

**Union College Institutional Archives
Academic Administration
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Note: Number of years of retention in office begins after the file is no longer active.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
Correspondence	10 yr	-	Archives	
Minutes	10 yr	-	Archives	Includes all committees reporting to Academic Administration
Syllabi	10 yr	-	Archives	
Accreditation	10 yr	-	Archives	