

# RECORDS MANAGEMENT MANUAL

## STATE GOVERNMENT AGENCIES

### SCHEDULE NO. 8

#### HIGHER EDUCATION

##### General Records Retention Schedules For Community Colleges, State Colleges and Universities

###### **Introduction and General Matters, Application of Schedule**

The following general records retention schedule contains minimum retention periods for the official copy of the institution's records. Convenience, informational or duplicate copies are not governed by this regulation and may be destroyed when no longer needed for reference. To destroy records in accordance with this schedule, institutions must obtain approval from the State Archives by completing and submitting records destruction authorization forms. These forms are available from the Division of Correctional Industries. Before applying for disposition of public records under this general schedule, applicable federal and/or state audit, legal, litigation, fiscal and other retention requirements.

###### **GOVERNING BOARD**

###### **1-1. Governing Board Meeting Minutes**

Records of official proceeding of community college, state college or university governing bodies. Information includes agenda, date, place, list of attendees, action taken on resolutions, and a summary of discussion and decision. Official minutes also include all informational attachments such as reports, survey, proposals, studies and charts distributed to members for discussion, and for use in making decisions on institution policy, planning, and administrative matters.

Retention  
Office: 3 years  
College or University Archives Permanent

###### **PRESIDENT'S OFFICE**

###### **2-1. Administrative Correspondence**

Concerns communications received and generated by the institution's president. letters pertain to information request, responses to those inquiries; matters related to the board of trustee; administrative and fiscal operations of the institution; consultations with presidents of various colleges or universities; information pertaining to professional organizations and educational authorities; and other related topics.

Retention  
Office: 3 years  
College or University Archives: Permanent

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##### **2-2. Administrative Files**

Document executive actions, decisions and interactions with key officials of the institution. Information in the form of memoranda, policy statements, and reports concerns accreditation requirements, budget material, department activities, faculty and student relations, tenure and salary issues, physical plant development, grant awards, research programs, foundation endowments, fiscal accountability, personnel matters, academic requirements, student athletic issues, and other related topics. Also included are draft copies of speeches.

Retention  
Office: 3 years  
College or University Archives: Permanent

##### **2-3. Meeting Minutes of President's Executive Staff**

Document meeting held by a state college or university president with his or her executive staff. Information include agenda, date, names of attendees, a summary of discussion, decisions made, and other related information.

Retention  
Office: 5 years  
College or University Archives: Permanent

##### **2-4. Resource Files**

Consists of manuals, informational bulletins, and guidelines required for long term reference in the administration of the institution. Information includes academic issues, copies of personnel policies, National Collegiate Athletic association material, State Board of Community Colleges, Commission on Higher Education activities, copies of state and federal laws or regulations governing the administration of public colleges and universities, fiscal procedures, institution organizational matters, student government activities, and other related subjects.

Retention  
Until superseded, or nor longer needed for reference.

#### **PROVOSTS AND VICE PRESIDENTS**

##### **3-1. Administrative Correspondence**

Correspondence is related to the administration of an institution or its major departments and divisions. Communications concern management activities, priorities for academic affairs, major business and finance matters, physical plant maintenance, important student related matters, and athletics administration. These letters are usually found at the institution's provost and vice president levels.

Retention  
Office: 3 years  
College or University Archives: Permanent

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##### **3-2. Administrative Files**

Documents actions of a state college or university's provost or vice presidents. Information includes memoranda and reports concerning institutions policy, organization and program development records, and important fiscal data and personnel information. These records reflect administration of policies, coordination of institution functions, and overall management of major divisions and departments of a community college, state college or university.

Retention  
Office: 3 years  
College or University Archives: Permanent

#### **ADMINISTRATIVE SERVICES**

##### **4-1. Accreditation Reports**

Used to record observations, recommendations and decisions of visiting accreditation committee members. These reports are received from study committees of accreditation associations for colleges and universities. Reports reflect suggestions and recommendations concerning an institution's organizational structure and administration, educational programs, financial resources, faculty qualifications, library resources, student body characteristics physical plant features and vital area for institutions of higher learning. Also included are remarks prepared by institution officials to respond to the committee's observations and suggestions.

Retention  
Office: Until no longer needed for reference  
College or University Archives: Permanent

##### **4-2. Administrative Staff Meeting Minutes**

Records of meetings held by administration officials with administrative staff. Information includes agenda, place, date, list of attendees and a summary of discussions and staff decisions. Also included are informational attachments such as reports, proposals, memoranda and other information distributed to officials and staff for use in making decisions concerning administrative services for an institution.

Retention  
Until no longer needed for reference

##### **4-3. Administrative Bulletins**

Used to record and circulate information concerning policies, procedures, and administrative activities of a college or university. Information includes administrative directives to staff and faculty assignments, educational opportunities, new policies and policy changes, academic program requirements and other related information.

Retention  
Until no longer needed for reference

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##### **4-4. Administrative Regulations**

Issued by the Commission on Higher Education or governing body and used for the general operation of college or university programs. Information includes regulations, instructions, or other issuance's that establish methods to administer a college or university's mission, functions, and responsibilities.

Retention  
Until superseded and no longer needed for reference

##### **4-5. Annual Reports**

Published report of college or university governing body made annually to the General Assembly or Commission on Higher Education. Information includes financial summaries, objectives, goals, and other data concerning the college or university during the fiscal year. Most annual reports contain an organizational chart, along with brief narratives, and statistical information concerning each major section and division of the college or university.

Retention  
Office: Until no longer needed for reference  
College or University Archives: Permanent

##### **4-6. Attorney General Opinions**

Official opinions issued by the Attorney General and his/her assistants. These are legal interpretations written upon request of a college or university to guide in enforcing and obeying the law. Also included is related correspondence. the record copy of this series is maintained permanently by the State Archives through the Attorney General's office.

Retention  
Until superseded or no longer needed for reference

##### **4-7. Calendars**

Used to keep track of work related events and commitments of college or university staff members. Information includes daily appointment books, calendars, and other records indicating dates for meeting and work activities.

Retention  
3 years

##### **4-8 . Central Supply Request**

Document copies of central supply requests processed for a college or university. Information includes date, department account code, requisition, item number, quantity ordered, quantity used, description, price, extension, deliver to, and location.

Retention  
3 years

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##### **4-9. Committee Files**

Document actions and recommendations of committees, established to provide advice on policy matters and other management topics. Information consists of letters, memoranda, and other paper work concerning budget matters, maintenance of facilities, curriculum development, utilization of state/federal funds, purchase or sale of property and other subjects related to the institution administration, operation and academic programs.

Retention  
Office: 5 years  
College or University Archives Permanent

##### **4-10. Computer Utilization Summaries**

Generated to determine staff use of an institution's computer systems. Information details the total time the system is used, amount of individual staff time the system is used, and total time work stations are used (including job queue and printers).

Retention  
3 years

##### **4-11. Conferences, Workshops, and Seminars file (College or University Sponsored)**

Files concerning each conference, workshop or seminar sponsored by the college or university. Information includes registration material, letters, brochures, lists of restaurants, hotel listings, and other related information.

Retention  
Until no longer needed for reference

##### **4-12. Deeds and Leases to College or University Property**

Document deeds and leases to real property owned or used by the state. Information includes description and location of the property, maps, sale agreements, land acquisition forms, deeds, lease agreements, and related correspondence.

Retention  
Permanent

##### **4-13. Grant Files (Active and Inactive)**

Used to retain information concerning financial grant assistance received by a state supported college or university. Files contain some or all the following documents: statement of budget and expenditures, notices of grants awarded, financial status reports, authorization for transfer of grant funds, draft copies of detailed budgets for programs, copies of federal assistance, educational grants, student loan and work study programs, financial assistance for veterans and career professionals, and other related information.

Retention  
6 years after becoming inactive

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##### **4-14. General Correspondence and Reference**

File Routine correspondence and reference materials created or retained by administrative Services staff. Letters and memoranda reflect communications regarding program procedures. General work activities, and responses to information requests. Also included are copies of policy and procedure statements, program information, reports and other related material.

Retention  
2 years

##### **4-15. Information Technology Plans**

Prepared by community colleges, state colleges, and universities to outline their anticipated needs for information technology. Plans reflect information requirements, equipment needs, service specifications, cost, and technology purchase request. The record copy of this series is maintained permanently through the State Information Management Commission (IMC).

Retention  
5 years

##### **4-16. Internal Management Policy and Procedure**

Files Policies, procedural directives and manuals developed by an institution to govern its internal management functions such as payroll, procurement, personnel administration, equipment inventory, and other internal management matters.

Retention  
Office: Until no longer needed for reference  
College or University Archives: Permanent

##### **4-17. Legislative Reference Files**

Records pertaining to bills, prospective legislation and laws. Information includes bill and supporting material concerning proposed legislation, such as newspaper clippings, reports and correspondence. The series also includes copies of approved legislation.

Retention  
Office: Until no longer needed for reference  
College or University Archives: Permanent

##### **4-18. Litigation Case Files**

Document judicial proceedings, which involve the college or university. Files include some or all of the following documents: affidavits, summons and complaints, responses, orders of dismissals, notice and general appeal, laws and regulations applying to a particular case, legal briefs, transcripts of proceedings, orders, court decisions, and related information. Portions of this series may be kept permanently by the Archives through the Attorney General's jurisdiction over these cases.

Retention  
6 years after the case is closed

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##### **4-19. Mailing Lists**

Used to record the names and addresses of clients and other persons with whom the college or university has regular contact. Information includes mailing lists, and registers concerning employees, officials, and constituent, whom college or university staff communicate with regularly.

Retention  
Until superseded

##### **4-20. Management Information Reports**

Provide information concerning general administration, facilities management and student enrollment. Reports concern surveys, facility inventories, student enrollment figures and projections, and other related topics.

Retention  
Until superseded and no longer needed for reference

##### **4-21. Organization Charts**

Reflect the organizational structure of a college or university and its departments. Information includes a diagram which shows a systematic and symbolic arrangement of an institution's departments and program areas by name and function.

Retention  
Office: Until no longer needed for reference  
College or University Archives: Permanent

##### **4-22. Permanent Building or Land Improvement**

Files concern construction of and permanent improvements to the college or university's facilities. Information includes project proposal, capital improvement requests, authorizations to execute construction contracts, cost estimates, construction contracts, related memoranda, correspondence, blueprints, and specifications.

Retention  
Office: Until no longer needed for reference  
College or University Archives: Permanent (1 copy)

##### **4-23. Photographs**

Photographic proofs and negatives of college or university activities. photographs may include identification according to time, place, and college or university activity.

Retention  
Office: Until no longer needed for reference  
College or University Archives: Permanent

##### **4-24. Property Inventories**

Itemized lists of fixed assets (except land and buildings) completed by institutions. Information includes inventories of equipment, furniture, and other similar property purchased with state funds.

Retention  
3 years after superseded or updated.

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##### **4-25. Public Relations**

File Information concerning college or university publicity. Included are press releases biographies, newspaper clippings, promotional materials, bulletins, broadcast scripts, photographs, visual documentation, and other related items.

Retention  
Until no longer needed for reference

##### **4-26. Publications**

Printed material published by state colleges or universities for internal and external distribution. This series includes directories, manuals, research reports, surveys, and other college or university publications (except annual reports).

Retention  
Office:  
College or University Archives:

##### **4-27. Reading File**

Until no longer needed for reference

Permanent  
Duplications of outgoing letters, arranged chronologically and maintained for periodic review by staff members. Information reflects routine and non-routine issues, and serves as reference for staff.  
Retention  
Until no longer needed for reference

##### **4-28. Records Disposition Files**

Files related to an institution's records management program. Included are records retention schedules, guidelines, information concerning records inventory and scheduling, records transfers, microfilm applications, disposal notices, and other related data. The record copy of this series is retained by State Archives, as scheduled

Retention  
Permanent

##### **4-29. Speeches**

Drafts and final copies of speeches given by Administrative Services staff below the college or university president, provost, and vice presidents' level. Speeches concern program procedure, work activities, and related topics.

Retention  
Until no longer needed for reference



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##### **4-30. Surveys/Maps**

Developed by an institution to carry out its mission and function. Information concerns roads, boundaries, property lines, corners, monuments, road marker placements, structures, sites, and other related data.

Retention

Office: Until no longer needed for reference

College or University Archives: Permanent

##### **4-31. Telephone Logs**

Listings of telephone calls made by college or university personnel for a particular time period. Logs reflect date, time, caller, recipient of call, and nature of business discussed.

Retention

2 years

##### **4-32. Telephone Bills**

Provide a monthly statement of charges for telephone calls billed to a college or university. Information includes telephone number charged with call, account number, type of call, date of call, time number of minutes, destination of telephone call, and charge.

Retention

3 years

##### **4-33. Work Order Request File**

Document copies of work order requests for all program classifications of the institution. Information on the work order requests include date, site of work, service or modifications requested, estimated cost, budget code to be charged, person coordinating the work, date needed, signature of requestor, signatures of approval, date request received by plant support, estimated completion date, and date completed.

Retention

3 years

##### **4-34. Work Reports**

Reports of work activities performed by personnel carrying out regular or special duties. Series does not include published project reports or reports to the Governor or General Assembly. These documents reflect dates, person responsible for reports, and a running account of daily activities performed.

Retention

2 years or until summarized or superseded

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##### PERSONNEL (HUMAN RESOURCES)

###### **5-1. Affirmative Action Plans and Progress Reports**

Affirmative Action Plans prepared by state institutions and Progress Reports used by the State Personnel Department to monitor the implementation of the plans. Affirmative Action Plans reflect college or university-projected policies, procedures, and practices to achieve the goal of a non-discriminatory employment system. Also included are statistics, analysis of the current and projected work force composition by race, sex, and comments. The semiannual Progress Reports consist of updated employment data analysis, and comments. Also included is correspondence concerning the Affirmative Action Plans and their implementation. The record copy of this series is retained in the State Personnel Department, as scheduled.

Retention  
2 years

###### **5-2. Dual Employment File**

Concern authorizations allowing institution employees to accept secondary employment. Information concerning dual employment authorizations, included employee' name; employers' involved; title of second occupation; date and signature of employee and supervisors.

Retention  
Until no longer needed for reference

###### **5-3. Employer Status Reports (Unemployment Compensation)**

Reports from an individual college or university to the Department of Labor and Employment to determine the liability or non-liability of a college or university for payment of unemployment compensation. Information includes the employer status report, notice of liability sent to the college or university, notice of contribution for the next calendar year, and related memoranda and correspondence concerning changes in college or university unemployment compensation accounts and liability.

Retention  
6 years

###### **5-4. Employment Applications (Not Hired)**

Completed employment applications and personal resumes of applicants who were not hired by a college or university. Information includes applicant's name, address, social security number, position applied for, educational background, work experience, and other related information.

Retention  
2 years from the date of rejection or making of the record

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##### **5-5. Employment Data Analysis by Sex and Race**

A statistical breakdown of information concerning employees by type, number, salary, and percentages of minority personnel. Information includes type of employees such as officials/administrators, professionals, technicians, office/clerical, service maintenance, racial classifications, total work force, and work force summary.

Retention

2 years from the date of the personnel action involved or the making of the record provided information has been forwarded to the State Personnel Department

##### **5-6. Equal Employment Opportunity Report**

Documents the job classification and compensation of all college or university personnel. Information includes class code, slot, name, social security number, employee number, pay rate, state/federal funding, race and sex.

Retention

2 years from the date of the personnel action involved or the making of the record provided information has been forwarded to the State Personnel Department

##### **5-7. Equal Employment Opportunity Reporting and Personnel Research Forms**

Forms completed by applicants for state employment as part of their employment application. Information includes statistics on job applicants which are reported annually to the State Personnel Department. The form, which is detached from the employment application, lists the applicant's name, date, social security number, date of birth, position applied for, race sex, and marital status.

Retention

2 years from the date of the personnel action involved or the making of the record provided information has been forwarded to the State Personnel Department

##### **5-8. Faculty Contracts (Full and Part Time)**

Document contracts between faculty members and a college or university. Contracts reflect name of instructor or professor; social security number; position; subject taught; employment dates; total number of hours; hourly rates; total contract amount and budget code; date; signatures of the instructor or professor, division chairman and academic dean.

Retention

6 years after termination of contract and until no longer needed for reference

##### **5-9. Job Announcements (Vacancies)**

Announcement concerning job openings in institutions. Information includes title of position, salary or grade range (merit system classification), description of job duties, closing date, and to whom applications should be directed.

Retention

2 years after position is filled or announcement is superseded or updated

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##### **5-10. Job Classifications**

A listing of all job positions classified by the State Personnel Department. Information includes position qualification, pay grades, and duties for positions in state service.

Retention  
Until termination of position

##### **5-11. Leave Records**

Records of the amount of leave earned and taken by college or university employees. Information includes employee's name, type of leave (annual, sick, other), service date, social security number, amount of leave earned and charged, and leave balances for the period covered.

Retention  
2 years

##### **5-12. Leave Slips**

Forms completed by college or university employees to request time off from work. Information includes employee's name, social security number, type of leave, number of days or hours requested, date requested, and employee's signature.

Retention  
2 year

##### **5-13. Log and Summary of Occupational Injuries and Illnesses**

Record of work-related injuries, illnesses, and deaths reported to the State Risk Management Office. Information includes case or file number, date of injury or onset of illness, employee's name, occupation, department, description of injury or illness, fatalities, non-fatal injuries, injuries with lost workdays, injuries without lost workdays, and other related information. The record copy of this series is retained in the State Risk Management Office.

Retention  
5 years following the end of the calendar year to which they relate

##### **5-14. Personnel Administrative File**

File concerns administration of personnel policy. Information includes correspondence, reports, memoranda, and other records regarding personnel procedures.

Retention  
Until superseded, updated, or no longer needed for reference

##### **5-15. Personnel Files (Active and Terminated)**

Personnel files of current and former employees of the college or university. Information includes employment applications, letter of recommendation, employee awards, resumes, performance appraisals, leave records, employee profile, Comptroller payroll change forms, position descriptions, insurance information, dual employment information, resignation and termination records correspondence, and other related information.

Retention  
10 years after retirement or separation of employee and then destroy.

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##### **5-16. Personnel Policies and Procedures**

Policies and procedures issued by the college or university or the State Personnel Department. Information includes employment application policy, classification and compensation plan, explanation of performance appraisal system, reduction in force procedures, grievance policies, equal employment opportunity guidelines, termination procedure, workmen's compensations plan, other procedures issued by a college or university and/or the State Personnel Department.

Retention

Office: College or University Archives: Until no longer needed for reference Permanent

##### **5-17. Statewide Personnel Information and Reporting System**

Files Used to monitor employment, salary adjustment, performance reviews, terminations, and other personnel activity. Reports include: alphabetical listing of employees sequenced by college or university, employee name; employee roster sequenced by grade, class code, and name; temporary employment roster; gross salary change report; termination analysis, performance review; summary report; report on salary change code-merit increase; reviews report-classified positions-review sequence; vacancies report-all positions; and other related records.

Retention

Until superseded or updated

##### **5-18. Time and Attendance Records**

Records concerning time worked by college or university employees during a pay period. Information includes employee's name, section or organization unit, employee number, pay period, total time worked, and employee's signature.

Retention

5 years

##### **5-19. Vacancies File**

Documents position vacancies in a college or university. Information includes college or university's name, grade, classification title, salary range, hours worked per week, and pay rate of position.

Retention

Until superseded or updated

##### **5-20. Test Papers & Examination Instruments**

Records to include oral exam papers, written test papers, performance test, papers, briefing materials, schedules/notices sent, scoring sheets, scoring keys, conversion charts.

Retention

Until records are made part of candidate or agency personnel file, plus 2 years

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##### PAYROLL

###### **7-1. Computer Output Reports from Payroll Financial Data Bases (Non-Permanent)**

Financial reports (regardless of medium) generated from a computer data base for the disbursement of resources of the institution. The reports may be generated daily, weekly, monthly, annually, or at year end closeout. They can be a regular report or a query to the data base.

Retention

Until updated, superseded, or no longer needed for reference

###### **7-2. Computer Output Reports from Payroll Financial Data Base (Permanent)**

Financial reports (regardless of medium) generated from a computer data base for the disbursement of resources of the institution. These are cumulative fiscal year end closeout reports summarizing the financial activities of the institution by providing final year-to-date summary accounting data and a permanent audit trail for all disbursement transactions affecting any and all funds and accounts.

Retention

Office: College or University 3 years

Archives: Permanent

###### **7-3. Electronic Funds Transfer Authorizations**

Authorizations to deposit employee payroll earnings into employee bank accounts through direct deposit. Information includes employee name, name of financial institution, copy of deposit slip, and other related information.

Retention

3 years after termination, cancellation, or change of authorization

###### **7-4. Employer Contribution Report**

Information includes name and address of the employer, number of persons employed during the quarter, how remittance is paid, number of places of business in Colorado covered by the report and signature, title, date of individual filling out the report, and other documents concerning taxable and non-taxable wages of employees.

Retention

3 years

###### **7-5. Health, Dental, and Optional Life Insurance Reports**

Generated to reconcile the monthly health, dental, and optional life insurance bills of the agency. Information includes agency name, address, group identification number, billing period, subscriber count, premium amount (employer/employee shares), source of funds, premium due and other related information.

Retention

3 years after termination of employment or cancellation of the authorization

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##### **7-6. Payroll Adjustment Forms**

Forms to deduct money from employee's wages. Information includes name, social security number, amount, description of deduction, payroll period beginning date and others elated information.

Retention

3 years after termination of employment or cancellation of the authorization

##### **7-7. Savings Bond Deductions File**

Used to record the purchase of savings bonds by employees. Information includes employee name, social security number, agency number, agency name, and amount of bond. Also included are United States Savings Bond Election Forms.

Retention

3 years

##### **7-8. Table Report (Payroll)**

Define the meaning of code numbers and fund groups used in transactions processed through the institutions automated financial accounting system. The specification of the reports of each institution may vary.

Retention

Office: 3 years

College or University Archives: Permanent

##### **7-9. Workers' Compensation Insurance Files**

Used to document the payment of workers' compensation insurance premiums. Information includes an interdepartmental transfer for payment of premiums, and a form to the Colorado Compensation Insurance Authority or the contract Worker's Compensation Fund reflecting the total due and payment due date with attached memos.

Retention

3 years

#### **INTERNAL AUDITING**

##### **8-1. Internal Audit Report**

Documents the final financial, operational, and compliance audit finding for the institution or its departments. Information includes background information, subject of the audit, findings, and recommendations.

Retention

10 years and until no longer needed for reference

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##### **8-2. Working Papers**

Used to conduct periodic financial, operational, and compliance audits of all offices. Information includes pre-audit research and planning, analysis sheet, suggestion sheets, entrance/exit conference, computer software applications, findings, recommendations, inventory of property, organizational control review, and internal control questionnaire.

Retention  
3 years and until no longer needed for reference

#### **STUDENT AFFAIRS (REGISTRAR)**

##### **9-1. Continuing Education Student Records**

Document the registration and enrollment of students in continuing education courses. Information includes student's name, social security number, sex ethnic background, date of birth, highest education level attained, type of work, years of employment, permanent address, courses registered for and signature of student.

Retention  
Until no longer needed for reference

##### **9-2. Degree Applications**

Document the registration and enrollment of students in continuing education course. Information includes student's name, social security number, sex, ethnic background, date of birth, highest education level attained, type of work, years of employment, permanent address, courses registered for and signature of student.

Retention  
1 year after graduation or date of last attendance

##### **9-3. Grade Sheet/Reports**

Used to record grades for each college or university student enrolled in a specific course at the end of each semester. The grade sheet/report reflects the following information: student number, student name, course title, semester, department, course number, section, instructor, grade and signature of the instructor.

Retention  
1 year after date distributed

##### **9-4. Graduation Files**

Files which document the fulfillment of qualifications necessary to graduate From one of Colorado's institutions of higher education.

Retention  
Retain for 5 years after graduation and then destroy



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**9-5. Identification Card Applications for Matriculated Students**

Applications for identification (I.D.) cards for students, faculty, and staff.

Retention

Retain by agency for 6 years and then destroy

**9-6. Identification Card Applications for Non-Matriculated Students**

Applications for identification cards for non-matriculated individuals participating in activities sponsored by an institution of higher education.

Retention

Retain by agency for 6 years and then destroy

**9-7. Identification Card Receipt Books**

Receipt books for monies received in payment for identification (I.D.) cards.

Retention

Retain by agency for 3 years and then destroy

**9-8. International Identification Card Applications**

Applications for identification cards for students traveling out of the country in order to receive international student benefits.

Retention

Retain by agency for 1 year and then destroy

**9-9. Monthly Receipts for Monies Received for Transcripts**

Cash register tapes collected monthly noting monies received by the sale of copies of students' transcripts.

Retention

3 years

**9-10. Official Transcripts (Graduate and Undergraduate)**

Used to record the official internal academic transcript of students attending a state college or university. These records include such information as name, identification number, major, class, course taken, grades received, dates of attendance and type of degree awarded (if any).

Retention

75 years after graduation or withdrawal

**9-11. Registration Files**

Files which document student enrollment, registration, and participation in course work and other academic activities at any of Colorado's institutions of higher education.

Retention

3 years after graduation or withdrawal

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##### **9-12. Scholarship and Other Institutional Financial Aid Programs Files**

Documents information on scholarships and financial aid activities at the institution. Information concerning notifications to donors and specifics of financial aid includes memoranda, correspondence, requirements for financial aid recipients, summaries of scholarship and financial aid activity, and other related information.

Retention  
Until no longer needed for reference

##### **9-13. Student Admission and Enrollment Files**

Document a student's acceptance and matriculation at a community college, state college or university. Information includes but is not limited to student applications, external transcripts from high schools, or other colleges and universities, letters of recommendation, registration forms, drop/add sheets, forms concerning removal of incomplete grades, guidelines concerning student classification, graduation check off sheets and convenience copies of student loan information.

Retention  
Accepted student records: 5 years after graduation or date of last attendance  
Rejected student records: 1 year

##### **9-14. Student Cumulative Files**

Files which document a student's activities, other than academic, while enrolled in one of Colorado's institutions of higher education.

Retention  
Retain by agency for 1 year after graduation or withdrawal.

##### **9-15. Student Financial Aid Records**

This series is used to maintain the official university record of account for all student loans and grants. This series consists of student loan data, grant award letters, disbursement schedule, student account number, promissory note, disclosure, statement, and authorizing voucher. In addition, loan information is filed by student name and account number, under headings of current files, collection files, delinquent files, and paid in full files.

Retention  
Student Loans:  
Active File: Until loan is cancelled or repaid.  
Inactive File: 5 years  
Student Grants:  
Accepted:

5 years after the last day of the award year or 5 years after the date the institution files its fiscal operation report for the year.

Rejected:  
1 year

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##### **9-16. Transcript Requests**

Requests for a transcript of student's permanent academic records and the record of payment received for the copy.

Retention  
Retain by agency for 1 year and then destroy

##### **9-17. Visiting Scholars Information Files**

Files containing identifying information on scholars temporarily working at a college or university.

Retention  
5 years

#### **ACADEMIC AFFAIRS**

##### **10-1. Administrative File/Correspondence (Academic Deans and Department Chairpersons)**

Reflects reference material and letters relevant to the administration of the various academic departments of a college or university. Information includes correspondence, memoranda, annual reports, self-studies, policy and procedure statements, organizational charts, curriculum information, personnel data and student information.

Retention  
Office: 3 years  
College or University Archives: Permanent

##### **10-2. Meeting Minutes (Academic Deans and Department Chairpersons)**

Record concerning meetings held by academic deans and department chairpersons. Information includes names of attendees, names of persons absent, a summary of topic discussed and decisions made.

Retention  
Office: 5 year  
College or University Archives: Permanent

##### **10-3. Photographs/Slides/Posters**

Depict activities in the various academic departments of a college or university. included are large framed photographs of individuals and groups, pictures of lecturers, group portraits of professors and students, pictorials of campus scenes, and demonstration slides for instruction.

Retention  
Office: Until no longer needed for reference  
College or University Archives: Permanent

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##### **10-4. Thesis and Dissertation**

File The file may include the official printed or electronic copy of the dissertation or theses. Requirements for electronic versions of the signature page will be at the institution's discretion.

Retention  
Office: Until no longer needed for reference  
College or University Archives: Permanent

#### **ATHLETIC DEPARTMENT**

##### **11-1. Concession/Lease Agreements**

Document sale of concessions at sports events, use of college or university trademarks for the sale of memorabilia, and rentals for box seating. Information includes athletic concession agreements, revocable nonexclusive licenses to use certain indicia of the college or university, and stadium seating lease agreement.

Retention  
6 years after termination of lease agreement

##### **11-2. Equipment Files**

Document the use of sportswear and equipment by student athletes. Information includes equipment room daily activity report, equipment rental charts, statement of lost equipment, and other related information.

Retention  
4 years

##### **11-3. Recruiting Files**

Document the recruitment and eligibility of student athletes for participation in the athletics program as governed by applicable guidelines. Information includes official visit of prospective athlete, student-athletes' affirmation of eligibility, national letter of intent, and related forms.

Retention  
4 years

##### **11-4. Scrapbooks**

Record publicized athletic events and sports activities at the institution. Information includes clipping from local newspapers and other media concerning athletic events at the college or university.

Retention  
Office: 6 years  
College or University Archives: Permanent

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##### **11-5. Sports Information**

Files Contain information distributed to the news media concerning sports events at the institution. Information includes box scores, play-by-plays, and team statistics.

Retention

1 year or until no longer needed for reference

##### **11-6. Ticket Applications**

Used to process requests for season and individual game tickets to athletic events. Information includes the applicant's name, address, phone number, and number of tickets requested.

Retention

3 years

##### **11-7. Ticket Records**

Document the control of ticket operations and distribution of tickets for athletic events. Information includes sale of tickets, allocation of tickets, allocations for "away" games, stadium attendance, and related records.

Retention

3 years

##### **11-8. Training Room Medical Records (Active and Inactive)**

Created by physicians and training room staff to monitor student athletes' medical histories during their association with the college or university athletic program. Information includes medical histories, injury complaints, drug testing, and other related data.

Retention

Active files:

Until student graduate or withdraws from the college or university Inactive file: 7 years from date of last contact

#### **INSTITUTIONAL DEVELOPMENT AND RESEARCH**

##### **12-1. Appropriation Request File**

Documents information compiled by a college or university's staff to provide the basis for the institution's budget request. State appropriation requests for public institutions of higher learning are based on a formula developed by the Commission on Higher Education and the Joint Budget committee (JBC). Information concerning this appropriations formula includes utility expenditure summaries, enrollment reports, research and public service program assessments, financial data for staff and faculty salaries, library and facility needs, and other information which serves as a basis for the institution's appropriations request.

Retention

3 years

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##### **12-2. Foundation Files**

Document the administration of college or university foundations files may include correspondence, reports, proposals, accounting and financial information, surveys, justifications, an other related information.

Retention  
Office: 5 years  
College or University Archives: Permanent

##### **12-3. Gift Files**

Document the funding of financial gifts to the college or university and the administration of these funds. Included in this series are financial records, correspondence, memoranda, reports, special stipulations or provisions, and other related information.

Retention  
Office: 5 years  
College or University Archives: Permanent

##### **12-4. Project Grant Awards and Contracts**

Document grants and contracts awarded to faculty, staff and graduate assistants for sponsored projects. Information includes name of project, award notification, contract number, and other related information.

Retention  
6 years after expiration of grant funding period or termination of contract and until no longer needed for reference

#### **LIBRARY SERVICES**

##### **13-1. Book/Publication Disposal Record**

Used to record the sale, transfer, or disposal of outdated, obsolete materials and books. Information includes title, call number, author, date, how disposed of.

Retention  
3 years

##### **13-2. Interlibrary Loan Request Records (Processed and Unprocessed)**

Used to record successfully processed interlibrary loan requests and loan requests the staff was unable to process. Information includes patron's name, identification, requested information, and whether the materials or books are available. This series also documents interlibrary loan transactions for patrons of other libraries that use the institution's library system.

Retention  
Records for processed requests: 3 years  
Records for unprocessed requests: 1 year

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##### **13-3. Library Fines and Fees**

Documents money received for library fines, library computer information searches, lost books, and interlibrary loan request. Information includes amount of money received, what the money was received for, date, and signature of person receiving fine.

Retention  
3 years

##### **13-4. Manual and On-Line Library Card Catalog (Books, Periodicals, and Other Publications)**

Used as a finding aid to the library holding. Information includes name of author, title, subject, publisher, publication date, and call number.

Retention  
Until updated or no longer needed for reference

##### **13-5. Newspaper and Manuscript Collection**

A collection of documents concerning the state or communities' heritage or culture. Included are Bible records, wills, diaries, letters, photographs, maps newspapers and other related items.

Retention  
Permanent

##### **13-6. Photo Duplication Request Forms**

Created to document photocopy requests. Forms reflect information concerning copyright restrictions, author, book title, manuscript box and folder number, items to be copied, duplication costs, and patron's signature.

Retention  
3 years

##### **13-7. Request Cards**

Document patrons' requests for information on holdings. Information includes call number, collection number, title, location, number of items used, researcher's name, and date.

Retention  
3 years

#### **STUDENT HEALTH**

##### **14-1. Student Medical Records**

Created by physicians and/or nursing staff to monitor student medical histories during their enrollment with the college or university. Information includes medical histories, injury reports, testing results and other related data.

Retention  
7 years from the date of last contact with the student.

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##### **14-2. Physician Appointment Schedules/Books**

Log book of appointments requested by students to see college or university medical staff. Record may show student's name, ID number, date, time of appointment and reason for appointment.

Retention  
3 years

##### **14-3. Student Health Services Telephone**

Log Record of calls received from students requesting medical services. Information may indicate date of call, time, identity of person receiving call, nature of request and comments, if applicable.

Retention  
3 years

##### **14-4. Student Health Census**

Record identifying the current enrolled students by name and ID number.

Retention  
Retain only the current term