

LOYOLA UNIVERSITY CHICAGO POLICY
FOR
NON-FINANCIAL RECORDS RETENTION

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ACCOUNTABLE DEPARTMENT/UNIT: Financial Services Questions about policy content should be directed to the University Controller of Loyola University Chicago.

ABSTRACT: Describes Loyola University Chicago's policy for the cr.Mes-2 (ve)4 (r)c(1n0t-2 (i)-2 (con, (3 (hi requirements in areas of financial records are not addressed in this policy.

Loyola University Chicago
Record Retention Schedule for Departments Other Than Finance

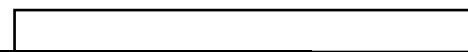
Please Note:

The general principles cited in pages 1- 6 of the September 1, 2004 PRGLILHG 6 HSW Loyola University Chicago Policy for Financial Records Retention also govern this Record Retention Schedule.

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Academic Records Admissions reco72 re f /P.72 5:			

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Advancement			
Alumni			
Alumni Biographical Files	When office no longer needs files, transfer to archives		Alumni Office
Reunion class files	When office no longer needs files, transfer to archives		Alumni Office
Corporate & Foundations			
Donor files	Keep permanently		Corporate & Foundations
Development			
Donor files	Keep permanently		Development
Planned Giving	Keep permanently		Development
Gift Processing Information	Keep permanently		Development

Special Events



RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Real Estate acquisition & disposition documents, leases & real estate tax exemptions and valuation complaints	Send to archives ten years after properties are sold or demolished	X	Legal Counsel
Design and Construction contracts	Life of building		Facilities
Curriculum			
Changes in the Core	When office no longer needs files, transfer to archives	X	Academic Affairs
Changes in Major and Minors	When office no longer needs files, transfer to archives	X	Academic Affairs
Faculty			

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Physical Plant and Equipment			
Construction			
Building plans and specifications	Life of building; transfer to archives after building destruction	X	Facilities

