

Simmons College Archives

Simmons College: Retention Schedule for Academic Program Records

January 2012



Simmons College Archives
11/17/2011

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
Official Copy	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
Unofficial Copy	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
Official Copy	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
Unofficial Copy	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