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
1060 Clinical Client Case Files
Jan 15, 2021 • 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
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
Records Retention Schedule v 3.0
Mar 19, 2014 • updated by Michael Dello Iacono • view change
Records Retention Schedule
Dec 17, 2013 • updated by Praneeth Machettira • view change
Records Retention Schedule v 3.0
Dec 17, 2013 • updated by Praneeth Machettira • view change
Special Schedule A_ Environmental Health and Safety Records
Dec 17, 2013 • created by Praneeth Machettira
1600 Memorabilia
Dec 17, 2013 • created by Praneeth Machettira
1600-1699 Other
Dec 17, 2013 • created by Anonymous
1584 Student Housing Contracts
Dec 17, 2013 • created by Praneeth Machettira
1582 Student Housing Administration Records
Dec 17, 2013 • created by Praneeth Machettira