

Connecticut College Records Management Program Manual

Revised August 2018

Contents

Introduction	2
What are Records?	2
What is Records Management?	3
The Records Management Program	3
RMP Officers	4
Records Management Program Policies and Procedures	
- Managing Records in College Offices	5
- Maintaining Electronic Records	6
- Custody of Records	8
- Access and Confidentiality of Records	9
- Off-Site Records Storage	10
- Connecticut College Email	11
- Litigation Hold Policy and Procedures	13
- Procedure for Transferring Records to the Linda Lear Center for Special Collections and Archives or to Off-Site Storage	16
- Procedure for Disposition of Records	17
General Retention Schedule	
- Introduction	18
- Administrative Records	20
- Academic Records	23
- Student Records	26
- Financial Records	29
- Employment/Human Resources Records	32
- Facilities/Operations Records	35
- Legal Records	36
- Marketing/Publicity Records	38
Department Retention Schedules	40-68
Appendices	
- Appendix A: Records Transfer Form	
- Appendix B: Disposition Log Template	
- Appendix C: Off-Site Storage Supplies: List of Vendors	
- Appendix D: Iron Mountain Pricing Schedule	
- Appendix E: College Organizational Chart	

Introduction

The Connecticut College Records Management Program Manual provides guidance designed to help employees manage College records efficiently and effectively, to ensure compliance with state and federal recordkeeping guidelines, and to ensure the identification and preservation of College history.

Connecticut College faculty and staff regularly create and receive many types of records during the course of their daily activity, from developing educational programs to providing support services for the campus. Subsequently, all employees share in the responsibility of managing College records, whether they were created by individuals, or at the office, departmental, or governance level. That means identifying records which might hold administrative, vital, legal, fiscal, or historical value to the College; ensuring that they're kept safely and securely; maintaining them so that they're accessible and useful; and disposing of them in an appropriate manner once their active, useful period has ended.

The Records Management Program is an ongoing, evolving process. As Connecticut College's program changes to reflect current legislation and best practices, additional and/or updated guidance will be incorporated into this manual and into Records Management training.

What are Records?

Records are any information which is created, received, used, or maintained as a part of routine, daily business activity, and which reflect College academic, business, and related activities and transactions.

Records can hold operational, legal, fiscal, vital, or historical value, and can exist in any format - paper, digital, email, photographic, sound, video, etc.

Records have a lifecycle, from creation to disposition. The lifecycle of records is organized into three stages, which help determine their use and disposition:

- **Active:** Records that are referred to regularly and/or are needed to support current or ongoing business activities of a department or office
- **Inactive:** Records that have not been referenced for at least one year or for which the designated active period has passed
- **Permanent or Archival:** Records which are determined to contain historical, administrative, and/or research value to the College and which the College maintains indefinitely (determined by College Archives). Note: some permanent records must be maintained because of legal requirements or institutional practice, and may not become

part of the College Archives. Please contact the College Archivist with questions about permanent and archival records.

What is Records Management?

Records management is the practice of managing the lifecycle of records from creation to disposition.

College records, regardless of format, serve a variety of administrative, legal, and fiscal needs for the personnel in the offices that originally created and used them. These records must be managed so that they are well-organized, easily accessible, safely stored, and properly disposed of when their use and value ends.

Proper care and management of College records ensures that we:

- Comply with federal and state laws, regulations, and recordkeeping guidelines (FERPA, HIPAA, Federal Rules of Civil Procedure)
- Protect the rights and interests of employees, students, and other stakeholders
- Manage institutional resources (time, space, and money) efficiently and effectively
- Preserve College history and institutional memory

The Records Management Program

In 1990, the Board of Trustees recognized the need to establish formal guidelines for identifying and managing records of vital importance to the College's operations and history, issuing a mandate which formally established the College Archives (now the Linda Lear Center for Special Collections and Archives):

"A records retention plan will be developed for each department to guide faculty and staff in managing their records and files. Records should not be discarded without first consulting the retention plan or, if necessary, the department head and the College Archivist." (Mandate for the College Archives by the Connecticut College Board of Trustees, August 1990)

In 2004, the Records Management Program was implemented to provide guidance and procedures for managing the lifecycle of College records. The Linda Lear Center for Special Collections and Archives administers the Records Management Program, providing records management assistance to all departments and offices on campus and consulting on how to efficiently manage institutional records.

The College Archivist serves as the primary point of contact for the records management program, and works with administrative offices, College counsel, and individuals to develop policies, procedures, and retention schedules, and managing the disposition of records.

Records Management Program Officers

Each office or department should designate a Records Management Program Officer to oversee and assist in records management responsibilities. RMP Officers:

- Understand the type and scope of records created within the department, office, or administrative unit
- Administer the day-to-day transactions associated with the office's records-related functions, including organization and maintenance of files, implementation of retention schedules, storage of inactive records, and the eventual disposition of records
- Acts as liaison with the College Archivist for departmental records-related questions and issues

From time to time, the department, office, or administrative program may designate a Records Authority (RA), as well. The Records Authority (RA):

- Works with the College Archivist to develop departmental retention schedules, and provides signatory approval for retention and disposition periods for the department
- Helps establish the level of confidentiality and security for records, and in consultation with the College Archivist, develops reasonable accessibility levels for departmental records

Records Management Program Policies and Procedures

The following policies and procedures provide background information and guidance for managing College records.

- I. Managing Records in College Offices
- II. Maintaining Electronic Records
- III. Custody of Records
- IV. Access and Confidentiality of Records
- V. Off-Site Records Storage
- VI. Connecticut College Email
- VII. Litigation Hold Policy and Procedures
- VIII. Procedure for Transferring Records to the Linda Lear Center for Special Collections and Archives or to Off-Site Storage
- IX. Procedure for Disposition of Records

I. Managing Records in College Offices

December 11, 2007; revised July 2018

Policy: Individual offices will work with the Linda Lear Center for Special Collections and Archives to develop and use an organized, cost effective, system to manage records throughout their life cycle (creation, use, maintenance, and ultimate disposition) using the Connecticut College Records Retention Schedules in this document for guidance.

Background: A goal of a records management program is to achieve efficient and economic control of the active information materials in an office and dispose of inactive records with no administrative or historical value in a sensible and systematic way. Participating in the College Records Management Program will save offices time, money and resources while improving efficiency and protecting the college from unplanned loss or retention of records.

An organized system of managing records is economical because it saves time during retrieval, and prevents lost files and the filing of duplicate records. An efficient filing system, a sound records classification system, and appropriate filing equipment can solve most common records management problems caused by space limitations, lack of standard language or system, and cost issues.

A balance between the needs of a department or office and established records management principles is a priority of the College Records Management Program. This can be accomplished by Lear Center staff and college department office staff working together to establish guidelines that are appropriate for their needs. Destroying, recycling, or removing historically significant inactive records to the Lear Center according to established schedules allows more effective use of active records and minimizes potential legal problems by maintaining the records that need to be kept for the required length of time.

It is important for institutions to establish recognized records retention schedules as legal issues arise from either keeping records too long or for destroying records too quickly. Minimum retention ranges for College records are established by federal and state authority. To comply with lawful maintenance of records, offices should follow guidelines established by the [State of Connecticut](https://bit.ly/2NxBh48) (see authorized retention tables at <https://bit.ly/2NxBh48>). The Linda Lear Center for Special Collections and Archives can centrally manage inactive records more efficiently than individual offices, particularly if the inactive records will eventually be transferred to the Lear Center for permanent retention. Lear Center staff should be contacted for advice on performing a records survey to determine the needs of College offices. Inactive records are always available to the offices of origin, and records retrieval is a standard process. The Lear Center and the originating office will develop specific retention schedules relative to an office's needs.

II. Maintaining Electronic Records

December 11, 2007; revised July 2018

Policy: All official correspondence and business records are subject to the Managing Records in College Offices Policy whether in electronic or other tangible form. Thus, electronic records should be retained and disposed of in accordance with the Records Retention Schedules observed by individual offices.

Background: Electronic records are any documents that are created, stored, or used in digital form. College policies for managing records do not differentiate between storage media; the information in the document itself determines its value, usefulness, retention, and disposition.

Electronic records produced in campus offices can be efficiently organized and maintained on office, department, or College hard drives and servers. Other electronic records may exist on college servers. The Linda Lear Center for Special Collections and Archives can help provide guidance on organizing, naming, storing, and managing these records.

The long-term preservation of electronic records is a complex, challenging issue. There is no one solution to the problem of electronic preservation - electronic records are fragile, requiring regular maintenance, resources, and computer hardware and software to ensure their interpretation and renderability. Some records can be best managed by printing them out, while others can be maintained in electronic form. The Linda Lear Center has instituted broad-based guidelines and procedures for the management, care, and preservation of electronic records, based on international best practices and standards. As new technologies, practices, and standards develop, these guidelines and standards may change and will be reflected in the Records Management Program Manual and in trainings and communication, as appropriate.

Offices managing electronic documents are cautioned to be judicious in using electronic formats for storing and maintaining business records for long-term use, and to reach out to the Lear Center for guidance on the types of records and formats which may be considered for full preservation services. Full preservation services may not be provided for unstable file formats, fully- or partially-encrypted files, files with digital rights management controls, files which contain viruses, and files which fall outside the guidelines of the Records Management Program.

Federal Rules of Civil Procedure (December 1, 2006) govern maintenance of electronic records. Among records that may be discovered are e-mails, computer and network activity logs, cache and temporary Internet files, digital recordings, voice mails stored in an electronic format or accessible via a computer, spreadsheets, and telephone logs, as well as all materials in the records retention schedules. Preliminary drafts of letters, memos, spreadsheets, and

transitory emails are considered official records and need to be retained upon reasonable expectation a lawsuit might occur.

III. Custody of Records

December 11, 2007; revised July 2018

Policy: Records stored in the Lear Center or the off-site records center (repository) are in the physical custody of the Lear Center under the policies and procedures of the Connecticut College Records Program Manual.

Legal custody of the records remains with the department, office, program, or person who created and maintains the records. The creating department and Lear Center staff will work together to develop access guidelines according to the nature, sensitivity, and use needs of the records. The Lear Center promotes a culture of open access to information, and discourages unnecessary restrictions, except those expressly governed by state or federal law.

All records transferred to the Lear Center will be considered open, unless prohibited by law or unless Lear Center staff and the records originator have met and determined a period of closure. No access restriction may exceed 30 years. All access restrictions shall be made publicly available. Lear Center staff will refer any requests for records access in a closure period to the creating department/records originator.

IV. Access and Confidentiality of Records

December 11, 2007; reviewed July 2018

Policy: Connecticut College employees shall protect all confidential information by safeguarding it when in use, protecting it properly when not in use and sharing it appropriately. In the case of students, information will only be shared under FERPA guidelines. Information relative to other members of the college community will only be shared as allowed by state and federal legislation or college policy.

Background: Many of the records managed by College offices are administered to control access and maintain confidentiality. The confidentiality of records, access to public records, and the handling of requests for information are governed by concerns about identity theft and privacy, as well as by several state and federal statutes including:

- the Health Insurance Portability and Accountability Act of 1996 (HIPAA);
- the Family Educational Rights and Privacy Act of 1974 (FERPA);
- Connecticut Statute 14.1-210 which governs access to public records and exemptions; and
- other state or federal statutes and regulations as appropriate.

Many records generated by College offices include detailed information about students, employers, employees and salary. Many records must be kept confidential as a matter of law. Maintaining confidentiality is critical to the College's obligations to comply with law and to the proper conduct of College business. To access student records, contact the Office of the Registrar. To access personnel information, contact Human Resources.

V. Off-Site Records Storage

December 11, 2007, revised July 2018

Policy: The Lear Center will only accept permanent archival materials for onsite storage. Due to space considerations, inactive records that must be retained for legal purposes should be stored off-site or in departmental offices for the required time per the Records Retention Schedules. Document destruction may be suspended by the College Archivist, the owner of the records, or College administration under the guidance of legal counsel at any time to comply with E-Discovery rules (e.g., Federal Rules for Civil Procedure).

Background: Off-site records storage serves as a storage solution for inactive records or records needing to be retained for legal purposes for a specific length of time. Records that have permanent archival value are maintained in the Lear Center.

Information Services provides oversight of records storage and maintenance at the designated off-site storage facility. Departments and offices using the off-site center will be billed for the storage of their records and all accompanying fees (see Appendix E: Schedule of Fees for Off-site Storage).

VI. Connecticut College Electronic Mail

*Approved by IS Committee, December 17, 2005 [UPDATES PENDING APPROVAL, 2018]
Approved by Senior Administrators, February 22, 2005*

I. Email as an Official Means of Communication

The College email system is an official means of communication for Connecticut College. The College will consider faculty, staff, or students to be duly informed and in receipt of notifications and correspondence sent by the College to faculty, staff or student email accounts. Faculty, staff, and students should frequently access their college assigned email account for official information. Individuals who elect to have email messages forwarded to an off-campus account are responsible for managing their disk quota so that there is room for new mail to arrive and for forwarding their Connecticut College email account to a functioning alternative email address. The College is not responsible for delivery problems caused by non-official email accounts.

II. Institutional Authority and Responsibility for Managing Email

Email is a key tool used by Connecticut College in the course of conducting its business affairs and communicating with its stakeholders. Connecticut College has the responsibility and authority to determine how best to utilize and maintain information managed by its email system, in accordance with legal, regulatory, or operational requirements.

III. Retention of Email

Email sent or received by College employees, departments, and offices, including its attachments and transmission metadata, may be considered College records. All College records, regardless of format, must be managed and retained in compliance with the Records Management Program.

College employees are not obligated to retain all emails indefinitely. Employees are individually responsible for reviewing email messages and determining whether they need to be retained as a College record, according to guidelines laid out in the Records Management Program and in departmental retention schedules. Some email, such as spam or all-staff announcements, may be deleted immediately.

Email messages and attachments that meet the definition of a College record can be retained in the following ways:

- Printed out and filed with paper records (only recommended for low-volume email records)
- Saved in their original formats in electronic archive folders, either within the email system or in dedicated storage on departmental drives (recommended for high-volume email records)

Email determined to be of historic value can be exported from the email system for transfer to the Lear Center. The College Archivist and IT will determine appropriate procedures for preparing email for transfer.

Any specific questions about email retention should be directed to the College Archivist.

IV. Completeness of Record

Email messages that meet the definition of a College record must be complete. Completeness of record means that the email's content, context, and structure (i.e. the message and any attachments, as well as pertinent metadata) must be retained so that it is possible to understand the purpose and meaning of the email.

V. Email and Litigation Holds

All email in the College's email system are property of the College and are subject to discovery in the event of litigation against the College or its community of faculty, employees, or students. As a consequence, the College retains the ability and right to view the email of all members of the College community, regardless of whether email communication was conducted in the course of business activity or not. Pursuant to the Federal Rules for Civil Procedure (December 1, 2006), standard practice in organizations is that employees must retain records, including digital records, if litigation occurs or there is a reasonable *expectation* that the organization will be involved in litigation (or other activities where records may be required, e.g., EEO complaints, etc.) Courts have presumed that if an organization's records are unavailable, they contain information supportive of a claim against the organization. When litigation is expected, the college may issue a "litigation hold" on records to ensure that records are not inadvertently or intentionally destroyed or modified.

Among records that may be discovered are emails, computer and network activity logs, cache and temporary Internet files, digital recordings, voice mails stored in an electronic format or accessible via a computer, spreadsheets, and telephone logs, as well as all materials in the records retention schedules. Preliminary drafts of letters, memos, spreadsheets, and transitory emails are considered official records and need to be retained upon reasonable expectation a lawsuit might occur.

A college employee must not destroy or modify any records, whether print, microform, or digital, involved in, or that might reasonably be expected to be involved in, litigation, claim, negotiation, audit, open records request, administrative review or other action involving the records. All reasonable steps should be taken to preserve records so as not to pre-empt a litigant's right to compel production of records. Staff must maintain the records until the actions requiring the records have been resolved.

In the event a litigation hold is placed on an employee's email, staff will follow procedures determined by the Office of Finance and Administration and Information Services. For additional guidance, please see *Procedure for Litigation Holds* in the Records Management Program Manual.

VII. Litigation Hold Policy and Procedures

December 11, 2007; updates effective August 1, 2017. RMP amended August 10, 2017.

Purpose: There are circumstances where the normal and routine destruction of records must be suspended according to Federal and State requirements and College record retention and disposition schedules. Present and future records that are involved in litigation, or reasonably anticipated in foreseeable legal action, must be preserved until the legal hold is released by the Vice President of Finance and Administration. The purpose of this document is to set forth the authority and process for initiating, implementing, monitoring, and releasing legal holds.

Scope: This policy and procedures applies to all College employees and covers all records, regardless of form, made or received in conducting College business.

Definitions and Authority:

- **Affected College Employee** means all College personnel, including Department Heads or Directors, who are in possession or control of evidence, which is the subject of a legal hold. A **legal hold** is an order to cease destruction and preserve all records, regardless of form, related to the nature or subject of the legal hold.
- **Evidence** includes all records, whether in electronic or paper form, created, received, or maintained in conducting College business, whether at home or work. Such evidence may include, but is not limited to, paper records and electronic records stored on servers, desktop or laptop hard drives, tapes, flash drives, memory sticks, or CD-ROMs.
- **Electronic records** includes all forms of electronic communications, including but not limited to email, word processing documents, calendars, spreadsheets, voice messages, videos, photographs, text messages, or information stored on mobile devices.
- **College employee** includes all employees, whether permanent, temporary, full-time or part-time, faculty, and student employees.
- **ediscovery** refers to any process in which electronic data is sought, located, secured, and searched with the intent of using it as evidence in a civil or criminal legal case. The authority to place a legal hold is vested in the Vice President of Finance and Administration.

Policy: A college employee must not destroy or modify any records, whether print, microform, or digital, involved in, or that might reasonably be expected to be involved in, litigation, claim, negotiation, audit, open records request, administrative review or other action involving the records. All reasonable steps should be taken to preserve records so as not to preempt a litigant's right to compel production of records. Employees must maintain the records until the

actions requiring the records have been resolved.

Background: Pursuant to the Federal Rules for Civil Procedure (December 1, 2006), standard practice in organizations is that employees must retain records, including digital records, if litigation occurs or there is a reasonable expectation that the organization will be involved in litigation (or other activities where records may be required, e.g., EEO complaints, etc.) Courts have presumed that if an organization's records are unavailable, they contain information supportive of a claim against the organization. When litigation is expected, the college may issue a "litigation hold" on records to ensure that records are not inadvertently or intentionally destroyed or modified.

Compliance:

- **Compliance Measurement:** Information Services will verify compliance to this policy through various methods, including but not limited to, periodic walkthroughs, application tools reports, internal and external audits, and feedback.
- **Exceptions:** Any exception to the policy must be approved by the VP for Finance and Administration.
- **Non-Compliance:** Non-compliance of this policy and procedures, may result in disciplinary action, following the usual disciplinary processes of the College for faculty and staff. The Vice President of Finance and Administration will determine whether to initiate the disciplinary process.

Release of a Legal Hold: The Vice President of Finance and Administration will determine and communicate to affected College employees when a legal hold is lifted and evidence no longer preserved. Connecticut College is required to preserve data of an individual starting on the date of a litigation hold, but not required to preserve data we may have collected from a prior litigation hold on that individual. Materials, such as computer hard drives, that are released can be reused after they have been erased.

Process: The Vice President of Finance and Administration determines whether to initiate a legal hold and identify College personnel subject to the hold.

The Vice President of Finance and Administration will notify affected College personnel that a legal hold has been initiated. The notice will inform affected personnel of their obligation to identify and preserve all evidence that may be relevant to the legal hold.

Any College employee subject to a legal hold should consult the IT Service Desk, or submit a WebHelpDesk ticket, for assistance in securing and preserving their records. The Vice President of Finance and Administration will notify Information Services of a legal hold and provide the following information including, but not limited to:

- Official notification of the legal hold;

- Identify all affected College personnel whose electronic accounts must be preserved, including user names, if known;
- Identify each person's status as faculty, staff, student, or retired, if known;
- Provide department affiliation for each person, if known.

Information Services must acknowledge receipt, understanding, and compliance with the legal hold without undue delay by e-mail and memorandum to the Vice President of Finance and Administration.

Once notice of a legal hold has been issued, the Vice President of Finance and Administration will continue to monitor compliance with this policy and any notice.

Information Services will utilize a backup application, such as Crashplan, to secure electronic records stored on College-owned computers used by staff and faculty. Copies of network shares mapped to the user's computer will be backed-up to a College-maintained archiving system. Any hard drives removed from College-owned computers will be stored in a secure location maintained by the IS Security Office. College employees identified in the Litigation Hold will have a complete computer backup as of the LH effective date, stored in Crashplan under a separate profile.

Employee Terminations: In the event an employee leaves the college, Information Services validates and verifies the Litigation Hold backup is complete and preserved. This is done prior to wiping and re-issue of the computer. Files not backed up should be identified from the local computer logs and documented.

Employee Transfers: In the event a person in Litigation Hold transfers to another department within the college, the computer stays with the old department. The employee's new computer will be established with the Litigation Hold profile, preserving all data covered by the Litigation Hold. The old computer will be wiped and reissued.

New Computer: In the event an employee's computer is identified for normal replacement Information Services validates and verifies the Litigation Hold backup is complete and preserved. This is done prior to wiping the replaced computer. Files not backed up should be identified from the local computer logs and documented. The employee's new computer will be established with the Litigation Hold profile.

Email accounts for the college employees identified in the Litigation Hold will be preserved in Google Vault as soon as practical after the date of notification of the Litigation Hold.

- *Effective Date August 1, 2017*

VIII. Procedure for Transferring Records to the Linda Lear Center for Special Collections and Archives or to Off-Site Storage

December 11, 2007; revised July 2018

Before transferring records: Consult the Records Management Program Manual to determine whether inactive records should be transferred to the Lear Center, or to off-site storage. Contact the College Archivist with any questions about what may be considered for inclusion in the permanent archival collection. Records sent to the Lear Center which do not meet this criteria will be returned to the transferring office or individual.

To transfer records to the Lear Center:

1. Conduct a Records Survey to identify and separate active records from inactive and/or permanently valuable records. Do not send active records to the Lear Center or to off-site storage.
2. Obtain boxes for office records. See Appendix C for a list of recommended vendors.
3. Remove all hanging file folders and binders. If items are loose within a hanging file folder or items are removed from a binder, place them into a regular office file folder and transfer any identifying information from the hanging file or binder to the new file.
4. Fill boxes fully, from front to back. Maintain the order in which files were created or used. Do not lay files flat in boxes. If files are legal size, file them lengthwise in the box.
5. Label the boxes consecutively, with the name of the department and date: [Name of Department, Date, Box Number]. Please use pencil. Do not use pen or marker, or affix labels to the outside of the boxes.
6. Complete the Records Transfer Form (Appendix A). Make a list of the contents of each box (page 2 of the RTF), attaching additional pages as necessary.
7. Insert the Records Transfer Form into the first box. Do not tape boxes shut.
8. Contact the Lear Center to arrange delivery. Once you've received confirmation, place a work order with Facilities to pick up the boxes and deliver them to the Linda Lear Center.

To transfer records to off-site storage:

1. Complete steps 1-8, above.
2. Contact Lear Center staff to obtain appropriate shipping labels and forms, and to arrange an on-site assessment of the boxes.
3. Once the boxes are prepared for shipment, contact the Lear Center to arrange for the off-site storage vendor to pick up records.

After a records transfer has been received by the Lear Center, staff will assign it an accession number and return a copy of the form. If items from a transfer are needed in the future, contact Lear Center staff with the assigned accession number and the box number for retrieval.

IX. Procedure for Disposition of Records

December 11, 2007; revised July 2018

When the retention requirements for records have been met and the records are no longer needed or used in department offices, they should be disposed of in one of the following three methods:

1. **Transfer to the Lear Center:** Permanent records with archival value should be transferred to the Linda Lear Center for Special Collections and Archives. Permanent records with no archival value but which must be kept for legal or business concern may be kept in office or transferred to off-site storage (see "Procedure for Transferring Records to the Linda Lear Center for Special Collections and Archives or to Off-Site Storage").
2. **Confidential Destruction:** Inactive records which have been kept as long as legally required; which have outlived their usefulness; and which have no permanent legal, historical, fiscal, or archival importance should be destroyed. If the records contain confidential or privileged information (see "Access and Confidentiality of Records"), they should be destroyed by shredding, or in the case of digital records, permanently erasing the files and/or destroying the medium. Destruction of records should be noted in a Disposition Log (Appendix XX), to create an audit trail of the records your office has destroyed.

If records are stored off-site, the vendor can arrange confidential shredding services. In order to take advantage of this service, department offices must have destruction dates clearly marked on each box and listed in an inventory prior to sending records off-site. Requests for third-party destruction must be submitted in writing to the Linda Lear Center for Special Collections and Archives.

3. **Non-Confidential Destruction (Recycling):** Records that do not contain confidential or privileged information can be destroyed by recycling. No security measures are necessary for their destruction. Destruction of records by recycling should be noted in a Disposition Log (Appendix XX) to create an audit trail of the records your office has destroyed.

Note:

- Suspension of automatic and/or manual document destruction can occur at any time to satisfy E-Discovery rules.
- Records sent off-site can be called back to review records disposition.

Connecticut College Records Retention Schedules

Introduction

The following Records Retention Schedules serve as the primary guidelines for the retention of records created or received by Connecticut College and its community of staff, faculty, and students.¹ These schedules are guidelines; they articulate minimum retention requirements. If an office actually uses particular records beyond their minimum retention requirements, its retention schedule can be adjusted as necessary.

The Records Retention Schedules are arranged by sections, according to the general function of the record (General Schedule). Individual offices may also have a supplementary retention schedule, or by function under senior administrative offices (Individual Retention Schedules). All record types kept by all offices may not be listed. If there is a question concerning legal retention periods for an unlisted record type, please contact Archives staff for guidance. Offices may be referred to the College attorney as necessary.

The General Records Retention Schedule

The General Records Retention Schedule provides information on the creation, ownership, retention, and disposition of records common to most departments and offices at Connecticut College. It identifies:

- who creates or holds the records
- how long those records should be kept
- what should ultimately be done with those records

The General Records Retention Schedule is organized by sections, according to the general function of the record. Not all offices will create or maintain every type of record. The General Records Retention Schedule can be supplemented by department- or office-specific records policies and schedules as needed. For questions about interpreting or implementing the General Retention Schedule or creating department-specific records policies and schedules, please contact the Linda Lear Center at x2686 or learcenter@conncoll.edu.

- **General Administrative:** operational and administrative records for all offices, departments, units, committees, and working groups, including correspondence,

¹ These retention schedules are derived from the Public Records Administration Branch of the Connecticut State Library and best practices in records management adopted by peer institutions across the nation (particularly Yale University, Tufts University, Emerson College, Simmons College, the Massachusetts Institute of Technology, and the University of Washington).

reports, meeting agendas and minutes, publications, policies and procedures, project documentation, and events

- **Academic:** teaching and learning records, including course schedules and descriptions, syllabi, reading and course lists, faculty papers, academic departmental events, and student work
- **Student:** undergraduate and graduate matriculated and non-matriculated student records
- **Financial:** budgetary/accounting information, investments, gift and estate records, audits, billing, and accounts payable/receivable
- **Employment/Human Resources:** personnel records, payroll, benefits, and handbooks; includes guidance on Faculty Tenure and Promotion records
- **Facilities/Operations:** construction, maintenance, and operational records for the College's buildings and grounds
- **Legal:** contracts and supporting documentation, grievances, litigation, and investigation records
- **Marketing/Publicity Records:** documentation of activities, events, and the campus community, including photographic and audio-visual material, publications, presentations, speeches, and media coverage

GENERAL RETENTION SCHEDULE: ADMINISTRATIVE RECORDS

Operational and administrative records for all offices, departments, units, committees, and working groups, including correspondence; reports; meeting agendas and minutes; publications; policies and procedures; project and event documentation; and governance and corporation records (Board of Trustees, bylaws, decision-making, committee minutes, etc)

I. Correspondence

All offices generate correspondence in the course of everyday business activity. Correspondence may be significant - relating to policy creation, decision-making, planning processes, program development, events, and directives - or routine - relating to administrative matters, scheduling, information requests, invitations, acknowledgements, and other transitory matters.

Significant Correspondence

- **Record Holder:** Departments, Offices, Programs, Committee Chairs, etc
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

Routine Correspondence

- **Record Holder:** Departments, Offices, Programs, Committee Chairs, etc
- **Retention Period:** Active Administrative Use
- **Disposition:** Destroy

II. Governance and Corporation Records

Records documenting decision-making, activities, and functions of the Board of Trustees of the College, including meeting minutes, committee records, policy creation, financial decision-making, correspondence, and directives.

- **Record Holder:** Board of Trustees; Secretary of the College
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

III. Meeting Agendas and Minutes

Orders of business and meeting proceedings of committees, departments, offices, and programs.

- **Record Holder:** Departments, Offices, Programs, Committee Chairs
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

IV. Policies and Procedures

Policies and procedures developed by offices, departments, divisions, committees, programs, or the corporation, and which document activities, processes, missions and values, rules and regulations.

- **Record Holder:** Departments, Offices, Programs, Committees, and Organizations which developed and issued the policy or procedure
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

V. Press and Publicity

Press releases, clippings, photographs and audio-visual material covering Connecticut College in local, national, and international media.

- **Record Holder:** Departments, Offices, Programs, Committees, and Organizations which developed and issued the policy or procedure
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

VI. Project and Event Documentation

Materials which document the planning and implementation of projects and events, including but not limited to: budgets and financial records, meeting agendas and minutes, proposals, publicity, schedules, significant correspondence, etc.

- **Record Holder:** Departments, Offices, Programs, Committees, and Organizations developing programs and events
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

VII. Publications

Materials produced and published by Connecticut College for recruitment, publicity, evidence of activity, community engagement, fundraising, campaigns, and foundational support, including: bulletins, course catalogs, books, magazine, articles, manuals and handbooks, yearbooks, pamphlets, flyers, posters, media guides, visual identity guides, guidebooks, calendars, conference and symposia proceedings, programs, web content, digital media, etc.

Final Publications

- **Record Holder:** Departments, Offices, Programs, Committees, Alumni Organizations, Student Clubs and Organizations which created the publication
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

Drafts and Supporting Materials for Publications

- **Record Holder:** Departments, Offices, Programs, Committees, Alumni Organizations, Student Clubs and Organizations which created the publication
- **Retention Period:** Active personal or administrative use
- **Disposition:** Destroy

VIII. Reports

Periodic or special reports documenting activities and projects.

- **Record Holder:** Departments, Offices, Programs, Committees, and Organizations which developed and issued the report
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

GENERAL RETENTION SCHEDULE: ACADEMIC RECORDS

Records documenting teaching and learning at Connecticut College, including accreditation records; course bulletins, catalogs, descriptions, and schedules; course materials, including syllabi, reading lists, and course packets; academic departmental events; faculty papers; handbooks; and student theses and honors projects

I. Accreditation Records

Records documenting the institutional accreditation process for Connecticut College by various accrediting bodies, including self-evaluation reports; final reports; statistical data; compiled research; working papers; and related documentation and correspondence.

- **Record Holder:** Accreditation Committee/Working Groups, which may be comprised of representatives from the Office of the President, Office of the Dean of the Faculty, Office of the Dean of the College, Office of Institutional Research and other associated offices/departments
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

II. Course Bulletins, Catalogs, Schedules

Records documenting course offerings at Connecticut College, including college bulletins, course catalogs, and class schedules.

- **Record Holder:** Office of the Registrar; Academic Departments (course descriptions)
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

III. Course Materials

Course announcements, descriptions, outlines, and summaries; course reading packets and handouts; reading lists; syllabi; and related documents.

Course Announcements, Descriptions, Reading Lists, and Syllabi

- **Record Holder:** Academic Departments
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

All Other Course Materials

- **Record Holder:** Academic Departments
- **Retention Period:** Active Administrative Use
- **Disposition:** Destroy

IV. Department Events

Materials which document the planning and implementation of academic department events, including but not limited to: budgets and financial records, meeting agendas and minutes, proposals, publicity, schedules, significant correspondence, etc.

- **Record Holder:** Academic Departments
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

V. Faculty Papers

Records documenting the professional and scholarly activities of Connecticut College faculty members, including published or unpublished papers, books, and journal articles; conference presentations; talks and lectures; and other work.

- **Record Holder:** Faculty Members; Academic Departments
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

VI. Program Records (Academic Curriculum and Instruction)

Records documenting curriculum planning, development, and review, including meeting minutes, working papers, final reports, and other supporting materials.

- **Record Holder:** Academic Departments, Committees, and Advisory Bodies
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

VII. Student Work

Undergraduate and graduate student work, including papers, projects, exams, labs, and capstone projects (theses, senior integrative projects, etc).

Undergraduate Honors Theses and Masters Theses

- **Record Holder:** Academic Departments
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

Honors Papers or Projects Concerning the History of Connecticut College

- **Record Holder:** Academic Departments
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

Senior Integrative Projects and Other Capstone Work

- **Record Holder:** Academic Departments
- **Retention Period:** Determined by Individual Departments
- **Disposition:** Keep in Office or Destroy

Student Examinations, Term Papers, Labs, and Homework Records

- **Record Holder:** Academic Departments
- **Retention Period:** 1 Semester following Course Completion (if Contested, Retain through Resolution of Contestation)
- **Disposition:** Destroy

GENERAL RETENTION SCHEDULE: STUDENT RECORDS

Undergraduate and graduate matriculated and non-matriculated student records, including academic records, transcripts, financial aid and employment, health records, residence and disciplinary records, and participation in student activities, clubs, and organizations.

I. Student Records (Non-Matriculated and Matriculated)

Records of students who have matriculated and who have not matriculated, including transcripts, the academic record packet maintained by the Office of Admissions and the Registrar's Office (admission application, transcripts from high schools or other institutions, exam scores, supporting documentation, correspondence from other offices).

Non-Matriculated Students

- **Record Holder:** Office of the Dean of Admissions and Financial Aid
- **Retention Period:** 3 Years
- **Disposition:** Destroy

Matriculated Students: Academic Record Packet

- **Record Holder:** Office of the Dean of Admissions and Financial Aid; Office of the Registrar
- **Retention Period:** 10 Years after Graduation or Last Date of Attendance
- **Disposition:** Destroy

Matriculated Students: Transcripts

- **Record Holder:** Office of the Registrar
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

II. Student Records – Financial Aid and Employment

Records showing student application for and receipt of financial aid and/or employment, including applications, aid forms, tax forms, award letters, correspondence, income or other financial verification, scholarships, fellowships, and employment records (payroll, time cards, W-2 forms, etc).

Financial Aid Documentation

- **Record Holder:** Office of the Dean of Admissions and Financial Aid
- **Retention Period:** 7 Years
- **Disposition:** Destroy

Employment Records

- **Record Holder:** Office of the Finance and Administration
- **Retention Period:** 7 Years
- **Disposition:** Destroy

III. Student Records - Health Records

Student medical records, including histories, immunization records, clinical notes, treatment plans, prescriptions, etc.

- **Record Holder:** Division of Student Life - Student Health Services, Student Counseling Services
- **Retention Period:** 10 Years from Date of Last Treatment
- **Disposition:** Destroy

IV. Student Records - Clubs and Organizations

Student clubs and organizations activities, including annual reports; correspondence documenting programs, activities, and events; club constitutions and bylaws; meeting minutes and supporting documentation; membership rosters; photographs and other audio-visual material; press releases and coverage; scrapbooks; and publications.

- **Record Holder:** Individual Student Clubs and Organizations; Division of Student Life
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

V. Student Records - Residential Education and Living

Campus residence assignments, disciplinary records, participation in student activities, and related materials.

Residence and Disciplinary Records

- **Record Holder:** Division of Student Life - Residential Education and Living Office; Campus Safety Office
- **Retention Period:** 5 Years from Graduation or Date of Last Attendance
- **Disposition:** Destroy

Student Events and Activities

- **Record Holder:** Division of Student Life - Student Engagement and Leadership Education
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

GENERAL RETENTION SCHEDULE: FINANCIAL RECORDS

Financial records documenting budgetary/accounting information, investments, gift and estate records, audits, billing, and accounts payable/receivable.

I. Accounts Payable/Receivable

Accounts Payable

Records which document expenditures and purchases, including purchase orders and requisitions, credit card charges and statements, balance sheets, petty cash records, bills, invoices, journal statements, price quotes, payment authorizations, receipt of goods or services, checks, travel expense reports, and related documentation.

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** 7 Years
- **Disposition:** Destroy

Accounts Receivable

Records which document billing and collection activities, including account sheets, payment forms, invoices, journal statements, checks, receipts, and related documentation

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** 7 Years
- **Disposition:** Destroy

II. Audits

Audit reports; policies and procedures for performing and receiving audits; responses and correspondence; working or supporting papers for individual audits

Reports, Policies and Procedures, Correspondence, Reviews/Findings

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

Working/Supporting Documentation

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** 3 Years after Audit Filing
- **Disposition:** Destroy

III. Banking Records

Deposit and withdrawal records, bank statements and reconciliation, voided and canceled checks

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** 7 Years
- **Disposition:** Destroy

IV. Budgets

Annual budget plans and reports; budgeting policies, procedures, guidelines, and instructions; correspondence concerning budget development; meeting minutes and supplemental materials for committees and departments concerning budget planning and justification; and publications.

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

V. Financial Statements and Reports

Annual certified and uncertified financial statements and reports.

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

VI. Gift and Estate Records

Records documenting gifts to the College by persons, organizations, or corporate bodies, including endowed scholarship funds and programs and faculty chairs. These records may include letters of intent; copies of bequest instruments and wills from individuals or estates; financial statements and reports, including records of fund disbursements; gift agreements; and related documentation and correspondence.

- **Record Holder:** Office of Advancement

- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

VII. Investments

Bonds, stocks, futures, and other investments, including correspondence, statements of activity, monthly and annual reports.

Annual Reports

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

All Other Documentation

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** Life of Investment + 7 Years
- **Disposition:** Destroy

GENERAL RETENTION SCHEDULE: HUMAN RESOURCES/EMPLOYMENT RECORDS

Records which document employment information, including personnel records, payroll, benefits, and handbooks. Also includes guidance on Faculty Tenure and Promotion records.

I. Personnel Records

These records may include, but are not limited to, job descriptions, correspondence, performance evaluations, I-9 Tax Forms and copies of identification documents, and other personnel forms. Faculty personnel files may include biographical information documenting work and time at Connecticut College, including press releases, publications, achievements, honors, and photographs.

Staff Personnel Records (Employment)

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** 30 Years after Employment Ends
- **Disposition:** Destroy

Faculty Personnel Records (Employment)

- **Record Holder:** Office of the Dean of the Faculty
- **Retention Period:** 30 Years after Employment Ends
- **Disposition:** Destroy

Faculty Personnel Records (Biographical Information)

- **Record Holder:** Office of the Dean of the Faculty
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

II. Employment Search Records

Position announcements and descriptions, applications, curriculum vitae or resumes, letters of recommendation, transcripts, writing samples, publications, and related material.

Search Records for US Residents, Hired

- **Record Holder:** Office of Finance and Administration - Human Resources; Office of the Dean of the Faculty

- **Retention Period:** 3 Years after Appointment
- **Disposition:** Destroy

Search Records for US Residents, Not Hired

- **Record Holder:** Office of Finance and Administration - Human Resources; Office of the Dean of the Faculty
- **Retention Period:** 2 Years
- **Disposition:** Destroy

Search Records for Non-US Residents, Hired and Not-Hired

- **Record Holder:** Office of Finance and Administration - Human Resources; Office of the Dean of the Faculty
- **Retention Period:** 7 Years
- **Disposition:** Destroy

III. Timesheets and Payroll Records

This series includes garnishment accounting and orders; payroll checks, history, records, and registers; and timesheets documenting student and staff hours worked.

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** 7 Years
- **Disposition:** Destroy

IV. Benefits Records

Employee benefits contributed to or supported by the College or employee during the course of employment, or in retirement.

- **Record Holder:** Office of Finance and Administration
- **Retention Period:** 30 Years after Benefit Ends
- **Disposition:** Destroy

V. Faculty Tenure and Promotion Records

Records documenting the review and promotion process for tenure track faculty, including promotion and tenure dossiers, third-year review portfolios, supporting material (position descriptions, letters of evaluation, curriculum vitae or resumes, teaching evaluations, summary

statements of activity, course development, student course evaluations, committee findings, and recommendations).

- **Record Holder:** Office of the Dean of the Faculty; Individual Academic Departments
- **Retention Period:** 30 Years after Last Activity
- **Disposition:** Destroy; Faculty should maintain Individual Copy

GENERAL RETENTION SCHEDULE: FACILITIES RECORDS

Construction, maintenance, and operational records for the College's buildings and grounds, including planning documentation, budgets, plans and drawings, project records, and landscape plans.

I. Plans - Buildings, Land, Systems

Architectural blueprints; planning and project drawings (preliminary, intermediate, final, and as-built); topographical maps and drawings; landscape plans; soil and materials testing maps; photographs; and related representations relating to buildings, land, and systems.

- **Record Holder:** Office of Finance and Administration - Facilities Management and Campus Planning
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

II. Construction and Renovation Project Records

Records documenting the planning, administration, and implementation of potential and existing construction and renovation projects, including: project proposals, descriptions, and requirements; budget records; plans; preliminary, project, and as-built drawings; correspondence; project schedules; bids and RFPs; contracts and agreements; landscape plans; soil and materials reports; insurance reports; payment schedules; summary reports; memos; work orders; final acceptance statements; and related documentation.

- **Record Holder:** Office of Finance and Administration - Facilities Management and Campus Planning
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

III. Real Property

Records pertaining to the administration of real property, including deeds, titles, and leasing and rental materials (agreements, contracts, maintenance plans, administrative correspondence and material).

Deeds and Titles owned by Connecticut College

- **Record Holder:** Office of Finance and Administration - Facilities Management and Campus Planning
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

Leasing and Rental Records

- **Record Holder:** Office of Finance and Administration - Facilities Management and Campus Planning
- **Retention Period:** 7 Years after Lease or Rental Agreement Expires
- **Disposition:** Destroy

GENERAL RETENTION SCHEDULE: LEGAL RECORDS

Contracts and supporting documentation, grievances, litigation, and investigation records.

I. Contract Records

Contracts, agreements, and understandings, including planning documentation, background material, drafts, memos, letters, and related correspondence

- **Record Holder:** Office of Finance and Administration; Departments and Offices as appropriate; General Counsel
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

II. Litigation Records

Documentation of legal proceedings, including complaints, lawsuits, investigative and discovery documents, pleadings, releases, judgments, settlements, and related supporting material.

- **Record Holder:** Office of Finance and Administration; General Counsel
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

III. Grievance Records

Documentation of grievances, including investigations, correspondence, decisions, and supporting material.

- **Record Holder:** Office of Finance and Administration - Human Resources; General Counsel
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

GENERAL RETENTION SCHEDULE: MARKETING AND PROMOTION

Documentation of activities, events, and the campus community, including photographic and audio-visual material, publications, presentations, speeches, and media coverage.

I. Events

Materials which document the planning and implementation of events at Connecticut College, including but not limited to: budgets and financial records, meeting agendas and minutes, proposals, publicity, schedules, significant correspondence, etc.

- **Record Holder:** Departments, Offices, Programs, Committees, and Organizations developing programs and events
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

II. Media Coverage

Press releases, clippings, photographs and audio-visual material covering Connecticut College in local, national, and international media.

- **Record Holder:** Office of Communications; Other Departments and Offices
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

III. Photographic and Audio-Visual Material

Photographs, slides, film, video, and audio recordings in all formats documenting Connecticut College activities, events, students, faculty, and staff.

- **Record Holder:** Departments, Offices, Programs, and Organizations
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

IV. Presentations and Speeches

Presentations, lectures, and speeches given by Connecticut College trustees, administration, faculty, and staff for institutional, informational, or promotional purposes. May include transcripts, text, images, slideshows, video, and notes.

- **Record Holder:** Departments and Offices
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

V. Publications

Materials produced and published by Connecticut College for recruitment, publicity, evidence of activity, community engagement, fundraising, campaigns, and foundational support, including: bulletins, course catalogs, books, magazine, articles, manuals and handbooks, yearbooks, pamphlets, flyers, posters, media guides, visual identity guides, guidebooks, calendars, conference and symposia proceedings, programs, web content, digital media, etc.

Final Publications

- **Record Holder:** Departments, Offices, Programs, Committees, Alumni Organizations, Student Clubs and Organizations which created the publication
- **Retention Period:** Permanent
- **Disposition:** Transfer to Archives

Drafts and Supporting Materials for Publications

- **Record Holder:** Departments, Offices, Programs, Committees, Alumni Organizations, Student Clubs and Organizations which created the publication
- **Retention Period:** Active personal or administrative use
- **Disposition:** Destroy

DEPARTMENTAL RETENTION SCHEDULES: ADMISSIONS AND FINANCIAL AID

Records generated by the Office of the Dean of Admissions and Financial Aid and Offices/Departments reporting to the Dean of Admissions and Financial Aid

Admissions Records

Type of Record	Retention Period	Disposition
Reports and Summary Information relating to Student Admissions	Permanent	Transfer to Archives
Matriculated Students Academic Records (Admission application, transcripts from high schools or other institutions, exam scores, supporting documentation, correspondence from other offices)	10 Years after Graduation or Last Date of Attendance	Destroy
Non-Matriculated Students Records (Applications, transcripts from other institutions, exam scores, letters of admittance or denial, supporting documentation and correspondence)	3 Years	Destroy
Admitted Students Lists	Permanent	Transfer to Archives
Policies and Procedures for Admission and Recruitment	Permanent	Transfer to Archives
Publications (3 copies)	Permanent	Transfer to Archives
Statistical and Demographic Analyses of the Applicant Pool, Admitted Student Body, Entering Freshmen Class	Permanent	Transfer to Archives

Financial Aid Records

Type of Record	Retention Period	Disposition
Administrative Records for Financial Aid Programs	5 Years	Destroy
Annual Financial Aid Reports	Permanent	Transfer to Archives
Fiscal Records for Financial Aid Programs	5 Years	Destroy
Lists of Recipients of Scholarships, Fellowships, and Awards	Permanent	Transfer to Archives
Policies and Procedures related to Student Finance, the Establishment of Tuition and Fees, and the Establishment of Scholarships and Fellowships	Permanent	Transfer to Archives
Meeting Minutes, Correspondence, and Supporting Documentation related to the establishment of Policies and Procedures	Permanent	Transfer to Archives
Student Accounts Records	7 Years	Destroy
Statistical and Demographic Analyses of the Applicant Pool, Admitted Student Body, Entering Freshmen Class	Permanent	Transfer to Archives
Student Financial Aid Records Used to Document Eligibility for Aid	5 Years	Destroy
Student Scholarship, Grant, and Gift Records	7 Years	Destroy
Student Tuition Remission Records	7 Years	Destroy
Tuition and Fee Schedules	Permanent	Transfer to Archives

DEPARTMENTAL RETENTION SCHEDULES: ADVANCEMENT

Records generated by the Office of the Vice President of Advancement and Offices/Departments reporting to the VP of Advancement.

Alumni Engagement

Type of Record	Retention Period	Disposition
Aggregate Data/Analyses of Alumni and Individual Classes	Permanent	Transfer to Archives
Alumni Association Records (Meeting Agendas and Minutes, Budgets, Committee Records, Club Records, Planning Correspondence, Reports, Ephemera)	Permanent	Transfer to Archives
Alumni Biographical Records/Information	Permanent	Transfer to Archives
Alumni Directories	Permanent	Transfer to Archives
Alumni Events (Planning, Reports, Publications, A/V material)	Permanent	Transfer to Archives
Alumni Program/Service Administrative Records (marketing, dues, travel, tickets, etc)	7 Years*	Destroy
Alumni Trip Files	Permanent	Transfer to Archives
Celebration and Special Event Records	Permanent	Transfer to Archives
Club Activity Files	3 Years*	Destroy
Final Reports Concerning Programs, Events, Analyses, and Projects Related to Alumni	Permanent	Transfer to Archives
Fund Solicitations	Permanent	Transfer to Archives
Gift Records (Letters of Intent, Bequests, Gift Agreements)	Permanent	Transfer to Archives
Mail Records (alumni tracking, postal records and permits, mailing lists, notices of address change, etc)	Immediate Administrative Use	Destroy
Photographs, Films, and Video recordings of Alumni Events	Permanent	Transfer to Archives
Policies and Procedures	Permanent	Transfer to Archives
Publications and Other Publicity Materials (Newsletters, Mailings, etc; 3 copies)	Permanent	Transfer to Archives
Reunion Records (Class Files, Publications, Planning Documentation, A/V Material)	Permanent	Transfer to Archives
Significant Correspondence concerning Program Development, Implementation, and Other Major Decisions	Permanent	Transfer to Archives
Stewardship Reports	Permanent	Transfer to Archives
Topical Files of Alumni Relations Program Directors	Permanent	Transfer to Archives

Development, Investment, Endowment, and Fund Management

Type of Record	Retention Period	Disposition
AAGP Balance Sheets	Permanent	Transfer to Archives
Annual Reports and Statements Summarizing the Activity and Performance of Investments, Endowments, and Funds	Permanent	Transfer to Archives
Bank Statements	7 Years*	Destroy
Billings	7 Years*	Destroy
Correspondence Documenting Significant Decisions in the Management of Investments, Endowments and Funds	Permanent	Transfer to Archives
Executive Board Minutes	Permanent	Transfer to Archives
Inventories	7 Years*	Destroy
Investment Sale or Purchase Tickets	7 Years*	Destroy
Gift Records (Letters and Agreements of Gift, Correspondence, and Copies of Bequest Instruments and Wills from Individuals or Estates)	Permanent	Transfer to Archives
Loan Records	7 Years*	Destroy
Meeting Minutes and Supporting Materials documenting Decision Processes in the Management of Investments, Endowments, and Funds	Permanent	Transfer to Archives
Planned Gifts (trusts, life income, agreements, annuities, real estate)	Permanent	Transfer to Archives
Policies and Procedures for Investment, Endowment, and Fund Management	Permanent	Transfer to Archives
Publications Produced by Connecticut College concerning the College's Investments, Endowments and Funds (2 copies)	Permanent	Transfer to Archives
Transfer or Disbursement Notices	7 Years*	Destroy
Transaction or Confirmation Statements	7 Years*	Destroy

*destroy x# years following active use or fiscal year creation, whichever is later

Sponsored Research Projects, Contracts, and Grants

Type of Record	Retention Period	Disposition
Annual Reports	Permanent	Transfer to Archives
Copyright, Patent, and Trademark Records	Permanent	Transfer to Archives
Contracts & Agreements (Services, Supplies, Consultants, Researchers, etc)	7 Years*	Destroy
Documentation of Procedures Followed to Meet Professional Standards and Requirements of Granting Agencies	Permanent	Transfer to Archives
Funded Grants (Applications, Proposals, Budgets, Contracts and Agreements, Correspondence regarding Grant Administration, Supporting Documentation, Progress and Final Reports)	Permanent	Transfer to Archives

Unfunded Grants (Applications, Proposals, Budgets, Supporting Documentation, Correspondence, Rejection Letters)	3 Years*	Destroy
Human Subject Records	7 Years*	Destroy
Laboratory Notebooks (or Electronic Equivalent)	Permanent	Transfer to Archives
Planning and Proposal Development Records	Permanent	Transfer to Archives
Policies, Guidelines, and Regulations for Sponsored Grants	Permanent	Transfer to Archives
Policies and Procedures for Administration of Research Initiatives	Permanent	Transfer to Archives
Research Agreements Concerning Parties Involved in Research	7 Years *	Destroy
Research Notes	Permanent	Transfer to Archives
Sponsored Projects and Awards	Permanent	Transfer to Archives
Unpublished Reports Regarding Research Project(s)	Permanent	Transfer to Archives

*destroy x# years following active use or fiscal year creation, whichever is later

DEPARTMENTAL RETENTION SCHEDULES: CENTER FOR TEACHING AND LEARNING

Type of Record	Retention Period	Disposition
Attendance records for programs	5 years	Destroy
Budgets		
Working files and miscellaneous papers	5 years	Destroy
Final documents	Permanent	Transfer to Archives
Camp Teach & Learn		
Purchase orders, individual evaluations, attendance records	5 years	Destroy
Planning documentation, program materials, session handouts, summary evaluation	Permanent	Transfer to Archives
Class of '57 Seminar		
Purchase orders, individual evaluations, attendance records	5 years	Destroy
Planning documentation, program materials, syllabi, handouts	Permanent	Transfer to Archives
Consulting work	Immediate Administrative Use	Destroy or retain for personal use in office
Correspondence and papers relating to planning, policy, procedures, and programs (usually arranged by subject)	Permanent	Transfer to Archives
Grants		
Funded grants (applications, proposal narratives, budget, letters of support, notifications of award, contract and agreements, correspondence, reports)	Permanent	Transfer to Archives
Unfunded grants	3 years	Confidential destruction
Grant accounting (financial accounting for funded grants)	7 years from close of funding period	Confidential destruction
Mid-career Study Group: planning documentation, meeting agendas and minutes, correspondence, reports	Permanent	Transfer to Archives
Publications (newsletter, magazine, flyers, event programs/posters)	Permanent	Transfer to Archives (3 copies)
Purchase orders, requisitions	5 years	Destroy
Student employment files	Coordinate with Office of Financial Aid	Confidential destruction
Talking Teaching		
Purchase orders, individual evaluations, attendance records	5 years	Destroy
Planning documentation, program materials, session handouts, summary evaluation	Permanent	Transfer to Archives
Workshops: planning documentation, syllabi, handouts	Permanent	Transfer to Archives

DEPARTMENTAL RETENTION SCHEDULES: OFFICE OF THE DEAN OF THE FACULTY

Records generated by the Office of the Dean of the Faculty and Offices/Departments reporting to the Dean of the Faculty.

General Administrative Records

Type of Record	Retention Period	Disposition
Department Files (Correspondence with the College)	Permanent	Transfer to Archives
Annual Reports (Submitted)	Permanent	Transfer to Archives
Committee Records (Agendas, Meeting Minutes, Correspondence, Policies, Procedures, etc)	Permanent	Transfer to Archives
Faculty Meeting Records (Agendas, Meeting Minutes, Correspondence, Policies, Procedures, Recordings, etc)	Permanent	Transfer to Archives
Legal Case Files	6 Years after Last Activity	Consult legal counsel before destroying
Tenure and Promotion Files	30 Years after last Activity	Destroy
Tenure and Staffing Reports	Permanent	Transfer to Archives
Visiting Committee Reports	Permanent	Transfer to Archives

Personnel Records

Type of Record	Retention Period	Disposition
Academic Employee Personnel Files		
Employment Information: Hiring information, letters of recommendation, salary, disputes or other inquiries, benefits	30 Years after Appointment ends	Destroy
Biographical Information: Material documenting Work and Time at Connecticut College, including Press Releases, Publications, Achievements, Honors, Photographs)	Permanent	Transfer to Archives
Application Search Records		
US residents (Hired)	3 Years after Appointment	Destroy
US residents (Not-Hired)	2 Years	Destroy
Non-US residents (Hired and Not Hired)	7 Years	Destroy
Equal Opportunity Records on Individuals	3 Years After Appointment Ends	Destroy
Final Reports Produced By Hiring Committees	Permanent	Transfer to Archives
Individual Course Evaluations (When Summaries are Available)	Immediate Administrative Use	Destroy
Meeting Minutes and Supporting Materials for Hiring Committees/Departmental Meetings that document decision-making in the Faculty Hiring Process	Permanent	Transfer to Archives

Non-College Records Created by an Outside Office, Such as Copies of Articles, Chapters of Books, and Other Published Materials by a Faculty Person or Position Candidate, Which May Appear in Personnel or Search Files	Immediate Administrative Use	Destroy
Proposals and Planning Materials for Faculty Positions, Including Job Descriptions	Permanent	Transfer to Archives
Teaching Evaluations (Summary Information)	Permanent	Transfer to Archives
Tenure and Promotion Portfolios	30 Years after last activity	Destroy
Topical Files of Deans and Academic Department Chairs	Permanent	Transfer to Archives
Grievances	Permanent	Transfer to Archives
Trustee Decisions regarding Academic Personnel and Designated Executives	Permanent	Transfer to Archives
Toxic/Hazardous/Radioactive Exposure Substance Exposure Records	30 Years after Appointment Ends	Destroy
Unsolicited Applications	Immediate Administrative Use	Destroy

Academic Departments – Curriculum and Instruction

Type of Record	Retention Period	Disposition
Accreditation Records and Reports	Permanent	Transfer to Archives
Authorizations for New Programs and Courses	Permanent	Transfer to Archives
Correspondence Regarding Curriculum Planning and Review	Permanent	Transfer to Archives
Course Packets, Photocopies of Published Materials and Other Reference Materials	Immediate Administrative Use	Destroy/Recycle
Course Syllabi and Reading Lists	Permanent	Transfer to Archives
Faculty Papers (Published and Unpublished Papers, Books, and Articles; Conference Presentations; Talks and Lectures)	Permanent	Transfer to Archives
Final Reports and Working Papers concerning the Development and Review of Programs and Courses	Permanent	Transfer to Archives
Lecture Notes/Transcripts of Lectures by Faculty and Guest Lecturers	Permanent	Transfer to Archives
Meeting Minutes and Supporting Materials from Departments, Committees, and Advisory Bodies Concerning Curriculum Planning, Development, and Review	Permanent	Transfer to Archives
Policies and Procedures for Evaluating Students' Progress in Programs or Performance in Courses	Permanent	Transfer to Archives
Proposals for New Courses or Programs	Permanent	Transfer to Archives
Publications Concerning Courses and Course	Permanent	Transfer to Archives

Requirements (2)		
Student Work		
Honors Papers and Projects Concerning the History of Connecticut College	Permanent	Transfer to Archives
Honors Theses	Permanent	Transfer to Archives
Masters Theses	Permanent	Transfer to Archives
Student Examinations, Term Papers, Labs, and Homework Records	1 Semester Following Course Completion	Destroy
Senior Integrative Projects and other Capstone Work	Determined by Individual Departments	Keep in Office or Destroy
Summaries of Student Evaluations	Permanent	Transfer to Archives
Teaching Files of Faculty	Permanent	Transfer to Archives
Video and Audio Recordings, Electronic Discussion and Photographs of Classroom Lectures, Work, and Presentations	Permanent	Transfer to Archives

DEPARTMENTAL RETENTION SCHEDULE: DEAN OF FACULTY - ARTS PROGRAMMING AND PERFORMANCE

Arts Programming and Performance Records

Type of Record	Retention Period	Disposition
Audio and Visual Recordings of Performances, Concerts, and Productions	Permanent	Transfer to Archives
Drafts of Scripts and Design Documents	Immediate Administrative Use	Destroy
Final and Definitive Design and Production Specifications (Set, Costume, and Prop Designs for Performances, Concerts, and Productions at Connecticut College)	Permanent	Transfer to Archives
Mailing Lists	Immediate Administrative Use	Destroy
Meeting Minutes and Correspondence which document the Conceptualization, Design, and Planning of Productions	Permanent	Transfer to Archives
Photographs and Slides of Performances, Concerts, and Productions	Permanent	Transfer to Archives
Press Releases and Clippings about Performances, Concerts, and Productions	Permanent	Transfer to Archives
Production Records	Immediate Administrative Use	Destroy
Programs, Brochure, or Posters from Performances, Concerts, and Productions	Permanent	Transfer to Archives
Records of Individual Performances, including Ticket Stubs and Seating Charts	Immediate Administrative Use	Destroy
Scripts or Sheet Music documenting how a Performance, Concert, or Production was staged or interpreted at Connecticut College	Permanent	Transfer to Archives
Subscription Records	7 Years *	Destroy
Ticket Sales Records	7 Years *	Destroy

* *destroy x# years following active use or fiscal year creation, whichever is later*

DEPARTMENTAL RETENTION SCHEDULE: DEAN OF FACULTY - ATHLETICS

Athletics

Type of Record	Retention Period	Disposition
Accumulated Statistics	Permanent	Transfer to Archives
Game and Cumulative Statistical Reports	Permanent	Transfer to Archives
Individual Athlete Files	Permanent	Transfer to Archives
Photographs (Games, Teams, and Individual Athletes)	Permanent	Transfer to Archives
Policies and Procedures relating to Connecticut College Athletics	Permanent	Transfer to Archives
Press Releases for Varsity Sports	Permanent	Transfer to Archives
Publications	Permanent	Transfer to Archives
Team Rosters	Permanent	Transfer to Archives
Team Scores	Permanent	Transfer to Archives
Yearly Statistics	Permanent	Transfer to Archives

DEPARTMENTAL RETENTION SCHEDULE: DEAN OF FACULTY - REGISTRAR

Registrar

Type of Record	Retention Period	Disposition
Academic Actions (Dismissal, etc)	5 Years from Graduation or Last Date of Attendance	Destroy
Academic Record (Admission application/file passed from Dean of Admissions, copies of high school transcript, and academic records/correspondence from the Registrar's office and/or other Deans)	10 Years after Graduation or Last Date of Attendance	Destroy
Advising Records	7 Years*	Destroy
Annual Reports	Permanent	Transfer to Archives
Catalogs	Permanent	Transfer to Archives
Change of Course Forms	5 Years from Date of Enrollment	Destroy
Change of Grade Forms	Permanent	Transfer to Archives
Change to Student ID	Permanent	Transfer to Archives
Class Lists (Original)	Permanent	Transfer to Archives
Commencement Documentation (Planning Materials, Reports, Publicity, Press Releases, Schedules of Speakers and Activities, etc)	Permanent	Transfer to Archives
Consent to Release Personally Identifiable Information (Requests for Non-Disclosure)	5 Years	Destroy
Course Enrollment Tracking Records	1 Year	Destroy
Course Offerings	Permanent	Transfer to Archives
Curriculum Change Authorizations	5 Years from Graduation or Date of Last Attendance	Destroy
Degree, Grade, Enrollment, and Racial/Ethnic Statistics	Permanent	Transfer to Archives
Disciplinary Records	7 Years *	Destroy
Enrollment Verifications	1 Year from Enrollment Date	Destroy
Final Course Enrollment Reports	Permanent	Transfer to Archives
Freedom of Information Act (FOIA) Request Records	Until Records Under Examination Have Been Destroyed	Destroy
Grade Sheets	Permanent	Transfer to Archives
Graduation Lists	Permanent	Transfer to Archives
HEGIS (and Other Institutional Reports)	Permanent	Transfer to Archives
Name Changes	Permanent	Transfer to Archives
Original Grade Sheets	Permanent	Transfer to Archives
Resident Records of Applicants Who Have Not Matriculated	1 Year After Failure to Enroll	Destroy
Resident Records of Students Who Have Not	5 Years After Last	Destroy

Matriculated	Date of Attendance	
Resident Records of Students Who Have Matriculated	10 Years After Graduation or Last Date of Attendance	Destroy
Room Scheduling Records	Immediate Administrative Use	Destroy
Rules and Regulations for Conduct and Behavior	Permanent	Transfer to Archives
Schedule of Classes (Institutional)	Permanent	Transfer to Archives
Services for Students With Disabilities Records	7 Years *	Destroy
Student Class Schedules	1 Year from Graduation or Date of Last Attendance	Destroy
Student Registration Forms—Continuing and Summer Session	1 Year from After Registration	Destroy
Term Reports	7 Years	Destroy
Transcripts	Permanent	Transfer to Archives
Transcript Requests	1 Year After Request	Destroy
Transfer Credit Evaluations	5 Years After Graduation	Destroy
Veteran Administration Certifications	5 Years After Graduation or Last Date of Attendance	Destroy
Withdrawal Authorizations/Leaves of Absence	5 Years	Destroy

* destroy x# years following active use or fiscal year creation, whichever is later

DEPARTMENTAL RETENTION SCHEDULE: DEAN OF INSTITUTIONAL EQUITY AND INCLUSION - AFFIRMATIVE ACTION

Type of Record	Retention Period	Disposition
Academic Search Plans and Statements	3 Years	Destroy
Academic Search Waivers	3 Years From Date of Appointment	Destroy
Affirmative Action and Equal Opportunity Plans	Permanent	Transfer to Archives
Affirmative Action Review Records	7 Years	Destroy
Conciliation Agreements/Orders on Consent	Permanent	Transfer to Archives
Documents Supporting Other Academic or Non-Academic Selection Decisions (e.g. promotion, termination, compensations)	3 Years From Effective Date of Decision	Destroy
Equal Opportunity Records on Individuals and Searches	3 Years After Hire	Destroy
Federal and State Required Statistics and Reports	Permanent	Transfer to Archives
Non-Academic Search and Hiring Forms	3 Years	Destroy
Non-Academic Search Materials and Documents Supporting Hiring Selection Decisions	3 Years	Destroy
Sexual Harassment Complaints, Investigations, and Findings (Cause Findings)	Permanent	Transfer to Archives
Sexual Harassment Complaints, Investigations, and Findings (No Cause Findings)	3 Years From Determination	Destroy

DEPARTMENTAL RETENTION SCHEDULE: FINANCE AND ADMINISTRATION

Records generated by the Office of Finance and Administration and Offices/Departments reporting to Finance and Administration.

Accounting and Finance

Type of Record	Retention Period	Disposition
Accounting Policies, Procedures, Guidelines, and Instructions	Permanent	Transfer to Archives
Account Reconciliations/Balance Sheets	7 Years *	Destroy
Accounts Payable Vouchers and Attachments	7 Years *	Destroy
Accounts Receivable Statements	7 Years *	Destroy
Accounting Reports (monthly) Schedules of Department Balances, Transaction Statements, Account Analysis Statements, Monthly and Year-to-Date Salary and Wage Statements	7 Years *	Destroy
Annual Financial Reports and Work Papers	Permanent	Transfer to Archives
Banking Records, Including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Canceled Checks	7 Years *	Destroy
Bidding Records	7 Years *	Destroy
Billing Records	7 Years *	Destroy
Capital Equipment Records	Life of the Asset **	Life of Asset **
Cash Receipts	7 Years *	Destroy
Depreciation Records	Life of Asset	Life of Asset
Disbursement Records	7 Years *	Destroy
Effort Certifications	7 Years *	Destroy
Indirect Cost Rate Calculations	7 Years *	Destroy
Inventories	7 Years *	Destroy
Journal Entries and Back-up Documentation	7 Years *	Destroy
New Account Records and Back-up Documentation	7 Years after Close of Account	Destroy
Subsidiary Ledgers (Accounts Payable, Accounts Receivable, etc.)	7 Years *	Destroy
Summary Analysis Reports, end of year	7 Years *	Destroy
Tax Records	7 Years *	Destroy
Trial Balances	7 Years *	Destroy
Transaction Authority Cards	7 Years *	Destroy
Travel Reimbursements and Attachments	7 Years *	Destroy
Vendor Relations Records (including Competitive Bids, Requests for Quotes, and Service Contracts	7 Years *	Destroy

*destroy x# years following active use or fiscal year creation, whichever is later

** documentation of purchases made with federal funds must be retained for 13 years after disposition

Auditing

Type of Record	Retention Period	Disposition
Audit Reports (Including Finding Recommendations, for Internal and External Audits as well as Fiscal and Program Audits)	Permanent	Transfer to Archives
Policies and Procedures for Performing and Receiving Audits	Permanent	Transfer to Archives
Responses, Reports, or Correspondence demonstrating how Auditor's Recommendations will be or have been Implemented	Permanent	Transfer to Archives
Working or Supporting Papers for Individual Audits (Copies of Financial or Program Records, Interview Notes, Audit Planning Records, Background Documentation, Reports Made During Intermediate Stages of an Audit, Collection Records, Reviews of Accounts, Documents, Workflow Records and Forms)	3 Years after Filing of an Audit	Destroy

Budgeting (Business and Finance)

Type of Record	Retention Period	Disposition
Actual Closing Budgets	Permanent	Transfer to Archives
Annual Budget Plans and Reports (with Supplemental Materials)	Permanent	Transfer to Archives
Budgeting Policies, Procedures, Guidelines and Instructions	Permanent	Transfer to Archives
Correspondence Concerning Budget Development and Negotiation as it Pertains to Program Development and Implementation	Permanent	Transfer to Archives
Meeting Minutes and Supplemental Materials for Committees and Departments Concerning Budget Planning and Justifications of Programmatic Activities for Budget Determination	Permanent	Transfer to Archives
Publications (Concerning Budgeting and Budgets at Connecticut College) (2)	Permanent	Transfer to Archives
Topical Files of the Vice President for Finance, Finance Department Directors, Deans, Department Chairs, and Program Directors as they relate to College budgeting	Permanent	Transfer to Archives

Insurance

Type of Record	Retention Period	Disposition
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	7 Years After Expiration	Destroy

Insurance Policies (Liability, Property, and Other Policies)	Permanent	Transfer to Archives
Incident Reports, Accident Reports	10 Years	Destroy

Payroll

Type of Record	Retention Period	Disposition
Annual Summaries and Reports documenting Payroll Activity	Permanent	Transfer to Archives
Data Entry Records	Immediate Administrative Use	Destroy
Deduction Records	7 Years *	Destroy
Employee Payroll Records (including Payroll Histories, Adjustment Records, Deposit Records and Advance Records)	7 Years *	Destroy
Payroll Checks	7 Years *	Destroy
Payroll Deduction Authorization Forms	7 Years *	Destroy
Payroll Transaction Registers	7 Years *	Destroy
Record of Payments and Deductions	7 Years *	Destroy
Retirement Records	7 Years *	Destroy
Social Security Records	7 Years *	Destroy
Tax Withholding Records	7 Years *	Destroy
Time Cards (students)	7 Years *	Destroy
Time Cards and Attendance Records(other)	7 Years *	Destroy
Vacation, Sick and Leave Records	7 Years *	Destroy
W-2 Forms	7 Years *	Destroy

Purchasing

Bidding Records	7 Years *	Destroy
Disposition and Sales Records	7 Years *	Destroy
Equipment Maintenance Records	7 Years *	Destroy
Equipment Rental and Loan Records	7 Years *	Destroy
Federal or Agency Owned Property Records	7 Years *	Destroy
Insurance and Warranty Records	7 Years *	Destroy
Policies, Guidelines or Instructions for Purchasing Equipment or Supplies	7 Years *	Destroy
Purchasing and Requisition Records	7 Years *	Destroy
Shipping Lists and Packing Slips	Immediate Administrative Use	Destroy
Vehicle Records	7 Years *	Destroy
Vendor History and Records	7 Years *	Destroy
Vendor Catalogs	Immediate Administrative	Destroy

	Use	
--	-----	--

Campus Planning and Space Management

Type of Record	Retention Period	Disposition
Annual Reports	Permanent	Transfer to Archives
Meeting Minutes Concerning Campus Planning and Space Management	Permanent	Transfer to Archives
Official Drawing of the College Campus	Permanent	Transfer to Archives
Official Maps of the College Campus	Permanent	Transfer to Archives
Official Photographs of the College Campus	Permanent	Transfer to Archives
Plans and Proposals Related to the Planning and Design of the Campus	Permanent	Transfer to Archives
Records for Architectural Planning	Permanent	Transfer to Archives
Room Assignments and Room Change Records	7 Years *	Destroy
Space Utilization Records for Offices, Classrooms, and Laboratories	7 Years *	Destroy

*destroy x# years following active use or fiscal year creation, whichever is later

Campus Safety

Type of Record	Retention Period	Disposition
Accident and Injury Logs	7 Years *	Destroy
Accident Reports	7 Years *	Destroy
Annual and Special Reports	Permanent	Transfer to Archives
Bulletins	Immediate Administrative Use	Destroy
Damage Reports	7 Years *	Destroy
Disaster Inspection Records	10 Years	Destroy
Disaster Recovery Records	Permanent	Transfer to Archives
Emergency Action Plans	Immediate Administrative Use	Destroy
Emergency Response Plans	Retain Until Superseded	Destroy
Investigation Files (concerning Fatalities)	Permanent	Transfer to Archives
Investigation Files (not concerning Fatalities)	3 Years After Completion of Activity	Destroy
Material Safety Data Sheets (MSDS)	30 Years After Disposition of Substance	Destroy
Non-Staff Accident and Injury Reports	10 Years	Destroy
Policies and Procedures	Permanent	Transfer to Archives

Campus Safety Employee Training Records	30 Years After Employee Separation	Destroy
Publications Regarding Fire and Disaster Policies and Procedures (2)	Permanent	Transfer to Archives
Regulations and Codes	Permanent	Transfer to Archives
Regulation and Code Violation Records	7 Years *	Destroy
Routine Hazardous Materials Records	7 Years *	Destroy
Student Disability Records	10 Years after Graduation or Last Date of Attendance	Destroy
Violations of City Ordinances	7 Years *	Destroy
Publications Regarding Fire and Disaster Policies and Procedures (2)	Permanent	Transfer to Archives

**destroy x# years following active use or fiscal year creation, whichever is later*

Corporate Records

Type of Record	Retention Period	Disposition
Accreditation Records	Permanent	Transfer to Archives
Board of Trustees Minutes	Permanent	Transfer to Archives
By-laws	Permanent	Transfer to Archives
Charter	Permanent	Transfer to Archives

Human Resources

Type of Record	Retention Period	Disposition
Affirmative Action and Equal Opportunity plans	Permanent	Transfer to Archives
Affirmative Action Review Records	7 Years *	Destroy
Aggregate Analysis of Employees (of All Types), Positions, Benefits, and Compensation	Permanent	Transfer to Archives
Annual Reports and Summaries Pertaining to Personnel Administration and Services	Permanent	Transfer to Archives
Arbitration Summaries	Permanent	Transfer to Archives
Benefits Administration Records, Including Contracts and Terms of Agreement for Benefit Programs, and Other Formal Documents	Permanent	Transfer to Archives
Classifications, Wage and Salary Structures	Permanent	Transfer to Archives
Employee Accident and Safety Records	7 Years *	Destroy
Employee Attendance, Timesheet, and Earned Vacation Records	7 Years *	Destroy
Employee Benefits Records	7 Years *	Destroy
Employee Eligibility Verification Forms (I-9 Forms)	7 Years *	Destroy
Employee Manuals and Handbooks for Faculty, Staff, and Student Employees	Permanent	Transfer to Archives

Employee Medical Records	30 Years After Employment Ends	Destroy
Employee Payroll Records	7 Years *	Destroy
Employee Personnel Files (Except Senior Administrators)	30 Years After Employment Ends	Destroy
Employee Safety Training Records	30 Years After Employment Ends	Destroy
Equal Opportunity Records on Individuals and Searches	3 Years After Hire	Destroy
Federal Reporting Requirements	Permanent	Transfer to Archives
Foreign Citizen Employment Records	10 Years After Employment Ends	Destroy
Grievance Administrative Records	7 Years *	Destroy
Health and Safety Monitoring Records	30 Years After Active Life of Record	Destroy
Job Audit Administration Records	7 Years *	Destroy
Layoff Administration Records	7 Years *	Destroy
Layoff Plans and Procedures	Permanent	Transfer to Archives
Meeting Minutes and Supporting Materials for Committees and Departments Involved in Personnel Administration and Services	Permanent	Transfer to Archives
Mission and Goal Statements for Offices Responsible for Personnel Administration and Services	Permanent	Transfer to Archives
Organizational Charts and Supporting Descriptions and Analyses	Permanent	Transfer to Archives
Policies, Plans and Procedures for Hiring and Recruitment, Performance Evaluations, Tenure Evaluations, Job Audits, Disciplinary Actions, and Other Personnel Actions or Services	Permanent	Transfer to Archives
Policies, Plans, and Procedures for Providing Employees with Benefits, Training, and Other Services	Permanent	Transfer to Archives
Pension Records: Eligibility for Pension; Personal Information (name address, SSN, period of employment); Service Records; Pension paid to Employees or Beneficiaries	7 Years after Death of Eligible Employee and Listed Beneficiary	Destroy
Pension Plans and all Attached Amendments	Permanent	Transfer to Archives
Pensions Plans filed with the Department of Labor and Internal Revenue Service	Permanent	Transfer to Archives
Records Concerning Employee Performance which are not part of the Official Personnel File	Immediate Administrative Use	Destroy
Retirement Records	7 Years *	Destroy
Safety Training and Administration Records	30 Years After Active Life of Record	Destroy
Salary Administration Records	7 Years *	Destroy
Senior Administrators Personnel Files	Permanent	Transfer to Archives

Surveys, Status Reports, Assessments, and Studies of Faculty, Staff, and Student Employees	Permanent	Transfer to Archives
Search Files (Staff)	3 Years after Hire	Destroy
Social Security Records	7 Years *	Destroy
Testing and Training Administrative Records	7 Years *	Destroy
Toxic, Hazardous, Radioactive Substance Exposure Records	30 Years after Employment Ends	Destroy
Tuition Reimbursement Records	7 Years *	Destroy
Unsolicited Applications	Immediate Administrative Use	Destroy
Vacation, Sick and Leave Records	7 Years *	Destroy
W-2 Forms	7 Years *	Destroy
Working Materials from Bargaining, Negotiating, and Arbitration Processes	7 Years *	Destroy

Legal

Type of Record	Retention Period	Disposition
Consent Orders	Permanent	Transfer to Archives
Court Orders	Permanent	Transfer to Archives
Judgments	Permanent	Transfer to Archives
Releases	Permanent	Transfer to Archives
Settlements	Permanent	Transfer to Archives

Physical Plant

Type of Record	Retention Period	Disposition
Annual and Special Reports	Permanent	Transfer to Archives
Building Inspections Reports	7 Years *	Destroy
Bulletins	Immediate Administrative Use	Destroy
Chemical Application Records, Including Records Documenting Use of Pesticides and Fertilizers	30 Years	Destroy
Construction and Renovation Records		
As-built drawings	Permanent	Transfer to Archives
Budget Records	Permanent	Transfer to Archives
Contracts and Agreements	Permanent	Transfer to Archives
Contract Drawings	Permanent	Transfer to Archives
Contract Support Documentation	7 Years *	Destroy
Correspondence and Memoranda Concerning Routine Administrative Matters	7 Years *	Destroy
Correspondence Documenting Decisions Made in the Design and Building Processes	Permanent	Transfer to Archives
Disability Access Records	Permanent	Transfer to Archives
Equipment Catalogs	Immediate Administrative Use	Destroy

Final Work Drawings	Permanent	Transfer to Archives
Inspection Records	7 Years *	Destroy
Intermediate Drawings	Permanent	Transfer to Archives
Landscape Plans	Permanent	Transfer to Archives
Lighting Plans	Permanent	Transfer to Archives
Materials and Soil Reports	Permanent	Transfer to Archives
Maps	Permanent	Transfer to Archives
Meeting Minutes	Permanent	Transfer to Archives
Permits, Approvals, and Certificates of Occupancy	7 Years *	Destroy
Photographs	Permanent	Transfer to Archives
Preliminary Drawings	Permanent	Transfer to Archives
Presentation Drawings	Permanent	Transfer to Archives
Project Descriptions and Requirements	Permanent	Transfer to Archives
Project Specifications	Permanent	Transfer to Archives
Proposal Evaluations	Permanent	Transfer to Archives
Records Concerning Demolition of Campus Structures	7 Years *	Destroy
Repair and Alteration Drawings	Permanent	Transfer to Archives
Reports	Permanent	Transfer to Archives
RFPs (Request for Proposals/Project Bids)	Permanent	Transfer to Archives
Shop Drawings	Permanent	Transfer to Archives
Space Assignment Plans	Permanent	Transfer to Archives
Work Logs and Sign-in Sheets	7 Years *	Destroy
Damage Reports	7 Years *	Destroy
Disaster Inspection Records	10 Years	Destroy
Disaster Recovery Records	Permanent	Transfer to Archives
Elevator Certification	Retain Until Superseded	Destroy
Emergency Action Plans	Immediate Administrative Use	Destroy
Emergency Response Plans	Retain Until Superseded	Destroy
Evacuation Drill Records	7 Years *	Destroy
Environmental Testing and Monitoring Records	7 Years *	Destroy
Fire Alarm Installation and Maintenance Records	7 Years *	Destroy
Hazardous Waste or Chemical Clean-Up Records	30 Years	Destroy
Material Safety Data Sheets (MSDS)	30 Years after Disposition of Substance	Destroy
Meeting Minutes and Supporting Materials Concerning the Maintenance and Repair of Buildings and Grounds	Permanent	Transfer to Archives
Photographs	Permanent	Transfer to Archives

Physical Plant Employee Training Records	30 Years After Employee Separation	Destroy
Policies and Procedures for Maintaining and Repairing Campus Buildings and Grounds	Permanent	Transfer to Archives
Reports and Analyses of the Status or Condition of Buildings and Grounds	Permanent	Transfer to Archives
Records of Exposure to Radioactive/Hazardous/Toxic Substances	30 Years After Employee Separation	Destroy
Regulations and Codes	Permanent	Transfer to Archives
Regulation and Code Violation Records	7 Years *	Destroy
Routine Hazardous Materials Records	7 Years *	Destroy
Uncorroborated Allegations Concerning Environmental and Occupational Health Risks	15 Months	Destroy
Utilities Systems Operating and Maintenance Records, Including Equipment Operations Logs, Mechanical Readings Charts, and Equipment Maintenance Histories	Permanent	Transfer to Archives
Violations of City Ordinances	7 Years *	Destroy
Work Records, Including Maintenance Agreements, Work Logs, Service Orders, Work Requests and Orders, Sign-in Sheets, Security Logs and Reports, and Equipment and Key Inventories	7 years *	Destroy

Real Property

Type of Record	Retention Period	Disposition
Damage Records	7 Years *	Destroy
Deeds and Titles Owned by Connecticut College	Permanent	Transfer to Archives
Insurance Records	10 Years after Policy Expiration or 1 Year after all claims are settled, whichever is later	Destroy
Lease and Rental Records	7 Years *	Destroy
Policies and Procedures for Purchasing, Renting, and Selling Real Property	Permanent	Transfer to Archives
Public Hearing Records	7 Years *	Destroy

DEPARTMENTAL RETENTION SCHEDULE: INFORMATION SERVICES

Records generated by the Office of VP for Information Services and Offices/Departments reporting to the Dean of Admissions and Financial Aid

Library and Archives

Type of Record	Retention Period	Disposition
Annual Reports	Permanent	Transfer to Archives
Appraisal Records (value of collections)	Permanent	Transfer to Archives
Acquisition, Provenance, and Dispositions Records for Rare Books, Collections, and Artifacts/Memorabilia	Permanent	Transfer to Archives
Bindery Records	7 Years *	Destroy
Borrower Records	Completion of Transaction	Destroy
Circulation Records		
Fines and Fees	7 Years After Reconciled	Destroy
Other Circulation Records	1 Year After Active Use	Destroy
Collection and Artifact/Memorabilia Loan Records	7 Years	Destroy
Collections Management Records	Permanent	Transfer to Archives
Course Reserve Records	Immediate Administrative Use	Destroy
Data Entry Records	Immediate Administrative Use	Destroy
Donor Files	Permanent	Transfer to Archives
Exhibit Publications and Materials	Permanent	Transfer to Archives
Fees and Fines Records	7 Years*	Destroy
Friends of the Library Correspondence, Meeting Minutes, Reports, and Publications	Permanent	Transfer to Archives
Interlibrary Loan (ILL) Records	3 Years After Active Use	Destroy
Patron or Visitor Records	7 Years*	Destroy
Minutes and Supporting Materials from Library Committees	Permanent	Transfer to Archives
Policies and Procedures	Permanent	Transfer to Archives
Publications (Newsletters, Annual Reports, Strategic Plans)	Permanent	Transfer to Archives
Published Catalogs of Holdings	Permanent	Transfer to Archives
Purchasing Records or Ordering Forms	7 Years*	Destroy
Raw Statistical Data	Immediate Administrative Use	Destroy
Records Management Schedules and Authorizations to Destroy Records	Permanent	Transfer to Archives

Reference Request Records	Local Practice	Destroy or Retain in Office according to Local Practice
Shelf Lists	Until Superseded	Destroy
Summarized Statistics and Reports (Collections Use, Patrons, Accessions, and Collection Management)	Permanent	Transfer to Archives
Telephone Use Records	7 Years*	Destroy
Vendor Agreements and Correspondence	7 Years*	Destroy

*destroy x# years following active use or fiscal year creation, whichever is later

DEPARTMENTAL RETENTION SCHEDULE: OFFICE OF COMMUNICATIONS

Records generated by the Office of Communications and Offices/Departments reporting to Communications

College Relations and Communications

Type of Record	Retention Period	Disposition
Articles About Connecticut College Activities, Projects, and Individuals	Permanent	Transfer to Archives
Biographical Information About Connecticut College-Affiliated Individuals	Permanent	Transfer to Archives
Clippings Concerning Connecticut College Activities, Projects, Programs and Individuals	Permanent	Transfer to Archives
Commencement Documentation (Planning Materials, Reports, Publicity, Press Releases, Schedules of Speakers and Activities, etc)	Permanent	Transfer to Archives
Correspondence Providing Directives for Activities Relating to Promotion of Connecticut College and Information Dissemination	Permanent	Transfer to Archives
Drafts and Working Papers	Immediate Administrative Use	Destroy
Examples of Advertisements Submitted to Other Publishing Venues	Permanent	Transfer to Archives
Films and Videos of Activities and Events Associated with Connecticut College	Permanent	Transfer to Archives
Histories About Projects, Programs, and Events Associated with Connecticut College	Permanent	Transfer to Archives
Interviews With Connecticut College- Affiliated Individuals	Permanent	Transfer to Archives
Job Specification Records (for Print Jobs)	Immediate Administrative Use	Destroy
Major Speeches and Statements About or Delivered at Connecticut College	Permanent	Transfer to Archives
Meeting Minutes and Supporting Materials Relations to Promotions, Marketing and Advertising Campaigns	Permanent	Transfer to Archives
Photographs and Slides of Activities, Events or Individuals Associated with Connecticut College	Permanent	Transfer to Archives
Policies and Procedures for Promotions and Information Dissemination about Connecticut College	Permanent	Transfer to Archives

Press Releases Concerning Connecticut College Activities, Events, Projects, Programs and Individuals	Permanent	Transfer to Archives
Publications Produced to Promote Information (Brochures, Books, Posters, etc) (3 copies)	Permanent	Transfer to Archives
Publications from Other Sources about the College (If an Advertisement Appears in Another Publication, Preserve an Example of the Advertisement With a List of Publications in Which it was Published)	Permanent	Transfer to Archives
Reports and Analyses of Events, Trends, and Issues Associated with Connecticut College	Permanent	Transfer to Archives
Scrapbooks Documenting Connecticut College Activities, Events, Projects, Programs and Individuals	Permanent	Transfer to Archives
Statistics about Connecticut College	Permanent	Transfer to Archives
Topical Files of the Directors of College Relations	Permanent	Transfer to Archives

DEPARTMENTAL RETENTION SCHEDULE: OFFICE OF THE PRESIDENT

Records generated by the Office of the President and Offices/Departments reporting to the President

President

Record Type	Retention Period	Disposition
Accreditation Reports	Permanent	Transfer to Archives
Affirmative Action Records	Permanent	Transfer to Archives
Annual Reports from College Offices	Permanent	Transfer to Archives
Annual Report of the President	Permanent	Transfer to Archives
Building and Campus Files	Permanent	Transfer to Archives
Budget Proposals, Final Budgets, and Budget Review Records	Permanent	Transfer to Archives
Calendars and Appointment Books	1 Year	Destroy
Commencement Documentation (Planning Materials, Reports, Publicity, Press Releases, Schedules of Speakers and Activities, etc)	Permanent	Transfer to Archives
Convocation Documentation (Planning Materials, Reports, Publicity, Press Releases, Schedules of Speakers and Activities, etc)	Permanent	Transfer to Archives
Correspondence relating to Policy Creation, Decision-Making, Planning Processes, and Directives	Permanent	Transfer to Archives
Correspondence regarding Scheduling, Information Requests, Invitations, Acknowledgements, and Other Transitory Matters	Immediate Administrative Use	Destroy
Correspondence with the College, Faculty, Alumni, Students, and Parents	Permanent	Transfer to Archives
Committee Records including Agendas, Minutes, Correspondence, Policies, Reports	Permanent	Transfer to Archives
Department Files	Permanent	Transfer to Archives
Foundation and Grant Files (Applications, Proposal Narratives, Budgets, Letters of Support, Notifications of Awards, Contracts and Agreements, Correspondence, Progress and Final Reports)	Permanent	Transfer to Archives
Mission, Goals, and Objectives Statements	Permanent	Transfer to Archives
Organizational Charts and Histories	Permanent	Transfer to Archives
Policies and Procedures	Permanent	Transfer to Archives
Proposals for New Programs, Projects, or Services	Permanent	Transfer to Archives
Reports, Briefing Papers, and Studies	Permanent	Transfer to Archives
Resource and Reference Materials (i.e. publications and articles not related to Connecticut College and its endeavors)	Immediate Administrative Use	Destroy
Reviews of Programs, Projects, and Services	Permanent	Transfer to Archives
Speeches and Remarks	Permanent	Transfer to Archives
Statistical and Summary Reports concerning Programs and Projects	Permanent	Transfer to Archives

Subject/Topical Files of the President, Deans, Center Directors, and Department Chairs	Permanent	Transfer to Archives
--	-----------	----------------------

DEPARTMENTAL RETENTION SCHEDULE: SECRETARY OF THE COLLEGE (BOARD OF TRUSTEES)

Records generated by the Secretary of the College and Board of Trustees, and Offices/Departments reporting to the Dean of Admissions and Financial Aid

Board of Trustees

Type of Record	Retention Period	Disposition
Board Books	Permanent	Transfer to Archives
By-laws, including Updates and Addenda	Permanent	Transfer to Archives
Charter	Permanent	Transfer to Archives
Committee Records including Agendas, Minutes, Correspondence, Policies, Reports	Permanent	Transfer to Archives
Correspondence relating to Policy Creation, Decision-Making, Planning Processes, and Directives	Permanent	Transfer to Archives
Meeting Agendas, Minutes, and Notes	Permanent	Transfer to Archives
Trustee Biographical Files	Permanent	Transfer to Archives

Corporate Records

Type of Record	Retention Period	Disposition
Accreditation Records	Permanent	Transfer to Archives
By-laws	Permanent	Transfer to Archives
Charter	Permanent	Transfer to Archives



CONNECTICUT COLLEGE

LINDA LEAR CENTER FOR SPECIAL COLLECTIONS AND ARCHIVES

270 Mohegan Ave | New London, CT 06320 | learcenter@conncoll.edu | 860-439-2686

Connecticut College Archives Records Transfer Form

Consult your department's record schedule and/or the Archivist to determine what materials should be sent to the Archives. Unless prior arrangements have been made for the temporary storage of non-permanent records, materials sent to Archives that are determined to have no long-term archival value will be returned.

Complete the Records Transfer Form, attaching additional pages as necessary for a complete inventory/description of the records. Please email this form to the College Archives prior to transferring records. Contact the College Archives (x2686) in advance of delivery. Archives staff will advise you on the appropriate transfer method. If you have any questions about this form, please contact the Archives.

Prepared by (Full Name) _____ Date _____

Department/Office _____

Position Title _____

Email _____ Phone _____

Brief Description of Records (attach a complete folder list on the reverse of this form):

Date Range (YYYY-YYYY): _____

Number of Boxes: _____

Amount of Digital Material (to transfer digital files, please contact the Archives for assistance): _____

Organization of Records: Alphabetical Chronological Numerical Other: _____

Does this Material Contain Restricted or Confidential Information? Yes No (if yes, please contact the Archives for further details)

Disposition Method (for the temporary retention of non-permanent records only): Shred Recycle Return

For Shred/Recycle, Date of Destruction: _____

Signature of Submitter: _____ Date: _____

Please complete the Inventory of Records on the reverse and keep a copy for your records.

Instructions

The disposition log itself appears on the next tab.

Be sure to insert your office/unit/department name at the top.

Record Series Title - Determine the applicable record series for the type of documents you are disposing of by consulting the General Records Retention Schedule or your Departmental Records Retention Schedule (if applicable). Confirm that the records in question have met their required retention.

Inclusive Dates - List the beginning and end dates of the records being disposed of. *Month and Year* is fine or just *Year* if you're disposing of entire years at once.

Person Authorizing Disposition - This may or may not be the same person who physically oversees the disposition.

Disposition Method - Delete, shred, recycle, or transfer to the Linda Lear Center for Special Collections and Archives.

Disposition Date - The date the records are destroyed or leave your office.

Keep your log in a central, accessible location in your office. Maintain this log for at least 6 years post-disposition.

the disposition log.

APPENDIX C

Off Site Storage Supplies: List of Vendors

Non-archival storage cartons (bankers boxes or generic): W.B.Mason, Office Depot, Staples

W.B. Mason: Bankers Box (FEL 12770)

Office Depot: Medium duty records storage box (#808345), Economy records storage box (#808337)

Staples: Bankers Box (0070333)

Acid-free boxes for archival storage

Hollinger Metal Edge (<https://www.hollingermetaledge.com/>) Records storage box, #BARSB1200

University Products (<http://www.universityproducts.com>): Records storage cartons, #540-0771

Gaylord Archival (<http://www.gaylord.com/>): Records storage cartons, #RC121510

Pricing for Core Services

STANDARD STORAGE AND SERVICES (see http://cic.ironmountain.com/records/glossary for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Carton Storage	\$0.441	Cubic Foot
■ Receiving and Entry - Carton	\$2.81	Cubic Foot
■ Regular Retrieval - Carton	\$3.64	Cubic Foot
■ Regular Retrieval - File from Carton	\$4.91	File
■ Regular Refile - Carton	\$3.64	Cubic Foot
■ Regular Refile - File to Carton	\$4.91	File
■ Archival Destruction – Carton	\$4.42	CF plus Regular Retrieval Charge
■ Open Shelf Storage	\$0.878	Linear Foot
■ Open Shelf Storage - X-Ray	\$1.309	Linear Foot
■ Receiving and Entry - Open Shelf File	\$5.42	Linear Foot
■ Regular Retrieval - File from Open Shelf	\$2.87	File
■ Regular Refile - File to Open Shelf	\$2.87	File
■ Archival Destruction - Open Shelf	\$2.66	File plus Regular Retrieval Charge
■ Next Day Delivery	\$35.00	Visit plus Handling Charge
■ Regular Pickup	\$35.00	Visit plus Handling Charge
■ Handling Charge	\$3.26	Cubic Foot

PREMIUM STORAGE & SERVICES (see http://cic.ironmountain.com/records/glossary for service definitions)		
DESCRIPTION	EFFECTIVE PRICE	PER
■ Rush Retrieval - Carton	\$6.59	Cubic Foot
■ Rush Retrieval - File from Carton	\$8.78	File
■ Regular Interfile - Carton	\$8.02	Each
■ Half Day Delivery	\$58.40	Visit plus Handling Charge
■ Rush Delivery - Business Day	\$115.65	Visit plus Handling Charge
■ Rush Delivery - Weekends/Holidays/After Hours	\$231.31	Visit plus Handling Charge
■ Rush Pickup - Business Day	\$115.65	Visit plus Handling Charge
■ Archival Destruction – File from Carton	\$5.02	File plus Regular Retrieval Charge
■ Rush Retrieval - File from Open Shelf	\$6.90	File
■ Regular Interfile - Open Shelf	\$5.32	Each
■ Miscellaneous Services - Labor	\$59.63	Hour
■ Re-Boxing Charge	\$5.68	Labor plus New Carton Cost

TBD: To be determined, call for quote



OTHER PROGRAM FEES (see <http://cic.ironmountain.com/records/glossary> for service definitions)

DESCRIPTION	EFFECTIVE PRICE	PER
■ Administrative Fee (Summary Billing)	\$25.12	Account ID per Month
■ Administrative Fee (Detailed Billing)	\$62.80	Account ID per Month
■ Fuel Surcharge	*	Transportation Visit

*A Fuel Surcharge is applied monthly based upon changes in the price of diesel fuel as published by the US Department of Energy. This charge is calculated monthly and included as a percentage of transportation related service charges. The current monthly Fuel Surcharge information can be found at <http://cic.ironmountain.com/FuelSurcharge>.

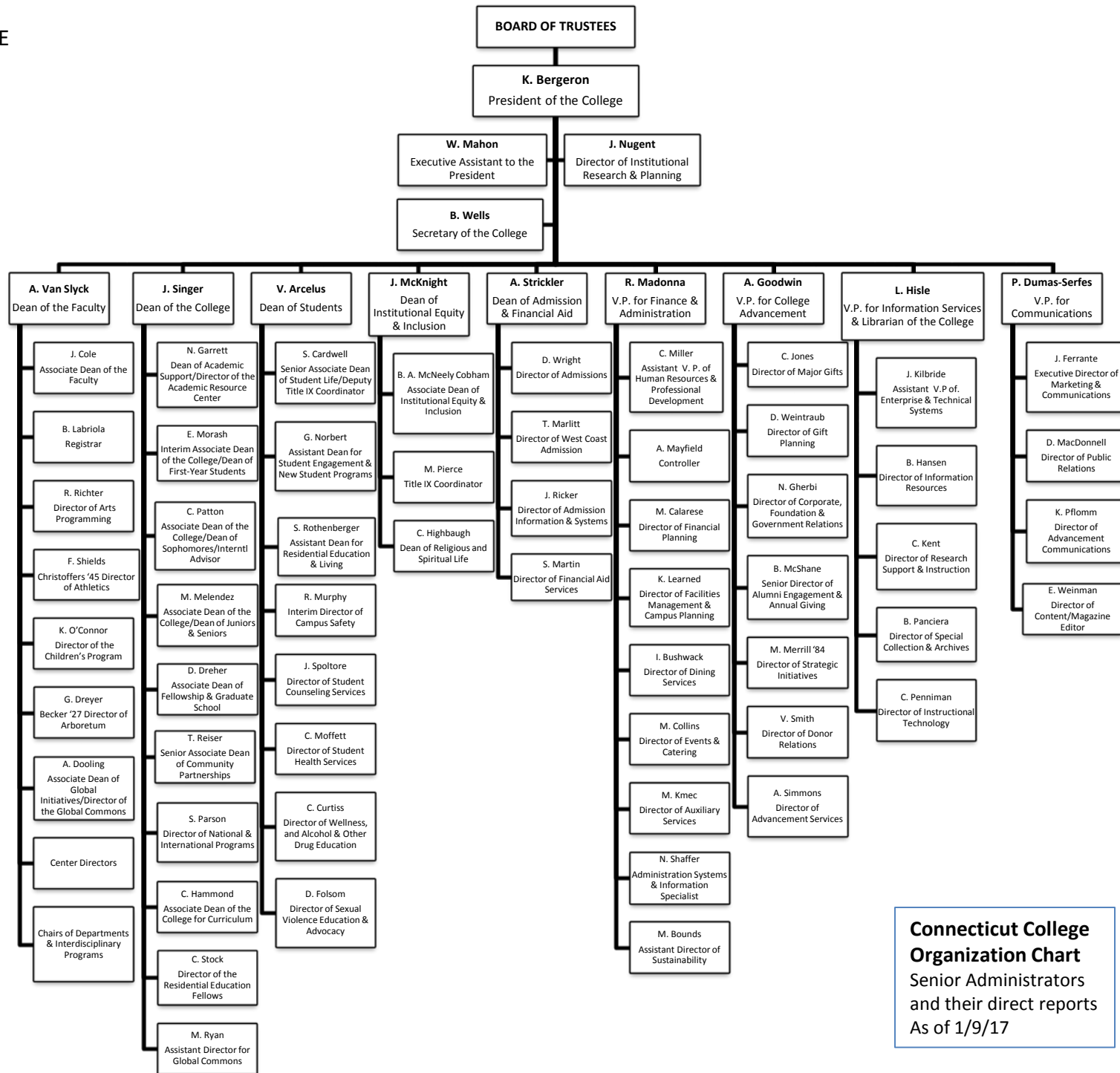
Custom Pricing

CUSTOM STORAGE & SERVICES (see <http://cic.ironmountain.com/records/glossary> for service definitions)

DESCRIPTION	EFFECTIVE PRICE	PER
■ Individual Listing	\$0.65	File
■ Open Shelf Individual Listing	\$0.69	File
■ Storage Minimum	\$157.00	Month
■ Minimum Service Order Charge	\$15.07	Order
■ Permanent Withdrawal - Carton	\$5.52	CF plus Regular Retrieval Charge
■ Permanent Withdrawal - File from Carton	\$3.01	File plus Regular Retrieval Charge
■ Permanent Withdrawal - Open Shelf	\$3.01	File plus Regular Retrieval Charge

Additional Services beyond those listed in this Pricing Schedule are available. For service descriptions, please go to Additional Services at cic.ironmountain.com/additionalservices.

TBD: To be determined, call for quote



**Connecticut College
Organization Chart
Senior Administrators
and their direct reports
As of 1/9/17**