

CLEMSON UNIVERSITY

COLLEGE OF ENGINEERING AND SCIENCE

CU 07765 **FUNDAMENTALS OF ENGINEERING EXAMINATION
FILE**

Description:

Document test results of engineering students on examinations required by the state's professional licensing board for engineers and land surveyors. Information includes student's name and background data, statistics on student's progress, date and time of examination, and test results.

Retention:

5 years or until no longer needed for reference; destroy.

Schedule approved 9/9/93

CU 07934 **DOCUMENTATION OF TRAINING ROOMS
(CHEMICAL WAIVER)**

Description:

Document training and training requirements of the institution of hazardous chemicals. Information includes name of trainee, date training was completed, signature of employee/student, signature of lab manager or supervisor, and signature of department head.

Retention:

30 years after termination of contract, destroy.

CU 07935 **COLLEGE OF SCIENCES' OUTSIDE CONTRACTS**

Description:

Concern agreements authorizing the use of the department's facilities, electron microscope, and other equipment by persons not affiliated with Clemson University. Information includes terms of contract, contract provisions, effective dates of contract, authorized signatures and other related information.

Retention:

3 years after termination of contract; destroy.