

**Record Retention  
Endowment Investment**

<b>Duke University Record</b>	<b>Medium</b>	<b>Minimum Retention Period</b>
Endowment Records	Paper	Life of Endowment
Trust Agreements	Paper	Life of Trust

Legend for Minimum Retention Period Entries

- ACT: While active or employed
- CY: Current fiscal year
- CL: Calendar year of the report/file, etc
- Dept: A matter of departmental policy
- FY: Fiscal year of the report /file, etc.
- Perm: Permanent record unless superceded
- Term: Termination of employment
- BIM: Bond Issue Maturity