

**Union College Institutional Archives  
Science and Math  
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**Note:** Number of years of retention in office begins after the file is no longer active.

<b>Record Series Title</b>	<b>Retention in Office</b>	<b>Retention in Archives</b>	<b>Final Disposition</b>	<b>Comments</b>
<b><i>General</i></b>				
Awards	1 yr		Archives	Copies of award-winning student work
Correspondence	10 yr		Archives	
Minutes	10 yr		Archives	
Publications	1 yr		Archives	Newsletters, conference programs for events hosted by department
<b><i>Biology</i></b>				
Assessment	10 yr	-	Archives	Includes program review self-studies
Minutes	10 yr	-	Archives	
Policies	10 yr	-	Archives	
<b><i>Chemistry</i></b>				
Assessment	10 yr	-	Archives	Includes program review self-studies
Minutes	10 yr	-	Archives	
Policies	10 yr	-	Archives	
<b><i>Math</i></b>				
Assessment	10 yr	-	Archives	Includes program review self-studies
Minutes	10 yr	-	Archives	
Policies	10 yr	-	Archives	
<b><i>Physics</i></b>				
Assessment	10 yr	-	Archives	Includes program review self-studies
Minutes	10 yr	-	Archives	
Policies	10 yr	-	Archives	