

Document Retention and Destruction Schedule (September 26, 2024)						
Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Discovery Contact Person Header/Outreach title	Retention Period	Action (Destroy/Move to Another Office/Store in Archives)
Academic Advising	College Board Records	Petitions for exceptions to University policy	Jennifer Plante	Associate Dean Academic Success	5 years	Records destroyed at end of retention period
Academic Advising	Academic Integrity Records	Correspondence/Supporting Evidence	Wesley Boucher	Director of Academic Engagement & Transition	7 years	Records destroyed at end of retention period
Academic Advising	Advanced Placement Transcripts	Transcripts	Wesley Boucher	Director of Academic Engagement & Transition	7 years	Records destroyed at end of retention period
Academic Advising	Transfer Credit Approval Forms	Approval of non-Clark courses	Wesley Boucher	Director of Academic Engagement & Transition	5 years	Records destroyed at end of retention period
Academic Advising	Transfer Credit Evaluations	Copies of records of non-Clark courses	Wesley Boucher	Director of Academic Engagement & Transition	7 years	Records destroyed at end of retention period
Academic Affairs	Faculty Files	Faculty Annual Reviews	Amy Lee	Academic Affairs Operations Specialist	8 years	After Provost's Office retention period, records are shredded.
Academic Affairs	Faculty Files	Personnel Cases (re-appointment, awarded tenure, promotion, peer review)	Amy Lee	Academic Affairs Operations Specialist	Until employee leaves Clark	After Provost's Office retention period, transferred to University Archives.
Academic Affairs	Faculty Files	Faculty Evaluations, Graduate School	Amy Lee	Academic Affairs Operations Specialist	6 years	Records destroyed at end of retention period
Academic Affairs	Faculty Governance	Faculty Handbooks (irregularly published)	Amy Lee	Academic Affairs Operations Specialist	PERMANENT	N/A
Academic Affairs	Faculty Governance	Committee on Personnel (COP) Meeting Minutes	Amy Lee	Academic Affairs Operations Specialist	PERMANENT	1980-2009 (paper); 2009+ electronic
Academic Affairs	Faculty Governance	Planning and Budget Review (PBR) Committee Meeting Minutes	Amy Lee	Academic Affairs Operations Specialist	PERMANENT	1980-2009 (paper); 2009+ electronic
Academic Affairs	University Wide Teaching Evaluations (UWTE and eUWTE)	University Wide Teaching Evaluations (summary reports through Spring of 2017; electronic records from Fall 2018 onward)	Amy Lee	Academic Affairs Operations Specialist	15 years for electronic records (F18 onward); 7 years of summary documents prior to F18	Records destroyed at end of retention period.
Academic Affairs	Faculty Governance	Research Board Committee Minutes	Jennifer Hanselman	Dean of Research	PERMANENT	Electronic records
Academic Affairs	Accreditation	Accreditation Documents, Graduate School	John LaBrie	Dean, Graduate Education	PERMANENT	N/A
Academic Affairs	Faculty Governance	Graduate Board Committee Minutes	John LaBrie	Dean, Graduate Education	PERMANENT	Records destroyed at end of retention period
Academic Affairs	Graduate Student Records	Disciplinary Hearing Files, Graduate School	John LaBrie	Dean, Graduate Education	PERMANENT	N/A
Academic Affairs	Faculty Governance	University Academic Board (UAB) Committee Minutes	John Magee	Dean of the College	PERMANENT	N/A
Business & Financial Services	Capital Property Records	Depreciation Schedules	Anne Randall	Controller and Assistant Treasurer	PERMANENT	N/A
Business & Financial Services	Capital Property Records	Equipment Inventory	Anne Randall	Controller and Assistant Treasurer	PERMANENT	N/A
Business & Financial Services	Capital Property Records	Property Records/Inventory	Anne Randall	Controller and Assistant Treasurer	PERMANENT	N/A
Business & Financial Services	Capital Property Records	Disposal Records	Anne Randall	Controller and Assistant Treasurer	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Federal Tax Records	IRS Form 990	Anne Randall	Controller and Assistant Treasurer	Permanent (since 1996)	N/A
Business & Financial Services	Federal Tax Records	IRS Form 1099-Misc, 1099R, 1099E, 1042S	Anne Randall	Controller and Assistant Treasurer	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Federal Tax Records	IRS Form 990-Detailed Supporting Working Papers	Anne Randall	Controller and Assistant Treasurer	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Financial Records	Auditor's Reports	Anne Randall	Controller and Assistant Treasurer	PERMANENT	N/A
Business & Financial Services	Financial Records	General Ledger Transaction Detail (Banner; 6/2/1996+)	Anne Randall	Controller and Assistant Treasurer	PERMANENT	N/A
Business & Financial Services	Financial Records	Audit Work papers	Anne Randall	Controller and Assistant Treasurer	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Financial Records	Foreign Employee Application files (Federal form 8283)	Anne Randall	Controller and Assistant Treasurer	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Financial Records	Foreign Tax Analysis & Treaty Benefits	Anne Randall	Controller and Assistant Treasurer	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Loan Documents	Promissory Notes - Paid in Full or Cancelled	Anne Randall	Controller and Assistant Treasurer	3 years after paid in full or cancelled	Records destroyed at end of retention period
Business & Financial Services	Trusts & Annuities	Trusts & Annuity Agreements	Anne Randall	Controller and Assistant Treasurer	PERMANENT	N/A
Business & Financial Services	Wills, testamentary documentation relative to gift accounting	Wills, testamentary documents	Anne Randall	Controller and Assistant Treasurer	PERMANENT	N/A
Business & Financial Services	Contracts, Equipment Leases	e.g., SODEXO, Barnes & Noble, MFPs/copiers	Laurie Colella	Director, Purchasing and Auxiliary Services	10 years after expiration of contract	Records destroyed at the end of retention period
Business & Financial Services	Motor Vehicle Records	Motor Vehicle Records	Laurie Colella	Director, Purchasing and Auxiliary Services	Active	Records destroyed at end of retention period
Business & Financial Services	Accounts Payable Records	Expense reports	Michelle Glass	Assistant Controller	Active + 4 years for paper Electronic copies saved in Xtender and SBP	Records destroyed at the end of retention period

Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Discovery Contact Person Header/Outreach title	Retention Period	Action (Destroy/Move to Another Office/Store in Archives)
Business & Financial Services	Accounts Payable Records	Invoices	Michelle Glass	Assistant Controller	Active + 4 years for paper Electronic copies saved in Xtender and SBP	Records destroyed at end of retention period
Business & Financial Services	Accounts Payable Records	Payment/Disbursement Records	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Accounts Payable Records	W9, W8-BEN tax forms	Michelle Glass	Assistant Controller	PERMANENT-Electronic copies saved in Xtender and SBP	N/A
Business & Financial Services	Payroll Records	Garnishments	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Payroll Records	Graduate Student W-4 and I-9 forms	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Payroll Records	IRS Form 941	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Payroll Records	IRS Form W-2	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Payroll Records	IRS Form W-4	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Payroll Records	Payroll Deductions	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Payroll Records	Payroll Registers	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Payroll Records	Salary or Current Rate of Pay	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Payroll Records	Time Cards or Sheets	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Payroll Records	Wage/Salary History	Michelle Glass	Assistant Controller	Active + 4 years	Records destroyed at end of retention period
Business & Financial Services	Accounts Receivable Records	1098E Tax Information (Banner)	Peter Teceno	Director of Student Accounts & University Bursar	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Accounts Receivable Records	1098T Tax Information (Banner)	Peter Teceno	Director of Student Accounts & University Bursar	PERMANENT	N/A
Business & Financial Services	Accounts Receivable Records	Accounts Receivable	Peter Teceno	Director of Student Accounts & University Bursar	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Accounts Receivable Records	Collection Records	Peter Teceno	Director of Student Accounts & University Bursar	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Financial Aid Records	Promissory Notes - Perkins/Clark loans	Peter Teceno	Director of Student Accounts & University Bursar	3 years after paid in full or cancelled	Records destroyed at end of retention period
Business & Financial Services	Financial Records	Bank Deposit Records	Peter Teceno	Director of Student Accounts & University Bursar	Active + 3 years	Records destroyed at end of retention period
Business & Financial Services	Federal Tax Records	IRS Form 990-T	Tammy Hearnlaye	Associate Controller	Permanent (since 1996)	N/A
Business & Financial Services	Federal Tax Records	IRS Form 990-T-Detailed Supporting Working Papers	Tammy Hearnlaye	Associate Controller	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Financial Records	Bank Statements and Cancelled Checks	Tammy Hearnlaye	Associate Controller	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Financial Records	General Ledger Journal Entry Forms	Tammy Hearnlaye	Associate Controller	Active + 3 years	Records destroyed at end of retention period
Business & Financial Services	Financial Records	Grants Budget Adjustment Forms	Tammy Hearnlaye	Associate Controller	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Financial Records	Unclaimed Property Reports	Tammy Hearnlaye	Associate Controller	Active + 7 years	Records destroyed at end of retention period
Business & Financial Services	Tax Exempt Bond Records	Tax Exempt Bond Records	Tammy Hearnlaye	Associate Controller	3 years after final redemption including any refunded issues	Records destroyed at end of retention period
Business & Planning	Emergency Plans	Emergency Plans	Lamara Burgess	Director of Strategic Initiatives and Risk Management	Active	N/A
Business & Planning	Insurance	Insurance Policies	Rhonda Podell	Director, Legal/Insurance Operations & Institutional Policy	Active + 3 Years for "Claims made" policies. Permanent to "Occurrence" Policies.	N/A
Business & Planning	Insurance Claim Working Papers	Insurance Claim Working Papers	Rhonda Podell	Director, Legal/Insurance Operations & Institutional Policy	10 years after settlement	Records destroyed at end of retention period
Career Connection Center	Internship for Academic Credit Applications	Student internship for academic credit applications, letters of recommendation, advising notes and records	Sawsan Berjawi	Sr. Associate Director of Operations & Communications	Active + 4 years	Records destroyed at end of retention period
Career Connection Center	LEEP Center Advising Notes	Student advising notes and records	Sawsan Berjawi	Sr. Associate Director of Operations & Communications	Active + 4 years	Records destroyed at end of retention period
Career Connection Center	Student Resumes	Student resumes	Sawsan Berjawi	Sr. Associate Director of Operations & Communications	Active + 4 years	Records destroyed at end of retention period

Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Discovery Contact Person Header/Outreach title	Retention Period	Action (Destroy/Move to Another Office/Store in Archives)
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	Equipment Maintenance Records (Fume hoods, eye wash, shower, etc.) based on OSHA 1910.1450	Frank Abell	Laboratory Manager/Chemical Safety Officer/Biosafety Officer	PERMANENT	N/A
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	Laboratory Practices Chemical Hygiene Plan (CHP) based on OSHA 1910.1450	Frank Abell	Laboratory Manager/Chemical Safety Officer/Biosafety Officer	Active	Records destroyed at end of retention period
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	Permits for Hazardous Waste & Chemical Storage (several categories) Worcester fire Department	Frank Abell	Laboratory Manager/Chemical Safety Officer/Biosafety Officer	Active	Records destroyed at end of retention period
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	Safety Training Records (per OSHA guidelines 1910.1450 and 1910.1200)	Frank Abell	Laboratory Manager/Chemical Safety Officer/Biosafety Officer	PERMANENT	N/A
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	Waste Disposal Manifests Biannual based on Small Quantity Generator Status(SQG) with USEPA and MADEP	Frank Abell	Laboratory Manager/Chemical Safety Officer/Biosafety Officer	PERMANENT	N/A
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	Biosafety Manual and Biosafety Training records for Level II Biosafety Laboratory	Frank Abell	Laboratory Manager/Chemical Safety Officer/Biosafety Officer	PERMANENT	N/A
Dean of Students	Counseling Services	Counseling Records, UG Students	Kamala Kiem	Associate Provost for Student Success	Active + 7 years	Records destroyed at end of retention period
Dean of Students	Disciplinary Action	Judicial Files, UG Students	Kamala Kiem	Associate Provost for Student Success	Active + 5 years	Records destroyed at end of retention period
Dean of Students	Health Services	Health Records, UG Students	Kamala Kiem	Associate Provost for Student Success	Active + 7 years	Records destroyed at end of retention period
Dean of Students	Health Services	Vaccination Records, UG and Grad Students	Kamala Kiem	Associate Provost for Student Success	PERMANENT	N/A
Dean of Students	Residence Life	Housing Assignments	Kamala Kiem	Associate Provost for Student Success	Active + 4 years	Records destroyed at end of retention period
Dean of Students	Residence Life	Security Deposit Charges	Kamala Kiem	Associate Provost for Student Success	Active + 4 years	Records destroyed at end of retention period
Dean of Students	Student Activities	Student Organization Budgets	Kamala Kiem	Associate Provost for Student Success	Active + 4 years	Records destroyed at end of retention period
Dean of Students	Student Activities	Student Organization Constitutions	Kamala Kiem	Associate Provost for Student Success	Active + 6 years	Records destroyed at end of retention period
Dean of Students	Student Activities	Student Publication of Yearbook (1 copy	Kamala Kiem	Associate Provost for Student Success	PERMANENT	N/A
Division of Student Success	Alternative Spring Break Applications	Student Alternative Spring Break applications, letters of recommendation, advising notes and records	Domenica Perrone	Director CEV	Active + 4 years	Records destroyed at end of retention period
Division of Student Success	Fiat Lux Applications	Student Fiat Lux applications, letters of recommendation, advising notes and records	Domenica Perrone	Director CEV	Active + 4 years	Records destroyed at end of retention period
Facilities Management	Facilities Records	Fire Inspection Reports	Bruno Fraga	Director Campus Services	1 year while current	Stored in Facilities Management (electronic files)
Facilities Management	Facilities Records	Operating Permits	Bruno Fraga	Director Campus Services	1 year while current	Records destroyed at end of retention period
Facilities Management	Capital Property Records	Equipment Inventory	Dan Roderick	Associate Vice President Facilities Management	Active + 1 year	Sent to Business Office
Facilities Management	Capital Property Records	Property Improvement Records	Dan Roderick	Associate Vice President Facilities Management	Active + 4 years	Records destroyed at end of retention period
Facilities Management	Facilities Records	Certificate of Occupancy	Dan Roderick	Associate Vice President Facilities Management	Date of Issue + 1 year	Stored in Facilities Management (electronic files)
Facilities Management	Facilities Records	Building Plans and Specifications	Dan Roderick	Associate Vice President Facilities Management	PERMANENT	Stored in 501B Park Ave
Facilities Management	Facilities Records	Maintenance Records	Elisa Kenyon	Director of Facilities Administration	PERMANENT/TMA System	N/A
Facilities Management	Facilities Records	Hazardous Chemical Waste Records of materials used by FM	Mark Leahy	Director of Central Utility Plant & HVAC/R	10 years	Stored in Central Utility Plant
Facilities Management	Facilities Records	Air Waste Emissions	Mark Leahy	Director of Central Utility Plant & HVAC/R	10 years	Stored in Central Utility Plant
Financial Aid	Financial Aid Records	Applications	Jennifer Lawton	Director of Financial Aid	All Stored Electronically	No longer destroy as of academic year 15/16.
Financial Aid	Financial Aid Records	Direct Lending: Parent Information - PLUS loans	Jennifer Lawton	Director of Financial Aid	All Stored Electronically	No longer destroy as of academic year 15/16.
Financial Aid	Financial Aid Records	Financial Aid Awards	Jennifer Lawton	Director of Financial Aid	All Stored Electronically	No longer destroy as of academic year 15/16.
Financial Aid	Financial Aid Records	FISAP Federal Report	Jennifer Lawton	Director of Financial Aid	5 years	Records destroyed at end of retention period
Financial Aid	Financial Aid Records	Lender's Name and Address	Jennifer Lawton	Director of Financial Aid	Active + 4 years	Records destroyed at end of retention period

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Financial Aid	Financial Aid Records	Other documents in Financial Aid Files	Jennifer Lawton	Director of Financial Aid	All Stored Electronically	No longer destroy as of academic year 15/16.
Financial Aid	Financial Aid Records	Summary Statistical Reports	Jennifer Lawton	Director of Financial Aid	Active + 4 years	Records destroyed at end of retention period
Financial Aid	Financial Aid Records	Federal Workstudy Data	Jennifer Lawton	Director of Financial Aid	All Stored Electronically	No longer destroy as of academic year 15/16.
General Counsel Office	Employment Record - Collective Bargaining Agreements	Expired Collective Bargaining Agreements	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 10 years	Records destroyed at end of retention period
Graduate Admissions	Application Materials for graduate students who are accepted but do not enroll	Acceptance letters	Alyssa Orlando	Director Enrollment Management, Grad Admissions	3 years after application term	Electronic records only; records destroyed at end of retention period
Graduate Admissions	Application Materials for graduate students who are accepted but do not enroll	Applications (Including transcripts, test scores, and letters of recommendation)	Alyssa Orlando	Director Enrollment Management, Grad Admissions	3 years after application term	Electronic records only; records destroyed at end of retention period
Graduate Admissions	Application Materials for graduate students who are accepted but do not enroll	Correspondence	Alyssa Orlando	Director Enrollment Management, Grad Admissions	3 years after application term	Electronic records only; records destroyed at end of retention period
Graduate Admissions	Application Materials for graduate students who are accepted but do not enroll	Individual complaint or problem	Alyssa Orlando	Director Enrollment Management, Grad Admissions	3 years after application term	Electronic records only; records destroyed at end of retention period
Graduate Admissions	Application Materials for graduate students who enter	Acceptance Letters for international students	Alyssa Orlando	Director Enrollment Management, Grad Admissions	Retained during application process for purposes of obtaining I-20/ Visa if admitted	Forwarded to Office of Intercultural Affairs
Graduate Admissions	Application Materials for graduate students who enter	Applications (Including transcripts, test scores, and letters of recommendation)	Alyssa Orlando	Director Enrollment Management, Grad Admissions	PERMANENT	Moved to the Registrar's office in January, May, and September
Graduate Admissions	Application Materials for graduate students who enter	Correspondence	Alyssa Orlando	Director Enrollment Management, Grad Admissions	3 years after application term	Electronic records only; records destroyed at end of retention period
Human Resources	Employee Health and Safety	Workman's Comp: Accident Reports, Employee Exposure Records, Employee Injury Records, Exposed Employee Medical Records	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 30 years	Records destroyed at end of retention period
Human Resources	Employment Applications/Employment Listings	Applicants Who Are Hired	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period
Human Resources	Employment Applications/Employment Listings	Applicants Who Are Not Hired	Randi Nichols	Associate VP & Chief Human Resources Officer	1 year	Records destroyed at end of retention period
Human Resources	Employment Applications/Employment Listings	Background Investigation Results	Randi Nichols	Associate VP & Chief Human Resources Officer	1 year	Records destroyed at end of retention period
Human Resources	Employment Applications/Employment Listings	Job Announcements and Advertisements	Randi Nichols	Associate VP & Chief Human Resources Officer	3 years	Records destroyed at end of retention period
Human Resources	Employment Applications/Employment Listings	Letters of Recommendation	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period
Human Resources	Employment Applications/Employment Listings	Medical Examinations	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 6 years	Records destroyed at end of retention period
Human Resources	Employment Applications/Employment Listings	IRS Form I-9	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 4 years	Records destroyed at end of retention period
Human Resources	Employment Applications/Employment Listings	Superseded Employee Manuals	Randi Nichols	Associate VP & Chief Human Resources Officer	10 years	Records destroyed at end of retention period
Human Resources	Individual Employee Files	Attendance Records, Leave Reports, Time Sheets	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 6 years	Records destroyed at end of retention period
Human Resources	Individual Employee Files	Beneficiary Designation	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period
Human Resources	Individual Employee Files	Disciplinary Warnings and Actions	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period NOTE: If noted in the memo to the employee, we may at some time remove it from their file (given good behavior.....).
Human Resources	Individual Employee Files	Emergency Contacts	Randi Nichols	Associate VP & Chief Human Resources Officer	Active	Records destroyed at end of retention period
Human Resources	Individual Employee Files	Employee Evaluations	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period
Human Resources	Individual Employee Files	Employment Application or Resume	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period
Human Resources	Individual Employee Files	Employment History	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period
Human Resources	Individual Employee Files	Medical Records / Leaves	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 10 years	Records destroyed at end of retention period
Human Resources	Individual Employee Files	Personnel Actions / Legal Cases	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 50 years	Records destroyed at end of retention period
Human Resources	Individual Employee Files	Promotions	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period

Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Discovery Contact Person Header/Outreach title	Retention Period	Action (Destroy/Move to Another Office/Store in Archives)
Human Resources	Individual Employee Files	Transfers	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period
Human Resources	Pension and Benefits Records	Disability Records	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 6 years	Records destroyed at end of retention period
Human Resources	Pension and Benefits Records	Individual Employee Files	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period
Human Resources	Pension and Benefits Records	IRS 5500 Reports	Randi Nichols	Associate VP & Chief Human Resources Officer	10 years	Records destroyed at end of retention period
Human Resources	Pension and Benefits Records	Retirement Plans Enrollment and Election forms	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 6 years	Records destroyed at end of retention period
Human Resources	Pension and Benefits Records	Sick Leave Benefits	Randi Nichols	Associate VP & Chief Human Resources Officer	Active + 7 years	Records destroyed at end of retention period
Information Technology Services	ITS - Banner Authorization Forms	Authorization Forms for Banner Accounts	Andy Morrow	Director, Administrative Information Services	PERMANENT	N/A
Information Technology Services	Log Files - Bandwidth Management	Logging information from campus bandwidth management device	Andy Voelker	Manager, Network Operations	1 year	Data is purged after retention period
Information Technology Services	Security - Reports of Electronic Abuse	Reports of Abuse	Andy Voelker	Manager, Network Operations	1 year	Destroy all abuse reports that are more than 1 year old at the end of each semester (fall, spring, summer)
Information Technology Services	ITS - Backup Tape	Information written to a backup tape or other long-term storage	Jason Trinklein	Director of IT Infrastructure	1 year	After period - tape recycled for reuse (or destroyed if too used).
Information Technology Services	ITS - Banner Database	Any data housed in Banner	Jason Trinklein	Director of IT Infrastructure	10 days after data is deleted	After deleted, data then stored on Backup Tape
Information Technology Services	ITS - Email	Individual Email in Office365	Jason Trinklein	Director of IT Infrastructure	One year after item is deleted	Item no longer accessible after retention period.
Information Technology Services	ITS - Log Files-wireless location information	Electronic Data - Wi-Fi location of a specific device	Jason Trinklein	Director of IT Infrastructure	13 days	Database purged of logs after retention period.
Information Technology Services	ITS - OneDrive for Business	Information stored in a user's OneDrive for Business account	Jason Trinklein	Director of IT Infrastructure	1 year after deletion	
Information Technology Services	ITS -User Account Information	Information associated with a user stored in their Clark managed personal share or in Office365	Jason Trinklein	Director of IT Infrastructure	1 year after deletion	
Information Technology Services	Log Files - Computer Registration	Information about computers registered on campus network	Jason Trinklein	Director of IT Infrastructure	15 months	Database purged of logs after retention period. Data then stored on backup tape
Information Technology Services	Log Files - DHCP Info	Electronic data - associates MAC address with IP address	Jason Trinklein	Director of IT Infrastructure	Syslog Event	Written to syslog - follows retention period defined by Syslog Events
Information Technology Services	Log Files - Email Transport Info	Electronic data - associates MAC address with IP address	Jason Trinklein	Director of IT Infrastructure	Syslog Event	Written to syslog - follows retention period defined by Syslog Events
Information Technology Services	Log Files - Firewall	Electronic data - associates MAC address with IP address	Jason Trinklein	Director of IT Infrastructure	Syslog Event	Written to syslog - follows retention period defined by Syslog Events
Information Technology Services	Log Files - PII Scanning	Instances of PII found on campus	Jason Trinklein	Director of IT Infrastructure	1 month	Database purged of logs after retention period. Not backed up.
Information Technology Services	Log Files - Syslog Events	Syslog Events (Server/Network Equipment)	Jason Trinklein	Director of IT Infrastructure	1 year	Data electronically destroyed
Information Technology Services	Log Files - Web Logs	Web logs on centrally managed ITS web servers	Jason Trinklein	Director of IT Infrastructure	1 year	Data purged after retention period, but may be available on Backup Tape
Information Technology Services	Log Files - Windows Client Events	Windows Client Event Logs	Jason Trinklein	Director of IT Infrastructure	Log File rotates at 40MB	Data electronically destroyed
Information Technology Services	ITS - Canvas Course Data	Data associated with a specific course in LMS	Joanne Dolan	Director, Academic Technology Services	3 years (approximately 10 semesters) Note: If a faculty member requests that a course is retained, it is exempted from the removal process for 1 year	After retention period, courses will be deleted from the server.
Information Technology Services	ITS - Licensing	Software/Hardware Contracts	Wanda Rouillard	ITS Operations Manager	Active + 3 years	Records destroyed at end of retention period
Information Technology Services	ITS - Licensing	Software/Hardware License Information	Wanda Rouillard	ITS Operations Manager	Active + 1 year	Records destroyed at end of retention period
International Students & Scholars Office	International Programs	Academic Abroad Exchange Agreements	Sarah Lopolito	Director, International Center & Assistant Dean of SPS	PERMANENT	N/A
International Students & Scholars Office	International Programs	Department of Labor LCA (Labor Condition Application) H-1 temporary worker visa	Sarah Lopolito	Director, International Center & Assistant Dean of SPS	Active + 1 year	Records destroyed at end of retention period
International Students & Scholars Office	International Programs	Exchange visitor program for students, researchers, visiting faculty, and short-term scholars (J-1) DS2019 Visa	Sarah Lopolito	Director, International Center & Assistant Dean of SPS	Active + 7 years	Records destroyed at end of retention period
International Students & Scholars Office	International Programs	Hard copies of student passports and bank statements.	Sarah Lopolito	Director, International Center & Assistant Dean of SPS	Active + 7 years	Records destroyed at end of retention period

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International Students & Scholars Office	International Programs	International Student (I-20) Forms	Sarah Lopolito	Director, International Center & Assistant Dean of SPS	Active + 7 years	Records destroyed at end of retention period
Investment Office	Investment Records	Investment Reports	Danielle Manning	Executive Vice President & Treasurer	Active + 10 years	Monthly summaries destroyed at end of retention period; annual summaries maintained in perpetuity
LEEP Center	Writing Consultation Records	Student writing consultation notes and records	Jennifer Plante	Associate Dean Academic Success	Active + 4 years	Records destroyed at end of retention period
LEEP Center	Writing Placements	Incoming student writing placement submissions and scores	Jennifer Plante	Associate Dean Academic Success	Active + 4 years	Records destroyed at end of retention period
Marketing & Communications	Institutional Publications	Clark Magazine	James Keogh	Assistant VP for University Marketing and Communications	PERMANENT	1 copy to University Archives
Marketing & Communications	Institutional Publications	Selected Events Materials (e.g., Freud centennial; Angel inauguration)	James Keogh	Assistant VP for University Marketing and Communications	PERMANENT	1 copy to University Archives
Marketing & Communications	Institutional Publications	Selective Admissions & Campaign marketing materials	James Keogh	Assistant VP for University Marketing and Communications	PERMANENT	1 copy to University Archives
Office of the Executive Vice President & CFO	Patents	Patents, trademarks, and intellectual property	Anne Randall	Controller and Assistant Treasurer	PERMANENT	Held in University Safe Deposit Box
Office of the Executive Vice President & CFO	Tax Exempt Bond Records	Tax Exempt Bond Records	Anne Randall	Controller and Assistant Treasurer	30 years after paid in full	Records destroyed at end of retention period
Office of the Executive Vice President & CFO	Tax Exempt Bond Records	Tax Exempt Bond Records	Anne Randall	Controller and Assistant Treasurer	3 years after final redemption including and includes any refunded issues	Records destroyed at end of retention period
Office of the Executive Vice President & CFO	Capital Property Records	Property Records/Inventory	Danielle Manning	Executive Vice President & Treasurer	Active + 4 years	
Office of the Executive Vice President & CFO	Litigation Records	Claims	Rhonda Podell	Director, Legal/Insurance Operations & Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President & CFO	Litigation Records	Court Documents and Records	Rhonda Podell	Director, Legal/Insurance Operations & Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President & CFO	Litigation Records	Deposition Transcripts	Rhonda Podell	Director, Legal/Insurance Operations & Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President & CFO	Litigation Records	Discovery Materials	Rhonda Podell	Director, Legal/Insurance Operations & Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President & CFO	Litigation Records	Litigation Files	Rhonda Podell	Director, Legal/Insurance Operations & Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President & CFO	Litigation Records	Administrative Agency Claims & Cases	Rhonda Podell	Director, Legal/Insurance Operations & Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President & CFO	Litigation Records	Alternative Dispute Resolution Records, Files, and Materials	Rhonda Podell	Director, Legal/Insurance Operations & Institutional Policy	Active + 10 years	Records destroyed at end of retention period
President's Office	Board of Trustees Documents	Trustee Directories	David Chearo	VP for Planning & Strategic Initiatives & Chief of Staff	PERMANENT	Transfer to University Archives at close of each fiscal year.
President's Office	Board of Trustees Documents	Minutes of the Committees of the Board of Trustees	David Chearo	VP for Planning & Strategic Initiatives & Chief of Staff	PERMANENT	Transfer to University Archives of Minutes and Red Books at close of each fiscal year.
Provost Office	Faculty Files	Part-time contracts for courses	Tracy Leonard	Office Assistant	Active	Records destroyed at end of retention period
Registrar's Office	Academic Catalogs	paper and electronic catalog	Detrenyona Chester	University Registrar	PERMANENT	N/A
Registrar's Office	Application for Degree - Grad Only	Electronic Record through Banner	Detrenyona Chester	University Registrar	PERMANENT	N/A
Registrar's Office	Changes of Grade	Documentation from Instructor, Dean, or College Board	Detrenyona Chester	University Registrar	PERMANENT	Maintain in Registrar's Office for 5 years, then transfer to University Archives
Registrar's Office	Class Rosters/Rolls	Official list of class enrollments	Detrenyona Chester	University Registrar	PERMANENT	N/A
Registrar's Office	Enrollment Verifications	Verification Request Forms	Detrenyona Chester	University Registrar	1 year	Destroy
Registrar's Office	Grade Sheets	Documentation from Instructor, Dean, or College Board	Detrenyona Chester	University Registrar	PERMANENT	Maintain in Registrar's Office for 5 years, then transfer to University Archives
Registrar's Office	Independent Study/Directed Study	Request for enrollment in independent or directed study	Detrenyona Chester	University Registrar	2 years after term of study	Destroy
Registrar's Office	Official Transcripts	Electronic Record or Archive Transcript	Detrenyona Chester	University Registrar	PERMANENT	N/A
Registrar's Office	Original Grade Submission	Electronic Record through Banner	Detrenyona Chester	University Registrar	PERMANENT	N/A

Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Discovery Contact Person Header/Outreach title	Retention Period	Action (Destroy/Move to Another Office/Store in Archives)
Registrar's Office	Pass/Fail Grade Option Request	Course Selection Form	Detrenyona Chester	University Registrar	2 years	Destroy
Registrar's Office	Petitions from College Board	Petitions for exceptions to University policy (secondary documents)	Detrenyona Chester	University Registrar	5 years after College Board Approval	Destroy
Registrar's Office	Registration Forms	Add/Drop/Withdrawal Forms	Detrenyona Chester	University Registrar	1 year	Destroy
Registrar's Office	Student Record - Students who have graduated	Application, secondary documents, UG transcripts non-Clark, transfer approval forms non-Clark, name change authorizations, major declaration/change, degree clearance forms, advanced standing transcripts, Advanced Placement scores, Dean's Action Form (change in student status), social security update form.	Detrenyona Chester	University Registrar	7 years after graduation	Transferred to University Archives upon graduation
Registrar's Office	Student Record - Students who were enrolled but didn't graduate	Application, secondary documents, UG transcripts non-Clark, transfer approval forms non-Clark, name change authorizations, major declaration/change, degree clearance forms, advanced standing transcripts, Advanced Placement scores, Dean's Action Form (change in student status), social security update form.	Detrenyona Chester	University Registrar	7 years after last enrollment	Destroy
Registrar's Office	Student Veteran's Affairs Documents	Documents pertaining to the certification of enrollment under Veteran's Affairs administration, including, but not limited to, certificates of eligibility and enrollment certifications.	Detrenyona Chester	University Registrar	5 years after enrollment	Destroy
Registrar's Office	Transcript Requests	Transcript Request in SIS/Banner	Detrenyona Chester	University Registrar	PERMANENT	N/A
School of Management	CUSB Academic Integrity Records	Correspondence/Supporting Evidence, CUSB	Andrea Aiello	Associate Dean, CUSB	7 years	Records destroyed at end of retention period
School of Management	CUSB Graduate Student Records	Discipline Hearing Files, CUSB Graduate Students	Andrea Aiello	Associate Dean, CUSB	Active + 10 years	Records destroyed at end of retention period
School of Management	CUSB Graduate Student Records	Accreditation Documents, CUSB	Andrea Aiello	Associate Dean, CUSB	PERMANENT	N/A
School of Management	CUSB Graduate Student Records	Faculty Evaluations, CUSB	Andrea Aiello	Associate Dean, CUSB	6 years	Records destroyed at end of retention period
School of Management	CUSB Graduate Student Records	Transfer Credit Evaluations, CUSB	Andrea Aiello	Associate Dean, CUSB	PERMANENT	N/A
School of Management	CUSB Graduate Student Records	Course Syllabi, CUSB	Andrea Aiello	Associate Dean, CUSB	10 years	Records destroyed at end of retention period
School of Management	CUSB Graduate Student Records	Student Organization Constitutions, CUSB	Andrea Aiello	Associate Dean, CUSB	Active + 6 years	Records destroyed at end of retention period
School of Professional Studies	SPS - Academic Records	Accreditation Documents, SPS	Sarah Gallagher	Associate Dean of Students, School of Professional Studies	PERMANENT	N/A
School of Professional Studies	SPS - Academic Records	Course Syllabi, SPS	Sarah Gallagher	Associate Dean of Students, School of Professional Studies	PERMANENT	N/A
School of Professional Studies	SPS - Academic Records	Faculty Evaluations, SPS	Sarah Gallagher	Associate Dean of Students, School of Professional Studies	7 years	Records destroyed at end of retention period
School of Professional Studies	SPS - Disciplinary Action	Disciplinary Hearing Files, SPS	Sarah Gallagher	Associate Dean of Students, School of Professional Studies	Active + 10 years	Records destroyed at end of retention period
School of Professional Studies	SPS - Human Resources	Faculty contracts, SPS	Sarah Gallagher	Associate Dean of Students, School of Professional Studies	Active + 10 years	Records destroyed at end of retention period

Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Discovery Contact Person Header/Outreach title	Retention Period	Action (Destroy/Move to Another Office/Store in Archives)
School of Professional Studies	SPS - Student Records	Discipline hearing/incident, SPS	Sarah Gallagher	Associate Dean of Students, School of Professional Studies	Active + 10 years	Records destroyed at end of retention period
School of Professional Studies	SPS - Student Records	Student Counseling Records, SPS	Sarah Gallagher	Associate Dean of Students, School of Professional Studies	Active + 10 years	Records destroyed at end of retention period
School of Professional Studies	SPS- Student Records	Special Projects/Internship Forms, SPS	Sarah Gallagher	Associate Dean of Students, School of Professional Studies	10 years	Records destroyed at end of retention period
School of Professional Studies	SPS - Academic Records	Course Syllabi, ALCI	Sarah Lopolito	Director of ALCI	PERMANENT	N/A
Sponsored Programs & Research	Faculty Governance & Research Compliance	IRB (Human Subjects) Committee Minutes	Lisa Gaudette	Director or Sponsored Programs and Research	PERMANENT	Store electronically indefinitely
Sponsored Programs & Research	Grants & Proposals	Proposals - IRB (Human Subjects)	Lisa Gaudette	Director of Sponsored Programs and Research	Expiration & final close out + 3 years	Stored in University Archives
Sponsored Programs & Research	Grants & Proposals	Grant Proposals (funded)	Lisa Gaudette	Director of Sponsored Programs and Research	Expiration & final close out + 3 years unless longer required by specific grant	Stored in University Archives
Student Accessibility Services	Disability Records	Disability evaluations/medical records	Kamala Kiem	Associate Provost for Student Success	5 years after student graduates or withdraws from Clark	Records destroyed at end of retention period
Student Employment Office	Payroll Records	Undergraduate Student Payroll Records (work study) and I-9s	Julie Bolduc	Director of Student Employment	All Stored Electronically	No longer destroy as of academic year 15/16.
Study Abroad	Study Abroad Applications	Study Abroad Applications, letters or recommendation, advising notes and records	Alissa Briggs	Director, Study Abroad/ Study Away	3 years in Study Abroad office (full application file for 1 year; some culling and shredding of no-longer needed documents occurs after year 1, then partial files retained in Study Abroad for 2 additional years)	Application (partial) files are sent in boxes to University Archives; non-essential materials are shredded
Study Abroad	Study Abroad Program Agreements	Program Agreements, MOUs	Alissa Briggs	Director, Study Abroad/ Study Away	Active (typically these are long-term contracts which automatically renew)	Records destroyed at end of retention period
Study Abroad	Study Abroad Transcripts	Transcripts/Grade Reports	Alissa Briggs	Director, Study Abroad/ Study Away	3 years in Study Abroad office	Records destroyed at end of retention period
UA - Advancement Services	Advancement Systems - Staff Access to Information	File Share Privileges/Permissions		Executive Director, Advancement Services & Prospect Research	Active	Records destroyed at end of retention period
UA - Advancement Services	Advancement Systems - Staff Access to Information	Raisers Edge & Blackbaud NetCommunity Security Access		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
UA - Advancement Services	Advancement Systems - Staff Access to Information	University Advancement (system and all documents) Confidentiality Forms		Executive Director, Advancement Services & Prospect Research	1) Student Workers=Active + 5 years; 2) Staff hired between 2008 to 6/1/2012 (FY13), PERMANENT; 3) Staff hired on or after 6/1/2012 moved to HR	Records destroyed at end of retention period, or maintained as indicated at left
UA - Advancement Services	Gift Information	Electronic Gift data (Raiser's Edge)		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
UA - Advancement Services	Gift Information	Endowed Fund Agreements		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
UA - Advancement Services	Gift Information	Gift Commitment Letters		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
UA - Advancement Services	Gift Information	Gift Transaction Batches		Executive Director, Advancement Services & Prospect Research	Close of FY + 5 years	Records destroyed at end of retention period
UA - Advancement Services	Gift Information	Written Pledge Agreements, \$5,000+ total commitment		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
UA - Advancement Services	Gift Information	Written Pledge Agreements, < \$5,000 total commitment		Executive Director, Advancement Services & Prospect Research	Fulfillment of pledge commitment + 4 years	Records destroyed at end of retention period
UA - Alumni Affairs	Alumni Board Volunteers	Alumni Board Volunteers: meeting minutes (including Nominating Committee)		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
UA - Alumni Affairs	Alumni Publications	Alumni Directories		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
UA - Alumni Affairs	Alumni Trustee Representative	Candidate Profiles for Alumni Trustee Representative		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
UA - Alumni Affairs	Undergraduate Year Books	Undergraduate Year Books (complete set)		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
Undergraduate Admissions	Application Materials for undergraduate students who are accepted but do not enroll	Acceptance letters	Terry Malone	Director, Undergraduate Admissions	3 years after application term	Electronic records; no paper copies
Undergraduate Admissions	Application Materials for undergraduate students who are accepted but do not enroll	Applications	Terry Malone	Director, Undergraduate Admissions	3 years after application term	Electronic PDF destroyed
Undergraduate Admissions	Application Materials for undergraduate students who are accepted but do not enroll	Correspondence	Terry Malone	Director, Undergraduate Admissions	3 years after application term	Electronic PDF destroyed
Undergraduate Admissions	Application Materials for undergraduate students who are accepted but do not enroll	Individual complaint or problem	Terry Malone	Director, Undergraduate Admissions	3 years after application term	Electronic PDF destroyed
Undergraduate Admissions	Application Materials for undergraduate students who are accepted but do not enroll	Transcripts	Terry Malone	Director, Undergraduate Admissions	3 years after application term	Electronic PDF destroyed

Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Discovery Contact Person Header/Outreach title	Retention Period	Action (Destroy/Move to Another Office/Store in Archives)
Undergraduate Admissions	Application Materials for undergraduate students who enter	Acceptance Letters for international students	Terry Malone	Director, Undergraduate Admissions	Retained during application process for purposes of obtaining I-20/ Visa if admitted	Forwarded to Office of Intercultural Affairs and Director of Financial Aid
Undergraduate Admissions	Application Materials for undergraduate students who enter	Applications	Terry Malone	Director, Undergraduate Admissions	Until Student Enrolls	PDF copies transferred to Dean of Students Office. Electronic PDF destroyed in Slate
Undergraduate Admissions	Application Materials for undergraduate students who enter	Correspondence	Terry Malone	Director, Undergraduate Admissions	Until Student Enrolls	PDF copies transferred to Dean of Students Office. Electronic PDF destroyed in Slate
Undergraduate Admissions	Application Materials for undergraduate students who enter	Entrance exams and placement scores; maintained in electronic format (sometimes this data is included on transcripts received from secondary schools)	Terry Malone	Director, Undergraduate Admissions	Until Student Enrolls	PDF copies transferred to Dean of Students Office. Electronic PDF destroyed in Slate
University Police	Parking Decal Applications	Paper and electronic copies, parking decal applications	Lauren Misale	Police Chief	2 years	Records destroyed at end of retention period
University Police	Police Incident Reports	Paper and electronic copies, police incident reports	Lauren Misale	Police Chief	10 years	Records destroyed at end of retention period
University Police	Security Camera Video	Video from security cameras	Lauren Misale	Police Chief	30 days	Data is electronically overwritten.