

**Union College Institutional Archives
Assessment Committee
Retention Schedule**

Final disposition codes:

Archives = Union College Institutional Archives

HR = Heritage Room (open to public)

D = discard/shred/erase (year)

R (year) = review with Archives for final disposition.

Note: Number of years of retention in office begins after the file is no longer active.

Record Series Title	Retention in Office	Retention in Archives	Final Disposition	Comments
Minutes	10 yr	-	Archives	
Reports and plans	10 yr	-	Archives	Include self-studies, guidelines, and similar documents.