Pomona College:
Retention Schedule for
Facilities and Campus Services Records
March, 2015

Pomona College
Pomona College Archives
333 North College Way, Claremont, CA 91711
Purpose

The purpose of this schedule is to guide you in the proper retention and disposition of facilities and campus services records. It is organized by record type including a description of the documents for each category.

Please note: If you are not a member of the Office of Record, we encourage you to discard unnecessary duplicate copies. Please contact the Archives with questions. We are available for appointments to review your files.

Definitions

Retention Schedule: A document that identifies and describes an organization's records, usually at the series level, provides instructions for the disposition of records throughout their life cycle.

Official Record: A complete, final, and authorized copy of a record, especially the copy bearing an original signature or seal.

Office of Record: The organization or administrative unit that is officially designated for the maintenance, preservation, and disposition of record copies.

Retention Period: The length of time records should be kept in a certain location or form for administrative, legal, fiscal, historical, or other purposes.

Disposition: Materials' final destruction or transfer to archives as determined by their appraisal.

Building Construction/Renovation Plans and Blueprints

These records include as-built plans, blueprints, contracts with architects & general contractors, accounting for projects.

<table>
<thead>
<tr>
<th></th>
<th>Office of Record</th>
<th>Retention Period</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blueprints &amp; As-Built Plans</td>
<td>Facilities and Campus Services</td>
<td>Permanent</td>
<td>Transfer to Archives</td>
</tr>
<tr>
<td>Contracts</td>
<td>Facilities and Campus Services</td>
<td>15 Years</td>
<td>Shred</td>
</tr>
<tr>
<td>Accounting Records</td>
<td>Business Office</td>
<td>See Financial Records Retention Schedule</td>
<td>N/A</td>
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</tbody>
</table>

Real Property Leasing & Rental Records

These records document the lease and rental of property and include agreements, contracts, maintenance plans, and administrative materials.

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<thead>
<tr>
<th></th>
<th>Office of Record</th>
<th>Retention Period</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official Record</td>
<td>Facilities and Campus Services</td>
<td>7 years after lease or agreement expires</td>
<td>Shred</td>
</tr>
</tbody>
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