

I. Academic / Student Records

| Type of Record | Official Repository | Duration |
|---|---|---|
| Academic Integrity Code Violations | School / College of Enrollment | Record of final disposition for offenses that result in suspension or expulsion: permanent. All other records: 7 years. |
| Academic Personnel | Academic Search Records | <i>See Affirmative Action/Equal Opportunity Section</i> |
| Admissions Data for Applicants Who Enroll | Admissions Office, Individual Graduate Admissions Offices | 5 years from graduation or date of last attendance |
| Admissions Data for Applicants Who Do Not Enroll, Whether Accepted or Rejected | Admissions Office, Individual Graduate Admissions Offices | 1 year after acceptance/rejection date |
| Advanced Placement Records and other Placement Test Records / Scores | Registrar, Office of the University | 5 years from graduation or date of last attendance |
| Annual Conflict of Interest Disclosure Statements | Office of Research Compliance | 5 years |
| Applications for Graduation | School / College of Enrollment | 1 year after graduation or date of last attendance |
| Audit Authorizations and Records | Registrar, Office of the University | 1 year after date submitted |
| Catalogs | Registrar, Office of the University (exceptions: MED, SDM, LAW keep theirs) | Permanent |
| Change of Course Forms-Continuing Education, Summer Sessions, and Extramural Studies | Office of Continuing Education and Summer Sessions | 1 year after submission |
| Change to Student University ID number (UID) | Registrar, Office of the University | Permanent |
| Class Lists (original) | Registrar, Office of the University | Permanent |
| Consent to Release Personally Identifiable Information (Requests for Non-Disclosure) | Registrar, Office of the University | Kept until next academic year; signatures kept 5 years |
| Correspondence, relevant | Admissions Office, Individual Graduate Admissions Offices | 5 years from graduation or date of last attendance |
| Course Offerings | Registrar, Office of the University | Permanent |
| Credit / no credit approvals (Audit, Pass/Fail, ect.) | Registrar, Office of the University | 1 year after date submitted |
| Credit by Examination Records | Registrar, Office of the University | 5 years from graduation or date of last attendance |
| Curriculum Change Authorizations | School / College of Enrollment | 5 years from graduation or date of last attendance |
| Degree, Grade, and Enrollment Statistics | Registrar, Office of the University | Permanent |
| Disciplinary Records - Students (findings of violation and related case files) | Office of the Dean of Students for Student Records (See the Office of Human resources for employee records) | Record of final disposition for offenses that result in suspension or expulsion: permanent. All other records: 7 years. |
| Enrollment Verifications | Registrar, Office of the University | 1 year from enrollment date |
| Entrance Exam Reports | Admissions Office, Individual Graduate Admissions Offices | 5 years from graduation or date of last attendance |
| Financial Aid Records (applicants who enroll), including Federal Perkins Loan Records | Financial Assistance, Office of | 5 years after the end of the award period |
| Grade Change Forms | Registrar, Office of the University | Permanent |

| Type of Record | Official Repository | Duration |
|---|---|---|
| Grade Sheets | Registrar, Office of the University | Permanent |
| Grade Books (Professors) | School / College of Enrollment | 5 years |
| Graduation Lists | Registrar, Office of the University | Permanent |
| International Student Forms (visa documentation, etc.) | International Students and Scholars Office | 5 Years |
| Letters of Recommendation (enrolled students) | School / College of Enrollment | 5 years after graduation or date of last attendance |
| Name Changes | Registrar, Office of the University | 5 years after graduation or date of last attendance |
| Original Grade Sheets | Registrar, Office of the University | Permanent |
| Patient Medical Records | Student Health Services | 20 years after final treatment |
| Personnel Files, Appointment Letters and Forms | See Human Resources Section | |
| Racial / Ethnic Statistics | Office of Institutional Research | Permanent |
| Recruitment Materials (enrolled students) | School / College of Enrollment | 5 years after graduation or date of last attendance |
| Residency Certificates (enrolled students) | School / College of Enrollment | Until date of enrollment |
| Residency Change Documents (Non-resident to Resident) | TBD | 5 years from graduation or date of last attendance |
| Schedule of Classes (institutional) | Registrar, Office of the University | Permanent |
| Student Class Schedules | Registrar, Office of the University | 1 year from graduation date or date of last attendance |
| Student Waivers for Right of Access (enrolled students) | Admissions Office, Individual Graduate Admissions Offices | Until graduation or date of last attendance |
| Suspensions and Dismissals | School / College of Enrollment | 5 years from graduation or date of last attendance |
| Tenure or Promotion Dossiers | Office of the Provost | If action approved, 3 years; If tenure denied, 7 years from end of term appointment |
| Transcripts | Registrar, Office of the University (exceptions: MED, SDM, LAW keep theirs) | Permanent |
| Transcripts — High School and Other College (applicants who enroll) | School / College of Enrollment | 5 years from graduation or date of last attendance |
| Transfer Credit Evaluations | Registrar, Office of the University | 5 years from graduation |
| Trustee Decisions Regarding Academic Personnel and Designated Executives | Office of the Trustees | Permanent |
| Veteran Administration Certifications | Registrar, Office of the University | 5 years from graduation or date of last attendance |
| Withdrawal Authorizations/Leaves of Absence - Graduate and Professional School Students | Graduate School/Professional School Registrar | After graduation or date of last attendance |
| Withdrawal Authorizations/Leaves of Absence - Undergraduate Students | University Service Center for Undergraduate Students | 2 Years |

II. Accounting & Finance

| Type of Record | Official Repository | Duration |
|---|---|---|
| Account Reconciliations (Balance Sheet) | Appropriate Department | 7 Years |
| Accounts Payable Vouchers and Attachments | Accounts Payable Department | 7Years |
| Accounts Receivable Statements, Centrally Generated | Miscellaneous Receivable | 7 Years |
| Accounts Receivable Statements, Unit Generated | Appropriate Department | 7 Years |
| Annual Conflict of Interest Disclosure Statements | Office of the Trustees | 7 years |
| Annual Financial Reports and Work Papers | General Accounting | Permanent |
| Banking Records, Including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Canceled checks | General Accounting | 7 Years |
| Billing Records | Appropriate Department | 7 Years |
| Capital Equipment Records | Financial Affairs | Life of Asset: records of equipment purchased on federal funds must be retained for three years after final disposition |
| Cash Receipts | University Cashier | 7 Years |
| Depreciation Records | General Accounting | Life of Asset |
| Effort Certifications | Office of Sponsored Programs; Office of Research Administration | 7 Years |
| Indirect Cost Rate Calculations | Office of Sponsored Programs; Office of Research Administration | 7 Years |
| Inventories | Property Management | Life of Asset |
| Journal Entries | General Accounting | 7 Years |
| New Account Records and Back-up Documentation | General Accounting | 7 years after account closing |
| Procurement Card Charge Documentation | Departmental P-Card Administrator | 7 Years |
| Travel Reimbursements and Attachments | Accounts Payable Department | 7 Years |
| University Audit Work Papers | Internal Audit | 7 Years |

III. Alumni Affairs & Development

| Type of Record | Official Repository | Duration |
|-----------------------|------------------------------|-----------------|
| Alumni Records | Development; Gifts & Records | Permanent |
| Gift Records | Development; Gifts & Records | 7 years |

| Type of Record | Official Repository | Duration |
|--|--------------------------------|-----------|
| Original Gift Letter Agreements, All others | General Accounting/Development | Permanent |
| Planned Gifts (trusts, life income, agreements, annuities) Real Estate Gifts | Development; Gifts & Records | Permanent |

IV. Construction and Facilities Management

| Type of Record | Official Repository | Duration |
|--------------------------|------------------------------------|-----------|
| As-built Drawings | Facilities Management and Planning | Permanent |
| Contracts and Agreements | Facilities Management and Planning | 14 years |
| Records of repairs | Facilities Management and Planning | 7 years |

V. Corporate Records

| Type of Record | Official Repository | Duration |
|---------------------------|-------------------------|-----------|
| Accreditation Records | Office of the President | Permanent |
| Articles of Incorporation | Office of the Trustees | Permanent |
| Board of Trustee Minutes | Office of the Trustees | Permanent |
| Bylaws | Office of the Trustees | Permanent |
| Charter | Office of the Trustees | Permanent |

VI. Equal Opportunity / Affirmative Action

| Type of Record | Official Repository | Duration |
|---|--|----------------------------------|
| Affirmative Action Plans | Human Resources/Office of Equal Opportunity | 7 Years |
| Federal and State Required Statistics and Reports | Human Resources | 7 Years |
| Non-Academic Search Materials and Documents Supporting Hiring Selection Decisions | Appropriate Department | 3 years from date of appointment |
| Academic Search Materials and Documents Supporting Hiring Selection Decisions | Appropriate Department | 3 years from date of appointment |
| Complaints of Unlawful Discrimination and Harassment | Human Resources/ Office of Equal Opportunity | Permanent |

VII. Human Resources

| Type of Record | Official Repository | Duration |
|--|--------------------------------|---|
| Certificates of Insurance, Indemnification agreements, Contracts and Insurance Policies for Benefits | Human Resources | Permanent |
| Deceased Employee Claims | Human Resources | 7 years after date of death |
| Employee Personnel Files, Non-Faculty (including application, resume, appointment/salary forms, benefits enrollment and application forms, beneficiary designations) | Human Resources | 7 years after separation |
| Faculty Benefits Applications and Paperwork, including Long-Term Disability Forms | Human Resources | 7 years after separation |
| Faculty Personnel Files (including hire paperwork, salary records, status changes, tenure/promotion, retirement/termination, and appointment recommendations) | School / College of Enrollment | 7 years after separation |
| Faculty and Staff Benefits Handbook | Human Resources | Permanent |
| Federal Reporting Requirements: Welfare Benefits and other Fringe Benefit Plans (i.e., 5500-s) | Human Resources | Permanent |
| Files for Disabled Employees | Human Resources | 7 years after benefits end |
| I-9 Forms (Faculty and Staff) | Human Resources | 3 Years, or 1 year after separation (whichever is greater) |
| I-9 Forms (Students) | Human Resources | 3 Years after employment date, or 1 year after termination (whichever is greater) |
| Individual Contracts of Employment | Human Resources | 7 years after separation |
| Occupational Injury or Illness, Records Relating to employment | Human Resources | 5 Years |
| Patient Medical Records | Occupational Health Center | 20 years after final treatment |
| Performance Appraisals | Human Resources | 7 years after separation |
| Personnel Files for Retirees | Human Resources | Permanent |
| Records Covered Under HIPAA | Human Resources | 7 years after employee's termination |
| Search Committee Records, including employment applications, resumes, and all applicant search materials | Human Resources | 7 Years |
| Severance Agreements | Human Resources | 7 years after expiration |
| Union Agreements | Human Resources | Permanent |
| Workers' Compensation Claims and Insurance Policies | Human Resources | 18 Years |

VIII. Insurance

| Type of Record | Official Repository | Duration |
|--|----------------------------|---------------------------|
| Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts | Office of Risk Management | 7 years after expiration |
| Insurance Policies (Liability, Property, and Other Policies) | Office of Risk Management | Permanent |
| Incident Reports, Accident Reports | Office of Risk Management | 7 years after report date |

IX. Legal

| Type of Record | Official Repository | Duration |
|-----------------------|-------------------------------|-----------------|
| Consent Orders | Office of the General Counsel | Permanent |
| Court Orders | Office of the General Counsel | Permanent |
| Judgments | Office of the General Counsel | Permanent |
| Releases | Office of the General Counsel | Permanent |
| Settlements | Office of the General Counsel | Permanent |

X. Medical Records

| Type of Record | Official Repository | Duration |
|-------------------------|--|--------------------------------|
| Patient Medical Records | All units, centers or other entities that provide medical case | 20 years after final treatment |

XI. Patent, Trademark and Copyright Records

| Type of Record | Official Repository | Duration |
|--|---|-----------------------------------|
| Copyright and Trademark Registrations | Office of the General Counsel or Office of Technology Development | Permanent |
| Invention Assignment Forms | Office of Technology Development | Permanent |
| Licensing Agreements | Office of Technology Development | 7 Years after termination |
| Original Patents and Related Work Papers | Office of Technology Development | Permanent |
| Royalty Records | Office of Technology Development | Life of Patent or TM plus 7 years |

XII. Payroll

| Type of Record | Official Repository | Duration |
|--|---|-------------------------------|
| Annual Payment Records | University Payroll Office | Permanent |
| Information Returns filed with Federal and State authorities (W-2, 941, 1042S, etc.) | University Payroll Office | 7 years |
| Payroll Deduction Authorization Forms (W4, ACH, Bonds) | University Payroll Office | 5 years after employment ends |
| Payroll Vouchers | University Payroll Office | 3 years |
| Record of Payments and Deductions (payroll registers, deductions lists, adjustments) | University Payroll Office | 5 years |
| Time Cards, student | Appropriate Department/Electronic, Student Employment | 3 years after pay date |
| Time Cards, non-student | Appropriate Department | 3 years |

XIII. Public Safety; Environmental Health and Safety

| Type of Record | Official Repository | Duration |
|--|---------------------------------|---------------------------|
| Accident Reports | University Police | 7 years after report date |
| Crime Reports | University Police | 7 years after report date |
| Daily Log | University Police | Permanent |
| Property Damage Reports | University Police | 7 years after report date |
| Fume Hood Testing Records | Environmental Health and Safety | 3 Years |
| Hazardous Waste Disposal Manifests and Reports | Environmental Health and Safety | 3 Years |
| Incident Records | Environmental Health and Safety | 5 Years |
| Radiation Safety Training Records | Environmental Health and Safety | 3 Years |

XIV. Purchasing

| Type of Record | Official Repository | Duration |
|--|----------------------------|-----------------|
| Purchase Orders, Contracts, Agreements | Purchasing Department | 7 years |

XV. Real Property

| Type of Record | Official Repository | Duration |
|---|-------------------------------|-----------------|
| Property Deeds, Easements, Licenses, Rights of Way, Leases, Rights of First Refusal, Remainder Interests, Mortgages | Office of the General Counsel | Permanent |
| Property Tax Returns filed with taxing jurisdiction | General Accounting | 7 Years |

XVI. Sponsored Projects, Contracts & Grants

| Type of Record | Official Repository | Duration |
|--|--|---|
| Grant and Contract Applications, Proposals, and Supporting Documentation | Office of Sponsored Programs and Office of Research Administration | 7 years after close of grant or longer if required by granting agency |
| Records Concerning Human Subject Records | Office of Research Compliance | 7 years from completion of study or longer if required by study sponsor |

XVII. Taxes

| Type of Record | Official Repository | Duration |
|--|----------------------------|-----------------|
| Excise Tax Returns | General Accounting | 7 Years |
| Information Returns (990, 1099, Form PC, etc.) | Financial Affairs | 20 Years |
| Sales Tax Returns | General Accounting | 7 Years |