

1035 Discrimination Investigation Case Files

Description: Documents complaints and subsequent investigations into charges of discrimination by members of the campus community.

Examples: Includes charges, interrogatories and responses, investigative notes, position statements and rebuttals, complainants' withdrawals or notices of deposition, public hearing documentation, and final determinations/orders.

Official Record Holder/Retention Period: Office of General Counsel

1035.a: Landmark or policy-setting cases: **Retain permanently in the Office of the General Counsel.**

1035.b: Cases with findings: **Retain for 10 years, then securely destroy.**

1035.c: All other records: **Retain for 3 years, then securely destroy.**

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