

Simmons College Archives

# Simmons College: Records Retention Schedule

January 2012



Simmons College Archives  
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## INTRODUCTION

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The Simmons College General Records Retention Schedule provides policy statements on the ownership, retention, and disposition of College records, identifying:

- which office or department holds the official copy of records;
- how long such records are to be kept; and
- the ultimate disposition of these records.

This General Records Schedule covers records common to most or several departments and offices at Simmons College. The Records Schedule may be supplemented by department or office-specific records policies as needed.

**For questions about interpreting or implementing the schedules or creating a department-specific records policy, please contact the College Archives at x2441 or [archives@simmons.edu](mailto:archives@simmons.edu).**

### Record Types:

This General Records Schedule is organized by functional type of record. Not all offices will produce official copies of records in all types; many instances of “convenience copies” are noted within the Schedule, but such information is neither exhaustive nor comprehensive.

- **Financial Records:** Budget, accounting, investment, and gifts and estate records (including prospective donors/gifts).
- **Student Records:** Graduate and undergraduate matriculated and non-matriculated student records.
- **Employment Records:** Personnel records, benefits, and payroll records for all employees; includes Faculty Tenure and Promotion records.
- **Academic Program Records:** Records that document teaching and learning, such as course schedules and descriptions, syllabi, reading lists, and courseware objects.
- **Administrative Records:** Includes reports, correspondence, operational records for all offices, departments, units, committees, and working groups, including senior administration.
- **Research Records:** Funded and unfunded grant records and grant and contract accounting records.
- **Operations Records:** Records concerning building and grounds construction and maintenance.
- **Legal Records:** Contracts, litigation, and grievance records.
- **Marketing and Publicity Records:** Includes photographs, publications, and consent forms.

## FINANCIAL RECORDS

### Accounts Payable Records

These records document a department or office's expenditures and purchases. These records may include, but are not limited to, departmental purchase orders and requisitions, credit card charge slips and statements, contract release orders, balance sheets, petty cash records, bills, invoice vouchers, invoices, journal vouchers, price quotes, justifications of purchases, payment authorizations, reports of receipt of goods or services, checks, receipts, travel expense reports, and related documentation and correspondence.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Finance Division: Accounts Payable	7 Years	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	2 Years	Confidential Destruction

### Accounts Receivable Records

These records are used by departments and offices to document billing and collection activities. These records may include, but are not limited to, account edit sheets, VISA/Mastercard payment forms, invoices; journal vouchers; checks; receipts; and related documentation and correspondence.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Finance Division: Accounts Receivable	7 Years	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	2 Years	Confidential Destruction

### Banking Records

These records document banking transactions and may include deposits, reconciliations, statements, and registers.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Finance Division: Banking	7 Years	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	2 Years	Confidential Destruction

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## Budget Records

These records document departmental fiscal activity presented in summary form which may be used for budget planning. These records may include, but are not limited to, working papers, memorandums, final summary reports and spread sheets, and related documentation and correspondence.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Finance Division: Banking	7 Years	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	Final Summary Reports: Permanent  All other records: As needed	Final Summary Reports: Transfer to College Archives  All other records: Confidential Destruction

## Financial Statements and Reports

These records include annual certified and uncertified financial statements and reports.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Finance Division	Permanent	Transfer to Archives
<b>Unofficial Copy</b>	All Other Departments/ Offices	As needed	Confidential Destruction

## Investment Records

These records include bond, futures, stock, and all other investments.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Finance Division	<i>Annual Fund Manager Reports: Permanent</i>  <i>Monthly Fund Manager Reports: 1 Year</i>  <i>All Other Records: Life of Investment + 5 Years</i>	<i>Annual Fund Manager Reports: Transfer to College Archives</i>  <i>Monthly Fund Manager Reports: Confidential Destruction</i>  <i>All Other Records: Confidential Destruction</i>
<b>Unofficial Copy</b>	N/A	N/A	N/A

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## Tax Records

These records include all tax filings and returns.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Finance Division	7 Years	Confidential Destruction
<b>Unofficial Copy</b>	N/A	N/A	N/A

## Audit Reports

These records include the reviews, findings, and recommendations of internal and external auditors.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Finance Division	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	N/A	N/A	N/A

## Debt Financing

These records document the financing, scheduling, and repaying of College debt.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Finance Division	20 Years following date of final repayment	Confidential Destruction
<b>Unofficial Copy</b>	N/A	N/A	N/A

## Warranty Records

These records include warranty information and purchase orders with contractual terms.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Finance Division	7 Years after date of purchase or 7 Years following end of warranty period, whichever is longer	Confidential Destruction
<b>Unofficial Copy</b>	N/A	N/A	N/A

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## Gifts Records

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

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Office of Advancement / Office of Finance*	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

\* Note: The Office of Finance is the single record holder of financial statements received from investment managers and custodians/custodial banks.

## STUDENT RECORDS

### Matriculated Undergraduate Student Records

These records document the academic progress of matriculated undergraduate students. This series may include but is not limited to Simmons academic transcripts; high school and other college transcripts; applications; notices of admission, readmission, denial and acceptance; grade reports; records of grade changes; reservation of credit requests; petitions for exemption from College regulations and procedures; applications for withdrawal from the College forms; and advanced standing reports.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Office of the Registrar	<i>Final Transcript:</i> Permanent  <i>All Other Materials:</i> 5 Years from Date of Graduation or Last Attendance	<i>Final Transcript:</i> Transfer to College Archives  <i>All Other Materials:</i> Confidential Destruction
<b>Unofficial Copy</b>	Academic Departments, all other Academic and Student Life Program Offices	5 Years from Date of Graduation or Last Attendance	Confidential Destruction

### Non-Matriculated Undergraduate Student Records

These records provide document of undergraduate students who have been denied entry into degree or certificate programs or who have been admitted but have not enrolled. These records may include but are not limited to admission applications; academic transcripts from other institutions; test scores; letters of admittance; and related documentation and correspondence.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Office of Undergraduate Admissions	3 Years	Confidential Destruction
<b>Unofficial Copy</b>	N/A	N/A	N/A

## Matriculated Graduate Student Records

These records document the academic progress of matriculated graduate students. This series may include but is not limited to Simmons academic transcripts; non-Simmons college transcripts; applications; notices of admission, readmission, denial and acceptance; grade reports; records of grade changes; reservation of credit requests; petitions for exemption from College regulations and procedures; applications for withdrawal from the College forms; advanced standing reports; and test scores.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Academic Program / Office of the Registrar	<i>Final Transcript:</i> Permanent  <i>All Other Materials:</i> Determined by School or Program	<i>Final Transcript:</i> Transfer to College Archives  <i>All Other Materials:</i> Determined by School or Program
<b>Unofficial Copy</b>	All other Academic and Student Life Program Offices	5 Years from Date of Graduation or Last Attendance	Confidential Destruction

## Non-Matriculated Graduate Student Records

These records provide document of undergraduate students who have been denied entry into degree or certificate programs or who have been admitted but have not enrolled. These records may include but are not limited to admission applications; academic transcripts from other institutions; test scores; letters of admittance; and related documentation and correspondence.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Admissions Office of School	3 Years	Confidential Destruction
<b>Unofficial Copy</b>	N/A	N/A	N/A



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## Student Records, Financial Aid

These records show evidence of the providing and receipt of financial aid, including applications, federal aid forms, tax forms, award letters and confirmations, verification records, scholarships, fellowships, and awards.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Financial Aid	7 Years from Graduation or Date of Last Attendance	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

## Student Records, Health Center

These records include medical and mental health histories, clinical notes, immunization records, and related materials.

	Record Holder	Retention Period	Disposition
Official Copy	Health Center	10 Years from Date of Last Treatment	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

## Student Records, Residence Life & Student Activities

These records may document residence campus room assignment, disciplinary notes, participation in student activities and athletics, and related materials.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Student Life	5 Years from Graduation or Date of Last Attendance	Confidential Destruction
Unofficial Copy	All Other Departments/ Offices	While Active	Confidential Destruction

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## Student Records, Advising

These records document student advising and may include academic program scheduling and advisor's notes.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Faculty advisor / Academic Department	5 Years from Graduation or Date of Last Attendance	Confidential Destruction
<b>Unofficial Copy</b>	N/A	N/A	N/A

# EMPLOYMENT RECORDS

## Employee 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.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Human Resources	7 Years from Date of Employee Separation	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	Date of Employee Separation	Confidential Destruction

## Staff Employment Search Records

These records document the process to fill non-faculty positions. These records may include, but are not limited to, applications, resumes, and letters of recommendation.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Human Resources	3 Years from Close of Search	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	Close of Search	Confidential Destruction

## Faculty Employment Search Records

These records document the selection process for academic positions. It includes but is not limited to applications; curriculum vitae or resumes; academic transcripts; writing samples; publications; candidate lists; positions announcements, advertisements or descriptions; and related correspondence such as cover letters and reference letters.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Human Resources	3 Years from Close of Search	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	Close of Search	Confidential Destruction

## Faculty Tenure and Promotion Records

These records document the periodic consideration of faculty who are eligible for changes in rank, tenure status, and/or pay. These records may include but are not limited to promotion and tenure dossiers compiled and presented by the faculty as well as other materials which are compiled and maintained for inclusion, analysis, and summarization into the dossier folders. These records may include but are not limited to candidate current position description; letters of evaluation; current curriculum vitae or resume; activity summary and evaluations of teaching, curriculum development and advising from students, participants/clients, and peers; student evaluation of faculty reports; committee signature sheets; committee findings; recommendations of administrative superiors; and related documentation and correspondence.

These files should always be maintained physically separate from regular faculty personnel records.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Academic Deans' Offices	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	Committee members	As needed	Confidential destruction

## Mid Point Review Records

These records document the mid-point review process for tenure track faculty positions. Materials may include letters of evaluation; current curriculum vitae or resume; activity summary and evaluations of teaching, curriculum development and advising from students, participants/clients, and peers; student evaluation of faculty reports; committee signature sheets; committee findings; recommendations of administrative superiors; and related documentation and correspondence.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Academic Deans' Offices	Until Tenure Decision Office of	Transfer to College Archives
<b>Unofficial Copy</b>	Committee members	As needed	Confidential destruction

### Periodic Developmental Multiyear Review

These records document the periodic peer review process for the professional development of tenured faculty. The records associated with this review include the faculty PDMYR dossier, written peer comments, comments by the dean, and a faculty development plan.

	Record Holder	Retention Period	Disposition
Official Copy	Academic Deans' Offices	Permanent	Transfer to College Archives upon retirement
Unofficial Copy	Committee members	As needed	Confidential destruction

### Payroll Records

This series includes garnishment accounting, garnishment orders, payroll checks, payroll history, payroll records, and payroll registers.

	Record Holder	Retention Period	Disposition
Official Copy	Payroll	7 Years	Confidential Destruction
Unofficial Copy	All Other Departments/ Offices	2 Years	Confidential Destruction

### Timesheets

These records document student and staff hours worked. These records may include time cards, time sheets, and time sheets submitted electronically via Kronos.

	Record Holder	Retention Period	Disposition
Official Copy	Human Resources	7 Years	Confidential Destruction
Unofficial Copy	All Other Departments/ Offices	2 Years	Confidential Destruction

### Benefits Records

These records document employee benefits contributed to or supported by the College or employee during their employment.

	Record Holder	Retention Period	Disposition
Official Copy	Payroll	30 Years after the life of benefit	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

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## Student Employment Records

These records document student employee work histories. These records document work-study and/or regular departmental budgeted student employees. These records may include resumes, timesheets, required employment forms and paperwork, and notes.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Office of Student Payroll	5 Years	Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	1 Year	Confidential Destruction

## ACADEMIC RECORDS

### Accreditation Records

These records document the institutional accreditation process for Simmons College, its graduate schools, and other accredited programs by various accrediting bodies. These records include but are not limited to self-evaluation reports; final reports sent to the accreditation organization; statistical data; working papers; evaluation report; and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the President, Office of the Provost, Dean(s), and/or Program Office	Permanent	Transfer to College Archives
Unofficial Copy	All Other Departments/ Offices	As needed.	Confidential Destruction

### Program Review Records

These records document the internal curricular review process for academic programs and departments at Simmons College. These records include but are not limited to self-evaluation reports; syllabi; statistical data; and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the Provost, Dean(s), and/or Department	Permanent	Transfer to College Archives
Unofficial Copy	All Other Departments/ Offices	As needed.	Confidential Destruction

### Course Bulletins and Catalogs

These publications documents the courses offered by schools, departments, and programs. Academic departments and programs sometimes produce course description booklets that supplement school bulletins. Those booklets may have enduring value and should be transferred to the College Archives for appraisal.

	Record Holder	Retention Period	Disposition
Official Copy	Office of the Registrar and/or Dean(s)	Permanent	Transfer to College Archives
Unofficial Copy	All Other Depts.	As needed.	Destruction

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## Class Schedules

These publications document schools, departments, and programs' schedule of classes. This series may include but is not limited to: the final edition of the schedule of classes booklet, requests from departments for class offerings, requests for class changes, working papers, and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of the Registrar and/or Dean(s)	<i>Published Class Schedule:</i> Permanent  <i>Documents Supporting Schedule Creation:</i> Retain until no longer needed	<i>Published Class Schedule:</i> Transfer to College Archives  <i>Documents Supporting Schedule Creation:</i> Confidential Destruction
<b>Unofficial Copy</b>	All Other Departments/ Offices	As needed.	Confidential Destruction

## Course Materials

These records include but are not limited to syllabi, course descriptions, course outlines, course summaries, lists of classes by term, bibliographies, reading lists, course announcements, handout materials, and related documents.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Academic Departments	<i>Course Descriptions and Syllabi:</i> Permanent  <i>All Other Materials:</i> To Be Determined	<i>Course Descriptions and Syllabi:</i> Transfer to College Archives  <i>All Other Materials:</i> Transfer to College Archives for Appraisal
<b>Unofficial Copy</b>	All Other Departments/ Offices	As needed.	Confidential Destruction



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## Faculty Papers

These records document the professional and scholarly activities of Simmons College faculty members and may include published or unpublished papers, books, and journal articles, conference presentations, and other work.

	Record Holder	Retention Period	Disposition
Official Copy	Faculty members / Academic Departments	Permanent	Transfer to College Archives.
Unofficial Copy	All Other Departments	As needed.	Destruction

## Theses, Dissertations, and Capstone Projects

These materials include final and accepted undergraduate honors theses, masters theses, doctoral dissertations, and undergraduate and graduate capstone projects.

	Record Holder	Retention Period	Disposition
Official Copy	Schools and/or Academic Departments	<i>Undergraduate Honors Theses:</i> To Be Determined by School  <i>Masters Theses and Doctoral Dissertations:</i> Permanent  <i>All Other Capstone Projects:</i> To Be Determined by School	<i>Undergraduate Honors Theses:</i> To Be Determined by School  <i>Masters Theses and Doctoral Dissertations:</i> Transfer to College Archives in accordance with Archives Policy on Theses and Dissertations  <i>All Other Capstone Projects:</i> To Be Determined by School
Unofficial Copy	N/A	N/A	N/A

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## Student Work

These records include tests, papers, and projects (exempting Undergraduate Honors Theses, Masters Theses, Doctoral Dissertations, and undergraduate and graduate capstone projects completed by students as part of their academic coursework).

	Record Holder	Retention Period	Disposition
Official Copy	Academic Departments	1 Year	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

## Course Evaluations

These records include evaluation forms completed by students and assess the effectiveness of the course, its alignment to learning objectives, and the faculty. These may include individual evaluation forms or aggregations of data.

	Record Holder	Retention Period	Disposition
Official Copy	Determined by School	Until Promotion and Tenure Decision	Confidential Destruction
Unofficial Copy	All others	As needed	Confidential Destruction

# ADMINISTRATIVE RECORDS

## Meeting Minutes and Agenda

These records document, when appropriate for the matters under consideration, the orders of business and proceedings of meetings held by departments, offices, and other entities.

All departments, offices, and committees should establish and maintain clear internal practices to ensure a single record copy of these records is maintained. All other copies of meeting participants are for their personal reference use only and should be managed appropriately.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Departments and/or Offices; Committee Chair	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

## Reports

These records include periodic or special reports that document any activity or project.

All departments, offices, and committees should establish and maintain clear internal practices to ensure a single record copy of these records is maintained. All other copies are for employees' personal reference use only and should be managed appropriately.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Departments and/or Offices; Committee Chair	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

## Policies and Procedures

Policies and procedures document a department, office, program, school, or the entire College's values, rules, activities, and processes.

Most departments and offices produce many copies of policies and procedures. Departments and offices should determine which copy is the official copy and manage it accordingly.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Issuing Departments and Offices	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

## Project Records

These records document the development and implementation of projects or major events at Simmons.

These records can include a broad assortment of materials that should be managed in accordance with their record type (e.g. financial records, meeting minutes, policy proposals).

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Departments and/or Offices; Committee Chair	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

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## Senior Administration Records

These records document the functions, activities, and decision making practices of senior administrative offices, including the Office of the President, Vice Presidents, and Deans, and may include memoranda, correspondence, policies, and background materials.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Senior Administrative Offices	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

## Board of Trustee Records

These records document the functions, activities, and decision making practices of the Board of Trustees, and may include meeting agendas and minutes, correspondence, policies, and background materials.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of the General Counsel	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

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## Event Records

These records document events and event planning. These records may include but are not limited to calendars, notes, vendor information and correspondence, event programs and publicity, attendance data, correspondence, and accounts payable records.

	Record Holder	Retention Period	Disposition
Official Copy	Sponsoring Departments and Offices	<i>Event Planning &amp; Program Materials:</i> Permanent  <i>Event administration:</i> As needed.  <i>Events Calendars:</i> Permanent	<i>Event Planning &amp; Program Materials:</i> Transfer to College Archives  <i>Event administration:</i> Confidential Destruction.  <i>Events Calendars:</i> Transfer to College Archives
Unofficial Copy	All others	As needed	Confidential Destruction

## Institutional Research Records

These records document the collection, interpretation, and dissemination of institutional research, including surveys of faculty, staff, and students. These records may contain

	Record Holder	Retention Period	Disposition
Official Copy	Office of Institutional Research	<i>Collection Tools, Aggregate Data &amp; Reports:</i> Permanent  <i>All Other Data:</i> As needed.	Transfer to College Archives  Confidential Destruction
Unofficial Copy	All others	As needed	Confidential Destruction

## RESEARCH RECORDS

### Funded Grant Proposals

These records document funded grant proposals. These records may include but are not limited to applications; grant proposal narratives; budget; letters of support; notifications of award; contract and agreements; correspondence; progress and final reports.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of Sponsored Programs	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

### Grant Accounting Records

These records document the financial administration for all funded grants.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of Sponsored Programs	7 Years from Close of Funding Period	Confidential Destruction
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

### Unfunded Grant Proposal Records

These records document funded grant proposals. These records may include but are not limited to applications; grant proposal narratives; budget; letters of support; notifications of rejection.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of Sponsored Programs	3 Years	Confidential Destruction
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

## OPERATIONS RECORDS

### Building, System, and Land Plans

These records include architectural blueprints; sketches; aerial photographs; preliminary planning drawings; as built drawings; drawings reflecting changes to the original plans; soil testing maps; any other type of graphic representation produced relating to buildings, systems, and land.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Facilities Office	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

### Construction Project Records

These records are used to document the planning, administration, and implementation of current and potential construction projects; to project needs for projects; and as a reference to projects once they have been completed. These records may include but are not limited to: project descriptions and requirements; plans; plan reviews; project schedules; contract change orders; bid documentation; contracts and agreements with architects, artists, engineers, consultants, vendors, and contractors; materials and soils reports; progress reports; insurance reports; payment schedules; summary reports; memos; and final acceptance statements. These records also include project descriptions, budget projection and allocation records, budget authorization forms, budget change orders, final acceptance statements, and related documentation and correspondence.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Facilities Office	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction



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## Real Property Leasing & Rental Records

These records document the lease and rental of property and may include agreements, contracts, maintenance plans, and administrative materials.

	<b>Record Holder</b>	<b>Retention Period</b>	<b>Disposition</b>
<b>Official Copy</b>	Facilities Office	7 Years after expiration of lease or agreement	Confidential Destruction.
<b>Unofficial Copy</b>	All others	As needed	Confidential Destruction

## LEGAL RECORDS

### Contract Records

Records related to the process to enter into a contract or agreement, or understanding including background support materials, drafts, memos, letters, and related correspondence. These records include the contract itself and all attachments and amendments to it.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Departments or Offices, unless specifically retained by College Counsel	7 Years after contract expiration	Confidential Destruction.
<b>Unofficial Copy</b>	N/A	N/A	N/A

### Litigation Records

These records provide documentation of legal cases involving the College, including investigative documents, pleadings, final decisions, and other supporting materials.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of General Counsel	Permanent	Transfer to College Archives
<b>Unofficial Copy</b>	N/A	N/A	N/A

### Grievance Records

These records provide documentation of grievances raised by employees and/or the College, including investigative documents, statemetns, final decisions, and other supporting materials.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Office of Human Resources / Office of General Counsel	To Be Determined.	Transfer to College Archives
<b>Unofficial Copy</b>	N/A	N/A	N/A

# MARKETING RECORDS

## Photographic and Audio-Visual Materials

These records document College activities, events, students, faculty, and staff. Still and moving images are typically used for student recruitment, fund-raising, publicity, publications, research, or teaching. Still and moving images include fully identified photographs in print, negative, and slide formats; video recordings; film; and audio recordings in all formats.

Most departments and offices produce many copies of still and moving images. Departments and offices should determine which copy is the official copy and manage it accordingly. All other copies are unofficial copies and should be managed accordingly.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Departments and Offices	Permanent	Transfer to College Archives for Appraisal
<b>Unofficial Copy</b>	All others	As needed	Destruction.

## Publications

These records consist of materials produced by Simmons College for the purposes of publicity, student recruitment, fund-raising, and community engagement. Types of publications may include but are not limited to web publications, catalogs, books, magazines, newsletters, handbooks, yearbooks, directories, brochures, pamphlets, media guides, guidebooks, proceedings, programs, and flyers.

These include both final published materials and supporting records related to the development and production of the piece, such as drafts and earlier versions.

	Record Holder	Retention Period	Disposition
<b>Official Copy</b>	Departments and Offices	<i>Final published material:</i> Permanent  <i>Supporting production materials:</i> As needed.	<i>Final published material:</i> Transfer to College Archives  <i>Supporting production materials:</i> Destruction.
<b>Unofficial Copy</b>	All others	As needed	Destruction.

# Simmons College: Records Retention Schedule

January 2012

Simmons College Archives

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## Presentations and Speeches

These records consist of presentations given by College administration, faculty, and staff to a variety of audiences for informational or promotional purposes and may include text, images, slideshows, or notes.

	Record Holder	Retention Period	Disposition
Official Copy	Departments and Offices	Permanent	Transfer to College Archives
Unofficial Copy	All others	As needed	Destruction.

## News Clippings

These records document Simmons College coverage in local and national media.

	Record Holder	Retention Period	Disposition
Official Copy	Marketing Office	Permanent	Transfer to College Archives
Unofficial Copy	All others	As needed	Destruction.

## Consent Forms

These records grant the College permission to release, publish, and otherwise use still and moving images of individuals in publications, including viewbooks, promotional materials, and web publications.

	Record Holder	Retention Period	Disposition
Official Copy	Marketing Office	Permanent	Transfer to College Archives
Unofficial Copy	N/A	N/A	N/A