

Schedule Number	Record Series Title	Retention Period
67-8	Departmental Committee Files: agendas, minutes, correspondence, reports	3 years; transfer to Archives
67-9	Financial Accounting Statement: issued Monthly by the Business Office who has the Original record; provides record of expenses, Income and balances for each account	3 years
67-10	Grade Reports: faculty grade reports (Registration and Records retains original record Permanently)	active + 6 years
67-11	Invoices	4 years
67-12	Purchase Orders	4 years
67-13	Promotional Materials: Brochures, pamphlets, newsletters, posters, etc.	send one copy to Archives
67-13	Requisitions	4 years
67-14	Student Co-op Files: Letter of Agreement Credentials Transcripts S/U Co-op Grade Sheet Employer Evaluation Student Evaluation Liability Waiver/ Credential Release Form Transcript	1 year after graduation; destroy in a manner protecting confidentiality
67-15	Travel Reimbursement for University-related travel	4 years
67-16	Washington Center Portfolio (copies)	1 year after graduation; destroy in a manner protecting confidentiality