



## Retention of College Financial Records<sup>1</sup>

Financial records and Human Resources (non-academic), grants, facilities, and risk management related records.

1. At the end of every fiscal year, **separate** records that are no longer active (active period ends on the last day of the fiscal year following the fiscal year in which the record was created).
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 Financial Records Part I 2009\05\29.doc*

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<sup>1</sup> Other areas will be:

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

“Academic Records” (VP for Academic Affairs & Dean of the Faculty): including faculty records (e.g., personnel, search, third year reappointment, tenure records), student records (academic, including exams, thesis), registrar 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.