

ST. JOHN FISHER COLLEGE

Record Retention Policy

1. **Purpose**

The College implements this Record Retention Policy in order to have more effective record management, meet legal and regulatory standards, preserve its history, optimize the use of space, and minimize the cost of record retention.

The College requires that College records, as defined herein, regardless of format, be retained for specific periods of time and disposed of in accordance with legal or other institutional requirements. The College has designated official repositories and procedures to manage the retention and disposal of College records as set forth in this Policy.

2. **Record Retention Schedule**

Attached to this Policy is a Records Retention Schedule (the “Schedule”). The Schedule sets forth the recommended minimum retention periods for each category of records. The categories are intended to be general and should be interpreted to include all types of records relating to that category, including correspondence, notes, reports, etc. The Schedule also lists the official repositories for different types of College records.

Departments that are not official repositories, but which retain duplicate or multiple copies of records should dispose of them when they are no longer useful.

Any records of a material nature that are not identified on the Schedule should not be disposed of without first consulting the Department’s administrative manager or appropriate records management designee.

This policy shall apply to all records regardless of whether the records are stored on paper or on computer hard drives, floppy disks or other electronic media.

Electronic records (including email) maintained by the Office of Information Technology (OIT) for disaster recovery and backup purposes only shall be retained and preserved by OIT in accordance with a uniform rotation schedule. This uniform rotation schedule shall require that no OIT backup of electronic records shall be maintained for longer than thirty (30) days. No other department or academic unit shall maintain electronic records for disaster recovery or backup purposes without the specific written approval of the Office of Financial Affairs and without adherence to the OIT uniform rotation schedule. Suspension of the uniform rotation schedule shall be accomplished only with the written approval of the Office of Financial Affairs.

3. **Responsibility for Managing College Records**

Certain departments and units are designated as “official repositories,” as listed in the Schedule. Official repositories are responsible for establishing and maintaining appropriate records retention management practices for those records for which they are responsible. Departments that are not official repositories are expected to retain records only while they remain active records.

Each Department’s administrative manager or a designee must:

- implement the record management practices for the Department;
- ensure that these management practices are consistent with this policy;
- educate staff within the administrative unit in understanding sound record management practices;
- preserve records of legal or historic value and transfer those records to the appropriate repository as set forth in the Records Retention Schedule;
- ensure that access to confidential files is restricted, and note confidential restrictions on access to records that are archived at the time the records are placed in permanent storage;
- destroy inactive records that have no archival value upon completion of the applicable retention period; and
- create an index of active and inactive records as well as maintaining records of all destroyed documents.

The Office of the Vice President for Finance and Business (“Vice President for Finance & Business”) is responsible for the overall administration and enforcement of this policy. Either the Vice President for Finance & Business or another responsible person will guide general compliance with this policy.

4. Preserving or Disposing of College Records

Following the minimum retention period, a determination of whether to preserve or dispose of the documents must be made. If there is a question regarding whether a record has historic value to the College, consult the Vice President for Finance & Business, who has authority to designate which records shall be archived.

Records to be permanently archived should be transferred to the College’s designated supplier for off-site, archival storage.

Records to be destroyed in accordance with the attached retention schedule should be destroyed using a method that preserves the confidentiality of the information. The preferred disposal method is cross cut shredding.

Confidential Records: Shred or otherwise render unreadable with confidential information, including records containing social security numbers, credit card information, drivers’ license numbers, patient treatment information, or other such information.

Note: New York State’s Disposal of Personal Records Law requires that appropriate measures be taken when disposing of records containing personal identifying information, such as a name, number, personal mark, or other identifier, that can be used to identify a person, when coupled with one or more data elements including social security number, driver’s license number, mother’s maiden name, financial services or bank account number, by (1) shredding the record, (2) destroying the personal identifying information contained in the record, (3) modifying the record to make the personal identifying information unreadable, or (4) taking reasonable actions consistent with commonly accepted industry practice.

Other Records: Dispose of records that contain public information in an appropriate manner.

Caution: If you have reason to believe that a claim may be asserted for which records scheduled for destruction may be relevant, do not destroy such records until you consult with the Vice President for Finance & Business.

5. **Off-site Storage**

If records must be moved to an off-site storage location, the following considerations should be made when determining how such records will be stored:

- Access and retrieval needs, including frequency of retrieval, emergency access needs and potential costs associated with retrieving the records.
- Specific environmental conditions necessary to preserve the records.
- Security requirements to prevent unauthorized access to the records.
- Filing system to permit rapid retrieval of records.

Documents that are sent to storage should be identified by category and should indicate a planned destruction date determined in accordance with the attached schedule. The individual responsible for carrying out this policy shall use these dates to identify records ready for destruction.

6. **Suspension of Document Destruction Process**

Each employee has an obligation to contact the Vice President for Finance and Business of a potential or actual litigation, external audit, investigation or similar proceeding involving the College that may have an impact on the approved records retention schedule.

The College and its employees have a responsibility to preserve information relating to litigation, audits and investigations. The Sarbanes-Oxley Act of July 30, 2002, makes it a crime to alter, cover up, falsify or destroy any document to prevent its use in an official proceeding. Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the College and its employees and possible disciplinary action against responsible individuals (up to and including termination of employment). Each employee has an obligation to contact his/her Department head or supervisor and disclose any potential or actual litigation, external audit, investigation or similar proceeding involving the College that may have an impact as well as on the approved records retention schedule.

The retention periods set forth on the Schedule presume only the “ordinary course of business.” Destruction of records relating to litigation or governmental investigations may constitute a criminal offense. Each Department and/or official repository shall be responsible for suspending destruction of any College records as soon as litigation, federal government investigation, civil action, audit by a governmental agency or enforcement proceeding is suspected, reasonably anticipated or is commenced against the College, its officers, directors or employees. The Vice President for Finance & Business shall be responsible for notifying individuals at the College responsible for record retention activities to ensure that destruction of records is suspended until the litigation, investigation or proceeding is complete.

7. **Guidelines for Disposition of Electronic Mail Messages**

Work related electronic mail (“e-mail”) messages are corporate records and must be treated as such. It is the responsibility of the sender of the e-mail message and the recipient of messages from outside the College to manage e-mail messages according to this records retention policy. An e-mail message that does not meet the definition of a record (i.e., personal e-mail or junk e-mail) should be deleted immediately from the system.

The College’s e-mail servers are NOT intended for long-term record retention. E-mail messages and any associated attachment(s) with retention periods greater than three (3) years should be kept in similar fashion to paper records or electronically stored in an appropriate file on the network drive, so that it may be maintained and stored in accordance with the records retention policy. It is important to note that the e-mail messages should be kept with the attachment(s). The printed or electronic copy of the e-mail message must contain the following header information:

- who sent the message;
- who the message was sent to;
- date and time the message was sent; and
- the subject of the message.

When e-mail is used as a transport mechanism for other record types, it is possible, based on the content, for the retention and disposition periods of the e-mail message and the transported record(s) to differ. In this case, the longest retention period shall apply.

If a person is merely copied on an email (either listed as a "cc" or "bcc"), he/she should treat the document as a duplicate in accordance with sub section 2 above, i.e., it may be deleted unless this Policy, or a division, department, or academic unit’s record management policy requires keeping it. Personnel may create individual folders and files within his/her email archives for retention of College records with a retention period of less than three (3) years in accordance with this Policy.

An e-mail message can be deleted once a paper copy has been printed or the e-mail message has been stored electronically in a file on the network drive. The paper copy or the electronic copy must be retained for the correct time period as determined by this record retention policy.

8. **Additional Information – Student Records**

In accordance with the Family Education Rights and Privacy Act (FERPA), students may inspect their education records. In addition, FERPA limits disclosure to others of personally identifiable information from education records without the student’s prior written consent. Finally, FERPA provides students the opportunity to seek correction of their education records where appropriate. For more information on FERPA and the release of students’ information, please refer to the FERPA policy set forth in the College Catalog.

Some student records contain private health information and are subject to the provisions of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”). For more information on HIPAA and the protection of private health information, please refer to the College’s HIPAA policy (included in in the Employee Handbook).

Records Retention Schedule

Note: No document list can be exhaustive. When in doubt, questions regarding the retention period for any specific document or class of documents not included in these tables should be addressed to the Department administrative manager (who in turn may contact the Vice President for Finance & Business).

A. Corporate Records

Item	Minimum Retention Period	Official Repository
Charter	Permanent	Office of the President
Bylaws	Permanent	Office of the President
Board meeting agendas & materials	7 years	Office of the President
Board and standing committee meeting minutes	Permanent	Office of the President
Conflict of interest disclosure forms	7 years	Office of the President
Trustee files (info on individual trustees including correspondence)	Permanent	Office of the President
Licenses	Permanent	Office of Vice President for Finance and Business
Accreditation Documents	Permanent	Office of the President
Accreditation Supporting Documents	10 years	Office of the President

B. Finance & Administration

Item	Minimum Retention Period	Official Repository
Accounts payable ledger, vouchers and attachments	7 years	Office of Vice President for Finance and Business

Accounts receivable ledger and statements	10 years	Office of Vice President for Finance and Business
Account Reconciliations (balance sheet)	7 years	Office of Vice President for Finance and Business
Auditor management letters	Permanent	Office of Vice President for Finance and Business
Banking Records, including deposit and withdrawal records, bank statements and reconciliation, voided and canceled checks	7 years	Office of Vice President for Finance and Business
Billing Records	7 years	Office of Vice President for Finance and Business
Capital Equipment Records	Life of Asset; records of equipment purchased on federal funds must be retained for 3-years after final disposition	Office of Vice President for Finance and Business
Cash Receipts	7 years	Office of Vice President for Finance and Business
Chart of accounts	7 years	Office of Vice President for Finance and Business
Contracts & agreements	7 years after all obligations end	Office of Vice President for Finance and Business
Correspondence – general	1 year	Office of Vice President for Finance and Business
Depreciation Records	Life of Asset	Office of Vice President for Finance and Business

Equipment files & maintenance records	7 years after disposition	Office of Vice President for Finance and Business
Expense reports	7 years	Office of Vice President for Finance and Business
Financial statements (audited) and work papers	Permanent	Office of Vice President for Finance and Business
Indirect Cost Rate Calculations	7 years	Office of Vice President for Finance and Business
Inventories	Life of Asset	Office of Vice President for Finance and Business
IRS Form I-9 (store separate from personnel file)	Greater of 1 year after end of service, or 3 years	Office of Vice President for Finance and Business (students); Office of AVP for Human Resources (employees)
General ledgers & journals (includes fund accounting by month, payouts allocation, securities lending, single fund allocation, trust statements)	10 years	Office of Vice President for Finance and Business
Investment performance reports	7 years	Office of Vice President for Finance and Business
Investment manager correspondence	7 years	Office of Vice President for Finance and Business
Investment manager contracts	7 years after all obligations end	Office of Vice President for Finance and Business
Investment consultant reports	7 years	Office of Vice President for Finance and Business

Journal entries with backup	Permanent	Office of Vice President for Finance and Business
Subsidiary Ledgers	7 years	Office of Vice President for Finance and Business
Trial Balances	7 years	Office of Vice President for Finance and Business

C. Insurance Files

Item	Minimum Retention Period	Official Repository
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	7 years after expiration	Office of Vice President for Finance and Business
Insurance Policies (liability, property and other policies)	Permanent	Office of Vice President for Finance and Business
Claims (after settlement)	7 years	Office of Vice President for Finance and Business

D. Real Estate

Item	Minimum Retention Period	Official Repository
Deeds	Permanent	Office of Vice President for Finance and Business
Leases (expired)	7 years after all obligations end	Office of Vice President for Finance and Business

Mortgages, security agreements	7 years after all obligations end	Office of Vice President for Finance and Business
Purchase agreements	7 years after disposition of property	Office of Vice President for Finance and Business

E. Tax

Item	Minimum Retention Period	Official Repository
Excise Tax Returns	7 years after return is filed	Office of Vice President for Finance and Business
Income Tax Returns	7 years after return is filed	Office of Vice President for Finance and Business
Information Returns (990, 1099, 8282, etc.)	7 years after return is filed	Office of Vice President for Finance and Business
IRS exemption determination & related correspondence	Permanent	Office of Vice President for Finance and Business
Sales Tax Returns	7 years after return is filed	Office of Vice President for Finance and Business
Tax audit closing letters	Permanent	Office of Vice President for Finance and Business

F. Alumni Affairs and Development

Item	Minimum Retention Period	Official Repository
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Alumni Records	Permanent	Office of Asst. Vice President for Institutional Advancement
Gift Records	7 years for hard copy records; Permanent for electronic records	Office of Asst. Vice President for Institutional Advancement
Original Gift Letter Agreements	Permanent	Office of Asst. Vice President for Institutional Advancement
Planned Gifts and Real Estate Gifts	Permanent	Office of Asst. Vice President for Institutional Advancement

G. Communications

Item	Minimum Retention Period	Official Repository
Annual reports	Permanent	Office of Vice President for Enrollment, Advancement, and Planning (Marketing/Comm)
Other publications	Permanent	Office of Vice President for Enrollment, Advancement, and Planning (Marketing/Comm)
Photos	Permanent	Office of Vice President for Enrollment, Advancement, and Planning (Marketing/Comm)

Press clippings	N/A	Office of Vice President for Enrollment, Advancement, and Planning (Marketing/Comm)
Press releases	7 years	Office of Vice President for Enrollment, Advancement, and Planning (Marketing/Comm)
Research reports/surveys	3 years	Office of Vice President for Enrollment, Advancement, and Planning (Admissions)
Year-end reports	10 years	Office of Vice President for Enrollment, Advancement, and Planning

H. Environmental Health and Safety

Item	Minimum Retention Period	Official Repository
Evacuation Drill Records	10 years	Director of Safety & Security
Fire Protection Systems Records	Permanent	Director of Safety & Security
Hazardous Waste Disposal Manifests and Reports	Permanent	Director of Safety & Security
Pesticide reports	7 years	Director of Safety and Security
Petroleum Bulk Storage Records	7 years	Director of Safety and Security
Monthly Inspection Reports	10 Years	Director of Safety & Security
10 Year Inspection Reports	Permanent	Director of Safety & Security
Fuel Tanks Registration Certificate	5 years	Director of Safety & Security

Underground tank locations (abandon)	Permanent	Director of Safety & Security
Material Data Safety Sheets (MSDS)	30 years	Director of Safety & Security
Incident Records	7 years	Director of Safety & Security
Portable Extinguisher Training Records	10 years	Director of Safety & Security
Radiation Dose Reports	Permanent	Director of Safety & Security
Radiation Safety Training Records	Permanent	Director of Safety & Security
Radioactive Materials License and Safety Committee Records	Permanent	Director of Safety & Security
Radioactive Material Receiving and Inventory Records	Permanent	Director of Safety & Security
Incident Reports and Accident Reports - Non-employee	4 years after report date	Director of Safety and Security/Life Safety Office
Fire inspection reports	10 years	Director of Safety and Security/Life Safety Office
Safety (OSHA) reports	Permanent	Director of Safety and Security/Life Safety Office

I. Human Resources

Item	Minimum Retention Period	Official Repository
Consultant contracts/files (expired)	7 years after all obligations end	Office of Vice President for Finance and Business
Contracts with employees (staff)	7 years from date of termination	Office of Vice President for Finance and Business
Contracts with employees (VP & Senior Staff)	7 years from date of termination	Office of the President

Contracts with employees (faculty)	7 years from date of termination	Office of the Provost
Disability & sick-benefit records	7 years from date of termination	Office of Vice President for Finance and Business
Employee handbooks	Permanent	Office of Vice President for Finance and Business
Employee orientation & training materials	Permanently	Office of Vice President for Finance and Business
Family Medical Leave Act (FMLA) documents	3 years from date of termination	Office of Vice President for Finance and Business
Personnel files, appointment letters and forms	7 years from date of termination	Office of Vice President for Finance and Business
Personnel files, retirees (other than pension records and records relating to retiree benefits)	7 years from date of termination	Office of Vice President for Finance and Business
Federal Reporting Requirements: welfare benefits and other fringe benefit plans	Permanent	Office of Vice President for Finance and Business
Occupational Injury or Illness Records	5 years	Office of Vice President for Finance and Business
Internal Investigations	7 years from date of termination	Office of Vice President for Finance and Business
Performance Appraisals	7 years from date of termination	Office of Vice President for Finance and Business

Search Committee Records, including employment applications, resumes and all applicant search materials	3 years	Office of Vice President for Finance and Business
Notice and Acknowledgement of Pay Rate and Payday forms	6 years	Office of AVP for Human Resources
Volunteer Registration Forms, Parental Consent Forms and Agreements	3 years	Office of Vice President for Finance and Business
Workers compensation claims (after settlement)	Greater of 18 years or 10 years after settlement	Office of Vice President for Finance and Business

J. Payroll

Item	Minimum Retention Period	Official Repository
Annual Payment Records (IRS Form W-2)	Permanent	Office of Vice President for Finance and Business
Imputed Income Records (retained in payroll record)	7 years	Office of Vice President for Finance and Business
Information Returns filed with Federal and State authorities	7 years after returns filed	Office of Vice President for Finance and Business
Payroll Deduction Authorization Forms	6 years after employment ends	Office of Vice President for Finance and Business
Payroll Vouchers	4 years	Office of Vice President for Finance and Business
Record of Payments and Deductions	5 years	Office of Vice President for Finance and Business

Time Sheets, student	6 years	Office of Vice President for Finance and Business
Time Cards, other	6 years	Office of Vice President for Finance and Business
Wage Assignment Orders	5 years after closed	Office of Vice President for Finance and Business

K. Retirement Plan

Item	Minimum Retention Period	Official Repository
Employee Eligibility for Retirement Plan	6 years after death of eligible employee or beneficiary	Office of Vice President for Finance and Business
Employee Personal Information	6 years after death of eligible employee or beneficiary	Office of Vice President for Finance and Business
Employee Service Records	6 years after death of eligible employee or beneficiary	Office of Vice President for Finance and Business
Plan Administrator Setting Forth Authority to Pay (records of)	Permanent	Office of Vice President for Finance and Business
Retirement Plan Benefits Paid to Employees or Beneficiaries	6 years after death of eligible employee or beneficiary	Office of Vice President for Finance and Business
Retirement Plans and All Attached Amendments	Permanent	Office of Vice President for Finance and Business
Pensions or Pension/Retirement Plans filed with Department of Labor and IRS	Permanent	Office of Vice President for Finance and Business

L. Medical

Item	Minimum Retention Period	Official Repository
Health Center Services Patient Records	7 years	Office of Vice President for Student Affairs & Diversity Initiatives

M. Patents & Trademarks

Item	Minimum Retention Period	Official Repository
Invention Assignment forms	Permanent	Office of Vice President for Finance and Business
Licensing Agreements	7 years	Office of Vice President for Finance and Business
Original Patents, Trademarks and Related Work Papers	Permanent	Office of Vice President for Finance and Business
Royalty Records	Life of Patent or TM plus 7 years	Office of Vice President for Finance and Business

N. Technology

Item	Minimum Retention Period	Official Repository
Disaster Recovery Backups of Electronic Records	30 days	Office of Vice President for Finance and Business

Software licenses & support agreements	7 years after all obligations end	Office of Vice President for Finance and Business
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O. Safety and Security

Item	Minimum Retention Period	Official Repository
Accident Repots	4 years after report date	Director of Safety & Security
Campus Crime Reports	Permanent	Director of Safety and Security
Clery Report (compliance file, timely notices, Campus Security Authorities)	Permanent	Director of Safety and Security
Crime Reports	7 years after report date	Director of Safety & Security
Daily Activity Logs	7 years	Director of Safety & Security
Incident reports	7 years after report date	Director of Safety and Security
Policy and Procedure Manual	7 years	Director of Safety & Security
Property Damage Reports	7 years after report date	Director of Safety & Security
Security Guard files	7 years after employment ceases	Director of Safety and Security

P. Sponsored Projects, Contracts Grants

Item	Minimum Retention Period	Official Repository
Grant and Contract Applications, Proposals and Supporting Documents	7 years after close of grant	Office of Corporate Foundations & Govt. Relations
Human Subject Records	3 years or contract period	Office of Asst. Vice President for Institutional Advancement

Q. Legal

Item	Minimum Retention Period	Official Repository
Contracts	Permanent	Office of the President
Consent Orders	Permanent	Office of the President
Court Orders	Permanent	Office of the President
Judgments	Permanent	Office of the President
Releases	Permanent	Office of the President
Settlements	Permanent	Office of the President

R. General Administration

Item	Minimum Retention Period	Official Repository
Directories	2 years	Office of Vice President for Enrollment, Advancement, and Planning
Periodicals	2 years	Office of Vice President for Enrollment, Advancement, and Planning
Correspondence - President	7 years	Office of the President
Correspondence – general	7 years	Each Department or Office
Appointment calendars – President	7 years	Office of the President

S. Admissions Data for Applications Not Enrolling (Whether Accepted or Rejected)

For students who apply to the College, but do not enroll OR prospects who do not apply:

All documents are kept in BS-Admin area of BDMS for a period of one year from the term of their application or the term for which they are a prospect. OIT will purge all documents after one year.

The Official Repository for these records will be kept under the EVP for Enrollment, Advancement, and Planning for BS-Admin documents and the Provost for BS-ID documents - once OIT moves the official documentation over.

Item	Minimum Retention Period	Official Repository
Advanced Placement Records, Applications for Admissions or Readmission, Correspondence that is relevant, Entrance Exam Reports, Residency Classification Forms, Letters of Recommendation, Transcripts	3 years after application terms	Office of Vice President for Enrollment, Advancement, and Planning

T. Admissions Data for Applicants Who Enroll

For all students who apply to the College, are accepted, and enroll:

Prior to the start of the term in which the student enrolls, OIT will move the "official documents" (records) from BS-Admin to BS-ID within BDMS (Banner Document Management Suite). The Registrar's Office will oversee retention policies for these documents. Any remaining documents in BS-Admin will be purged within one year or less.

The Official Repository for these records will be kept under the EVP for Enrollment, Advancement, and Planning for BS-Admin documents and the Provost for BS-ID documents - once OIT moves the official documentation over.

Item	Minimum Retention Duration	Official Repository
Acceptance letters	5 years after graduation/date of last attendance	Office of Vice President for Enrollment, Advancement, and Planning
Advanced Placement Records, Applications for Admission or Readmission, Correspondence that is relevant, Entrance Exam Reports	5 years after graduation/date of last attendance	Office of Vice President for Enrollment, Advancement, and Planning
International students	5 years after graduation/date of last attendance	Office of Vice President for Enrollment, Advancement, and Planning

Letters of Recommendation	Until date of admission	Office of Vice President for Enrollment, Advancement, and Planning
Recruitment materials	Until date of enrollment	Office of Vice President for Enrollment, Advancement, and Planning
Residency Certificates	Until date of enrollment	Office of Vice President for Enrollment, Advancement, and Planning
Residency Change Documents (non-resident to resident)	Until date of enrollment	Office of Vice President for Enrollment, Advancement, and Planning
Student Waivers for Right of Access	Until graduation/date of last attendance	Provost/Registrar's office
Transcripts—high school, other college or other academic institution	5 years after graduation/8 years after date of last attendance	Provost/Registrar's office

U. Registration and Academic Students

Item	Minimum Retention Duration	Official Repository
Academic advisement files	5 years after graduation/8 years after date of last attendance	Provost/Registrar's office
Academic Records (including narrative evaluations, competency assessments, etc.)	5 years after graduation/8 years after date of last attendance	Provost/Registrar's office
Change of Grade Forms	5 years after graduation/8 years after date of last attendance	Provost/Registrar's office
Change to Student ID Number	Permanent	Provost/Registrar's office

Course change records	1 year after date submitted	Provost/Registrar's office
Credit/no credit approvals (audit, pass/fail, etc.)	5 years after graduation/8 years after date of last attendance	Provost/Registrar's office
Certification of Graduation	5 years after graduation	Provost/Registrar's office
Disciplinary Records	5 years after date of final obligation	Provost/Registrar's office
Divisional transfer requests	5 years after graduation/8 years after date of last attendance	Provost/Registrar's office
Enrollment Verifications	1 year from enrollment date	Provost/Registrar's office
Grade reports (Registrar's copies)	1 year after date distributed	Provost/Registrar's office
Graduation Lists	Permanent	Provost/Registrar's office
Graduation Acceleration Request Form	5 years after graduation/8 years after last date of enrollment	Provost/Registrar's office
Hold or Encumbrance Authorizations	Until Released	Provost/Registrar's office
Name change	Permanent	Provost/Registrar's office
Student Class Schedules	1 year from graduation/ date of last attendance	Provost/Registrar's office
Student Registration Forms	1 year from registration	Provost/Registrar's office
Transcript requests	1 year after date submitted	Provost/Registrar's office
Transcripts	Permanent	Provost/Registrar's office
Transfer credit requests/reports	5 years after graduation/8 years after date of last attendance	Provost/Registrar's office
Veteran Administration Certifications	5 years after graduation/8 years after date of last attendance	Provost/Registrar's office

Withdrawal authorization/leave of absence authorization	5 years after graduation/8 years after date of last attendance	Provost/Registrar's office
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V. Academic Personnel

Item	Minimum Retention Period	Official Repository
Academic Search Records	3 years	Office of Provost & Dean of College
Grievances	No cause findings, 3 years from determination	Office of Provost & Dean of College
	Cause findings, Permanent	
Tenure or Promotion Dossiers	3 years	Office of Provost & Dean of College

W. Student Financial Aid Records

Item	Minimum Retention Period	Official Repository
Pell and TEACH Grants, Campus Based Programs (Perkins, SEOG and CWSP)	3 years from the end of the award year for which the aid was awarded	* Office of Vice President for Enrollment, Advancement, and Planning (Financial Aid Office)
Fiscal Operations Report (FISAP) and supporting records	3 years from the end of the award year in which the report was submitted	Office of Vice President for Enrollment, Advancement, and Planning (Financial Aid Office)
Perkins repayment records	Until the loan is satisfied, or the documents are needed to enforce obligation	Office of Vice President for Enrollment, Advancement, and Planning (Financial Aid Office)

Perkins original promissory notes	3 years from the date the loan is assigned to ED, cancelled, or repaid	Perkins Loan Servicer (ECSI)
Direct Loans & FFEL Records related to borrowers eligibility and participation	3 years from the end of the award year in which the student last attended	Office of Vice President for Enrollment, Advancement, and Planning(Financial Aid Office)
Direct Loans & FFEL All other records, including and other reports or forms	3 years from the end of the award year in which the report was submitted	Office of Vice President for Enrollment, Advancement, and Planning(Financial Aid Office)
Institutional Scholarships and Grant awards	3 years from the end of the award year in which the aid was awarded	Office of Vice President for Enrollment, Advancement, and Planning(Financial Aid Office)

X. Family Educational Rights and Privacy Act (FERPA) Documents

Item	Minimum Retention Duration	Official Repository
Requests for formal hearings	Permanent	Provost/Registrar's Office
Requests and disclosures of personally identifiable information	Permanent	Provost/Registrar's Office
Student requests for nondisclosure of directory information	Permanent	Provost/Registrar's Office
Student statements on content of records regarding hearing panel decisions	Permanent	Provost/Registrar's Office
Student's written consent for records disclosure	Permanent	Provost/Registrar's Office
Waiver for rights of access	Permanent	Provost/Registrar's Office
Written decisions of hearing panels	Permanent	Provost/Registrar's Office

Y. Publications, Statistical Data/Documents, and Institutional Reports

Item	Minimum Retention Duration	Official Repository
Degree statistics, Enrollment statistics, Grade statistics and Race/ethnicity statistics	Permanent	Office of Vice President for Enrollment, Advancement, and Planning (IR)
Schedule of classes and class lists (institutional)	Permanent	Provost/Registrar's Office
Institute publications (catalogs, handbooks, programs, etc.)	Permanent	Provost/Registrar's office
Advertising materials, other than catalogues	5 years after compilation	Office of Vice President for Enrollment, Advancement, and Planning (Marketing & Communications)
Class standing reports	Permanent	Provost/Registrar's office
Commencement Programs	Permanent	Provost/Registrar's office
Tuition Fees and Schedules	Permanent	Office of Vice President for Finance and Business (Bursar)

Z. Athletics

Item	Minimum Retention Duration	Official Repository
NATA Certified Athletic Trainer Records	Permanent	Office of Head Trainer
Student/Athlete Compliance Records	10 years	Office of Compliance Officer
Outside Groups Insurance Certificates	7 years	Office of Athletic Business Manager