

**Union College Institutional Archives  
Nursing  
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**Note:** Number of years of retention in office begins after the file is no longer active.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
<b><i>Education</i></b>				
Accreditation	10 yr	-	Archives	
Minutes	10 yr	-	Archives	
Policies	10 yr	-	Archives	
Publications	10 yr	-	Archives	