

Simmons College Archives

Simmons College: Retention Schedule for Research Records

January 2012



Simmons College Archives
11/17/2011

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
Official Copy	Departments or Offices, unless specifically retained by College Counsel	7 Years after contract expiration	Confidential Destruction.
Unofficial Copy	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
Official Copy	Office of General Counsel	Permanent	Transfer to College Archives
Unofficial Copy	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
Official Copy	Office of Human Resources / Office of General Counsel	To Be Determined.	Transfer to College Archives
Unofficial Copy	N/A	N/A	N/A