**Faculty Records (not inclusive) Retention Permission needed?**

Calendars (Staff) ADMIN-010 Current + 1 yr Yes

Calendar (Dept./Admin, Head) ADMIN-009 Term of office + 2 yrs Yes

Correspondence (includes email)

 Transitory ADMIN-014 Destroy as necessary No

 Routine ADMIN-015 2 yrs Yes

Grant Program Files

 Approved ADMIN-027/029 3 yrs or until audited Yes

Denied/Withdrawn ADMIN-028 3 yrs Yes

Meeting minutes ADMIN-038 3 yrs Yes

IRB HEALTH-020 3 yrs Yes

IRB PI HEALTH-021 6 yr from end of project Yes

Evaluations EDU-024 1 yr Yes

Consulting EDU-025 5 yrs Yes

Handbooks EDU-026 Permanent Transfer to Univ. Arch.

Intellectual Property EDU-028 Permanent Transfer to Univ. Arch.

PTR EDU-030 Until decision recorded Yes

Syllabi EDU-036 1 yr Yes

Academic Counseling EDU-050 5 yrs from graduation Yes

Academic Progress EDU-051 5 yrs from graduation Yes

Clinical evaluations EDU-053 5 yrs from graduation Yes

Grade Books EDU-060 5 yrs Yes

Graded coursework/exams EDU-062 1 yr No

Independent Study EDU-065 5 yrs from graduation Yes

Internship EDU-006 5 yrs from graduation Yes

Major/Curriculum EDU-066 5 yrs from graduation yes