

Faculty Records (not inclusive)	Retention	Permission needed?
Calendars (Staff) ADMIN-010	Current + 1 yr	Yes
Calendar (Dept./Admin, Head) ADMIN-009	Term of office + 2 yrs	Yes
Correspondence (includes email)		
Transitory ADMIN-014	Destroy as necessary	No
Routine ADMIN-015	2 yrs	Yes
Grant Program Files		
Approved ADMIN-027/029	3 yrs or until audited	Yes
Denied/Withdrawn ADMIN-028	3 yrs	Yes
Meeting minutes ADMIN-038	3 yrs	Yes
IRB HEALTH-020	3 yrs	Yes
IRB PI HEALTH-021	6 yr from end of project	Yes
Evaluations EDU-024	1 yr	Yes
Consulting EDU-025	5 yrs	Yes
Handbooks EDU-026	Permanent	Transfer to Univ. Arch.
Intellectual Property EDU-028	Permanent	Transfer to Univ. Arch.
PTR EDU-030	Until decision recorded	Yes
Syllabi EDU-036	1 yr	Yes
Academic Counseling EDU-050	5 yrs from graduation	Yes
Academic Progress EDU-051	5 yrs from graduation	Yes
Clinical evaluations EDU-053	5 yrs from graduation	Yes
Grade Books EDU-060	5 yrs	Yes
Graded coursework/exams EDU-062	1 yr	No
Independent Study EDU-065	5 yrs from graduation	Yes
Internship EDU-006	5 yrs from graduation	Yes
Major/Curriculum EDU-066	5 yrs from graduation	yes