

Schedule Number	Record Series Title	Retention Period
122-04	Fall Welcome: Includes program schedules, committee files, correspondence and administrative documents	Retain a minimum of three years in office, then transfer to University Archives
122-05	First Year Success Series: Includes program schedules, committee files correspondence and administrative documents	Retain a minimum of three years in office, then transfer to University Archives
122-06	Assessments and Reports	Retain a minimum of three years in office, then transfer to University Archives
122-07	Personnel Files (including graduate assistants)	Retain until person is no longer employed in office. Retain only employment information needed for reference purposes, destroy the rest in a manner that ensures confidentiality
122-08	Publications and Marketing Materials: Includes Orientation videos, Connections Newsletter, FYI Magazine, etc.	Retain a minimum of three years in office, then transfer one copy to University Archives
122-09	Budget Files/Contracts (Performers)	Retain 4 years in office, then destroy
122-10	Correspondence - Routine: electronic or paper format	Retain until of no administrative use, then destroy
122-11	Transient Documents: notes, logs, messages, etc. in electronic or paper format	Retain until of no administrative use, then destroy