Records Retention Schedule

The Records Retention Schedule lists records commonly found in many divisions throughout the University, indicating their respective retention periods and other instructions for the disposition of those records. To identify the record or record category, check the schedule's functional headings on the left side of the page, or use the search box.

Remember to determine whether you have the official version of the record. Unofficial, convenience copies of a record have no retention requirement and, therefore, can be destroyed when no longer administratively useful.

If you do not see a particular record type in the schedule, or if you are having trouble identifying a record in hand, please contact the University Records Manager, Michael Dello Iacono.

Recently Updated
1548 Student Medical Records
Dec 09, 2022 • updated by Michael Dello Iacono • view change
0680 Contracts
Aug 12, 2022 • updated by Michael Dello Iacono • view change
0160 Contracts and Agreements
Aug 12, 2022 • updated by Michael Dello Iacono • view change
1039 Legal Briefs and Testimony Records
Aug 05, 2022 • created by Michael Dello Iacono
1020 Litigation Case Files
Aug 05, 2022 • updated by Michael Dello Iacono • view change
1030 Litigation Hearings Case Exhibits
Aug 05, 2022 • created by Michael Dello Iacono
1060 Clinical Client Case Files
Aug 05, 2022 • updated by Michael Dello Iacono • view change
1035 Discrimination Investigation Case Files
Aug 05, 2022 • created by Michael Dello Iacono
1010 Civil Investigation Records
Aug 05, 2022 • created by Michael Dello Iacono
1000 Intellectual Property Records
Aug 05, 2022 • updated by Michael Dello Iacono • view change
1005 Legal Case Records
Aug 05, 2022 • updated by Michael Dello Iacono • view change
0535 Tenure Records
Jan 07, 2019 • updated by Michael Dello Iacono • view change
0750 Employment Eligibility Immigration Records
Nov 12, 2015 • updated by Michael Dello Iacono • view change
0520 Curriculum Development Records
Sep 15, 2014 • updated by Michael Dello Iacono • view change
SU Records Retention Schedule
May 05, 2014 • updated by Praneeth Machettira