

NON-FINANCIAL RECORDS RETENTION

DATE OF ISSUANCE: **September 1, 2004**

MODIFIED: **July 1, 2012**

ACCOUNTABLE DEPARTMENT/UNIT: **Financial Services**. Questions about policy contents should be directed to the **University Controller of Loyola University Chicago**.

requirements in areas of financial records are not addressed in this policy.

Loyola University Chicago
Record Retention Schedule for Departments Other Than Finance

Please Note:

The general principles cited in pages 1-6 of the September 1, 2004 Loyola University Chicago Policy for Financial Records Retention also govern this Record Retention Schedule.

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Academic Records			
Admissions records	2 years Master record maintained at Admissions or Professional & Graduate Schools		Admission – Professional & Graduate School
Grade records	Permanent/Registration & Records		Registration & Records
Career planning and placement	4 years after last date of service		Career Center
Class schedules	Transfer to archives after 2 years Permanent/Registration & Records	X	Registration & Records
College catalog	Transfer to archives after 2 years Permanent/Registration & Records	X	Registration & Records
Commencement lists	Copy to archives Permanent/Registration & Records	X	Registration & Records
Degree audit records	5 years after date of last reg <</MCID 4		

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
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Real Estate acquisition & disposition documents, leases & real estate tax exemptions and

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Chemical Hygiene Plan	6 years after superseded		Facilities and individual departments that maintain labs
Material Safety Data Sheets	1 year after end of chemical use and then 30 years in archives.	X	Facilities & all departments using the chemicals
Chemical Inventories	30 years after end of year or end of use of chemical	X	Facilities & all departments using the chemicals
General/Industrial Hygiene Sampling Records	3 years then transfer to archives and retain for 30 years	X	Facilities
Internal Safety Inspections	3 years after last inspection or corrective action taken, whichever is longer		

RECORD CATEGORY