

University of Colorado Colorado Springs

Records Retention Schedule

(Revised January 1, 2025)

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Document Type	Repository	Retention Period	Related Authority
Administrative Records			
Accreditation Records <ul style="list-style-type: none"> • Evaluation Reports from Accreditation Organizations • Final Reports sent to Accreditation Organizations • Self-evaluation Reports • Statistical Data • Working Papers 	Provost's Office/HLC Liaison Officer, Institutional Research, and Originating Department or College	Permanent	State Archives Schedule 8
Audit Reports	Office of Internal Audit	10 years or until no longer needed for reference, whichever is longer	State Archives Schedule 8
Committee Records <ul style="list-style-type: none"> • Agendas • Meeting Minutes • Reports • Working Papers • Related documentation and correspondence 	Originating Department	5 years	State Archives Schedule 8
Correspondence, Administrative <ul style="list-style-type: none"> • Communications received or sent which contains significant information about the programs of a unit. 	Originating Department	2 years	State Archives Schedule 8
Correspondence, Ephemeral <ul style="list-style-type: none"> • Communications received or sent which do not contain significant information about programs of a unit, fiscal status, or routine agency operations. 	Originating Department	Until no longer needed	
Correspondence, General <ul style="list-style-type: none"> • Correspondence received or sent which contains information about routine matters. 	Originating Department	2 years	State Archives Schedule 8

Document Type	Repository	Retention Period	Related Authority
Open Records Requests and Supporting Documentation (CORA) - Formal requests for records submitted in accordance with state law and supporting documentation relating to the response to or denial of the request.	Office of University Counsel – Colorado Springs Campus	Record copy: Retain 2 years after requests is answered. Duplicate copies: Retain until administrative need ends and then destroy.	State Archives Schedule 15-8
Gifts Records <ul style="list-style-type: none"> • Agreements • Copies of Bequest Instruments • Financial Statements and Reports • Fund Disbursement Records 	Treasurer's Office	Permanent	State Archives Schedule 8
Identification Card Records	Issuing Department	6 years after employee or student separation	State Archives Schedule 8
Institutional Planning Records <ul style="list-style-type: none"> • Activity Reports • Information Materials • Planning Committee Records • Planning Reports/Surveys • Statements of Goals and Objectives • Working Papers • Related Documentation 	Institutional Planning Office	Permanent	State Archives Schedule 8
Insurance Records <ul style="list-style-type: none"> • Auto/Liability/Property Claim Records • Policies/Riders/Endorsements • Records of Payment 	Risk Management	10 years	
Key Issuance Records <ul style="list-style-type: none"> • Requests • Agreements 	Facilities Services	2 years Until key is returned to Issuing Dept.	
Lecture and Lecture Series Records <ul style="list-style-type: none"> • Committee Minutes/Notes • Financial Support Records • Lecture Recordings and Transcripts • Program Records and Announcements 	Unit/Program Sponsor	Until no longer needed for reference	State Archives Schedule 8

Document Type	Repository	Retention Period	Related Authority
Legal Case Records <ul style="list-style-type: none"> Case files pertaining to legal actions brought against or on behalf of the University 	Office of University Counsel	6 years after case is closed	State Archives Schedule 8
Legislative Relations Records <ul style="list-style-type: none"> Bill Review and Tracking Forms Copies of Pending or Approved Legislation Working Papers Related Documentation 	Office of Government Relations	Permanent	State Archives Schedule 8
Parking Records <ul style="list-style-type: none"> Appeal/Citation Records Permit Records 	Parking and Transportation Services	Current year plus 3 years	State Collections
Policies and Procedures Records <ul style="list-style-type: none"> Handbooks Mission and Policy Statements Official Procedure Guidelines Organizational Charts Strategic Planning Documents 	Originating Department	Permanent. Previous policies should be retained for 5 years post-revision unless a separate document memorializes the changes.	
Real Property Records <ul style="list-style-type: none"> Deeds Easement Agreements Leases Property Descriptions Purchase Agreements Sale Agreements Title Abstracts Related Documentation 	University Treasurer's Office	Permanent	State Archives Schedule 8
UCCS Faculty Senate Records			
Agendas Meeting Minutes	UCCS Faculty Senate Office	Permanent	
Award Records <ul style="list-style-type: none"> Winners' names 	UCCS Faculty Senate Office	5 years	
Election/ Ballot Records <ul style="list-style-type: none"> Ballots Results 	UCCS Faculty Senate Office	5 years Permanent	

Document Type	Repository	Retention Period	Related Authority
Faculty Handbook	UCCS Faculty Senate Office	Permanent	
Governing documents: Boulder Faculty Assembly Constitution and Bylaws, Rules of the Boulder Faculty Assembly	UCCS Faculty Senate Office	Permanent	
Membership lists	UCCS Faculty Senate Office	Permanent	
Policies and Procedures	UCCS Faculty Senate Office	Permanent	
Privilege and Tenure Committee Records <ul style="list-style-type: none"> Grievance case files Other confidential files Public files (meeting minutes, reports, etc.) 	UCCS Faculty Senate Office	10 years from the date the case is closed.	
Reports	UCCS Faculty Senate Office	Permanent	
Resolutions, Motions and Enactments	UCCS Faculty Senate Office	Permanent	
Studies	UCCS Faculty Senate Office	Permanent	
Surveys	UCCS Faculty Senate Office	Permanent	
Student Records			
Admission Records	Admissions and Registrar	Accepted students - 5 years after graduation or last date of attendance. Rejected students - 1 year	State Archives Schedule 8
Class Rosters	Student Information System/Data Warehouse	Permanent	
Commencement Records	Registrar's Office	Permanent	State Archives Schedule 8 designates years, but AACRO guidelines recommend permanent retention.
Enrollment Reports	Institutional Research	Accepted students - 5 years after graduation or last date of attendance. Rejected students - 1 year	
Examinations, Tests, Term Papers, and Homework Records	Various Academic Depts. and Faculty Offices	No specific requirement for retention; up to individual faculty member or departmental policy	

Document Type	Repository	Retention Period	Related Authority
Family and Educational Rights and Privacy Act (FERPA) Disclosure Requests and Consents	Registrar	Permanent, with the exception of student's written consent for disclosure or for privacy requests, then until terminated by the student or permanent.	FERPA, Department practice
Grade Sheets	Registrar	Permanent	
Grievance Records – Academic	Unit responsible for investigating grievance	5 years from the date of last attendance	
Housing Records <ul style="list-style-type: none"> Housing Contracts and Leases Related Billing Records Medical Forms for Children's Center Students/Critical Incident Files 	Housing	1 or 2 years after expiration of contract/lease 3 years No set standard	Department Practice Colorado Dept. of Human Services/Social Services
International Student Records	International Affairs	3 years from the time the student leaves the University	8 CFR § 214.3(g);22 CFR § 62.10(g)
Visa and Immigration Documents	International Affairs or as designated by Office of Institutional Equity	<ul style="list-style-type: none"> <u>J1 visa documents</u>: 3 years from the time the J1 exchange visitor completes the J1 program. <u>H1b Public Access Files</u>: 1 year from the date the LCA expired or was withdrawn. <u>PERM files</u>: 6 years from the time the FN obtains permanent residency or leaves the University. <u>Employment based nonimmigrant visa petitions</u>: 3 years from the time the FN leaves the University or obtains permanent residency. <u>Immigrant Petitions</u> 3 years from the time the FN obtains permanent residency or leaves the University. 	<u>22 CFR 62.10(g)</u> <u>20 CFR 655.760(c)</u> <u>20 CFR 656.10(f) and Department Practice</u> <u>Department Practice</u> <u>Department Practice</u>
Internship Program Records	Career Services	7 years after students no longer utilizing service	Department Practice
Medical/Counseling Records	Originating Department	10 years from the date of last contact with the student If a minor – 10 years from last contact with the student after the student reaches the age of majority (age 18)	6 C.C.R.1011-1

Document Type	Repository	Retention Period	Related Authority
Services to Students with Disabilities Records	Disability Services	5 years after student's last contact with office	
Student Academic Records <ul style="list-style-type: none"> • Academic Progress Reports • Applications • Course Withdrawal Forms • Examination Reports • Grade Changes • Grade Reports • Letters of Recommendation • Notices of Admission/Denial/Acceptance • Notices of Readmission 	Registrar, Admissions	5 years after date of last attendance Only until student is admitted. Denials retained in Admissions for one year	American Association of College Registrars and Admissions
Student Account Records	Bursars Office	Permanent for all accounts with outstanding balances. All other accounts 3 years after student separation from university.	
Students of Concern Records	Office of the Dean of Students; Student Conduct	2 years after student's last date of enrollment.	
Student Conduct Records	Office of the Dean of Students; Student Conduct	No specific requirement for retention; OSC keeps all records for 7 years pursuant to Clery Act reporting requirements, keeps records for expelled students permanently.	Department Practice
Student Employment Records	Relevant Academic or Administrative Department	10 years after separation from employment (except for Work-Study, which is 3 years after the relevant annual Fiscal Operations Report is filed)	34 CFR 675.19(b)(2)(i)-(iii)
Thesis and Dissertation Records	Originating Department	Permanent	State Archives Schedule 8
Transcripts	Registrar's Office	Permanent	AACRO

Document Type	Repository	Retention Period	Related Authority
Curriculum and Instruction Records			
Academic Program Administrative Records <ul style="list-style-type: none"> Add/Drop Reports Course Enrollment Summaries Graduation Summaries Registration Reports Summer Term Reports 	Registrar's Office, Institutional Research, Student Information System, Data Warehouse, Continuing Education	<ul style="list-style-type: none"> 1 year after semester ends. Permanent Permanent Permanent Permanent 	
Course Catalog and Schedule of Courses	Registrar's Office	3 years	
Course Records <ul style="list-style-type: none"> Class Roster Course Proposals Degree Requirements Syllabi 	Registrar's Office Dean's Office Registrar's Office Instructor's Office	Until no longer needed for reference Indefinitely Until no longer needed for reference	State Archives Schedule 8
New Degree Records	Registrar's Office	As long as program is in operation	
Faculty Course Questionnaires (FCQ)	Institutional Research/Provost's Office	Permanent in Watermark Course Evaluations as of 2019 or 3 years from end of employment	
Program Development and Review Records	University Archives	Indefinitely	
Personnel Records			
<i>Affirmative Action Information</i>			
Records to Complete EEO-6 or IPEDS Staff Survey	Institutional Research	3 years	29 CFR § 1602.48
VETS 4212 Reports	Human Resources	3 years	DOL
Affirmative Action Plans and Progress Reports	Human Resources	3years	DOL
Employment Tests and Selection Criteria – Impact or Adverse Impact Records <ul style="list-style-type: none"> Comparative Analysis Exam Police Officer Exams 	Human Resources	2 years	29 CFR 1607.15 (A)(2)(a)
<i>Conflict of Interest Disclosures</i>			
<ul style="list-style-type: none"> Nepotism 	Human Resources – Personnel File	10 years after employee's separation from the University	
<ul style="list-style-type: none"> Dual Employment and 1/6 Rule 	Human Resources – Personnel File	10 years after employee's separation from the University	
<i>Employee Medical Records</i>			
These records are not personnel records and must be kept separate from personnel records.			

Document Type	Repository	Retention Period	Related Authority
Family and Medical Leave Act Documentation <ul style="list-style-type: none"> • Request for FML/FAMLI • Medical Certification • Designation • Fit to Return • Permanent Medical Restriction 	Employee Services	3 years after the end of documented incident	
Short and Long-Term Disability Documentation	Employee Services		
Work Related Injury or Illness <ul style="list-style-type: none"> • Injury report • Disposition report • Permanent Medical Restriction 	Risk Management	6 years after the date of injury or 2 years after the last medical or indemnity payment	8 CFR 303
Leave Sharing Documentation	Human Resources		
Employment Eligibility Verification Records <ul style="list-style-type: none"> • I-9 Forms • Residence Record for Classified Staff 	Human Resources or other repository as designated by Human Resources Post 12/2015 - HCM	3 years after date of hire, or one year after termination, whichever is later	8 CFR § 274a.2
<i>Visa and Immigration Documents</i>			
<ul style="list-style-type: none"> • J1 visa documents 	International Student Scholar Services (ISSS) Office of International Education	3 years from the time the J1 exchange visitor completes the J1 program	22 CFR 62.10(g)
<ul style="list-style-type: none"> • H1b Public Access Files 	International Student Scholar Services (ISSS) Office of International Education	1 year from the date the LCA expired or was withdrawn	20 CFR 655.760(c)
<ul style="list-style-type: none"> • PERM files 	International Student Scholar Services (ISSS) Office of International Education	6 years from the time the FN obtains permanent residency or leaves the university	20 CFR 656.10(f)
<ul style="list-style-type: none"> • Employment based nonimmigrant visa petitions 	International Student Scholar Services (ISSS) Office of International Education	3 years from the time the FN obtains permanent residency or leaves the university	Department Practice
<ul style="list-style-type: none"> • Immigrant Petitions 	International Student Scholar Services (ISSS) Office of International Education	3 years from the time the FN obtains permanent residency or leaves the university	

Document Type	Repository	Retention Period	Related Authority
<p>Employee Personnel Records – Classified Staff</p> <p>Pursuant to State Archives Schedule 8 (5-15 Personnel Files), the Official Personnel File should include:</p> <ul style="list-style-type: none"> • Offer Letters • Signed Position Descriptions • Official transcripts for education required in job description • Performance Evaluations • Resignation/Termination Letters • Layoff Notices • Grievance/Dispute Documents • Corrective/Discipline Actions • Leave Balance Upon Termination or Transfer Forms • Alternate Work Arrangement Forms <p>*See other areas for documents that may be in the personnel file</p>	<p>Human Resources or other repository as designated by Human Resources (CU Careers)</p>	<p>10 years after employee’s separation from the University</p>	<p><u>All</u>: Title VII</p> <p>ADA</p> <p>29 CFR 1602.49</p> <p>State Archives Schedule 8</p>
<p>Employee Personnel Records – University Staff</p> <ul style="list-style-type: none"> • Offer Letters/Change of Employment Letters • Official transcripts for education required in job description • Performance Evaluations • Resignation/Termination Letters • Layoff Notices • Leave Balance Upon Termination or Transfer Forms • Alternate Work Arrangement Forms <p>*See other areas for documents that may be in the personnel file</p>	<p>Human Resources or other repository as designated by Human Resources (CU Careers)</p>	<p>10 years after employee’s separation from the University</p>	<p><u>All</u>: Title VII</p> <p>ADA</p> <p>29 CFR 1602.49</p> <p>State Archives Schedule 8</p>
<p>Employee Personnel Records – Faculty</p> <ul style="list-style-type: none"> • Offer letters (new hires; administrative faculty appointments; retention agreements; System Agreements for instructors; endowed appointments; etc.) 	<p>Human Resources or other repository as designated by Human Resources</p>	<p>10 years after employee’s separation from the University</p>	<p><u>All</u>: Title VII ADA 29 CFR 1602.49 State Archives Schedule 8</p>

Document Type	Repository	Retention Period	Related Authority
<ul style="list-style-type: none"> • Supporting documentation for new hires: CV, letters of reference, faculty oath, Recruiting Authorization Form • Official transcripts for highest level degree completed or letter of experience • Degree verification for faculty hired prior to the dissertation having been completed. • Comprehensive Review for Reappointment, Tenure, and Promotion review documentation for tenure rank faculty • Non-Medical Leave of Absence Requests • Course Buy-Out Requests • Faculty Performance Ratings • Salary Adjustment Notifications • Post-Tenure Review Reports • Salary Equity Appeals • Sabbatical Applications • Resignations • Retirement Agreements 			
<p>Employee Personnel Records – Research Faculty (including PRA)</p> <ul style="list-style-type: none"> • Offer letters (new hires; administrative faculty appointments; retention agreements; System Agreements for instructors; endowed appointments; etc.) • Supporting documentation for new hires: CV, letters of reference, faculty oath, Recruiting Authorization Form • Degree verification for faculty hired prior to the dissertation having been completed. • Non-Medical Leave of Absence Requests • Faculty Performance Ratings • Salary Adjustment Notifications • Salary Equity Appeals • Resignations • Retirement Agreements 	Human Resources or other repository as designated by Human Resources	10 years after employee's separation from the University	<u>All:</u> Title VII ADA 29 CFR 1602.49 State Archives Schedule 8

Document Type	Repository	Retention Period	Related Authority
Employee Personnel Records – Undergraduate Student Employees <ul style="list-style-type: none"> Offer letter 	Department & Student Employment	10 years after separation from employment. Department retains record for 5 years after termination, then transfers it to the student employment office who will retain the record for an additional 5 years.	34 CFR 675.19(b)(2)(i)-(iii)
Employee Personnel Records - Graduate Students (Faculty) <ul style="list-style-type: none"> Offer letter 	Department & Student Employment	10 years after separation from employment. Department retains record for 5 years after termination, then transfers it to the Student Employment office who will retain the record for an additional 5 years.	Title VII ADA 29 CFR 1602.49 State Archives Schedule 8
Employee Personnel Records – Volunteers and Trainees <ul style="list-style-type: none"> Volunteer application Training application Letter of Invitation 	Department	3 years after last date of service with the University	
Individual Employee Security Profiles <ul style="list-style-type: none"> Initial set up and changes to the security profile of an employee including HCM, Finance, CIW, and Campus Solutions 	UIS – Singularity and OIM	None	
Human Resource Recruitment and Search Committee Records <ul style="list-style-type: none"> Application Materials Applicant Pool Appointment Records Postings Search Committee Members Search Summary Test forms and scores 	CU Careers (or Human Resources for searches conducted outside of CU Careers)	3 years Note: Application of the successful candidate become part of the employee’s personnel file.	
Position Descriptions for Classified and University Staff	Human Resources or CU Careers	4 years after inactivated or superseded	State Archives Schedule 11-43
Officer Delegation Reports	Human Resources	Not purged	

Document Type	Repository	Retention Period	Related Authority
Classified Staff Appointing Authority Delegation Letters	Human Resources	10 years after separation from employment.	
Exemption and Personnel Action Reports	Human Resources	Not purged	
Time and Attendance Records	Department (personnel files) or MyLeave	5 years from creation of the record	
Background Checks	Human Resources or other repository as designated by Human Resources	2 years	
Reference Checks	Human Resources or other repository as designated by Human Resources	3 years	
Random Drug Testing Results	Transportation Department	5 years after test	
Reasonable Suspicion Drug Testing Results	Human Resources	5 years after test	
Commercial Driver's License and Federal Motor Carrier Safety Administration checks	Transportation Department	3 years	
Workplace Accommodation Requests	Human Resources	3 years	
Leave Records			
Request and Approval of Leave	Department (personnel files) or MyLeave	3 years after employee's separation or transfer from the department	
Final Leave Balance	Human Resources – CU Time/My Leave	10 years after separation from employment	
Office of Institutional Equity			
Records maintained by the Office of Institutional Equity (OIE) are outlined in the policies administered, including retention requirements.		See related APS	CU APS 5014 CU APS 5065 CU APS 5015

Document Type	Repository	Retention Period	Related Authority
Information Management Records			
Service Catalog	Office of Information Technology (OIT)	For OIT provided services, the life of the service.	
Service Continuity Plans	OIT	For the life of the IT service	
Change Management Records	IT Service Provider	For highly critical services, the change management records should be maintained for life of the information system component. Less critical services should be maintained for to support operational needs at the discretion of the service provider.	
Service Incident Records	IT Service Provider	Minimum of 1 year or longer at the discretion of the service provider.	
Service Fulfilment Requests	IT Service Provider	Minimum of 1 year or longer at the discretion of the service provider.	
Information Security Records	IT Service Providers	<p>The minimum retention period for records not covered by any regulations, external standards, federal or state laws as determined by the campus information security officer is 18 months for highly critical services. The minimum retention period for records that are covered by regulations, standards, federal law, or state law varies and must be retained for such duration.</p> <ul style="list-style-type: none"> • Payment Card Industry Data Security Standards (PCI-DSS) - 1 year • Gramm–Leach–Bliley Act (GLBA) - 5 years • Health Insurance Portability and Accountability Act (HIPAA) - 6 years • Sarbanes–Oxley Act (SOX) - 7 years <p>Less critical services should be maintained for to support operational needs at the discretion of the service provider. Recommended minimum is 90 days.</p> <p>Exceptions to be documented as part of risk acceptance decisions to be approved by the CIO.</p>	

Document Type	Repository	Retention Period	Related Authority
Software Management Records <ul style="list-style-type: none"> • Licenses • Site Licenses • Software Inventories • Software Purchase Records • Related Documentation • VPATs 	IT Service Providers	Software management records should be kept for the life of the license use or life of the system.	
Email (mailbox) of all terminations, voluntary or involuntary	Information Security Officer	189 days/27 weeks from date of termination in HRMS.	
Equipment and Supplies Records			
Bid and Competitive Selection Records	Procurement Services Center	Until completion of project	
Equipment Inventory Records	Facilities Services	10 years	
Equipment Maintenance Records	Facilities Services or Originating Department	3 years from date of asset disposal	2 CFR 200.313(d)(4) and Federal Acquisition Regulation 52.245-1(f)(1)(ix)
Research and Teaching Drug Inventory Records	Originating Department	2 years	21 CFR 1304.04(a)
Vehicle Records <ul style="list-style-type: none"> • Emission Records • Fuel Records • Insurance Records • Maintenance Records • Registration Records • Titles • Use Records 	Parking & Transportation Services	Until vehicle is no longer owned by the University.	

Document Type	Repository	Retention Period	Related Authority
Facilities and Property Records			
Americans With Disabilities Act (ADA) Files <ul style="list-style-type: none"> • Surveys of buildings to determine accessibility • Federal Regulations • Proposals for implementing the act. • Correspondence • Resolutions • Solutions to access problems 	Facilities Services	15 years and then destroy	State Archives Schedule 6
Building Space Inventory and Valuation Records	Facilities Services	10 years	
Building/Grounds Repair, Maintenance, Remodeling, and Construction Records	Facilities Services	Permanent	
Capital Construction Project Records	Facilities Services	Permanent	State Archives Schedule 8
Land Inventory Records	Facilities Services	Permanent	State Archives Schedule 8
Health Services Records			
HIPAA Compliance Records and Reports	HIPAA Compliance Office	6 years from creation date or effective date	45 CFR pt. 160
Immunization Records	Originating Medical Services Department	Students – 2 years after student graduation or withdrawal Employees – Until no longer needed	
Medical Records <ul style="list-style-type: none"> • Students • Patients • Employees 	Originating Medical Services Department	10 years from the date of last contact with the individual If a minor – 10 years from last contact with the individual after the individual reaches the age of majority (age 18)	6 C.C.R.1011-1
Patient Encounter Logs	Originating Medical Services Department	2 years	
Pharmacy Prescription Dispensation Records	Originating Medical Services Department	2 years	C.R.S. § 12-22-131(1)(a)

Document Type	Repository	Retention Period	Related Authority
Practitioner Rotation Schedules	Originating Medical Services Department	2 years	
Health Insurance Records	Originating Medical Services Department	Until individual's separation from the University	
Shadow Charts	Originating Medical Services Department	Until no longer needed	
Financial Aid Records			
Borrowers Loan Records <ul style="list-style-type: none"> • Institutional Loans • Repayment Schedules • Statements of Rights and Responsibilities • Records of Actions Taken • Related Correspondence 	Financial Aid Office	3 years after the end of the award year in which the student borrower last attended the University	34 CFR § 668.24
Federal Title IV, Program Records, Institutional Records <ul style="list-style-type: none"> • Accreditation Reviews and Reports • Any other record pertaining to factors of financial responsibility and standards of administrative capability. • Audits and Program Reviews including school responses. • Education Program Eligibility • Institutional Program Participation Agreement • Recertification • Documentation supporting degree completion, graduation rate and transfer out rate calculations. 	Financial Aid Office	(a) Agreements: 6 years after expiration (b) 3 years after the end of the award year in which the report was submitted. Records pertaining to audit and program reviews must be retained until resolution of the matter is reached.	34 CFR § 668.24
Direct Loan Program Records <ul style="list-style-type: none"> • Applications • Borrower Eligibility Calculation • Origination Records • Disbursement Records • Promissory Notes • Loan Confirmation Process • Entrance and Exit Loan Counseling 	Financial Aid Office	3 years after the end of the award year in which the student borrower last attended the University (loan confirmation process records are held indefinitely).	34 CFR § 668.24

Document Type	Repository	Retention Period	Related Authority
Tuition Appeals	Registrar's Office	10 years from date of appeal	
Work Study Program Administrative Records <ul style="list-style-type: none"> Award Letters Job Descriptions Payment Records Related Correspondence 	Financial Aid Office or Relevant Academic or Administrative Department	3 years after the award year for which aid was awarded	34 CFR § 668.24(e); 34 CFR § 675.19
Safety and Security Records			
Accident and Injury Reports	Office of Risk Management	5 years from date of accident or injury	
Asbestos Records	EH&S Office & Distribution Center Archives	30 years	OSHA & EPA
Carcinogenic Compounds Inventory/Use Records	EH&S Inventory Database	10 years	
Chemical and Hazardous Waste Disposal Records	EH&S Office	5 years	
Chemical Hazardous Material Survey Records	EH&S Office	30 years after student/employee separation	
Chemical Incident Reports	EH&S Office	3 years	
Emergency Response Plans and Procedures	Emergency Management	Until superseded	
Environmental Regulation Records	EH&S Office	Includes almost all EH&S files – refer to other entries above and below	
Fire Drill Records	Office of the Fire Marshal	3 years	
Fire System Inspection, Testing, and Maintenance Records	Office of the Fire Marshal	3 years	
Fire Extinguisher Monthly Inspection Records	Office of the Fire Marshal	1 year	
Human Material Authorizations Records	EH&S Office	375 days to 50 years depending upon type of document	NRC & CDPHE
Material Safety Data Sheets Records	EH&S Office & Online	None	
Medical Surveillance Records	EH&S Office	Asbestos = 30 years	OSHA
Radiation Licensing Records	EH&S Office - RSO	Until License is Terminated	CDPHE
Radiation Material Handling and Disposition Records	EH&S Office - RSO	Until License is Terminated	CDPHE
Radiation Monitoring and Exposure Records	EH&S Office - RSO	Until License is terminated	CDPHE
Safety Inspection Records	EH&S	EH&S electronic database that shows inspection history; remain in system indefinitely.	

Document Type	Repository	Retention Period	Related Authority
Safety Training Records	EH&S & University Risk Management	EH&S paper records not needed - keep electronic database that shows latest (refresher training) + initial training date; remain in system until employee leaves University.	
Vehicle Accident Records	Office of Risk Management and/or Transportation Center	Until vehicle is no longer owned by the University	
Workers Compensation Records	Office of Risk Management	5 years or 1 year after all compensation is paid to claimant (whichever is later)	
UCCS Police Department Records			
<i>Arrest Records</i>			
Arrest and Booking Logs	Campus Police	5 years plus current year	
Adult Offender Felony Arrest Records (Major Felonies and Violent Crimes)	Campus Police	Permanent	
Adult Offender Felony Arrests (Other)	Campus Police	5 years plus current	
Adult Offender Misdemeanors	Campus Police	3 years plus current	
<i>Case Files</i>			
Major Crimes (Arson, Aggravated Assault, Homicides, Kidnapping, Deaths, Missing Persons, Robbery, Forgery, theft of Public Funds, Traffic Fatalities)	Campus Police	Permanent	
Felony cases and special investigations	Campus Police	10 years plus current	
Misdemeanor cases, Petty offenses, and Traffic Offenses	Campus Police	3 years plus current	
Sex Offenders	Campus Police	Permanent	
Clery Crimes	Campus Police	7 years + current reporting year	
<i>Criminal History Files</i>			
Felonies	Campus Police	10 years plus current	
Homicides	Campus Police	Permanent	
Misdemeanors	Campus Police	5 years plus current	
<i>Evidence Records</i>			
Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations. Retention periods apply provided offenses are not affected by statute of limitations.	Campus Police	Dependent upon the statute of limitations for the case and any Notice of Final Action from the District Attorney's Office that allows for property and evidence dispositions.	

Document Type	Repository	Retention Period	Related Authority
Storage of Digital Evidence Records Logs documenting the receipt, transfer, and release of materials taken into evidence, including property reports, release records, and similar records	Campus Police	Dependent upon the statute of limitations for the case and any Notice of Final Action from the District Attorney's Office that allows for property and evidence dispositions.	
Mug Shots Images of suspects and persons charged with crimes, including digital images	Campus Police	Dependent upon the statute of limitations for the case and any Notice of Final Action from the District Attorney's Office that allows for property and evidence dispositions.	
Digital/media evidence	Campus Police	Dependent upon the statute of limitations for the case and any Notice of Final Action from the District Attorney's Office that allows for property and evidence dispositions.	
Dispatch audio recordings to monitor radio transmissions	Campus Police	3 years	
Digital evidence related to cases involving death, missing persons, kidnapping, treason, and forgery	Campus Police	Permanent	
Digital evidence concerning all other cases	Campus Police	Dependent upon the statute of limitations for the case.	
Body Worn Camera Footage	Campus Police	Dependent upon the type of incident: Traffic: 1 year from date of occurrence Non-event: 6 months from date of occurrence Incident: 1 year from date of occurrence Case report: 1 year or until the completion of the court case Use of Force: 3 years Civilian Complaint: 3 years Voluntary Retention Request: 3 years (or longer, depending on the request)	
<i>Field Contact Records</i>			
Records or contacts with businesses, complainants, juveniles, victims, or witnesses after which no incident report is filed, including written statements.	Campus Police	3 years	

Document Type	Repository	Retention Period	Related Authority
Recorded interviews conducted during field contacts in which no incident report is filed.	Campus Police	6 months from date of contact	
<i>Internal Affairs Investigations</i>			
Records pertaining to internal investigations regarding police conduct or actions, board of inquiry proceedings, and any subsequent disciplinary actions	Campus Police	4 years	
<i>Logs</i>			
Court Subpoena Logs	Campus Police	2 years plus current	
Clery Crime Logs	Campus Police	7 years + current reporting year	
Computer Aided Dispatch Logs	Campus Police	3 years	
DUI Logs	Campus Police	2 years plus current	
Offense Logs	Campus Police	3 years plus current	
Routine Activity Logs – Records of Routine Welfare Checks, alarm checks, etc.	Campus Police	1 year plus current	
Traffic Accident Logs	Campus Police	2 years plus current	
<i>Miscellaneous Records</i>			
Training Records	Campus Police	5 years after the employee's separation from the University	
Summonses and Complaints	Campus Police	1 years plus current	
<i>Registered Sex Offender Records</i>			
Information Request Forms	Campus Police	2 years	
Sex Offender Registration and Cancellation Forms	Campus Police	5 years after offender leaves the jurisdiction	
Sexually Violent Predators Notifications	Campus Police	Permanent	
<i>Reports</i>			
Accident Reports	Campus Police	3 years plus current	
Activity Summaries	Campus Police	1 year plus current	
Crime Stopper Reports	Campus Police	5 years plus current	
Incident Reports	Campus Police	3 years plus current	
Offense Reports	Campus Police	Permanent for serious offenses; 10 years for all other offenses	
Records Checks	Campus Police	2 years plus current	
Uniform Crime Report/NIBRS - Annual	Campus Police	Permanent	
<i>Ride Along Program Records</i>			
Approved Ride-Along Records	Campus Police	3 years plus current	

Document Type	Repository	Retention Period	Related Authority
Denied Ride-Along Records	Campus Police	Permanent	
Athletics Records			
Eligibility Checklists Records	Director of Eligibility/Cert.	7 years	Department Practice
Game Contracts	Athletics Program Office	7 years	Department Practice
Game Statistics	Sports Information Office	Permanent	Department Practice
Individual Student-Athletes Records	Compliance Office	7 years	Department Practice
Media Guides	Sports Information Office	Permanent	Department Practice
Photographs (Student-Athletes, Coaches, Staff)	Sports Information Office	Permanent	Department Practice
Play Books	Program Office	Until no longer needed	Department Practice
Practice Log Records (CARA)	Compliance Office	7 years	Department Practice
Press Clippings	Sports Information Office	Permanent	Department Practice
Recruiting Records	Athletic Compliance Office	7 years	NCAA/Department Practice
Student Athlete Academic Advising Records	Student Advising Office	6 years	Department Practice
Student Athlete Medical Records	Athletics Program Office; Sports Medicine	10 years from date of last contact	State Archives Schedule 8
Ticket Records	Ticket Office	3 years	State Archives Schedule 8
Level II/Secondary Violations/Waiver Records/Investigation Notes	Compliance Office	Permanent	Department Practice
Major Infractions Case/Investigation Notes/NCAA Report	Compliance Office	Permanent	Department Practice
Participation Forms	Compliance Office	7 years	Department Practice
National Letter of Intent/Financial Aid Agreement Forms	Compliance Office	7 years	Department Practice
Transfer Information	Compliance Office	7 years	Department Practice
Official Visits	Compliance Office	7 years	Department Practice
Sport Camps Documentation–Camp Operating Plans and Camp Wraps	Athletics Program Office	7 years	Department Practice
Rosters	Compliance Office	7 years	Department Practice
Squad Lists	Compliance Office	7 years	Compliance Office
Sports Sponsorship files	Athletics Business Affairs Office	3 years	Learfield Sports

Document Type	Repository	Retention Period	Related Authority
SAF (Special Assistance Fund)	Athletic Business Affairs Office	7 years	Department Practice
Training Table Records	Compliance Office	7 years	Department Practice
Coaches Certification Exam Results	Athletic Business Affairs Office	7 years	Department Practice
Campus Compliance Committee Minutes	Compliance Office	7 years	Department Practice
Budget and Finance Documents			
<i>Procurement Records</i>			
Canceled Solicitation Files	Procurement Services Center	3 years	State Archives Manual Schedule 7 CFR Sec 74.53
Contract Controversies and Appeals Files	Procurement Services Center	6 years If any litigation, record maintained until all issues resolved and final action taken	State Archives Manual Schedule 7
Contract and Purchase Order Files	Procurement Services Center	6 years	State Archives Manual Schedule 7
Leasing Contract Files	Procurement Services Center	6 years	State Archives Manual Schedule 7
Successful Bids and Proposals	Procurement Services Center	6 years	State Archives Manual Schedule 7
Real Property Acquisition Files	Treasurer's Office	Permanent	State Archives Manual Schedule 7
Purchase Requisitions	Procurement Services Center	Marketplace or Concur indefinitely until CU is no longer a customer	State Archives Manual Schedule 7
Unsuccessful Offers (Bids and Proposals)	Procurement Services Center	3 years	State Archives Manual Schedule 7
<i>Bond Documents</i>			
Bond Official Transcripts	Treasurer's Office	3 years (retained by State Archives permanently)	State Archives Manual Schedule 7
Bond Registration Files	Treasurer's Office	3 years	State Archives Manual Schedule 7

Document Type	Repository	Retention Period	Related Authority
Bonds, Notes and Coupons Paid	Treasurer's Office	3 years	State Archives Manual Schedule 7
State General Obligation Bonds	Treasurer's Office	3 years	State Archives Manual Schedule 7
State Revenue Bonds/Notes	Treasurer's Office	3 years	State Archives Manual Schedule 7
<i>Budget Records</i>			
Coded Long Bill	As designated by System or Campus Controller's Office	3 years Retained by State Controller's Office for 10 years	State Archives Manual Schedule 7
Annual Budget Document	As designated by System or Campus Controller's Office	3 years	State Archives Manual Schedule 7
Budget Work Papers	As designated by System or Campus Controller's Office	3 years	State Archives Manual Schedule 7
Annual Budget Reports	As designated by System or Campus Budget Office	State: 7 years (permanent record with State Archives after 7 years)	State Archives Manual Schedule 7
Appropriation Documents	State of Colorado	5 years	State Archives Manual Schedule 7
<i>Cash Management Records</i>			
Bank Records	Originating Department Responsible for Account	3 years	State Archives Manual Schedule 7
Cash and Credit Card Receipts	Cash Collecting Department	3 years	State Archives Manual Schedule 7
Deposits with State Treasurer	As designated by System or Campus Controller's Office	3 years	State Archives Manual Schedule 7
EFT Authorizations	As designated by System or Campus Controller's Office	7 years	State Archives Manual Schedule 7

Document Type	Repository	Retention Period	Related Authority
External Bank Account Authorization	As designated by System or Campus Controller's Office	3 years	State Archives Manual Schedule 7
Payment Logs/EFT and Warrant	Campus Controller	5 years	State Archives Manual Schedule 7
Warrant Reconciliation	As designated by System or Campus Controller's Office	9 years	State Archives Manual Schedule 7
Warrant/Cancelled	As designated by System or Campus Controller's Office	5 years	State Archives Manual Schedule 7
<i>Contracts</i>			
State Contracts / all related documents	As designated by System or Campus Controller	3 years	State Archives Manual Schedule 7
State Controller Delegation Authority Letters	State Controller and System Controller	Until Expire/Replaced or 3 years, whichever is later	State Archives Manual Schedule 7
Agency Signature Authority Forms	As designated by System or Campus Controller	Until changed or 3 years, whichever is later	State Archives Manual Schedule 7
<i>Expenditures</i>			
Employee Reimbursement Vouchers and Records	Originating Department or Procurement Service Center when Expense System is implemented	3 years, except when they are charged to a sponsored projects account	State Archives Manual Schedule 7
Expenditure Accounting General Documents / Control Files	Originating Department or as designated by Campus Controller	3 years	State Archives Manual Schedule 7
Federal 1099 1098-T or other Tax Reporting Records	Procurement Service Center, Payroll & Benefits Services, Campus Tax Manager	4 years	State Archives Manual Schedule 7
Inter-departmental Transfers	As designated by System or Campus Controller	3 years, except when they are charged to a sponsored projects account	State Archives Manual Schedule 7

Document Type	Repository	Retention Period	Related Authority
Petty Cash Records	As designated by System or Campus Controller	3 years for General Funds	State Archives Manual Schedule 7
Procurement Card Records	Department or Procurement Service Center from date when Expense System implemented	Marketplace or Concur indefinitely until CU is no longer a customer	State Archives Manual Schedule 7
Vouchers for the Purchase of Goods and Services	Department or Procurement Service Center from date when Expense System implemented	Marketplace or Concur indefinitely until CU is no longer a customer	State Archives Manual Schedule 7
<i>Fixed Assets</i>			
Fixed Assets	Procurement Service Center, Campus Controller	3 years from date of asset disposal	State Archives Manual Schedule 7; Code of Federal Regulations, Title 2, Part 200.333(c)
Physical Inventory Records	Departments keep original & campus controller retains an electronic copy.	3 years	State Archives Manual Schedule 7
Depreciation Schedules	As designated by System or Campus Controller	3 years	State Archives Manual Schedule 7
Disposal of Fixed Assets Records	As designated by System or Campus Controller	3 years from date of asset disposal	State Archives Manual Schedule 7; Code of Federal Regulations, Title 2, Part 200.333(c)
Acquisition/Disposal of Property	As designated by System or Campus Controller	Retained by state agency/institution as long as the property is owned. After disposition, it should be retained by the agency/institution for 6 years, then transferred to State Archives.	State Archives Manual Schedule 7

Document Type	Repository	Retention Period	Related Authority
General Ledger			
Adjusting Journal Entries	As designated by System or Campus Controller	3 years, except when they are charged to a sponsored projects account	State Archives Manual Schedule 7
Inventory Control			
Inventory Records	As designated by System or Campus Controller	The minimum retention period for critical inventory records is one year plus the current. Reports and documents that are not critical should be kept only until the agency admin needs are met. Year-end counts and adjustments are kept for three years from date of inventory	State Archives Manual Schedule 7
Revenue/Accounts Receivable			
Accounts Receivable Invoices	Department or as designated by Campus Controller	3 years. See Grants and Contracts for sponsored projects invoices (generated by SPA)	State Archives Manual Schedule 7
Loan Records	As designated by System or Campus Controller	3 years after loan is paid in full	State Archives Manual Schedule 7
Revenue Contracts	As designated by System or Campus Controller	3 years after completion of the contract or the contract is paid in full.	State Archives Manual Schedule 7
Institutional Tax Returns <ul style="list-style-type: none"> Returns and supporting documentation and schedules 	Payroll and Benefits Services or as designated by Campus Controller	10 years	Internal Revenue Code
Grants, Contracts, and Research Records			
Clinical Research Records <ul style="list-style-type: none"> Protocols Patient Records Regulatory Records Associated Contracts Accounting Records 	Department	2 years post marketing approval or IND withdrawal	
Conflicts of Interest (COI)	Human Resources Office	10 years after employee's separation from the University	

Document Type	Repository	Retention Period	Related Authority
Export Controls	Office of Sponsored Programs and Research; Export Controls	<ul style="list-style-type: none"> • 5 years from latest (re)export (EAR) or from license expiration date (ITAR) • For EAR, Voluntary Self-Disclosure records can only be destroyed with BIS approval. • OFAC requirements are 5 years from completion of activity 	15 CFR 762.2 [EAR] 22 CFR 122.5 [ITAR]) 31 CFR. 501.601
Grant and Contract Project Research Records <ul style="list-style-type: none"> • Activity Reports • Research Data • Summary Reports • Working Papers • Related Documentation • Laboratory Notebooks/Records • Other Relevant Records that are not Housed by Other Responsible Parties 	Department	6 years	2 CFR 200.333; Federal Acquisition Regulation, section 4.805; State Archives Records Management Manual, Schedule 8, Section 12.4
Grant, Contract, and Awarded Proposal Records <ul style="list-style-type: none"> • Contracts and Contract Mods • Grant authorizations • Subcontracts • Documented Approvals • Copies of Reports • Closeout Documents 	Office of Sponsored Programs and Research Integrity	6 years after inactivation of project SpeedType, unless otherwise provided for by the contract documents	2 CFR 200.333; Federal Acquisition Regulation, section 4.805; State Archives Records Management Manual, Schedule 8, Section 12.4
Grants and Contracts Accounting Records <ul style="list-style-type: none"> • Account Request Forms • Assignment of Refunds Documents • Balance Sheets • Billing Records • Budget Summary Statements • Financial Reports • Invoices • Project Summaries • Related Documentation 	Sponsored Projects Accounting or other repository as designated	6 years after expiration of grant funding period or termination of contract and until no longer needed for reference.	2 CFR 200.333; Federal Acquisition Regulation, section 4.805; State Archives Records Management Manual, Schedule 8, Section 12.4

Document Type	Repository	Retention Period	Related Authority
Institutional Review Board (IRB)	IRB Office	3 years after completion of activity	21.CFR 56.115 [FDA] 45CFR46.115(b) [OHRP]
Receipts for Purchases	Department and PSC	Concur indefinitely until CU is no longer a customer; Department as required for Sponsored Projects records	UCCS Cost Principles Policy; Office of Research Policies 900
Employee Travel Authorization	Department	PSC retains international trip approvals for only 3 months; departments should retain or scan into Concur to be available as required for Sponsored Projects records	
Human Subjects Records <ul style="list-style-type: none"> • Approval Applications/Forms • Assurance/Certification/Declaration Forms • Consent Forms • Grant Proposals • Protection of Human Subjects Forms • Protocols • Related Documentation 	IRB	3 years after completion of the activity	21 CFR 56.11 5
Institutional Animal Care and Use Records <ul style="list-style-type: none"> • Approval Applications/Forms • Grant Proposals • Protocols 	IACUC	3 years after completion of the activity	9 CFR 2.35(f)
Electronic Personnel Effort Reporting System Forms	Systems	Indefinitely	Code of Federal Regulations, Title 2, Part 200.430
Research Misconduct Records	As designated by Campus Chancellor	7 years after final resolution of case	42.CFR 93.317

Document Type	Repository	Retention Period	Related Authority
Government Titled Property <ul style="list-style-type: none"> • Sponsor approval for purchase • Purchase requisitions • Purchase Orders • Orders for transfer of material, supplies, or other property • Records reflecting receipt and use of material in the performance of a contract. • Records for equipment usage, maintenance, and repair orders 	Office of Contracts and Grants	3 years after disposition of property	Federal Acquisition Regulation 52.245-1
Invention Disclosure Forms <ul style="list-style-type: none"> • Licensing Agreements • Original Patents • Patent Applications • Technology Transfer Records • Related Documentation 	Tech Transfer	Permanent for original patents, formal invention assignment forms, license agreements, patent legal transactions, and invention disclosure forms; 6 years for all other records	
Payroll and Benefit Records			
Annual Benefit Reports	Employee Services	Life of Plan	
Benefit Employer Contribution	Employee Services	Employee Tenure	
Benefit Plan Description/Master Contract	Employee Services	Life of Plan plus three years	
Benefit Plan Bidding/Selection Data	Procurement Services Center	Life of Plan	
Benefit Provider Report of Events	Employee Services	Life of Plan plus 3 years	
Benefit Records	Employee Services	Until employee separates from university	
Employee Tax Records	Employee Services	4 years from the date the tax is due, or the tax is paid, whichever is later	26 CFR 31.6001-1

Document Type	Repository	Retention Period	Related Authority
Wage Attachments, Child Support, and Garnishment Records	Employee Services	3 years from the final withholding, release of employee's date of separation	State Archives Schedule 8
Federal Tax Levies	Employee Services	4 years from the final withholding or date of employee separation	2005 Principles of Payroll Administration
Pay Authorization Records	HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
Paycheck Delivery Records	HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
Payroll Adjustments – Off-cycle pay, overpayments, retroactive pay, refunds, one-time pay, leave adjustments	Employee Services	3 years after termination or employment or cancellation of authorization	State Archives Schedule 8
Payroll Check Register	HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
Payroll Register	HCM	Until updated, superseded, or no longer needed for reference.	State Archives Schedule 8
Direct Deposit Authorization	HCM Employee Services	3 years after change in authorization, cancellation, or employee separation.	State Archives Schedule 8
Tax Withholding Authorization Records W-4's	HCM Employee Services	Until superseded or 4 years after employee separation	IRS Publication 15 (Circular E), Employer's Tax Guide
Wage and Tax Statements	Employee Services	4 years	IRS Publication 15 (Circular E), Employer's Tax Guide
Wage and Tax Statements – Returned undeliverable W-2's and 1042's	Employee Services	4 years	IRS Publication 15 (Circular E), Employer's Tax Guide
Publications, Promotions and Alumni Records			
Alumni Records <ul style="list-style-type: none"> • Event Planning Records • Gift Records • Mailing Lists • Membership Lists • Related Correspondence 	Office of Alumni Relations	5 years or until superseded	

Document Type	Repository	Retention Period	Related Authority
Fundraising Records <ul style="list-style-type: none"> • Donor Records • Event Planning Records • Fundraising Request Records • Public Relation Records • Events Accounting 	Originating Department or as designated by Campus Chancellor	Permanent or until no longer needed	
Photographs (Archival)	Campus Publications Office	Permanent	State Archives Schedule 8
Publications <ul style="list-style-type: none"> • Books • Brochures • Catalogs • Directories • Magazines • Media Guides • Newsletters 	Campus Publications Office	Until no longer needed for reference	State Archives Schedule 8
Library, Museum, and Collection Records			
Collection and Artifact Records <ul style="list-style-type: none"> • Acquisition Logs • Appraisal and Valuation Records • Background Records • Donor Agreements/Records • Inventory Lists • Loan Records • Ownership Records • Purchasing Records • Registration Records 	Campus Controller or Procurement Service Center	Minimum of 3 years	
Inter-Library Loan Records	Library	3 years for processed requests 1 year for unprocessed requests	State Archives Schedule 8
Record Management Records <ul style="list-style-type: none"> • Record Disposition Schedule 	Campus Records Management Coordinator	Permanent	State Archives Schedule 8