

**Union College Institutional Archives
Humanities
Retention Schedule**

Final disposition codes:

Archives = Union College Institutional Archives

HR = Heritage Room (open to public)

D = discard/shred/erase (year)

R (year) = review with Archives for final disposition.

Note: Number of years of retention in office begins after the file is no longer active.

Record Series Title	Retention in Office	Retention in Archives	Final Disposition	Comments
<i>General</i>				
Awards	1 yr		Archives	Copies of award-winning student work
Correspondence	10 yr		Archives	
Minutes	10 yr		Archives	
Publications	1 yr		Archives	Newsletters, drama production programs, Squirrel Dance, etc.
<i>Communication</i>				
Assessment	10 yr	-	Archives	Includes program review self-studies
Minutes	10 yr	-	Archives	
Policies	10 yr	-	Archives	
<i>English</i>				
Assessment	10 yr	-	Archives	Includes program review self-studies
Minutes	10 yr	-	Archives	
Policies	10 yr	-	Archives	
<i>English as a Second Language</i>				
Assessment	10 yr	-	Archives	Includes program review self-studies
Minutes	10 yr	-	Archives	
Policies	10 yr	-	Archives	
<i>History</i>				
Assessment	10 yr	-	Archives	Includes program review self-studies
Minutes	10 yr	-	Archives	
Policies	10 yr	-	Archives	