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.