Document Retention and Destruction Schedule (September 26, 2024)								
				Discovery Contact Person		Action (Destroy/Move to Another		
Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Header/Outreach title	Retention Period	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		
				Director of Academic Engagement &				
Academic Advising	Advanced Placement Transcripts	Transcripts	Wesley Boucher	Transition Director of Academic Engagement &	7 years	Records destroyed at end of retention period		
Academic Advising	Transfer Credit Approval Forms	Approval of non-Clark courses	Wesley Boucher	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 After Provost's Office retention period,		
Academic Affairs	Faculty Files	Faculty Annual Reviews	Amy Lee	Academic Affairs Operations Specialist	8 years	records are shredded.		
		Personnel Cases (re-appointment,						
Academic Affairs	Faculty Files	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		
reductifications	i douty rites	Faculty Handbooks (irregularly	, any zee	readenie vinans operations specialist	o years	necoras destroyed at end of retention period		
Academic Affairs	Faculty Governance	published) Committee on Personnel (COP) Meeting	Amy Lee	Academic Affairs Operations Specialist	PERMANENT	N/A		
Academic Affairs	Faculty Governance	Minutes Planning and Budget Review (PBR)	Amy Lee	Academic Affairs Operations Specialist	PERMANENT	1980-2009 (paper); 2009+ electronic		
Academic Affairs	Faculty Governance	Committee Meeting Minutes	Amy Lee	Academic Affairs Operations Specialist	PERMANENT	1980-2009 (paper); 2009+ electronic		
	University Wide Teaching Evaluations (UWTE and	University Wide Teaching Evaluations (summary reports through Spring of 2017; electronic records from Fall 2018			15 years for electronic records (F18 onward); 7 years of summary	Records destroyed at end of retention		
Academic Affairs	eUWTE)	onward)	Amy Lee	Academic Affairs Operations Specialist	documents prior to F18	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		
		IRS Form 990-Detailed Supporting						
Business & Financial Services	Federal Tax Records	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		
	Wills, testamentary documentation relative to gift	., 5.						
Business & Financial Services	accounting	Wills, testamentary documents	Anne Randall	Controller and Assistant Treasurer	PERMANENT	N/A		
		e.g., SODEXO, Barnes & Noble,		Director, Purchasing and Auxiliary		Records destroyed at the end of retention		
Business & Financial Services	Contracts, Equipment Leases	MFPs/copiers	Laurie Colella	Services Director Purchasing and Auviliany	10 years after expiration of contract	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		

				Discovery Contact Person		Action (Destroy/Move to Another
Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Header/Outreach title	Retention Period	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
					PERMANENT-Electronic copies saved in	
Business & Financial Services	Accounts Payable Records	W9, W8-BEN tax forms	Michelle Glass	Assistant Controller	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
				Director of Student Accounts &	·	
Business & Financial Services	Financial Aid Records	Promissory Notes - Perkins/Clark loans	Peter Teceno	University Bursar Director of Student Accounts &	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	University Bursar	Active + 3 years	Records destroyed at end of retention period
Business & Financial Services	Federal Tax Records	IRS Form 990-T IRS Form 990-T-Detailed Supporting	Tammy Hearnlaye	Associate Controller	Permanent (since 1996)	N/A
Business & Financial Services	Federal Tax Records	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
				Director of Strategic Initiatives and Risk		
Business & Planning	Emergency Plans	Emergency Plans	Lamara Burgess	Management	Active Active + 3 Years for "Claims made"	N/A
				Director, Legal/Insurance Operations &	policies. Permanent to "Occurrence"	l
Business & Planning	Insurance	Insurance Policies	Rhonda Podell	Institutional Policy Director, Legal/Insurance Operations &	Policies.	N/A
Business & Planning	Insurance Claim Working Papers	Insurance Claim Working Papers	Rhonda Podell	Institutional Policy	10 years after settlement	Records destroyed at end of retention period
		Student internship for academic credit applications, letters of				
		recommendation, advising notes and		Sr. Associate Director of Operations &		
Career Connection Center	Internship for Academic Credit Applications	records	Sawsan Berjawi	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		Records destroyed at end of retention period
Career Connection Center	Student resulties	oracent resumes	Sawsaii Berjawi	Communications	Active + 4 years	necorus destroyed at end or retention period

				Discovery Contact Person		Action (Destroy/Move to Another
Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Header/Outreach title	Retention Period	Office/Store in Archives)
		Equipment Maintenance Records (Fume		_		
		hoods, eye wash, shower, etc.) based		Laboratory Manager/Chemical Safety		
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	on OSHA 1910.1450 Laboratory Practices Chemical Hygiene	Frank Abell	Officer/Biosafety Officer Laboratory Manager/Chemical Safety	PERMANENT	N/A
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	Plan (CHP) based on OSHA 1910.1450	Frank Abell	Officer/Biosafety Officer	Active	Records destroyed at end of retention period
enemistry, brothermstry	enemistry a productionally eappracery surety neconds	Permits for Hazardous Waste &	Trank Albert	omeen biosarce omee	ricave	necoras aestroyea at ena or retention period
		Chemical Storage (several categories)		Laboratory Manager/Chemical Safety		
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	Worcester fire Department	Frank Abell	Officer/Biosafety Officer	Active	Records destroyed at end of retention period
		Safety Training Records (per OSHA		Laboratory Manager/Chemical Safety		
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	guidelines 1910.1450 and 1910.1200) Waste Disposal Manifests Biannual	Frank Abell	Officer/Biosafety Officer	PERMANENT	N/A
		based on Small Quantity Generator		Laboratory Manager/Chemical Safety		
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	Status(SQG) with USEPA and MADEP	Frank Abell	Officer/Biosafety Officer	PERMANENT	N/A
		Biosafety Manual and Biosafety				
		Training records for Level II Biosafety		Laboratory Manager/Chemical Safety		
Chemistry/Biochemistry	Chemistry & Biochemistry Laboratory Safety Records	Laboratory	Frank Abell	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	Disciplinary Action	Judicial Files, OG Stauents	Namaia Nicili	Associate Frovost for Student Success	neuve i 3 years	necorus destroyed at end or recention 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
bean or stadents	Stadent Networks	Stadent Organization Badgets	namara wem	7 issociate 1 10 to serior stade in Success	ricare - i years	necoras aestrojea at ena or retention perioa
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
		Student Alternative Spring Break applications, letters of				
		recommendation, advising notes and				
Division of Student Success	Alternative Spring Break Applications	records	Domenica Perrone	Director CEV	Active + 4 years	Records destroyed at end of retention period
	12 12 24 G 21 FF 12 12	Student Fiat Lux applications, letters of			,	, , , , , , , , , , , , , , , , , , , ,
		recommendation, advising notes and				
Division of Student Success	Fiat Lux Applications	records	Domenica Perrone	Director CEV	Active + 4 years	Records destroyed at end of retention period
Facilities Management	Facilities Deserves	Fire Inspection Reports	Drune Frage	Director Compus Consises	1 year while current	Stored in Facilities Management (electronic
Facilities Management	Facilities Records	Fire Inspection Reports	Bruno Fraga	Director Campus Services	1 year while current	files)
Facilities Management	Facilities Records	Operating Permits	Bruno Fraga	Director Campus Services	1 year while current	Records destroyed at end of retention period
				Associate Vice President Facilities		
Facilities Management	Capital Property Records	Equipment Inventory	Dan Roderick	Management	Active + 1 year	Sent to Business Office
Facilities Management	Canital Branasty Basards	Dranarty Improvement Beaards	Dan Badariak	Associate Vice President Facilities Management	Active + 4 years	Decards destroyed at and of retention period
racilities Management	Capital Property Records	Property Improvement Records	Dan Roderick	Associate Vice President Facilities	Active + 4 years	Records destroyed at end of retention period Stored in Facilities Management (electronic
Facilities Management	Facilities Records	Certificate of Occupancy	Dan Roderick	Management	Date of Issue + 1 year	files)
		. ,		Associate Vice President Facilities	·	,
Facilities Management	Facilities Records	Building Plans and Specifications	Dan Roderick	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	Escilitios Records	Hazardous Chemical Waste Records of	Mark Loahy	Director of Central Utility Plant &	10 years	Stored in Control Litility Plant
Facilities Management	Facilities Records	materials used by FM	Mark Leahy	HVAC/R Director of Central Utility Plant &	10 years	Stored in Central Utility Plant
Facilities Management	Facilities Records	Air Waste Emissions	Mark Leahy	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.
		Direct Lending: Parent Information -	2 2 22		,	
Financial Aid	Financial Aid Records	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

Dept/Office/School Type of Record/Document Record Description Outreach contact Header/Outreach title Retention Period Financial Aid Financial Aid Records Other documents in Financial Aid Files Jennifer Lawton Director of Financial Aid All Stored Electronically Financial Aid Financial Aid Records Summary Statistical Reports Jennifer Lawton Director of Financial Aid Active + 4 years Financial Aid Financial Aid Records Federal Workstudy Data Employment Record - Collective Bargaining Agreements Agreements Agreements Application Materials for graduate students who are Application Mater	Office/Store in Archives) No longer destroy as of academic year 15/16. Records destroyed at end of retention period No longer destroy as of academic year 15/16. Records destroyed at end of retention period Electronic records only; records destroyed at end of retention period Electronic records only; records destroyed at end of retention period Electronic records only; records destroyed at end of retention period
Financial Aid Financial Aid Records Summary Statistical Reports Jennifer Lawton Director of Financial Aid Active + 4 years Financial Aid Financial Aid Records Federal Workstudy Data Jennifer Lawton Director of Financial Aid All Stored Electronically Employment Record - Collective Bargaining Expired Collective Bargaining Associate VP & Chief Human Resources Agreements Randi Nichols Officer Active + 10 years Graduate Admissions Application Materials for graduate students who are Acceptance letters Alyssa Orlando Admissions 3 years after application term Application Materials for graduate students who are Applications (Including transcripts, test scores, and letters of recommendation) Alyssa Orlando Admissions 3 years after application term	Records destroyed at end of retention period No longer destroy as of academic year 15/16. Records destroyed at end of retention period Electronic records only; records destroyed at end of retention period Electronic records only; records destroyed at end of retention period
Financial Aid Financial Aid Records Federal Workstudy Data Jennifer Lawton Director of Financial Aid All Stored Electronically Employment Record - Collective Bargaining Expired Collective Bargaining Associate VP & Chief Human Resources Agreements Agreements Randi Nichols Office Application Materials for graduate students who are accepted but do not enroll Acceptance letters Applications (Including transcripts, test Applications Materials for graduate students who are Application Materials for graduate students who are Application Materials for graduate students who are Applications (Including transcripts, test scores, and letters of recommendation) Alyssa Orlando Admissions 3 years after application term 3 years after application term	No longer destroy as of academic year 15/16. Records destroyed at end of retention period Electronic records only; records destroyed at end of retention period Electronic records only; records destroyed at end of retention period
Employment Record - Collective Bargaining Expired Collective Bargaining Agreements Agreements Office Agreements Agreements Officer Active + 10 years Application Materials for graduate students who are accepted but do not enroll Applications (Including transcripts, test Graduate Admissions Accepted but do not enroll Applications (Including transcripts, test Screes, and letters of recommendation) Alyssa Orlando Admissions 3 years after application term Associate VP & Chief Human Resources Officer Active + 10 years Director Enrollment Management, Grad Admissions 3 years after application term Application Materials for graduate students who are accepted but do not enroll Scores, and letters of recommendation) Alyssa Orlando Admissions 3 years after application term	Records destroyed at end of retention period Electronic records only; records destroyed at end of retention period Electronic records only; records destroyed at end of retention period
Employment Record - Collective Bargaining Expired Collective Bargaining Agreements Agreements Office Agreements Agreements Officer Active + 10 years Application Materials for graduate students who are accepted but do not enroll Applications (Including transcripts, test Graduate Admissions Accepted but do not enroll Applications (Including transcripts, test Screes, and letters of recommendation) Alyssa Orlando Admissions 3 years after application term Associate VP & Chief Human Resources Officer Active + 10 years Director Enrollment Management, Grad Admissions 3 years after application term Application Materials for graduate students who are accepted but do not enroll Scores, and letters of recommendation) Alyssa Orlando Admissions 3 years after application term	Records destroyed at end of retention period Electronic records only; records destroyed at end of retention period Electronic records only; records destroyed at end of retention period
Application Materials for graduate students who are Graduate Admissions Application Materials for graduate students who are accepted but do not enroll Application Materials for graduate students who are Applications (Including transcripts, test scores, and letters of recommendation) Application Materials for graduate students who are accepted but do not enroll Application Materials for graduate students who are scores, and letters of recommendation) Alyssa Orlando Director Enrollment Management, Grad Director Enrollment Management, Grad Admissions 3 years after application term	Electronic records only; records destroyed at end of retention period Electronic records only; records destroyed at end of retention period
Application Materials for graduate students who are Graduate Admissions Application Materials for graduate students who are Applications (Including transcripts, test scores, and letters of recommendation) Application Materials for graduate students who are accepted but do not enroll Applications (Including transcripts, test scores, and letters of recommendation) Alyssa Orlando Admissions 3 years after application term 3 years after application term	end of retention period Electronic records only; records destroyed at end of retention period
Application Materials for graduate students who are Graduate Admissions Application Materials for graduate students who are screen, and letters of recommendation) Alyssa Orlando Application Materials for graduate students who are screen, and letters of recommendation) Alyssa Orlando Admissions 3 years after application term	Electronic records only; records destroyed at end of retention period
Graduate Admissions accepted but do not enroll scores, and letters of recommendation) Alyssa Orlando Admissions 3 years after application term	end of retention period
	Lieutionic records only, records destroyed at
Graduate Admissions accepted but do not enroll Correspondence Alyssa Orlando Admissions 3 years after application term	end of retention period
Application Materials for graduate students who are Graduate Admissions Application Materials for graduate students who are Individual complaint or problem Alyssa Orlando Admissions 3 years after application term	Electronic records only; records destroyed at
Graduate Admissions accepted but do not enroll Individual complaint or problem Alyssa Orlando Admissions 3 years after application term Retained during application process	end of retention period
Acceptance Letters for international Director Enrollment Management, Grad purposes of obtaining I-20/ Visa if	1
Graduate Admissions Application Materials for graduate students who enter students Alyssa Orlando Admissions admitted	Forwarded to Office of Intercultural Affairs
Applications (Including transcripts, test Director Enrollment Management, Grad	Moved to the Registrar's office in January,
Graduate Admissions Application Materials for graduate students who enter scores, and letters of recommendation) Alyssa Orlando Admissions PERMANENT	May, and September
Director Enrollment Management, Grad	Electronic records only; records destroyed at
Graduate Admissions Application Materials for graduate students who enter Correspondence Alyssa Orlando Admissions 3 years after application term Workman's Comp: Accident Reports,	end of retention period
Employee Exposure Records, Employee	1
Injury Records, Exposed Employee Associate VP & Chief Human Resources	
Human Resources Employee Health and Safety Medical Records Randi Nichols Officer Active + 30 years Associate VP & Chief Human Resources	Records destroyed at end of retention period
Human Resources Employment Applications/Employment Listings Applicants Who Are Hired Randi Nichols Officer Active + 7 years	Records destroyed at end of retention period
Associate VP & Chief Human Resources	
Human Resources Employment Applications/Employment Listings Applicants Who Are Not Hired Randi Nichols Officer 1 year Associate VP & Chief Human Resources	Records destroyed at end of retention period
Human Resources Employment Applications/Employment Listings Background Investigation Results Randi Nichols Officer 1 year	Records destroyed at end of retention period
Job Announcements and Associate VP & Chief Human Resources Human Resources Advertisements Advertisements Randi Nichols Officer 3 years	Records destroyed at end of retention period
Associate VP & Chief Human Resources	necoras destroyed at end or retention period
Human Resources Employment Applications/Employment Listings Letters of Recommendation Randi Nichols Officer Active + 7 years	Records destroyed at end of retention period
Human Resources Employment Applications/Employment Listings Medical Examinations Randi Nichols Officer Active + 6 years	Records destroyed at end of retention period
Associate VP & Chief Human Resources	
Human Resources Employment Applications/Employment Listings IRS Form I-9 Randi Nichols Officer Active + 4 years	Records destroyed at end of retention period
Human Resources Employment Applications/Employment Listings Superseded Employee Manuals Randi Nichols Officer 10 years	Records destroyed at end of retention period
Attendance Records, Leave Reports, Associate VP & Chief Human Resources	necords destroyed at end of retention period
Human Resources Individual Employee Files Time Sheets Randi Nichols Officer Active + 6 years	Records destroyed at end of retention period
Human Resources Individual Employee Files Beneficiary Designation Randi Nichols Officer Active + 7 years	Records destroyed at end of retention period
The state of the s	Records destroyed at end of retention period
Annalysis VP 0 Chief House David	NOTE: If noted in the memo to the
Human Resources Individual Employee Files Disciplinary Warnings and Actions Randi Nichols Officer Active + 7 years	employee, we may at some time remove it from their file (given good behavior).
Associate VP & Chief Human Resources	
Human Resources Individual Employee Files Emergency Contacts Randi Nichols Officer Active	Records destroyed at end of retention period
Human Resources Individual Employee Files Employee Evaluations Randi Nichols Officer Active + 7 years	Records destroyed at end of retention period
Associate VP & Chief Human Resources	
Human Resources Individual Employee Files Employment Application or Resume Randi Nichols Officer Active + 7 years	Records destroyed at end of retention period
Human Resources Individual Employee Files Employment History Randi Nichols Officer Active + 7 years	Records destroyed at end of retention period
Associate VP & Chief Human Resources	
Human Resources Individual Employee Files Medical Records / Leaves Randi Nichols Officer Active + 10 years	Records destroyed at end of retention period
Human Resources Individual Employee Files Personnel Actions / Legal Cases Randi Nichols Officer Active + 50 years	Records destroyed at end of retention period
Associate VP & Chief Human Resources	
Human Resources Individual Employee Files Promotions Randi Nichols Officer Active + 7 years	Records destroyed at end of retention period

	1	1	T	Discovery Contact Person		Action (Destroy/Move to Another
Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Header/Outreach title	Retention Period	Office/Store in Archives)
Dept/Office/school	Type of Record/Document	Record Description	Outreach contact	Associate VP & Chief Human Resources	Retelition Fellou	Office/Store III Archives/
Human Resources	Individual Employee Files	Transfers	Randi Nichols	Officer	Active + 7 years	Records destroyed at end of retention period
Trainan Resources	marriada Employee Files	Transiers	Randi Wellols	Associate VP & Chief Human Resources	retive : 7 years	necords destroyed at end of retention period
Human Resources	Pension and Benefits Records	Disability Records	Randi Nichols	Officer	Active + 6 years	Records destroyed at end of retention period
Trainan Researces	r choich and perions necords	Disability Necestas	Nama Meners	Associate VP & Chief Human Resources	ricave + 6 years	necoras aestro yea at ena or retention perioa
Human Resources	Pension and Benefits Records	Individual Employee Files	Randi Nichols	Officer	Active + 7 years	Records destroyed at end of retention period
				Associate VP & Chief Human Resources	, , , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , , , , , , , , , ,
Human Resources	Pension and Benefits Records	IRS 5500 Reports	Randi Nichols	Officer	10 years	Records destroyed at end of retention period
		Retirement Plans Enrollment and		Associate VP & Chief Human Resources	.,	, , , , , , , , , , , , , , , , , , , ,
Human Resources	Pension and Benefits Records	Election forms	Randi Nichols	Officer	Active + 6 years	Records destroyed at end of retention period
				Associate VP & Chief Human Resources		·
Human Resources	Pension and Benefits Records	Sick Leave Benefits	Randi Nichols	Officer	Active + 7 years	Records destroyed at end of retention period
		Authorization Forms for Banner		Director, Administrative Information		
Information Technology Services	ITS - Banner Authorization Forms	Accounts	Andy Morrow	Services	PERMANENT	N/A
		Logging information from campus				
Information Technology Services	Log Files - Bandwidth Management	bandwidth management device	Andy Voelker	Manager, Network Operations	1 year	Data is purged after retention period
						Destroy all abuse reports that are more than
						1 year old at the end of each semester (fall,
Information Technology Services	Security - Reports of Electronic Abuse	Reports of Abuse	Andy Voelker	Manager, Network Operations	1 year	spring, summer)
		Information written to a backup tape or				After period - tape recycled for reuse (or
Information Technology Services	ITS - Backup Tape	other long-term storage	Jason Trinklein	Director of IT Infrastructure	1 year	destroyed if too used).
l		L	l			After deleted, data then stored on Backup
Information Technology Services	ITS - Banner Database	Any data housed in Banner	Jason Trinklein	Director of IT Infrastructure	10 days after data is deleted	Tape
						Item no longer accessible after retention
Information Technology Services	ITS - Email	Individual Email in Office365	Jason Trinklein	Director of IT Infrastructure	One year after item is deleted	period.
		Electronic Data - Wi-Fi location of a				Database purged of logs after retention
Information Technology Services	ITS - Log Files-wireless location information	specific device	Jason Trinklein	Director of IT Infrastructure	13 days	period.
	ITC 0 0 : 6 0 :	Information stored in a user's OneDrive		D:	6 110	
Information Technology Services	ITS - OneDrive for Business	for Business account	Jason Trinklein	Director of IT Infrastructure	1 year after deletion	
		Information associated with a user				
	170 11 4 11 6 11	stored in their Clark managed personal		B:	6 110	
Information Technology Services	ITS -User Account Information	share or in Office365 Information about computers	Jason Trinklein	Director of IT Infrastructure	1 year after deletion	Database purged of logs after retention
Information Tachnology Carvicas	Log Files Computer Registration	registered on campus network	Jason Trinklein	Director of IT Infrastructure	15 months	period. Data then stored on backup tape
Information Technology Services	Log Files - Computer Registration	Electronic data - associates MAC	Jason milkiem	Director of 11 illinastructure	13 11011(18	Written to syslog - follows retention period
Information Technology Services	Log Files - DHCP Info	address with IP address	Jason Trinklein	Director of IT Infrastructure	Syslog Event	defined by Syslog Events
information reclinology services	Log Tiles - Difer tillo	Electronic data - associates MAC	Jason mikiem	Director of 11 illinastructure	Sysiog Event	Written to syslog - follows retention period
Information Technology Services	Log Files - Email Transport Info	address with IP address	Jason Trinklein	Director of IT Infrastructure	Syslog Event	defined by Syslog Events
miorination recimelegy services	zog mes zman manspore mie	Electronic data - associates MAC	Justin Timmeni	Silector of it immuseractore	System Event	Written to syslog - follows retention period
Information Technology Services	Log Files - Firewall	address with IP address	Jason Trinklein	Director of IT Infrastructure	Syslog Event	defined by Syslog Events
	10 11				-70	Database purged of logs after retention
Information Technology Services	Log Files - PII Scanning	Instances of PII found on campus	Jason Trinklein	Director of IT Infrastructure	1 month	period. Not backed up.
Ü,		Syslog Events (Server/Network				
Information Technology Services	Log Files - Syslog Events	Equipment)	Jason Trinklein	Director of IT Infrastructure	1 year	Data electronically destroyed
		Web logs on centrally managed ITS web				Data purged after retention period, but may
Information Technology Services	Log Files - Web Logs	servers	Jason Trinklein	Director of IT Infrastructure	1 year	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
]			
					3 years (approximately 10 semesters)	
			1		Note: If a faculty member requests that	
		Data associated with a specific course in			a course is retained, it is exempted	After retention period, courses will be
Information Technology Services	ITS - Canvas Course Data	LMS	Joanne Dolan	Director, Academic Technology Services	from the removal process for 1 year	deleted from the server.
			1			
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		Academic Abroad Exchange	L	Director, International Center &		
Office	International Programs	Agreements	Sarah Lopolito	Assistant Dean of SPS	PERMANENT	N/A
		Department of Labor LCA (Labor	1			
International Students & Scholars	l	Condition Application) H-1 temporary		Director, International Center &		[
Office	International Programs	worker visa	Sarah Lopolito	Assistant Dean of SPS	Active + 1 year	Records destroyed at end of retention period
		Evehange vicitor program for stud	1			
International Study 1 C C I I		Exchange visitor program for students,	1	Discretical Interpretion 10 10		
International Students & Scholars	l	researchers, visiting faculty, and short-		Director, International Center &		<u> </u>
Office	International Programs	term scholars (J-1) DS2019 Visa	Sarah Lopolito	Assistant Dean of SPS	Active + 7 years	Records destroyed at end of retention period
International Students & Scholars	luturational Burnary	Hard copies of student passports and	Carab Landika	Director, International Center &	A skins of 7 manual	December of the second
Office	International Programs	bank statements.	Sarah Lopolito	Assistant Dean of SPS	Active + 7 years	Records destroyed at end of retention period

			I	Discovery Contact Person		Action (Destroy/Move to Another
Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Header/Outreach title	Retention Period	Office/Store in Archives)
International Students & Scholars	Type of Record/Document	Record Description	Outreach contact	Director, International Center &	Retention Feriod	Office/Store III Archives)
Office	International Brograms	International Student (I-20) Forms	Sarah Lopolito	Assistant Dean of SPS	Active + 7 years	Records destroyed at end of retention period
Office	International Programs	international student (I-20) Forms	Saran Euponto	Assistant Dean of 3F3	Active + 7 years	Monthly summaries destroyed at end of
						retention period; annual summaries
Investment Office	Investment Deserves	Investment Departs	Daniella Manning	Everytive Vice President & Transurer	Active 10 years	1
Investment Office	Investment Records	Investment Reports Student writing consultation notes and	Danielle Manning	Executive Vice President & Treasurer	Active + 10 years	maintained in perpetuity
LEED Combon	Maiking Consultation Bounds	-	Jennifer Plante	Associate Dana Association Communication	A stiller of A comment	December december of at and of actions and add
LEEP Center	Writing Consultation Records	records	Jennifer Plante	Associate Dean Academic Success	Active + 4 years	Records destroyed at end of retention period
LEED Combon	Maiking Discounts	Incoming student writing placement	langifar Dlanta	Associate Dana Association Communication	A still a stil	December december of at any distriction and additional additional and additional addi
LEEP Center	Writing Placements	submissions and scores	Jennifer Plante	Associate Dean Academic Success	Active + 4 years	Records destroyed at end of retention period
Manhatian R Communications	In-alternational Devictions	Clark Managina	1 K	Assistant VP for University Marketing	PERMANENT	A
Marketing & Communications	Institutional Publications	Clark Magazine Selected Events Materials (e.g, Freud	James Keogh	and Communications Assistant VP for University Marketing	PERIVIAINENT	1 copy to University Archives
Marketing & Communications	Institutional Dublications		James Koogh	-	DEDMANUENT	1 convete University Archives
Marketing & Communications	Institutional Publications	centennial; Angel inauguration) Selective Admissions & Campaign	James Keogh	and Communications Assistant VP for University Marketing	PERMANENT	1 copy to University Archives
Mandantina R. Canana aniantina	In-attacking Dublination		1 K	·	DEDMANUENT	A
Marketing & Communications Office of the Executive Vice President	Institutional Publications	marketing materials Patents, trademarks, and intellectual	James Keogh	and Communications	PERMANENT	1 copy to University Archives
	Data at a		A Dendell	Controller and Assistant Transcers	DEDAGANEAU	Held in Heimerite Cefe Demonit Dem
& CFO	Patents	property	Anne Randall	Controller and Assistant Treasurer	PERMANENT	Held in University Safe Deposit Box
Office of the Executive Vice President	Tour Suggest Donald December	Tour Suggest David Davids	A Daniel II	Controller and Assistant Transcers	20	December decision at an dief action accied
& 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 Evenutive Vice President					2 years ofter final redemption including	
Office of the Executive Vice President & CFO	Tour Suggest Donald December	Tour Suggest David Davids	A Daniel II	Controller and Assistant Toronson	3 years after final redemption including	Barrier destruction and of actuation and of
	Tax Exempt Bond Records	Tax Exempt Bond Records	Anne Randall	Controller and Assistant Treasurer	and includes any refunded issues	Records destroyed at end of retention period
Office of the Executive Vice President		2 . 2		5 " " " " " " " " " " " " " " " " " " "		
& CFO	Capital Property Records	Property Records/Inventory	Danielle Manning	Executive Vice President & Treasurer	Active + 4 years	
Office of the Executive Vice President				Director, Legal/Insurance Operations &		
& CFO	Litigation Records	Claims	Rhonda Podell	Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President				Director, Legal/Insurance Operations &		
& CFO	Litigation Records	Court Documents and Records	Rhonda Podell	Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President				Director, Legal/Insurance Operations &		
& CFO	Litigation Records	Deposition Transcripts	Rhonda Podell	Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President				Director, Legal/Insurance Operations &		
& CFO	Litigation Records	Discovery Materials	Rhonda Podell	Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President		,		Director, Legal/Insurance Operations &	,	, , , , , , , , , , , , , , , , , , , ,
& CFO	Litigation Records	Litigation Files	Rhonda Podell	Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President				Director, Legal/Insurance Operations &	, , , , , , , , , , , , , , , , , , , ,	,
& CFO	Litigation Records	Administrative Agency Claims & Cases	Rhonda Podell	Institutional Policy	Active + 10 years	Records destroyed at end of retention period
Office of the Executive Vice President		Alternative Dispute Resolution Records,		Director, Legal/Insurance Operations &	, , , , , , , , , , , , , , , , , , , ,	,
& CFO	Litigation Records	Files, and Materials	Rhonda Podell	Institutional Policy	Active + 10 years	Records destroyed at end of retention period
				VP for Planning & Strategic Initiatives &	, , , , , , , , , , , , , , , , , , , ,	Transfer to University Archives at close of
President's Office	Board of Trustees Documents	Trustee Directories	David Chearo	Chief of Staff	PERMANENT	each fiscal year.
		Minutes of the Committees of the		VP for Planning & Strategic Initiatives &		Transfer to University Archives of Minutes
President's Office	Board of Trustees Documents	Board of Trustees	David Chearo	Chief of Staff	PERMANENT	and Red Books at close of each fiscal year.
						and the desired 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
-5	FF	Documentation from Instructor, Dean,				Maintain in Registrar's Office for 5 years,
Registrar's Office	Changes of Grade	or College Board	Detrenyona Chester	University Registrar	PERMANENT	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
		Documentation from Instructor, Dean,		see	- 1	Maintain in Registrar's Office for 5 years,
Registrar's Office	Grade Sheets	or College Board	Detrenyona Chester	University Registrar	PERMANENT	then transfer to University Archives
negotiar 5 Office	order sheets	Request for enrollment in independent	Decremyona enester	omersicy negistral	. Elite weller	and a district to offiver sity Archives
Registrar's Office	Independent Study/Directed Study	or directed study	Detrenyona Chester	University Registrar	2 years after term of study	Destroy
negistrar 3 Office	independent study/birected study	or uncered study	Detrenyona chester	Oniversity negistral	2 years after term or 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 of Archive Transcript	Detrenyona Chester	University Registrar	PERMANENT	N/A
negistrar s Office	Original Grade Submission	Lieutionic Record through banner	Detrenyona Chester	Omversity negistral	r EntwiMineIn I	11/17

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n ./o/r /o .	- (0 1/0			Discovery Contact Person	L	Action (Destroy/Move to Another
Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Header/Outreach title	Retention Period	Office/Store in Archives)
Registrar's Office	Pass/Fail Grade Option Request	Course Selection Form	Detrenyona Chester	University Registrar	2 years	Destroy
		Datitions for according to the limit continu				
n o		Petitions for exceptions to University	S			
Registrar's Office	Petitions from College Board	policy (secondary documents)	Detrenyona Chester	University Registrar	5 years after College Board Approval	Destroy
Registrar's Office	Registration Forms	Add/Drop/Withdrawal Forms Application, secondary documents, UG	Detrenyona Chester	University Registrar	1 year	Destroy
		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),				Transferred to University Archives upon
Registrar's Office	Student Record - Students who have graduated	social security update form. Application, secondary documents, UG	Detrenyona Chester	University Registrar	7 years after graduation	graduation
		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				
	Student Record - Students who were enrolled but	Action Form (change in student status),				
Registrar's Office	didn't graduate	social security update form.	Detrenyona Chester	University Registrar	7 years after last enrollment	Destroy
		Documents pertaining to the				
		certification of enrollment under				
		Veteran's Affairs administration,				
		including, but not limited to,				
		certificates of eligibility and enrollment				
Registrar's Office	Student Veteran's Affairs Documents	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
<u> </u>	r r	Correspondence/Supporting Evidence,	. ,			<u> </u>
School of Management	CUSB Academic Integrity Records	CUSB	Andrea Aiello	Associate Dean, CUSB	7 years	Records destroyed at end of retention period
		Discipline Hearing Files, CUSB Graduate			,	, and the second
School of Management	CUSB Graduate Student Records	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
	Graduite Stadent Necords	- III Salation Seculiarity, Cosp				
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	COSD Graduate Student Records	Transier Credit Evaluations, COSB	Ariul ea Aleilo	Associate Deall, COSB	FEMANIENT	IV/O
School of Management	CUSB Graduate Student Possists	Course Syllahi, CUSP	Andrea Aiello	Associate Dean CUSP	10 years	Records destroyed at and of retention paried
School of Management	CUSB Graduate Student Records	Course Syllabi, CUSB Student Organization Constitutions,	Andrea Aiello	Associate Dean, CUSB	10 years	Records destroyed at end of retention period
Cabaal af Managanan	CUCD Conducts Student December	-	Andrea Airlin	Associate Design CUCD	A-tive v. C. verene	Beauty destroyed at and affective 1
School of Management	CUSB Graduate Student Records	CUSB	Andrea Aiello	Associate Dean, CUSB	Active + 6 years	Records destroyed at end of retention period
61 1 69 6 1 151 11	lene A I i o I		6 1 6 11 1	Associate Dean of Students, School of	DED. A. MENT	
School of Professional Studies	SPS - Academic Records	Accreditation Documents, SPS	Sarah Gallagher	Professional Studies	PERMANENT	N/A
				Associate Dean of Students, School of		
School of Professional Studies	SPS - Academic Records	Course Syllabi, SPS	Sarah Gallagher	Professional Studies	PERMANENT	N/A
				Associate Dean of Students, School of		
School of Professional Studies	SPS - Academic Records	Faculty Evaluations, SPS	Sarah Gallagher	Professional Studies	7 years	Records destroyed at end of retention period
				Associate Dean of Students, School of		
School of Professional Studies	SPS - Disciplinary Action	Disciplinary Hearing Files, SPS	Sarah Gallagher	Professional Studies	Active + 10 years	Records destroyed at end of retention period
				Associate Dean of Students, School of		
School of Professional Studies	SPS - Human Resources	Faculty contracts, SPS	Sarah Gallagher	Professional Studies	Active + 10 years	Records destroyed at end of retention period
			· · · · · · · · · · · · · · · · · · ·			

				Discovery Contact Person		Action (Destroy/Move to Another
Dept/Office/School	Type of Record/Document	Record Description	Outreach contact	Header/Outreach title	Retention Period	Office/Store in Archives)
				Associate Dean of Students, School of		
School of Professional Studies	SPS - Student Records	Discipline hearing/incident, SPS	Sarah Gallagher	Professional Studies	Active + 10 years	Records destroyed at end of retention period
School of Professional Studies	CDC Student Records	Student Counciling Records CDC	Carab Callaghar	Associate Dean of Students, School of Professional Studies	Active + 10 years	Desards destroyed at and of retention period
School of Professional Studies	SPS - Student Records	Student Counseling Records, SPS	Sarah Gallagher	Associate Dean of Students, School of	Active + 10 years	Records destroyed at end of retention period
School of Professional Studies	SPS- Student Records	Special Projects/Internship Forms, SPS	Sarah Gallagher	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
		IRB (Human Subjects) Committee		Director or Sponsored Programs and		
Sponsored Programs & Research	Faculty Governance & Research Compliance	Minutes	Lisa Gaudette	Research	PERMANENT	Store electronically indefinitely
Canada Danasa Canada	Country & Doggoods	December 188 (House & Cobinete)	lies Candatta	Director of Sponsored Programs and	Funiantian & Sant slave sut (2)	Channel in Hairmania Anabirra
Sponsored Programs & Research	Grants & Proposals	Proposals - IRB (Human Subjects)	Lisa Gaudette	Research	Expiration & final close out + 3 years	Stored in University Archives
				Director of Sponsored Programs and	Expiration & final close out + 3 years	
Sponsored Programs & Research	Grants & Proposals	Grant Proposals (funded)	Lisa Gaudette	Research	unless longer required by specific grant	Stored in University Archives
					5 years after student graduates or	
Student Accessibility Services	Disability Records		Kamala Kiem	Associate Provost for Student Success	withdraws from Clark	Records destroyed at end of retention period
		Undergraduate Student Payroll Records				
Student Employment Office	Payroll Records	(work study) and I-9s	Julie Bolduc	Director of Student Employment	All Stored Electronically 3 years in Study Abroad office (full	No longer destroy as of academic year 15/16.
					application file for 1 year; some culling	
					and shredding of no-longer needed	
		Study Abroad Applications, letters or			documents occurs after year 1, then	Application (partial) files are sent in boxes to
		recommendation, advising notes and			partial files retained in Study Abroad for	University Archives; non-essential materials
Study Abroad	Study Abroad Applications	records	Alissa Briggs	Director, Study Abroad/ Study Away	2 additional years)	are shredded
	6. 1.41. 15		All: D.	5: 1 5: 1 4: 1/5: 1 4	Active (typically these are long-term	
Study Abroad	Study Abroad Program Agreements	Program Agreements, MOUs	Alissa Briggs	Director, Study Abroad/ Study Away	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
Study Abroad	Study Abroad Transcripts	Transcriptsy Grade Reports	Allood Briggs	Executive Director, Advancement	5 years in study Abroad office	necords destroyed at the or retention period
UA - Advancement Services	Advancement Systems - Staff Access to Information	File Share Privileges/Permissions		Services & Prospect Research	Active	Records destroyed at end of retention period
		Raisers Edge & Blackbaud		Executive Director, Advancement		
UA - Advancement Services	Advancement Systems - Staff Access to Information	NetCommunity Security Access		Services & Prospect Research	PERMANENT	N/A
					1) Student Workers=Active + 5 years; 2)	
					Staff hired between 2008 to 6/1/2012	
		University Advancement (system and all		Executive Director, Advancement	(FY13), PERMANENT; 3) Staff hired on	Records destroyed at end of retention
UA - Advancement Services	Advancement Systems - Staff Access to Information	documents) Confidentiality Forms		Services & Prospect Research	or after 6/1/2012 moved to HR	period, or maintained as indicated at left
				Executive Director, Advancement		
UA - Advancement Services	Gift Information	Electronic Gift data (Raiser's Edge)		Services & Prospect Research	PERMANENT	N/A
UA - Advancement Services	Gift Information	Endowed Fund Agreements		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
OA - Advancement Services	GIL IIIOIIIation	Endowed Fund Agreements		Executive Director, Advancement	FERMANEINI	IN/A
UA - Advancement Services	Gift Information	Gift Commitment Letters		Services & Prospect Research	PERMANENT	N/A
				Executive Director, Advancement		
UA - Advancement Services	Gift Information	Gift Transaction Batches		Services & Prospect Research	Close of FY + 5 years	Records destroyed at end of retention period
	Cife L C	Written Pledge Agreements, \$5,000+		Executive Director, Advancement	0501441517	
UA - Advancement Services	Gift Information	total commitment Written Pledge Agreements, < \$5,000		Services & Prospect Research Executive Director, Advancement	PERMANENT Fulfillment of pledge commitment + 4	N/A
UA - Advancement Services	Gift Information	total commitment		Services & Prospect Research	years	Records destroyed at end of retention period
		Alumni Board Volunteers: meeting				,
		minutes (including Nominating		Executive Director, Advancement		
UA - Alumni Affairs	Alumni Board Volunteers	Committee)		Services & Prospect Research	PERMANENT	N/A
UA - Alumni Affairs	Alumni Publications	Alumni Directories		Executive Director, Advancement Services & Prospect Research	PERMANENT	N/A
OA - Alumini Ariairs	Alumini Publications	Candidate Profiles for Alumni Trustee		Executive Director, Advancement	PERIVIANENT	N/A
UA - Alumni Affairs	Alumni Trustee Representative	Representative		Services & Prospect Research	PERMANENT	N/A
	·	Undergraduate Year Books (complete		Executive Director, Advancement	İ	
UA - Alumni Affairs	Undergraduate Year Books	set)		Services & Prospect Research	PERMANENT	N/A
	Application Materials for undergraduate students who					<u></u>
Undergraduate Admissions	are accepted but do not enroll Application Materials for undergraduate students who	Acceptance letters	Terry Malone	Director, Undergraduate Admissions	3 years after application term	Electronic records; no paper copies
Undergraduate Admissions	are accepted but do not enroll	Applications	Terry Malone	Director, Undergraduate Admissions	3 years after application term	Electronic PDF destroyed
Bradate / tallipolotio	Application Materials for undergraduate students who		, maioric	= = = = = = = = = = = = = = = = = = =	= , TES dites application term	
Undergraduate Admissions	are accepted but do not enroll	Correspondence	Terry Malone	Director, Undergraduate Admissions	3 years after application term	Electronic PDF destroyed
	Application Materials for undergraduate students who					
Undergraduate Admissions	are accepted but do not enroll	Individual complaint or problem	Terry Malone	Director, Undergraduate Admissions	3 years after application term	Electronic PDF destroyed
Hadararaduata Administra	Application Materials for undergraduate students who	Transarints	Torry Molono	Director Undergraduate Admini	2 years often applies!	Floatronic DDF doctrous-
Undergraduate Admissions	are accepted but do not enroll	Transcripts	Terry Malone	Director, Undergraduate Admissions	3 years after application term	Electronic PDF destroyed

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