



Retention of College Academic Records¹

Student academic, faculty records (including faculty personnel, search, 3rd year reappointment and tenure), and registrar records.

1. **Separate** records that are no longer active.
2. Consult record retention schedules to **determine** which inactive records must be retained.
3. Contact the Record Retention Committee if assistance is needed to **arrange for storage**.
4. Dispose of routine records that do not require retention.
5. If access to stored records is required, contact the Record Retention Committee if assistance is needed to **retrieve**.
6. At the end of a required retention period, contact the Record Retention Committee if assistance is needed with **disposal** arrangements.

C:\Grace's Folders\Client\Files\UnionCollege\Computers\Record Retention\Retention of College Academic Records Part I 2009\05\29.doc

¹ Other areas will be:

"Student Records" (VP for Student Affairs & Dean of Students): including student records (non-academic), career, health services, international programs (student).

"Financial Records" (VP for Finance & Administration): including financial, human resources (non-academic), grants, facilities, and risk management records.

"Admissions Records" (VP for Admissions, Financial Aid & Enrollment): including admissions, financial aid records.

"College Relations Records" (VP for College Relations): including alumni, communication records.

"Corporate Records" (Assistant to the President): including corporate records, bylaws, resolutions, minutes, institutional studies.