

**Union College Institutional Archives
Academic Administration
Teaching Learning Center
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Note: Number of years of retention in office begins after the file is no longer active.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
Assessment	10 yr		Archives	Generally reports only unless supporting documents are essential for any reason.
Correspondence	10 yr		Archives	
Grants	10 yr		Archives	
Minutes	10 yr		Archives	Only include agendas if they contain something important left out of the minutes.
Policies	10 yr		Archives	May include procedures and forms.
Publications	1 yr		HR	