

## Record Retention Schedule Appendix

<b>RECORD TYPE</b>	<b>RETENTION PERIOD</b>
<b>Administration and Finance</b>	
Accounts Payable/Receivable and Banking/Cash Handling Records	7 years
Accreditation Records	Permanent
Audit Records	Permanent
Board of Regent Member Records	Permanent
Board of Regent Member Conflict of Interest Forms	5 years after resignation
Board of Regent Member Committee Records	Permanent for agendas, minutes, reports, and correspondence
Corporate Formation and Governance Documents	Permanent
Crisis or Disaster Records	5 years
Faculty Senate Records	Permanent
Donor Gift Records	Permanent for letters and agreements of gifts, copies of bequest instruments and wills from individuals or estates, and related documentation and correspondence; 7 years for all other records.
Institutional Planning Records	Permanent for final planning reports, proposals, goal and objective statements, and instructions and explanations of process; 20 years for internal planning committee materials, surveys, activity reports, working papers, informational materials, and correspondence
Mission Statements, Strategic Plans	Permanent
Policies and Procedures Records	3 years after obsolescence
Vehicle Use Records	5 Years
Equipment Inventory Records	4 years after disposal of equipment
Equipment Maintenance Records	3 years after disposal of equipment
Requisition Records (purchase orders, etc.)	5 years
Capital Construction Projects	Permanent
Buildings/Grounds Repair, Maintenance, Remodeling, and Construction Records	Permanent for floor plans, layouts, sketches, and specifications; 7 years for all other records
Utilities Systems Operating and Maintenance Records	5 years after equipment is no longer in service for equipment maintenance histories; 10 years for all other records
Annual Fiscal Reports	10 years
Annual Financial Statements	Permanent
Travel Reports/Records	4 years

Annual Budget Records	Permanent for Annual Operating Budget documents; 7 years all other records
Contracts and Agreements Records	10 years after expiration
Insurance Policy Records	7 years after policy expiration
Leases	7 years after expiration
Deeds and titles to University real estate	Permanent
Litigation Files - Depositions, Discovery Material, Transcripts, Court Documents & Records Related to the Final Disposition of Litigation Matters	7 years after determination or file date
Legal Decisions & Settlement Documents	Permanent
<i>Federal Tax Records</i>	
Form 990 and Support	Permanent
Form 990-T and Support	Permanent
Antitrust Tax Returns and Support	Permanent
<i>State &amp; Local Tax Records</i>	
City & State Excise Tax Reports (Includes support documentation)	5 years
Unclaimed Property Filings (Includes support documentation)	6 years
<b>Academic Affairs</b>	
Academic Research Records (e.g. IRB, Animal Research, and other Research Records)	3 years after research is completed
Academic Program and Administrative Records (including but not limited to program name, program type, CIP code, credential level, and length)	8 years after each academic year in which students are enrolled in the program
Book Order Records	1 year
Catalogs (Published)	Permanent (one copy)
Course Records <sup>8</sup>	7 years after obsolescence
Curriculum Inventory Reports	2 years after superseded or revoked
Degrees Conferred Reports	2 years after superseded or revoked
New Degree Program and Course Proposal Records	Permanent for committee meeting minutes and curriculum proposals; 5 years for all other records
Room Scheduling Records	1 year
Student Handbooks (Published)	Permanent (one copy)
Course and Teacher Evaluation File	Individual Student Course Evaluations: Retain 1 year after semester ends then destroy; Promotion in Rank and Annual Faculty Evaluations: Retain 7 years then destroy
Programmatic Accreditation and Licensure Eligibility Records	Permanent
<b>Information Management Records</b>	
Computer System Maintenance Records	For life of system or component for records related to system or component repair or service; until superseded for records related to regular or vital records backups
Computer System Program Documentation Records	For life of system

Software Management Records	Until software is disposed of or upgraded
<b>Human Resources</b>	
Affirmative Action and other Employee-Related Reporting and Compliance Records	2 years
Job Announcements and Advertisements	2 years after search completed
Employment Applications	2 years after search completed
Background Investigation Results	2 years after search completed
Resumes	2 years after search completed
Letters of Recommendation	2 years after search completed
Employee Personnel Files	7 years following separation of employee from institution
Benefit Policies and Procedures	7 years after expiration of program or contract
Employee Benefit Records	6 years after discontinuation or change of benefits
Continuation of Insurance Benefits (COBRA) Records	3 years
Family and Medical Leave Case Files	3 years after employee separation
Immigrant Visa Scholars Records	10 years following approval of permanent resident status
H-1 Visa Scholars Records	6 years after expiration of visa and extensions granted
J-1 Visa Scholars Records	3 years after visa expiration
Layoff Administration Records	7 years
Position Descriptions	Present and two previous descriptions for each position or descriptions covering a period of 5 years, whichever is greater; 5 years for position reclassification records
Promotion and Salary Increase Records	7 years after end of employment
Student Employees Personnel Records	5 years after employee separation for work-study student records and 3 years after employee separation for other student employee records
Time, Attendance and Leave Records	4 years
Unemployment Compensation Claim Records	2 years
Deduction Authorization Records	4 years after authorization expires or is superseded
Wage or Salary History	5 years
Salary or Current Rate of Pay	5 years
Payroll Deductions	6 years
Time Cards or Sheets	5 years
W-2 Form	5 years
W-4 Form	5 years
Garnishments	Upon separation
Payroll Register	6 years
<b>Student Records</b>	
Enrollment Reports	2 years after superseded or revoked
IPEDS reports	2 years after superseded or revoked
Grant-In-Aid Award Records	8 years
Federal Title IV, Program Records, Institutional Records	8 years after expiration for agreements; 8 years after the end of the award year in which the student borrower last attended

	the institution for records pertaining to borrower eligibility; 8 years after the end of the award year in which the FISAP is submitted for the Fiscal Operations Report, Application to Participate and supporting documentation; for records involved in any loan, claim, or expenditure questioned by a Title IV, HEA program audit or review, investigation, or other review: until the resolution of that questioned loan, claim, or expenditure, or the end of the retention period applicable to the record, whichever is longer.
Student Institutional Financial Aid Records	8 years after the end of the award year for which aid and any private education loans were awarded and disbursed or institutional grants and scholarships provided.
Student Promissory Notes	8 years after repayment
Work Study Program Administrative Records	5 years
Admissions Records for Applicants Who Do Not Enroll (Accepted or Rejected)	1 year after application term
Admissions Records for Applicants Who Do Enroll (Accepted)	5 years after graduation or date of last attendance
Academic Action Authorizations	8 years after graduation or date of last attendance
Course Schedule Change Forms and Data	5 years after graduation or date of last attendance
Withdrawal Forms and Data	8 years after graduation or date of last attendance
Class Schedules of Students, Curriculum Change Forms	5 years after graduation or date of last attendance
Academic Standing Reports	3 years
Examinations, Tests, Term Papers, and Homework Records	1 term after completion for uncontested grade results; until resolved for contested grade results
FERPA Related Documents	Life of the affected record or until student terminates waiver for written consent of the student to disclose records and waivers for rights of access; life of the affected record for all other records
Grade Reports	5 years after graduation or date of last attendance
Student Grievance Records	6 years after graduation or date of last attendance
International Student Records	5 years after graduation or date of last attendance
Student Enrollment, Attendance and Academic Records	Permanent for transcripts, 8 years for all other records
Student Conduct Records/ Disciplinary Action Records	5 years after graduation or date of last attendance
Tuition and Fee Records	8 years after graduation or date of last attendance

Transcript Request Forms	6 months for requests of official transcripts
Veterans Records	3 years following termination of enrollment period
<b>Police, Security, and Safety</b>	
Accident and Injuries Records	3 years after final disposition of claim
Clery Records	7 years after calendar year of incident
Dispatch Records	3 years, or until case is adjudicated, whichever is longer
Emergency Response Plans and Procedures	Until superseded
Non-Staff Accident and Injuries Records	5 years
Security and Fire Records, including Crime Statistics	3 years for copies of reports filed by law enforcement agencies; 5 years for all other records
Student Incident Records	3 years if no claim results; 3 years after employee separation if incident involves employee hazard exposure
Vehicle Accident Records	3 years
<b>Environmental Health</b>	
Environmental Regulations Records	10 Years
Material Safety Data Sheets Records	30 Years from the date the substance was last received in the workplace
Training Records (OSHA)	3 years from the date on which training occurred
Medical Records for Employees with Occupational Exposure	Duration of employment plus 30 years from termination of employment
Toxic Substance Exposure Records	40 years
<b>Patient Records</b>	
Patient Healthcare Records	7 years unless otherwise mandated by law
Patient Healthcare Records (minors)	7 years from the date the minor patient reaches 18 years of age
<b>Intellectual Property Records</b>	
Records of Invention for Prospective Intellectual Property Rights	Permanent
University Intellectual Property Registration and Maintenance Records	Permanent
License Agreements (Fully Executed) and Related Records	Term of agreement/amendment plus 6 years
Third Party Intellectual Property Rights Records	5 years after the end of the fiscal year in which the records are received or created