

## Common Records and Their Retention

Most records generated by the University fall under these few, broad categories. Please consult the [State University Records Retention Schedule](#) for a full description:

Series No.	Record Type	Retention
U0111	Duplicate copies or records not created by your office	Destroy when reference value ends
U0238	Budget records, department or college copy	Retain 5 years, then destroy
U0239	Financial records	Retain 3 years, then destroy
U0449	Student files, department or college copy	Transfer permanent information to the Registrar; retain remaining records for 5 years after graduation or last date of attendance, then destroy
U0620	Personnel files, department or college copy	Transfer permanent information to Human Resources; retain remaining records for 5 years after termination of employee, then destroy
U0643	Faculty/course evaluations	Retain individual surveys 6 months, then destroy; retain summaries and tabulations 3 years, then destroy
U1800	Grant records, funded*	Retain 3 years after the submission of final report, or for awards that are renewed quarterly or annually, 3 years after the date of the submission of the quarterly or annual financial report**
U1801	Grant records, non-funded	Destroy when administrative value ends

Note that if any litigation, claim, audit, or other official action has been initiated, you must retain the records involved *even if* they have met their minimum retention and are eligible to be destroyed under the records retention schedule.

\*Includes Sponsored Programs records.

\*\*If retention requirements specified in funding agency's regulations are longer, the agency requirements will apply. See also series no. U0120.