

1010 Civil Investigation Records

Description: Documents the investigation of civil complaints that are filed on behalf of the university or a university employee; documents the role of the campus relating to state, federal, municipal, or other investigations into fraud, breaches of contract, neglect, or other potential criminal activity, or into other abuses of matters of the state for potential prosecution

Examples: Includes complaints, research and background support materials, evidence, investigative reports, actions taken, attorney's notes, and any related correspondence.

Official Record Holder/Retention Period: Office of the General Counsel/**Retain for 6 years after final action, unless a longer retention period is required by University Legal Counsel, then securely destroy.**

Unofficial Record Holder/Retention Period: Individual Departments/**Retain until administrative use ceases, then securely destroy.**