

COPPIN STATE UNIVERSITY
RECORDS RETENTION POLICY
FOR
EVENTS AND CONFERENCE SERVICES

This policy is established to ensure that the records of the Coppin State University Events and Conference Services Office are retained as required by the University System of Maryland and/or for a period of time period deemed to be sufficient given the content and purpose of the record. This policy includes all standard event forms as well as other information and forms pertaining to the inquiry, execution, and billing of any given event on campus, organized and facilitated by the Events and Conference Services Office. Retention shall be for five (5) years and until all audit requirements have been fulfilled, then destroyed.

ECS records may include all or some of the following documents:

- Association or Vendor Membership Documentation
- Cash Deposit Log
- Certificate of Insurance
- Cost Estimate/Fee Sheets
- Documents related to non-materialized inquiries
- Event Confirmation e-mails or notifications
- Event Incident Reports
- Facilities Work Orders
- Facility Use Agreement
- Faculty/Staff Event Request Form
- Invoices
- Invoice Tracking Log, in conjunction with Bursar's Office
- Labor Overtime forms
- Purchase Orders
- Rental Application Forms
- Student Event Request Form
- 3rd Party Vendor communications/agreements for services or resources
- Travel Request Forms

Required language: UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YEARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND SIX YEARS, THREE MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000. IF INSTITUTION (COPPIN STATE UNIVERSITY) ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION (I.E. 25 YEARS) WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.