**General Office Records (not inclusive) Retention Permission needed?**

Academic Counseling EDU-050 5 yrs from graduation Yes

Academic Progress EDU-051 5 yrs from graduation Yes

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

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

Clinical evaluations EDU-053 5 yrs from graduation Yes

Correspondence (includes email)

 Transitory ADMIN-014 Destroy as necessary No

 Routine ADMIN-015 2 yrs Yes

Grade Books EDU-060 5 yrs Yes

Graded coursework/exams EDU-062 1 yr No

Grant Program Files

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

Denied/Withdrawn ADMIN-028 3 yrs Yes

Handbooks EDU-026 Permanent Transfer to Univ. Arch.

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

Meeting minutes ADMIN-038 3 yr Yes

Policies and Procedures ADMIN-053 Permanent Transfer to Univ. Arch.

ProCard FISCAL-023 7 yrs Yes

Program Dev. Files ADMIN-056 Permanent Transfer to Univ. Arch.

PTR EDU-030 Until decision recorded Yes

Syllabi EDU-036 1 yr Yes

Student Employment EDU-069 5 yrs from graduation Yes

Student Timecards/sheets FISCAL-042 4 yrs Yes

Search Files PERS-004 3 yrs from date of hire Yes