

Continuing Education & Community Events Records Retention Schedule

*Key: PM= Permanent, AC= After Close, FE= Fiscal Year End, LA=Life of Asset
AV= As Long as Administratively Valuable, US= Until Superseded, + Year*

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
<i>Academic</i>				
	Student Reaction to Instruction	Continuing Education & Community Events	SG 18-242	AC + 5
<i>Administrative</i>				
	Applications--Research	Continuing Education & Community Events	SG 18-15	CE + 3
	Class Roster	Continuing Education & Community Events	SG 18-297	5
	Committee Agendas & Minutes	Continuing Education & Community Events	SG 18-47	3
	Conference Agenda	Continuing Education & Community Events	SG 18-16	PM
	Correspondence	Continuing Education & Community Events	SG 18-21	3
	Maintenance Agreements	Continuing Education & Community Events	SG 18-15	CE + 3
	Registration Forms	Continuing Education & Community Events	SG 18-300	5
	Royalty Agreement	Continuing Education & Community Events	SG 18-173	PM
	Slides of Products	Continuing Education & Community Events	LC	AV
<i>Facility Operations</i>				
	Brochures	Continuing Education & Community Events	SG 18-04	PM
	Catalogs	Continuing Education & Community Events	SG 18-04	PM
	Gift Certificates	Continuing Education & Community Events	SG 18-138	FE + 5
	Sign Regulations	Continuing Education & Community Events	LCSC	AV
	Sponsors	Continuing Education & Community Events	LCSC	AV
<i>Fiscal</i>				
	Contracts	Continuing Education & Community Events	SG 18-93	AC + 6

<i>Category</i>	<i>Title</i>	<i>Office of Origin</i>	<i>SBOE Reference</i>	<i>Retention</i>
	Grant applications and proposals	Continuing Education & Community Events	SG 18-139	FE + 3
	Grant Federal information on file	Continuing Education & Community Events	SG 18-140	AC + 3
	Grant State information on file	Continuing Education & Community Events	SG 18-141	AC + 3
	ID's, Requisitions	Controller's Office	SG 18- 42	FE + 3
	W-4, W-9, ID tax forms	Continuing Education & Community Events	SG 18-15	CE + 3
<i>Health Services</i>				
	Health Information Forms	Continuing Education & Community Events	SG 18-322	AC + 5
<i>Students</i>				
	Scholarships Records Departmental	Continuing Education & Community Events	SG 18-339	AC + 3
	Scholarships--Application (rejected)	Continuing Education & Community Events	SG 18-338	AC + 1
	Scholarships--Awarded	Continuing Education & Community Events	SG 18-341	AC + 5