

These General Schedules are for departmental copies of records that are found in most offices. Offices retaining convenience copies and/or photocopies of records may recycle those copies when no longer needed for reference. We encourage the use the recycling bins located in campus buildings.

CLEMSON UNIVERSITY

ALL ADMINISTRATIVE AND ACADEMIC DEPARTMENTS

CU 10580 **DEPARTMENTAL PROCUREMENT RECORDS**
(Formerly titled Financial Records)

Description:

Created by departments to document payment from the university to outside vendors. Consists of vouchers, purchase orders, invoices, receiving reports, requisitions, procurement credit card information, budget information, payroll vouchers, and other financial information.

Retention: 7 years; destroy.

Supersedes: CUAAAD-7
Schedule approved 1988; Revised 10/27/1999

CU 11240 **SEARCH AND RECRUITING COMMITTEE FILES**

Description:

Document qualifications, resumes, and other background information, obtained by the committee from applicants for various positions at the university. Includes candidate or applicant's employment history, educational experience, and professional qualifications. Also contains a description of the vacant position and the hiring and selection process.

Retention:

Executive level - 5 years after vacancy is filled send to the University Archives for selection of needed documentation.
All other files - 5 years after the job vacancy is filled; destroy.

Supersedes: CUAAAD-9
Schedule approved 6/13/2000

CU 11241

DEPARTMENTAL PERSONNEL INFORMATION FILES

Description:

Documents personnel actions concerning administrative staff and faculty members. Contains information not available in the human resources office: personnel activity reports, promotion/tenure requirements, commendations, observations of supervisors, authorization requests, performance appraisals, position qualifications for staff, faculty credentials for teaching and research as set forth by the institution's accrediting body, and hire and termination dates.

Retention:

Records pertaining to faculty credentials: 10 years after last employment in faculty position, destroy.

Other records: 5 years after termination, destroy.

Exception: Applications for employment (not hired) may be destroyed after 2 years.

Supersedes: CUAAAD-9

Schedule approved 9/13/1999; **Revised 5/14/2008**

CU 11242

DEPARTMENTAL STUDENT INFORMATION FILES

Description:

Used to monitor the progress of students according to their major or minor fields of study. These files include information not available in the Registrar's Office. Information includes personal data, activity reports, academic reports, placement tests, copies of transcripts, any disciplinary issues, correspondence, graduation or last date of attendance, and other related information.

Retention:

2 years after graduation or last date of attendance; destroy.

Supersedes: CUAAAD-6

Schedule approved 9/13/1999; **Revised 8/14/2007**

CU 11243 **MEETING MINUTES**

Description:

Document minutes of meetings held by administrative or academic departments.

Retention: 5 years then send to the University Archives for selection of needed documentation.

Supersedes: CUAAAD-1
Schedule approved 9/13/1999

CU 11571 **REFERENCE/CORRESPONDENCE**

Description:

Used to record reference material and correspondence relevant to the functions of the various departments of Clemson University. Files include correspondence, memoranda, annual reports, self studies, policy and procedure statements, organizational charts and curriculum information.

Retention: 5 years then send to the University Archives for selection of needed documentation.

Supersedes: CUAAAD-2
Schedule approved 6/13/2000

CU 11572

PUBLICATIONS

Description:

This series is used to maintain publications generated by the university for research and reference purposes by the various administrative and academic departments. These publications include some of the following: *South Carolina Review*, *Taps*, *Clemson World*, *University News*, *Clemson College/University Catalog/Record*, *South Carolina Seed Certification Standards*, *The Clemson Experimental Forest: Its First Fifty Years*, copies of annual reports, football programs, as well as pamphlets, brochures and manuals relating to various university programs.

Retention:

Office: Until no longer needed for reference.

University Archives: Two (2) copies of each publication should be sent for selection of needed documentation. Send these publications to:

Clemson University Archives
Special Collections Unit
Strom Thurmond Institute Building

State Library: Fifteen (15) copies of each publication should be sent for distribution throughout the state. Send these publications to:

S.C. State Library
P.O. Box 11469
Columbia, SC 29211

Supersedes: CUAAD-3
Schedule approved 6/13/2000

CU 11573

MOTION PICTURES/VIDEO TAPES

(University and commercially produced)

Description:

Consists of films and video tapes which depict various aspects of educational and instructional methods of the different departments of the university. They are used by the university for reference and as teaching tools.

Retention: When no longer needed for reference send to the University Archives for selection of needed documentation.

Supersedes: CU-PVPA-C&I-T-2
Schedule approved 6/13/2000

CU 13140

CONTRACTS

Description:

Created by various departments to document contractual agreements between the university and another party. Information consists of dates, parties, type of contract, explanation of agreement, signatures of parties, notarization, and related information.

Retention: 6 years after cancellation and/or expiration of contract and until no longer needed for reference; destroy.

Schedule approved 10/9/01

CU 13409

LEAVE RECORDS

Description:

Created by university departments and administrative units to document the amount of leave earned and taken by university employees..

Retention: 3 years after termination of employment, destroy.

Schedule approved 6/19/2002

CU 13410 **LEAVE REQUESTS**

Description:

Forms completed by university employees to request time off from work..

Retention: 3 years, destroy.

Schedule approved 6/19/2002

CUAAAD-4 **PHOTOGRAPHS/SLIDES/POSTERS**

Description:

This series consists of photographs, slides, and posters depicting activities in the various departments of the University. Included are photographs of individuals or groups, housing facilities, and campus scenes.

Retention: When no longer needed for reference send to the University Archives for selection of needed documentation.

Schedule approved 7/25/1988

CUAAAD-5 **THESES AND DISSERTATIONS**

Description:

This series consists of master's theses and doctoral dissertations written in partial fulfillment of the requirements of graduate degrees from the various departments of Clemson University.

Retention: When no longer needed for reference send to the University Archives for selection of needed documentation.

Schedule approved 7/25/1988

CUAAAD-8 **GRANTS REFERENCE FILES**

Description:

Document grants relevant to projects for departments of the University. Information includes Grant/Contract Award Notifications, grant proposals, grant correspondence, proposal budgets, and project reports.

Retention:

3 years following cancellation or last expenditure destroy.

Schedule approved 7/26/1988

CUAAAD-10 **EMPLOYEE TIMESHEETS**

Description:

Timesheets/cards are maintained by the various administrative departments and are used to detail the hours worked over a two-week period.

Retention: 3 years, destroy.

Schedule approved 7/26/1988