
















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

-  [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](#)
-  [Jessica's test page](#)
Apr 07, 2014 • updated by [Jessica M Sedgwick](#) • [view change](#)
-  [Records Retention Schedule](#)
Mar 28, 2014 • updated by [Michael Dello Iacono](#) • [view change](#)
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-  [Records Retention Schedule](#)
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-  [Special Schedule A_ Environmental Health and Safety Records](#)
Dec 17, 2013 • created by [Praneeth Machettira](#)
-  [1600 Memorabilia](#)
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-  [1600-1699 Other](#)
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-  [1580 Student Athlete Medical Records](#)
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