

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.

CLEMSON UNIVERSITY
ALL ADMINISTRATIVE AND ACADEMIC DEPARTMENTS

CU 10580 DEPARTMENTAL PROCUREMENT RECORDS

Description:

Created by administrative offices and academic departments to document payment from the university to outside vendors. Used to support and authorize payment for university incurred expenses. Information consists of vouchers, purchase orders, invoices, receiving reports, requisitions, and procurement credit card 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 prospective candidates and applicants for various positions at the university. Information includes candidate or applicant's employment history, educational experience, and professional qualifications. The files also contain a description of the vacant position and information about 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. This series contains information for university employees not available in the human resources office. Information includes name of employee, personnel activity reports, promotion/tenure requirements, commendations, observations and comments of supervisors, position authorization requests, job 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:

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

Supersedes: CUAAAD-6

Schedule approved 9/13/1999; Revised 1/20/2020.

CU 11243

MEETING MINUTES

Description:

Document minutes of meetings held by administrative or academic departments. Information includes names of attendees, names of persons who were absent, business discussed, and other related information.

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:

This series is used to record reference material and correspondence relevant to the functions of the various departments of Clemson University. These 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.

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 Library
Special Collections & Archives
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: CUAAAD-3
Schedule approved 6/13/2000.

CU 11573

MOTION PICTURES/VIDEO TAPES

(University and commercially produced)

Description:

This series 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 10/17/01.

CU 13409

LEAVE RECORDS

Description:

Created by university departments and administrative units to document the amount of leave earned and taken by university employees. Records consist of semi-annual leave detail reports. Information includes employee name, Social Security Number, signature, type of leave (annual, sick, or other,) amount of leave earned and charged, and leave balances for the period covered.

Retention: 3 years, destroy.

Schedule approved 6/19/2002.

CU 13410

LEAVE REQUESTS

Description:

Forms completed by university employees to request time off from work. Information includes employee's name, unit, electronic mail address, supervisor's electronic mail address, type of leave, number of hours requested, and additional information.

Retention: 3 years, destroy.

Schedule approved 6/19/2002.

CU 15582

W-9 FORMS

(Request for Taxpayer Identification Number and Certification)

Description:

Created by University administrative personnel and required by the Internal Revenue Service to document the taxpayer identification numbers of vendors doing business with the University and/or individual contractors seeking employment with the University. Information includes name and address of vendor, individual/sole proprietor, corporation, partnership, other, backup withholding status, taxpayer identification number, and certification to include signature and date

Retention:

Until superseded and no longer needed for reference, destroy.
Schedule Approved 7/30/2010.

CU 17029

GRANTS REFERENCE FILES (FUNDED and UNFUNDED)

Description:

Used to document records pertaining to grants relevant to projects for various departments of the University. Records include Grant/contract Award Notifications, grant proposals, grant correspondence, proposal budgets, and project reports.

Retention:

Funded Proposals: 3 years following the date of submission of the final expenditure report; destroy.

Unfunded Proposals and Attachments: 18 months after submission; destroy.

Schedule approved 7/26/1988; Revised 3/28/2018.

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-10 EMPLOYEE TIMESHEETS

Description:

This series consists of employee time sheets 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.

CLEMSON UNIVERSITY
INSTITUTION-WIDE

CU 17467 SPECIAL EVENT FILES/APPLICATIONS

Description:

Completed by individuals and/or groups institution-wide requesting to host special events on campus property and submitted to administrative units for approval. Records contain applications requesting specific venues, provision of alcoholic beverage permissions, applicant's name, physical location/address of event, checklist and event layout, contact information of individual(s)/organization(s) in charge, date and start/end times of event, criminal records/background check, estimated attendance, admission fees, if applicable, signatures of individuals responsible, and approval signatures for permissions granted.

Retention:

3 years, destroy.

Schedule approved 8/31/2017.