

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>			<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>	
6										
7										
8										
9	<b>Administrative Records</b>									
10	Accreditation Records				As designated by Campus Chancellor		Permanent		State Archives Records Management Manual - Schedule 8	
11	<ul style="list-style-type: none"> <li>Evaluation Reports from Accreditation Organizations</li> </ul>									
12	<ul style="list-style-type: none"> <li>Final Reports sent to Accreditation Organizations</li> </ul>									
13	<ul style="list-style-type: none"> <li>Self-evaluation Reports</li> </ul>									
14	<ul style="list-style-type: none"> <li>Statistical Data</li> </ul>									
15	<ul style="list-style-type: none"> <li>Working Papers</li> </ul>									
16	Committee Records				As designated by originating unit		5 years		State Archives Records Management Manual - Schedule 8	
17	<ul style="list-style-type: none"> <li>Agendas</li> </ul>									
18	<ul style="list-style-type: none"> <li>Meeting Minutes</li> </ul>									
19	<ul style="list-style-type: none"> <li>Reports</li> </ul>									
20	<ul style="list-style-type: none"> <li>Working Papers</li> </ul>									
21	<ul style="list-style-type: none"> <li>Related documentation and correspondence</li> </ul>									
22										
23	Correspondence, Administrative				Originating Unit		2 years		State Archives Records Management Manual - Schedule 8	
24	<ul style="list-style-type: none"> <li>Communications received or sent which contains significant information about the programs of a unit</li> </ul>									
25	Correspondence, Ephemeral				Originating Unit		Until No longer needed			
26	<ul style="list-style-type: none"> <li>Communications received or sent which do not contain significant information about programs of a unit, fiscal status, or routine agency operations.</li> </ul>									
27										
28	Correspondence, General				Originating Unit		2 years		State Archives Records Management Manual - Schedule 8	
29	<ul style="list-style-type: none"> <li>Correspondence received or sent which contains information about routine matters.</li> </ul>									
30										
31	Identification Card Records				Issuing Department		6 years after employee or student separation		State Archives Records Management	
32	Institutional Planning Records				Institutional Planning Office		Permanent		State Archives Records Management Manual - Schedule 8	
33	<ul style="list-style-type: none"> <li>Activity Reports</li> </ul>									
34	<ul style="list-style-type: none"> <li>Information Materials</li> </ul>									

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>		<b>Retention Period</b>		<b>Related Authority*</b>	
6										
7										
8										
35	<ul style="list-style-type: none"> <li>• Planning Committee Records</li> <li>• Planning Reports/Surveys</li> <li>• Statements of Goals and Objectives</li> <li>• Working Papers</li> <li>• Related Documentation</li> </ul>									
36										
37										
38										
39										
40	Lecture and Lecture Series Records				Unit/Program Sponsor		Until no longer needed for reference		State Archives	
41	<ul style="list-style-type: none"> <li>• Committee Minutes/Notes</li> <li>• Financial Support Records</li> <li>• Lecture Recordings and Transcripts</li> <li>• Program Records and Announcements</li> </ul>								Records Management Manual - Schedule 8	
42										
43										
44										
45	Legal Case Records				Office of University Counsel		6 years after case is closed		State Archives	
46	• Case files pertaining to legal actions brought against or on behalf of the University								Records Management Manual - Schedule 8	
47	Legislative Relations Records				Office of Governmental Relations		Permanent		State Archives	
48	<ul style="list-style-type: none"> <li>• Bill Review and Tracking Forms</li> <li>• Copies of Pending or Approved Legislation</li> <li>• Working Papers</li> </ul>								Records Management Manual - Schedule 8	
49										
50										
51	Related Documentation									
52	Policies and Procedures Records				Originating Department		Permanent. Previous policies should be retained for 5 years post-revision unless a separate document memorializes the changes.			
53	<ul style="list-style-type: none"> <li>• Handbooks</li> <li>• Mission and Policy Statements</li> <li>• Official Procedure Guidelines</li> <li>• Organizational Charts</li> <li>• Strategic Planning Documents</li> </ul>									
54										
55										
56										
57										
58	<b>Faculty Records</b>									
59	Agendas -Meeting Minutes } Faculty School Governance Organizations, Faculty Assembly and their committees				Faculty Council / School / College Governance Organizations or Faculty Assembly		Permanent			

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>
6										
7										
8										
60	Award records				Sponsoring Unit			5 years		
61	• Winners' names									
62										
63	Election/ Ballot Records				Faculty Council Office			5 years		
64	• Ballots							Permanent		
65	• Results									
66	Faculty Handbook				System Administration,			Permanent		
	Governing documents: Faculty School Constitution and Bylaws,				School / College			Permanent		
	Faculty Assembly Bylaws, Rules of the Faculty Assembly				Governance					
67					Organizations or Faculty Assembly or Primary Unit Organization					
	Membership lists				School / College			Until no longer needed		
					Governance					
68					Organizations or Faculty Assembly or Primary Unit Organization					
	Policies and Procedures				As designated by the Chancellor			Permanent		
69										
70	Privilege and Tenure Committee Records				Faculty Council			10 years from the date the case is closed.		
71	• Grievance case files									
72	• Other confidential files									
73	• Public files(meeting minutes,reports,etc.)									
74	Reports				Institutional Research			Until no longer needed		
75	Resolutions, Motions and Enactments				Provost			Until no longer needed		
76	Studies				Institutional Research			Until no longer needed		
77	Surveys				Institutional Research			Until no longer needed		
78	<b>Student Records</b>									

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>		<b>Retention Period</b>		<b>Related Authority *</b>	
6										
7										
8										
79	Admission Records				Admissions and Registrar		Accepted students - 5 years after graduation or last date of attendance Rejected students - 1 year		State Archives Records Management Manual - Schedule 8	
80										
81	Class Rosters				Student Information System/Data Warehouse		Registrar's is going to all web-based rosters in near future; no paper storage			
82	Commencement Records				Chancellor's Office or Registrar's Office		Permanent		State Archives Records Management	
83	Enrollment Reports				Institutional Research		5 years			
84	Examinations, Tests, Term Papers, and Homework Records				Various academic depts. and faculty offices		No specific requirement for retention; generally up to individual faculty member or departmental			
85	Grade Sheets				Registrar		Permanent			
86	Grade Reports				Registrar (Have not been produced on Boulder Campus for years)		1 year after date distributed		State Archives Records Management Manual - Schedule 8	
87	Grievance Records – Academic				As designated by Campus Chacellor		5 years from date of last attendance			
88	Housing Records				Housing, Family Housing		1 or 2 years after expiration of contract/lease		Department Practice	
89	<ul style="list-style-type: none"> <li>• Housing Contracts and Leases</li> <li>• Related Billing Records</li> <li>• Medical Forms for Children's Center</li> <li>• Students/Critical Incident Files</li> </ul>				Children's Center		3 years		Colorado Dept. of	
90							No set standard			
91										
92										
93	Internship Program Records				Career Services		7 years after students no longer		Department practice	
94	Medical/Counseling Records				Campus Health Clinic or Counseling Center		10 years after last contact with student		6 CCR 1011-1	
95	Services to Students with Disabilities Records				Disability Services		5 years after student's last contact			
96	Student Academic Records				Registrar, Admissions		5 years after date of last attendance		American Association	

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus Record Retention Matrix 11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>
6										
7										
8										
97	<ul style="list-style-type: none"> <li>• Academic Progress Reports</li> <li>• Applications</li> <li>• Course Withdrawal Forms</li> <li>• Examination Reports</li> <li>• Grade Changes</li> <li>• Grade Reports</li> <li>• Letters of Recommendation</li> <li>• Notices of Admission/Denial/Acceptance</li> <li>• Notices of Readmission</li> </ul>							Only until student is admitted Denials retained in Admissions for one year		of College Registrars and Admissions Officers
98										
99										
100										
101										
102										
103										
104										
105										
106	Student Account Records				Bursar's Office			Permanent for all accounts with		
107	Student Conduct Records				Judicial Affairs or School Honor Code			No specific requirement for retention; Judicial Affairs keeps all		Department Practice
108	Student Employment Records				Relevant academic or administrative department			10 years after separation from employment (except for Work-Study, which is 3 years after the relevant		34 C.F.R. 675.19(b)(2)(i)-(iii)
109	Thesis and Dissertation Records							Permanent		State Archives
110	Transcripts				Registrar's Office			75 years after graduation or		State Archives
111	<b>Immigration/International Records</b>									
112	Study Abroad Student and Staff Records				Office of International Education			5 years		
113	International Student Records				Office of International Education			Recommendation to keep at least one year following notification to		8 C.F.R § 214.3(g);22 C.F.R. § 62.10(h)
114	International College Student and Staff Records				Office of International Education			5 years		
115	International Admissions Records				Office of International Education or Admissions			5 years		
116	International Student Visa Records				Office of International Education			3 years after student leaves the University.		8 CFR 214.3(g)(1)
117	F1 Visa Records				Education or as designated by OEI					22 CFR 62.10(h)
118	J1 Visa Records									

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>			<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>	
6										
7										
8										
119	H1 Visa Records									
120										
121	International Scholars Records			Office of International Education by OEI		3 years after student leaves the University				
122	Labor certifications/applications			International Office		5 years from date of		20 C.F.R. § 656.10(f)		
123	Labor Condition Applications			International Office		One year after application expires		20 C.F.R. § 655.760		
124	<b>Graduate Medical Education Records</b>									
125	Application			Program Office		Accepted Resident - 5 years after Rejected Resident – 1 year after				
126										
127	Applicant Summary			Program Office		5 years				
128	• Names									
129	• Gender									
130	• Ethnicity									
131	• Visa Status									
132	• Accepted/Rejected Status									
133	Background Check Results			GME Office		Until resident leaves GME Program				
134	Curriculum Vitae			Program Office		10 years after resident leaves GME				
135	ECFMG			GME Office		50 years				
136	Evaluations			Program Office		Monthly and Semi-Annual - Until residency is completed unless in New Innovations; Final – 50 years				
137	• Monthly/Roational									
138	• Semi-Annual									
139	• Monthly/Roational									
140	Grievance			GME Office		10 years after completing residency				
141	Medical School Diploma			GME Office		50 years after resident separates				
142	Probation/Remediation Records			GME Office and Program		50 years after resident separates from the GME Program. If				
143										
144	Procedure/Case Log Summary			Program Office		50 years				
145	Training Agreement			GME Office		50 years				
146	<b>Curriculum and Instruction Records</b>									
147	Academic Program Administrative Records									

	A	B	C	D	E	F	G	H	I	J			
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>												
2													
3													
4													
5	<b>Document Type</b>				<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority *</b>			
6													
7													
8													
148	<ul style="list-style-type: none"> <li>Add/Drop Reports</li> <li>Course Enrollment Summaries</li> </ul>				Registrar's Office Student Information System, Data Warehouse or Continuing Education			1 year after semester ends Permanent					
149													
150					<ul style="list-style-type: none"> <li>Graduation Summaries</li> <li>Registration Reports</li> <li>Summer Term Reports</li> </ul>				Registrar's Office			Permanent	
151									Registrar's Office			Permanent	
152									Registrar's Office			Permanent	
153													
154													
155	Course Catalog and Schedule of Courses				Registrar's Office			3 years					
156	Course Records <ul style="list-style-type: none"> <li>Class Roster</li> <li>Course Proposals</li> <li>Degree Requirements</li> <li>Syllabi</li> </ul>				Registrar's Office			Until no longer needed for reference		State Archives Records Management Manual - Schedule 8			
157					Dean's Office Registrar's Office Instructor's Office			Indefinitely					
158								Until no longer needed for reference					
159													
160	Student Faculty and Course Evaluation Summaries (FCQ)				Official location of faculty member's personnel file			3 years from end of employment					
161													
162	New Degree Programs, Proposals & Approvals				Office of Academic Resources and Services			As long as program is in operation					
163	Program Review Records				Office of Academic Resources and Services			Unitl next review					
164	<b>Personnel Records</b>												
165	Records to complete EEO-6 or IPEDS Staff Survey				Institutional Research			3 years		29 C.F.R. § 1602.48			
166	Affirmative Action Plans and Progress Reports				Institutional Research			2 years		29 C.F.R § 1602.14			
167													
168	Employment Data Analysis Records				Institutional Research			2 years		29 C.F.R § 1602.14			

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>			<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority *</b>	
6										
7										
8										
169	Equal Employment Opportunity Reports			Institutional Research			2 years		29 C.F.R. § 1602.48	
170	Employment Tests and Selection Criteria – Impact or Adverse			Human Resources			2 years		29 C.F.R. 1607.15	
171	Classified Employee Personnel Records			Human Resources or other repository as designated by Human Resources			10 years after employee's separation from the University.		All:Title VII ADA 29 C.F.R.1602.49 State Archives Records Management Manual -	
172										
173										
174										
175	Conflict of Interest Disclosures			Regulatory Compliance			3 years			
176	<b>Employee Medical Records</b> <b>These records are not personnel records and must be kept separate from personnel records.</b> <ul style="list-style-type: none"> <li>• Documentation of work related injuries or illness</li> <li>• Family Medical Leave Act documentation</li> <li>• First-aid incident reports</li> <li>• Hazard exposure records</li> <li>• Medical Examination Records</li> <li>• Records of health or disability limitations</li> <li>• Release consent forms</li> <li>• Return to Work Forms</li> <li>• Short and Long-Term Disability Documentation</li> </ul>			Human Resources or other repository as designates by Human Resources			Hazard exposure records: 30 yrs. after employee separation		29 C.F.R. 1910.1020.	
177										
178							All other medical records: 10 years		29 C.F.R. 1904.33	
179										
180										
181										
182										
183										
184										
185										
186	Employment Applications			Human Resources or other repository as designated by Human Resources			Successful applicants: 2 years from employment date. Unsuccessful applicants: 2 years			
187	<ul style="list-style-type: none"> <li>• Successful</li> <li>• Unsuccessful</li> </ul>									
188										
189	Employment Verification Records			Human Resources or other repository as designates by Human Resources			3 years after date of hire, or one year after termination, whichever is later		8 C.F.R. § 274a.2	
190	<ul style="list-style-type: none"> <li>• I-9 Forms</li> <li>• Residence Records</li> <li>• Visa Records</li> </ul>									
191										
192										
193	Faculty and Exempt Employee Personnel Records			Human Resources or other repository as			10 years after employee's separation from the University.		All: Title VII	
194										



	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>
6										
7										
8										
195					designates by Human Resources					ADA
196										29 C.F.R. 1602.49
197										State Archives
198	Individual Employee Security Profiles							Duration of the authorized profile		State Archives
199	• Initial set up and changes to the security							plus two years after the user's profile		Manual State
200	Human Resource Recruitment Records				Human Resources or other repository as designates by Human			3 years Note: Application of the successful candidate become part of the employee's personnel file.		
201	• Applicant Pool									
202	• Appointment Records									
203	• Notifications of Academic Position Openings									
204	• Position Descriptions									
205	• Test forms and scores									
206										
207	Leave, Time, and Attendance Records				Human Resources or other repository as determined by Human Resources			5 years from creation of the record		
208	Search Committee Records				Human Resources or other repository as designates by Human			2 years from creation of record Note: Application materials of the successful candidate become part of the employee's personnel file.		
209	• Applications									
210	• Committee Meeting Minutes									
211	• Interview Materials									
212	• Letter of Offer/NonOffer									
213	• Letters of Recommendation									
214	• Resumes									
215	• Transcripts									
216	State Personnel Employee Reporting Records				Human Resources or other repository as designates by Human Resources			Until superseded or updated		State Archives Records Management Manual - Schedule 8
217	• Employee Rosters									
218	• Employment Vacancies									
219	• Job Announcements									
220	• Job Classifications									
221	• Performance Review									
222	• Position Descriptions									

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<i>Document Type</i>				<i>Repository</i>			<i>Retention Period</i>		<i>Related Authority*</i>
6										
7										
8										
223	<ul style="list-style-type: none"> <li>• Positions Review Reports</li> <li>• Salary Change Report</li> <li>• Summary Report</li> <li>• Termination Analysis</li> </ul>									
224										
225										
226										
227	<b>Information Management Records</b>									
228	Computer System Maintenance Records				IT Department			Life of the system		
229	<ul style="list-style-type: none"> <li>• Back-up Tape Inventories</li> <li>• Component Maintenance Records</li> <li>• Computer Equipment Inventories</li> <li>• Hardware Performance Reports</li> <li>• System Back-up Reports</li> </ul>									
230										
231										
232										
233										
234	Computer System Program Documentation Records				IT Department			6 months		
235	<ul style="list-style-type: none"> <li>• Commercial Software Manuals</li> <li>• Conversion Notes</li> <li>• Data Directories</li> <li>• Dataset Inventories</li> <li>• Dataset Logs</li> <li>• Operation Logs</li> <li>• Operator Instruction Manuals</li> <li>• Program Listings</li> <li>• Programming Logs</li> <li>• System Development Logs</li> <li>• System Overview Logs</li> </ul>									
236										
237										
238										
239										
240										
241										
242										
243										
244										
245										
246	Computer System Security Records				Various Departments			Varies (see below)		
247	<ul style="list-style-type: none"> <li>• Computer System Security Records include, but are not limited</li> <li>• The recommended minimum retention period for records not</li> <li>• The recommended minimum retention period for records that</li> <li>– Payment Card Industry Data Security Standards (PCI-DSS)</li> <li>– Gramm–Leach–Bliley Act (GLBA)</li> <li>– Health Insurance Portability and Accountability Act (HIPAA)</li> <li>– Sarbanes–Oxley Act (SOX)</li> </ul>							(No regulations, external standards,  (PCI-DSS) 1 year (GLBA) 5 years (HIPAA) 6 years (SOX) 7 years		
248										
249										
250										
251										
252										
253										

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>
6										
7										
8										
254	Software Management Records				IT Department		3 years from life of system			
255	• Licenses									
256	• Site Licenses									
257	• Software Inventories									
258	• Software Purchase Records									
259	• Related Documentation									
260	Telecommunication System Management Records				IT Department		3 years from end of relevance system			
261	• Equipment Records									
262	• Maintenance Records									
263	• System Planning Records									
264	Email (mailbox) of all terminations, voluntary or involuntary				Information Security Officer		189 days/27 weeks from date of termination in HRMS.			
265	<b>Equipment and Supplies Records</b>									
266	Equipment Inventory Records				Finance Office		10 years			
267	Equipment Maintenance Records				Applicable campus department or Facilities Operations Department		Life of the equipment			
268	Research and Teaching Drug Inventory Records				Applicable campus department		2 years		21 CFR 1304.04(a)	
269	Vehicle Records				UCB Transportation Services		Until vehicle is no longer owned by the University.			
270	• Emission Records									
271	• Fuel Records									
272	• Insurance Records									
273	• Maintenance Records									
274	• Registration Records									
275	• Titles									
276	• Use Records									
277	<b>Facilities and Property Records</b>									
278	Bid and Competitive Selection Records				Facilities Project Office		Until completion of project			
279	Building Space Inventory and Valuation Records				Finance Office		10 years			

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>		<b>Retention Period</b>		<b>Related Authority*</b>	
6										
7										
8										
280	Building/Grounds Repair, Maintenance, Remodeling, and Construction Records				Facilities Project and Operations Offices		Permanent			
281	Capital Construction Project Records				Facilities Project Office		Permanent		State Archives	
282	Key Issuance Records				Facility Operations		2 years			
283	• Requests						Until key is returned to issuing dept.			
284	• Agreements									
285	Land Inventory Records				Facilities Project Office and Legal		Permanent		State Archives Records Management	
286	Parking Records				Parking Office		Current year plus 3 years		State Collections	
287	• Appeal/Citation Records									
288	• Permit Records									
289	<b>Health Services Records</b>									
290	HIPAA Compliance Records and Reports				HIPAA Compliance Office		6 years from creation date or effective date		45 C.F.R. pt. 160	
291	Immunization Records				Student Services Office		Students – 2 years after student graduation or withdrawal			
292	Patient Encounter Logs				Program Office		2 years			
293	Pharmacy Prescription Dispensation Records				Program Office		2 years		C.R.S. § 12-22-	
294	Practitioner Rotation Schedules				Program Office		2 years			
295	Health Insurance Records				Program Office		Until individual's separation from the			
296	Medical Records				Medical Records Office or as designated by campus		35 years from the date of last contact with the individual		6 CCR 1011-1	
297	Shadow Charts				Program Office		Until no longer needed			
298	<b>Financial Aid Records</b>									
299	Borrowers Loan Records				Student Debt Management Office		3 years after loan repayment or assignment to the U.S. Department of Education		34 C.F.R. § 668.24	
300	• Institutional Loans									
301	• Repayment Schedules									
302	• Statements of Rights and Responsibilities									
303	• Records of Actions Taken									

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>
6										
7										
8										
304	• Related Correspondence									
305	Federal Title IV, Program Records, Institutional Records				Financial Aid Office & Institutional Research		(a) Agreements: 6 years after expiration (b) 3 years after the end of the Records pertaining to audit and		34 C.F.R § 668.24	
306	• Accreditation Reviews and Reports									
307	• Any other record pertaining to factors									
308	• Audits and Program Reviews									
309	• Education Program Eligibility									
310	• Institutional Program Participation									
311	• Recertification									
312	Federal Family Education Loan and Direct Program Records				Financial Aid Office or as otherwise designated		3 years after the end of the award year in which the student borrower last attended the Univ.		34 C.F.R. § 668.24	
313	• Applications									
314	• Disbursement Records									
315	• Promissory Notes									
316	• Student Status Confirmation Reports									
317	Official Files regarding Financial Assistance from State				As designated by System or Campus Controller		3 years		State Archives Records Management Manual - Schedule 7/ 34 CFR Sec. 74.53	
318										
319	Financial Aid Annual Reports				Financial Aid Office		3 years after the end of the award		34 C.F.R. § 674.8(c)	
320	Fiscal Records and Reports				Financial Aid Office or as otherwise designated.		3 years after the end of the award year for which the report was submitted		34 C.F.R. § 674.8(c)	
321	• Accreditation and Licensing Agency Reports									
322	• Annual Federal Fiscal Operations and									
323	• Cash Disbursements									
324	• ED Payment Management System Cash									
325	• Federal Pell Grant Statements of Account									
326	• Federal Work-Study Payroll Records									
327	• General Ledgers									
328	• Refunds and Repayments									
329	• State Grant and Scholarship Award Rosters									

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>		<b>Retention Period</b>		<b>Related Authority*</b>	
6										
7										
8										
330	<ul style="list-style-type: none"> <li>Title IV Program Reconciliation Reports</li> <li>Title VI Program Transaction Records</li> </ul>									
331										
332										
333	Pell Grant Reports				Financial Aid Office		3 years after the end of the award			
334	Perkins Loan Program Records				Financial Aid Office Bursar's Office		3 years after the end of the award year for which aid was awarded		34 C.F.R. 668.24	
335	<ul style="list-style-type: none"> <li>Applications &amp; award letters</li> </ul>									
336	<ul style="list-style-type: none"> <li>Promissory Notes, etc.</li> </ul>									
337	Student Financial Aid Records				Financial Aid Office		10 years after the end of the award year in which the student last attended the institution		34 C.F.R. 668.24	
338	<ul style="list-style-type: none"> <li>Affidavit of Lawful Presence</li> <li>Applications</li> <li>Award Letters</li> <li>Eligibility Records</li> <li>Payment Records</li> <li>Repayment Agreements</li> </ul>									
339										
340										
341										
342										
343										
344	Work Study Program Administrative Records				Financial Aid Office or Relevant Academic or Administrative Department		3 years after the award year for which aid was awarded		34 C.F.R. § 668.24(e)	
345	<ul style="list-style-type: none"> <li>Award Letters</li> <li>Job Descriptions</li> <li>Payment Records</li> <li>Related Correspondence</li> </ul>									
346										
347										
348										
349										
<b>Safety and Security Records</b>										
350	Asbestos Records				EH&S Office & Distribution Center Archives		30 years		OSHA & EPA	
351	Carcinogenic Compounds Inventory/Use Records				EH&S Inventory Database		10 years			
352	CDC Select Agent Program				EHS - Director		3 years		42 CFR 73	
353	Chemical and Hazardous Waste Disposal Records				EH&S Office		3 years			
354	Chemical Hazardous Material Survey Records				EH&S Office		30 years after student/employee separation			
355	Chemical Incident Reports				EH&S Office		3 years			

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>
6										
7										
8										
356	Emergency Response Plans and Procedures				EH&S Office			Until superseded		
357	IBC Records				EHS - Biosafety Office			3 years		NIH Guidelines, NOV
358	Material Safety Data Sheets Records				EH&S Office			3 years after use and storage of chemical terminates.		
359	Radiation Licensing Records				EH&S Office - RSO			3 years after license is terminated		CDPHE
360	Radiation Material Handling and Disposition Records				EH&S Office - RSO			3 years after license is terminated		CDPHE
361	Radiation Monitoring and Exposure Records				EH&S Office - RSO			3 years after license is terminated		CDPHE
362	Regulated Medical Waste				EHS - Biosafety Office			3 years		6 CCR 1007-1
363	Safety Inspection Records				EH&S			EH&S paper records not needed – keep electronic database that shows inspection history; remain in system indefinitely.		
364	Safety Training Records				EH&S			EH&S paper records not needed - initial training date; remain in system until employee leaves University.		
365										
366	<b>Campus Police Records</b>									
367	<b>Arrest Records</b>									
368	Arrest and Booking Logs				Campus Police			5 years plus current		State Archives
369	Adult Offender Felony Arrest Records (Major Felonies and Violent Crimes)				Campus Police			Permanent		State Archives
370										
371	Adult Offender Sexual Assault Arrest Records				Campus Police			99 years plus current		State Archives
372	Adult Offender Felony Arrests (Other)				Campus Police			10 years plus current		State Archives
373	Adult Offender Misdemeanors				Campus Police			3 years plus current		State Archives
374	Juvenile Offender Arrest Records				Campus Police			Until offender is 19 years old		State Archives
375	Sealed or Expunged Arrest Records				Campus Police			Until sealed or expunged record is destroyed pursuant to this schedule		State Archives
376										
377	Traffic Accident Arrest Records - Fatality				Campus Police			Permanent		
378	Traffic Accident Arrest Records - Non-Fatality				Campus Police			3 years plus current		State Archives

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b>									
2										
3										
4										
5	<b>Document Type</b>		<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>		
6										
7										
8										
379	<b>Case Files</b>									
380	Major Crimes (Arson, Aggravated Assault, Homicides, Kidnapping,				Campus Police		Permanent		State Archives	
381	Missing Persons, Robbery, Forgery, Theft of Public Funds,									
382	Traffic Fatalities) and Deaths									
383	Sexual Assault Cases				Campus Police		99 years plus current		State Archives	
384	Felony cases and special investigations (Including workplace				Campus Police		10 years plus current		State Archives	
385	violence incidents)									
386	Misdemeanor cases, Petty offenses, and Traffic Offenses				Campus Police		3 years plus current		State Archives	
387	Sex Offenders				Campus Police		Permanent		State Archives	
388	Traffic Accident Case Records - Fatality				Campus Police		Permanent		State Archives	
389	Traffic Accident Case Records - Non-Fatality				Campus Police		3 years plus current		State Archives	
390	<b>Criminal History Files</b>									
391	Felonies				Campus Police		10 years plus current		State Archives	
392	Homicides				Campus Police		Permanent		State Archives	
393	Misdemeanors				Campus Police		5 years plus current		State Archives	
394	<b>Evidence Records</b> – Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations.									
395	(Retention periods apply provided offenses are not affected by statute of limitations)									
396	Fingerprint Cards and Files – Records containing latent fingerprints				Campus Police		75 years plus current		State Archives	
397	Handling and Storage of Evidence Records – Logs documenting the				Campus Police		75 years plus current		State Archives	
398	Mug Shots/Negatives – Photographic records of suspects and				Campus Police		75 years plus current		State Archives	
399	Photographs – Photos of crime scenes, including photographic				Campus Police		75 years plus current		State Archives	
400	Tape Recordings – Dispatch audio tapes recorded to monitor radio				Campus Police		90 days		State Archives	
401	Video Tapes related to cases involving death, missing persons,				Campus Police		Permanent		State Archives	
402	Video Tapes concerning all other cases				Campus Police		10 years plus current		State Archives	
403	<b>Field Contact Records</b>									
404	Records or contacts with businesses, complainants, juveniles,				Campus Police		3 years plus current		State Archives	
405	Taped-Recorded Interviews conducted during field contacts in which				Campus Police		3 years plus current		State Archives	
406	<b>Intelligence Files</b> – Records containing information regarding individuals and groups									
407	Multiple Contacts				Campus Police		5 years from date of last contact		State Archives	



	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus Record Retention Matrix 11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>
6										
7										
8										
408	No Further Contact				Campus Police		1 year from date of last contact		State Archives	
409	<b>Internal Affairs Investigations</b>									
410	Records pertaining to internal investigations regarding police				Campus Police		4 years		State Archives	
411	<b>Logs</b>									
412	Court Subpoena Logs				Campus Police		2 years plus current		State Archives	
413	Crime Logs				Campus Police		3 years plus current		State Archives	
414	Dispatch Logs				Campus Police		1 year plus current		State Archives	
415	DUI Logs				Campus Police		2 years plus current		State Archives	
416	Offense Logs				Campus Police		3 years plus current		State Archives	
417	Routine Activity Logs – Records of Routine Welfare Checks, alarm				Campus Police		1 year plus current		State Archives	
418	Traffic Accident Logs				Campus Police		2 years plus current		State Archives	
419	<b>Miscellaneous Records</b>									
420	Parole File Card				Campus Police		Until no longer needed		State Archives	
421	Prisoner Transport Records				Campus Police		1 year plus current		State Archives	
422	Seizure Fund Documentation				Campus Police		7 years plus current		State Archives	
423	Statistical Files				Campus Police		5 years plus current		State Archives	
424	Training Records				Campus Police		5 years after employees separation		State Archives	
425	Citations/Summonses and Complaints (Criminal, DUI, Driving				Campus Police		10 years plus current		State Archives	
426	under Revocation)									
427	Citations/Summonses and Complaints - all others						3 years plus current		State Archives	
428	Requests for release of information (911 recordings, reports, etc)				Campus Police		2 years after request is answered		State Archives	
429										
430	<b>Registered Sex Offender Records</b>									
431	Information Request Forms				Campus Police		1 year plus current		State Archives	
432	Sex Offender Registration and Cancellation Forms				Campus Police		5 years after offender leaves the		State Archives	
433							jurisdiction			
434	Sexually Violent Predators Notifications				Campus Police		Permanent		State Archives	
435	<b>Reports</b>									
436	Accident Reports				Campus Police		3 years plus current		State Archives	

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>		<b>Retention Period</b>		<b>Related Authority*</b>	
6										
7										
8										
437	Activity Summaries				Campus Police		1 year plus current		State Archives	
438	Crime Stopper Reports				Campus Police		5 years plus current		State Archives	
439	Incident Reports				Campus Police		3 years plus current		State Archives	
440	Offense Reports				Campus Police		Permanent for serious offenses; 10		State Archives	
441							for all other offenses			
442	Records Checks				Campus Police		2 years plus current		State Archives	
443	Uniform Crime Report/NIBRS - Annual				Campus Police		Permanent		State Archives	
444	Clery Act Reports				Campus Police		7 years plus current		State Archives	
445	<b>Ride Along Program Records</b>									
446	Approved Ride-Along Records				Campus Police		3 years plus current		State Archives	
447	Denied Ride-Along Records				Campus Police		Permanent		State Archives	
448	<b>Budget and Finance Records</b>									
449	Inter-departmental Purchase Forms				Selling Department		3 years		State Archives	
450									34 CFR Sec. 74.53	
451	Petty Cash Records and Change Funds						3 years		State Archives	
452	Set-up Authorization				Finance Office					
453	Purchases and reimbursement requests				Procurement Svc Ctr				34 CFR Sec. 74.53	
454	<i>Budget Records</i>									
455		Coded Long Bill			State		3 years		State Archives	
456		Annual Budget Document			Vice President for Budget and Finance		3 years		State Archives Records Management	
457		Budget Work Papers			As designated by System or Campus Budget Office		3 years		State Archives Records Management Manual - Schedule 7/	
458		Annual Budget Reports			As designated by System or Campus Budget Office		State: 7 years (permanent record with State Archives after 7 years)		State Archives Records Management Manual - Schedule 7/	
459		Appropriation Documents (COFRS Spending Authority)			State		5 years		State Archives	
460	<i>Cash Management Records:</i>									

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus Record Retention Matrix 11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>			<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority *</b>	
6										
7										
8										
461		Bank Records (Statements, Reconciliations, and Other Supporting Documents)			Bank Account Responsible Department (e.g. applicable campus department)		3 years		State Archives Records Management Manual - Schedule 7/ 34 CFR Sec. 74.53	
462		Cash Receipts Logs			Cash Collecting Department		3 years		State Archives Records Management	
463		Cash Deposits			Cash Depositing Department (e.g. Bursars Office)				State Archives Records Management Manual - Schedule 7/	
464 465		Credit Card Receipts			Bank Merchant Department (e.g. applicable campus department).				State Archives Records Management Manual - Schedule 7/ 34 CFR Sec. 74.53	
466 467		Deposits with State Treasurer			Campus Controller or Treasurer		3 years		State Archives Records Management 34 CFR Sec. 74.53	
468 469		EFT Authorizations			Procurement Service Center or Treasurer		7 years		State Archives Records Management 34 CFR Sec. 74.53	
470 471		External Bank Account Authorization			Treasurer		3 years		State Archives 34 CFR Sec. 74.53	
472 473		Payment Logs/EFT and Warrant			Finance Office		5 years		State Archives 34 CFR Sec. 74.53	
474 475		Bank Account Reconciliation			Finance Office		9 years		State Archives 34 CFR Sec. 74.53	

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>			<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority *</b>	
6										
7										
8										
476		Warrant/Cancelled			System Controller or Canceling Department (e.g. PSC, PBS, Bursar)		5 years		State Archives Records Management Manual - Schedule 7/  34 CFR Sec. 74.53	
477										
478	<i>Contracts Revenue:</i>									
479		Revenue Contracts			Finance Office		3 years		State Archives 34 CFR Sec. 74.53	
480										
481	<i>Contracts Expense (PSC):</i>									
482		State Contracts / all related documents			As designated by System or Campus Controller		6 years (except Federal expense contracts which is 7 years)		State Archives Records Management Manual - Schedule 7/	
483		State Controller Delegation Authority Letters			State Controller		Until Expire/Replaced or 6 years, whichever is later		State Archives 34 CFR Sec. 74.53	
484										
485		University Signature Authority Forms			System Controller		Until changed or 3- 6 years, whichever is later		State Archives 34 CFR Sec. 74.53 34 CFR Sec. 74.53	
486										
487										
488	<i>Fixed Assets:</i>									
489	A fixed asset refers to a long-term tangible asset that is not expected									
490		Fixed Assets (purchase related documentation)			Finance Office		3 years from date of asset disposal		State Archives 34 CFR Sec. 74.53	
491										
492		Fixed Assets (purchase related documentation for construction projects)			Facilities Projets		3 years from date of asset disposal		State Archives 34 CFR Sec. 74.53	
493										
494		Physical inventory records			Finance Office		3 years		State Archives 34 CFR Sec. 74.53	
495										
496		Depreciation schedules			Finance Office		3 years		State Archives 34 CFR Sec. 74.53	
497										
498		Disposal of fixed assets records			Finance Office		3 years		State Archives 34 CFR Sec. 74.53	
499										
500	<i>General Ledger:</i>									

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>			<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>	
6										
7										
8										
501		Journal Entries and Supporting Documentation			Finance Office		3 years		State Archives	
502		General ledger detail			System Controller		7 years from the close of the oldest			
503	<i>Inventory Control (non capital)</i>									
504		Inventory Records			Responsible Department		3 years		State Archives	
505	34 CFR Sec. 74.53									
506	<i>Revenue/Accounts Receivable:</i>									
507		Accounts Receivable Invoices			Department issuing invoice		3 years after pay-off		State Archives	
508	Records Management									
509		Loan Records			Bursars Office		3 years after pay-off		State Archives	
510	34 CFR Sec. 74.53									
511	<i>Tax</i>									
512		1098-T			Bursar Office		4 years		State Archives	
513	34 CFR Sec. 74.53									
514	<b>Grant and Research Records</b>									
515	Clinical Research Records				Department		2 years post marketing approval or			
516	Protocols						IND withdrawal			
517	Patient Records									
518	Regulatory Records									
519	Associated Contracts									
520	Accounting Records									
521	Grant Project Research Records				Office of Grants and		9 years after expiration of grant		State Archives	
522	Activity Reports				Contracts, Academic		funding period or termination of		Records Management	
523	Conflict of Interest Disclosures				Departments, Regulatory		contract and until no longer needed		Manual - Schedule 8	
524	Research Data				Compliance or other		for reference.			
525	Summary Reports				repository as designated.					
526	Working Papers									
527	Related Documentation									

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>
6										
7										
8										
528	Grants, Contracts, and Awarded Proposal Records				Department		6 years after the project becomes inactive and until no longer needed for reference or as otherwise provided for by the award documents.		State Archives Records Management Manual - Schedule 8	
529	Grants and Contracts Accounting Records • Account Request Forms • Assignment of Refunds Documents • Balance Sheets • Billing Records • Budget Summary Statements • Contracts • Equipment Purchase Orders • Financial Reports • Grant authorizations • Invoices • Project Summaries • Receipts • Subcontracts • Related Documentation				Office of Grants and Contracts, Academic Departments, PSC, Finance or other repository as designated		9 years after expiration of grant funding period or termination of contract and until no longer needed for reference.		State Archives Records Management Manual – Schedule 8	
530										
531										
532										
533										
534										
535										
536										
537										
538										
539										
540										
541										
542										
543										
544	Human Subjects Records				IRB (COMIRB)		3 years after completion of the activity		21 CFR 56.115	
545	• Approval Applications/Forms • Assurance/Certification/Declaration Forms • Consent Forms • Grant Proposals • Protection of Human Subjects Forms • Protocols • Related Documentation									
546										
547										
548										
549										
550										
551										
552										
553	Institutional Animal Care and Use Records				IACUC Office		3 years after completion of the activity		9 CFR 2.35(f)	
	• Approval Applications/Forms									

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>				<b>Repository</b>		<b>Retention Period</b>		<b>Related Authority*</b>	
6										
7										
8										
554	<ul style="list-style-type: none"> <li>Grant Proposals</li> </ul>									
555	<ul style="list-style-type: none"> <li>Protocols</li> </ul>									
556	Laboratory Notebooks/Reports				Originating Unit		3 years from completion of project			
557	Personnel Activity Report Forms				Office Grants and Contracts		6 years after end of the Fiscal year		OMB Circular A-88	
558	Research Misconduct Records				As designated by Campus Chancellor		3 years from end of employment			
559	Invention Disclosure Forms				Tech Transfer		Permanent for original patents, formal invention assignment forms, license agreements, patent legal transactions, and invention disclosure forms; 6 years for all other records			
560	<ul style="list-style-type: none"> <li>Licensing Agreements</li> </ul>									
561	<ul style="list-style-type: none"> <li>Original Patents</li> </ul>									
562	<ul style="list-style-type: none"> <li>Patent Applications</li> </ul>									
563	<ul style="list-style-type: none"> <li>Technology Transfer Records</li> </ul>									
564	<ul style="list-style-type: none"> <li>Related Documentation</li> </ul>									
565	<i>Federal Contracts</i>						The retention periods are calculated from the end of the contract's fiscal year in which an entry is made, changed, or allocating a cost to a government contract or subcontract. The terms and conditions of specific Federal contracts should also be reviewed for guidance.			
566	<b>Publications, Promotions and Alumni Records</b>									
567	Alumni Records				Office of Alumni		5 years or until superseded			
568	<ul style="list-style-type: none"> <li>Event Planning Records</li> </ul>									
569	<ul style="list-style-type: none"> <li>Gift Records</li> </ul>									
570	<ul style="list-style-type: none"> <li>Mailing Lists</li> </ul>									
571	<ul style="list-style-type: none"> <li>Membership Lists</li> </ul>									
572	<ul style="list-style-type: none"> <li>Related Correspondence</li> </ul>									
573	Fundraising Records				As designated by		5 years			

	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<b>Document Type</b>			<b>Repository</b>			<b>Retention Period</b>		<b>Related Authority*</b>	
6										
7										
8										
574	<ul style="list-style-type: none"> <li>• Donor Records</li> <li>• Event Planning Records</li> <li>• Fundraising Request Records</li> <li>• Public Relation Records</li> </ul>			Campus Chancellor or department						
575										
576										
577										
578	Photographs			Campus Publications Office			Permanent		State Archives Records Management	
579	Publications <ul style="list-style-type: none"> <li>• Books</li> <li>• Brochures</li> <li>• Catalogs</li> <li>• Directories</li> <li>• Magazines</li> <li>• Media Guides</li> <li>• Newsletters</li> </ul>			Campus Publications Office			Until no longer needed for reference		State Archives Records Management Manual - Schedule 8	
580										
581										
582										
583										
584										
585										
586										
587	<b>Library, Museum, and Collection Records</b>									
588	Collection and Artifact Records <ul style="list-style-type: none"> <li>• Acquisition Logs</li> <li>• Appraisal and Valuation Records</li> <li>• Background Records</li> <li>• Donor Agreements/Records</li> <li>• Inventory Lists</li> <li>• Loan Records</li> <li>• Ownership Records</li> <li>• Purchasing Records</li> <li>• Registration Records</li> </ul>			Library, Finance Office and or Procurement Service Center			Minimum of 3 years			
589										
590										
591										
592										
593										
594										
595										
596										
597										
598	Inter-Library Loan Records			Library			3 years		State Archives	
599	Record Management Records <ul style="list-style-type: none"> <li>• Record Destruction Authorizations</li> <li>• Record Disposition Schedule</li> <li>• Record Inventory Worksheets</li> </ul>			As designated by campus chancellor			Permanent		State Archives Records Management Manual - Schedule 8	
600										
601										
602										



	A	B	C	D	E	F	G	H	I	J
1	<b>University of Colorado Denver   Anschutz Medical Campus</b> <b>Record Retention Matrix</b> <b>11/5/15</b>									
2										
3										
4										
5	<i>Document Type</i>				<i>Repository</i>			<i>Retention Period</i>		<i>Related Authority*</i>
6										
7										
8										
603										
604										
605										