

Legal General Schedules

* More detailed record descriptions may be found by clicking the MDAH numbers. For general information on state records retention guidelines, please visit [MDAH's Webpage](#). Please contact the Curator or Records Management Specialist with any additional questions.

*Record	Office of Record	Retention	Notes	MDAH #
Accident Reports and Associated Documentation – Without Claims	Office of Origin	Hold three (3) years from date of injury, then dispose.		G87 & G130
Accident Reports-Workers' Compensation	Human Resources	Hold ten (10) years, then destroy confidentially.		G87 & G130
Contracts (Federally Funded or Other Funded)	Office of Origin	Hold ten (10) years after close of contract and final payment, then dispose. Audit must have been released three (3) years.		G158 and G159
Copyright Records	Office of Origin	Transfer one (1) set of documentation to University Archives annually.	Hold other files in current files area three (3) years, then destroy confidentially.	5840

Copyright Release Records	Departments acquiring copyright releases	Retain four (4) years after request, then destroy. Library: Destroy confidentially to protect patron information.	Retention per US Copyright Office guidelines	5841
General Liability Claims	Human Resources	Hold ten (10) years, then destroy confidentially.		5839
Litigation Files	University Counsel and affected department(s)	Once closed, transfer cases of potential significance to University Archives for permanent retention. Hold non-archival litigation files in current files area seven (7) years after case has been closed, then dispose.	Significant cases establish precedent by substantially changing state law or policy, relate to political figure or subdivision, emergency events, protected classes of people, health/safety/welfare of citizens, or historically significant to the formation, creation, or continued operation of the University.	G130
Public Records Requests-Approved	Responding Office	Hold original or authenticated reproduction three (3) years, then dispose.		G3

Public Records Requests-Denied	Responding Office	Hold original or authenticated reproduction three (3) years, then dispose.	If denial is in litigation, hold until litigation is resolved.	G3
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