

Provost/Academic VP 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AV= As Long as Administratively Valuable, US= Until Superseded, + Year*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>				
	Curriculum	Provost/Academic VP	18-07	PM
	Institutional Accreditation Records- Northwest-Self Studies, Correspondence, Final Report & Letter	Provost/Academic VP	18-12	PM
	Instructional Calendar	Provost/Academic VP	18-01	PM
	Program Accreditation Records- Self-Study & Original Letter of Accreditation.	Provost/Division	18-12	PM
<i>Administrative</i>				
	Correspondence- Procedural, Planning, LCSC Changes (Non-Faculty/Staff Handbook)	Provost/Academic VP	18-19, 18-14	PM
	Faculty Association Minutes	Provost/Academic VP	18-15	PM
	Faculty Senate Minutes	Provost/Academic VP	18-15	PM
	Faculty Senate Sub Committees- Minutes, Non-Program Planning (budget liason, etc.)	Provost/Academic VP	18-509	3
	General Correspondence- Division Memos, Non-Program Planning	Varies	18-21	AV
	General Correspondence- Non-LCSC Created, Outside Agency	Provost/Academic VP	18-21	AV
	General Education Committee- Planning, Minutes, and Information	Provost/Academic VP	18-15	PM
	SBOE Agendas- Academic Affairs Sections	Administrative Services, VP	SG 18-29	AV
<i>Fiscal</i>				
	Faculty Development Grants- Internal Distribution of Funds	Provost/Academic VP	SG 18-144	FE + 3
	Requisitions w/ Packing Slips	Controller's Office	SG 18-258	AC + 1
	Travel Requisitions	Controller's Office	SG 18-128	AC + 1
<i>Personnel</i>				
	Faculty Database- Electronic- Tenure, Promotion, Performance Review, Degree, etc.	Provost/Academic VP	SG 18-57	PM
	Sabbatical Rankings & Awards (Created by Faculty Senate Committee)	Provost/Academic VP	SG 18-240	PM
	Tenure & Promotion Report to SBOE	Provost/Academic VP	SG 18-270	PM