destroy
Collections Management	Records related to the management of items and objects.	Campus Controller	Retain Permanently
Lending (inlcuding inter-library loan)	Records related to borrowing, lending, and returning of items including tracking	Campus Controller	Retain 3 years after completion then destroy.
Patron Management	Records related to management of patrons including access, cards, and other informaiton	Campus Controller	Retain 3 years after completion then destroy.
Records Management			
Records disposition schedule		Vice President for University Operations	Permanent

Parking and Transportation

Document Type	Repository	Retention
Equipment and Supplies Records		
Vehicle Records		21 CFR 56.11 5
Emission Records	NA	NA
Fuel Records	Retain by Motor Pool for 3 years and then destroy. These may be electronic or manual formats	Colorado Records Manual Schedule 9
Insurance Records	Retain by Motor Pool for 3 years and then destroy. These may be electronic or manual formats	Colorado Records Manual Schedule 9
Maintenance Records	Retain by Motor Pool until obsolete (usually for the lifetime of the vehicle) and then destroy.	Colorado Records Manual Schedule 9
Registration Records	Retain by Motor Pool until vehicle is sold and then transfer to buyer.	Colorado Records Manual Schedule 9
Titles	Retain by Motor Pool until vehicle is sold and then transfer to buyer.	Colorado Records Manual Schedule 9
Parking Records		21 CFR 56.11 5
Appeal/Citation Records Permit Records	Parking and Transportation Services	Current year plus 3 years

Payroll and Benefits

Document Type	Repository	Retention Period
Payroll and Benefit Records		
Benefit Payroll Deductions and Reporting	Human Resources	3 years after termination or employment or cancellation of eligiblility
Benefit Plan Description/Master Contract	Human Resources	Life of Plan plus three years
Benefit Plan - Family and Medical Leave Act (FML) Documentation and Notices	Human Resources	3 years after event
Benefit Plan - Leave Sharing Bank for State Classified Employees	Human Resources	Until employee separates from University
Benefit Plan - Short and Long Term Disability, Parental Leave, Study Privilege and Tuition Scholarship (inclusive of all benefit programs and forms not listed herein)	Human Resources	Until employee separates from University
Benefit Plan Bidding/Selection Data	Procurement Department	Life of Plan
Benefit Enrollment Records	Human Resources	Until employee separates from University
Employee Tax Records	Human Resources	4 years from the date the tax is due or the tax is paid, whichever is later
Wage Attachments, Child Support, and Garnishment Records	Human Resources	6 years from the final withholding, release of employee's date of separation
Federal Tax Levies	Human Resources	4 years from the final withholding or date of employee separation
Pay Authorization Records	Human Resources System	Until updated, superseded, or no longer needed for reference.
Payroll reporting related to federal grants (Past Period Distribution Adjustments)	Human Resources System and Kuali	6 years after award ends with Office of Sponsored Programs
Paycheck Delivery Records	Human Resources System	Until updated, superseded, or no longer needed for reference.
Payroll Adjustments – Off-cycle pay, overpayments, retroactive pay, refunds, one-time pay, leave adjustments	Human Resources System	3 years after termination or employment or cancellation of authorization
Payroll Check Register	Human Resources System	Permanent
Payroll Employer Contribution Report (individual filing of report concerning taxable and non-taxable wages of employees)	Human Resources System	3 years after termination or employment or cancellation of authorization
Payroll Timesheets (hard copy time sheets, supplemental pay, moving expenses)	Human Resources	7 years after current year
Direct Deposit Authorization	Human Resources System	3 years after change in authorization, cancellation, or employee separation.
Tax Withholding Authorization Records W-4's	Human Resources System	Until superseded or 4 years after employee separation
Wage and Tax Statements	Human Resources System	4 years
Wage and Tax Statements – Returned undeliverable W-2's and 1042's	Human Resources	4 years
Work Related Injury or Illness (Work Comp)	Risk Management	Final medical or indemnity payment

Personnel Records

Document Type	Repository	Retention Period
Affirmative Action Information		
Records to complete EEO-6 or IPEDS Staff Survey	Institutional Research	3 years
VETS 4212 Reports	Human Resources	2 years
Affirmative Action Plans and Progress Reports	Human Resources	2 years
Employment Tests and Selection Criteria – Impact or Adverse Impact Records • Comparative Analysis Exam • Police Officer Exams	Human Resources	2 years
Conflict of Interest Disclosures	See Grants, Contracts, Research	
Disclosure forms	See information for specific disclosure type	
COI Management Plans		
Employee Medical Records		
These records are not personnel records and must be kept separate from personnel records.		
Family and Medical Leave Act Documentation • Request for FML • Medical Certification • Designation • Fit to Return • Permanent Medical Restrictions	Department files	3 years after the end of documented incident
Short and Long-Term Disability Documentation	Human Resources	
Work related injury or illness • Injury Report • Disposiiton Report • Permanent Medical Restrictions	Risk Management & Insurance	6 years after the date of injury or 2 years after the last medical or indemnity payment
Leave Sharing Documentation	Human Resources	
Employment Eligibility Verification Records • 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
Visa and Immigration Documents • J1 visa documents	Office of International Programs	3 years from the time the J1 exchange visitor completes the J1 program
• H1b Public Access Files	Office of International Programs	1 year from the date the LCA expired or was withdrawn
• PERM files	Office of International Programs	6 years from the time the FN obtains permanent residency or leaves the university
• Employment based nonimmigrant visa petitions	Office of International Programs	3 years from the time the FN obtains permanent residency or leaves the university
• Immigrant Petitions	Office of International Programs	3 years from the time the FN obtains permanent residency or leaves the university
Employee Personnel Records – Classified Staff Pursuant to State Archives Schedule 8 (5-15 Personnel Files), the Official Personnel File should include: • 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 *See other areas for documents that may be in the personnel file	Human Resources	10 years after employee's separation from the University
Employee Personnel Records – University Staff • Offer Letters • Performance Evaluations • Resignation/Termination Letters • Layoff Notices • Leave Balance Upon Termination or Transfer Forms • Alternate Work Arrangement Forms *See other areas for documents that may be in the personnel file	Human Resources	10 years after employee's separation from the University
Employee Personnel Records – Faculty • Offer letters (new hires; administrative faculty appointments; retention agreements; System Agreements for instructors; endowed appointments; etc.) • Supporting documentation for new hires: CV, letters of reference, faculty oath, Recruiting Authorization Form • Degree verification for faculty hired prior to the dissertation having been completed • Comprehensive Review for Reappointment, Tenure, and Promotion review documentation for tenure rank faculty • Non-Medical Leave of Absence Requests • Course Buy-Out Requests • Faculty Performance Ratings • Salary Adjustment Notifications • Post-Tenure Review Reports • Salary Equity Appeals • Sabbatical Applications • Resignations • Retirement Agreements	Faculty Affairs	10 years after employee's separation from the University

Personnel Records

Document Type	Repository	Retention Period
Employee Personnel Records – Research Faculty (including PRA) • Offer letters (new hires; administrative faculty appointments; retention agreements; System Agreements for instructors; endowed appointments; etc.) • Supporting documentation for new hires: CV, letters of reference, faculty oath, Recruiting Authorization Form • Degree verification for faculty hired prior to the dissertation having been completed • Non-Medical Leave of Absence Requests • Faculty Performance Ratings • Salary Adjustment Notifications • Salary Equity Appeals • Resignations • Retirement Agreements		10 years after employee's separation from the University
Employee Personnel Records – Undergraduate Student Employees • Offer letter	Department	5 years after separation from employment
Employee Personnel Records - Graduate Students (Faculty) • Offer letter	Graduate School	10 years after separation from employment
Employee Personnel Records – Volunteers and Trainees • Volunteer application • Training application • Letter of Invitation	Department	3 years after last date of service with the University
Individual Employee Security Profiles • Initial set up and changes to the security profile of an employee including HCM, Finance, CIW, and Campus Solutions		None
Human Resource Recruitment and Search Committee Records • Application Materials • Applicant Pool • Appointment Records • Postings • Search Committee Members • Search Summary • Search Waivers • Test forms and scores *All search committee notes are to be destroyed at the conclusion of the search	OEO/Talent Management System	3 years **Note: Application of the successful candidate become part of the employee's personnel file.**
Position Descriptions for Classified and University Staff	Human Resources	4 years after inactivated or superseded
Officer delegation reports	Human Resources	Not purged
Exemption and Personnel Action Reports	Human Resources	Not purged
Time and Attendance Records	Department (personnel files) or TimeClock Plus	5 years from creation of the record
Leave Records		
• Request and approval of leave	Department (personnel files) or TimeClock Plus	2 years after employee's separation or transfer from the department
• Final leave balance	Human Resources – personnel file and Oracle	10 years after separation from employment