

General Retention Schedule Information

Departments and other individual programs and offices are responsible for the organization and management of the records generated within them. This schedule is not intended to be, nor could it be, an exhaustive list of the types of records your department might generate in the normal course of business. To the extent that your existing retention schedules allow for the maintenance of records for a longer duration than those indicated on the included schedule, and to the extent that you have a need for such longer retention or a particular regulation applicable to your activities requires it, then you should follow the applicable schedule.

General Academic and Student Related	
Type of Record	Duration
Academic Integrity Code Violations/ Student Code Violations/Student Discipline	Record of final disposition: If resulting in expulsion or withdrawal with allegations pending, Permanent. All other records and outcomes not resulting in expulsion or unresolved, 4 years from the date the student graduates or would have graduated if fully matriculated.
Accreditation records (programs, general institutional, etc.)	Permanent
Admissions Data for Applicants Who Do Not Enroll, Whether Accepted or Rejected	1 year following acceptance/rejection date
Admissions Data for Applicants Who Enroll	5 years from date of graduation or date of last attendance
Catalogs	Permanent
Class Lists (original)	Permanent
Consent to Release Personally Identifiable Information (Requests for Non Disclosure)	Permanent/Update as appropriate
Credit/no credit, audit, pass/fail requests/approvals, etc.	1 year from submission date
Degree, Grade, and Enrollment Statistics	Permanent
Enrollment Verifications	1 year from enrollment date
Financial Aid Records (applicants who enroll)	4 years after separation or as may otherwise be required by applicable law/regulations if longer
General Grade Books (Professors/departments/programs)	1 year following start of course
Grades	Permanent
Graduation Lists	Permanent
Grant and Contract Applications, Proposals, and Supporting Documentation	7 years after close of grant, or longer according to grant terms or applicable laws or regulations
International Student Forms (visa documentation, etc.)	3 years or as may be required by applicable law/regulations if longer
Racial / Ethnic Statistics	Permanent

Recruitment Materials (enrolled students)	5 years following graduation or date of last attendance
Schedule of Classes (institutional)	Permanent
Student Health Records (routine)	7 years following last date of attendance
Tenure or Promotion File	7 years from date of last date of employment
Transcripts	Permanent
Veteran Administration Certifications	5 years from date of graduation or last attendance

General Business, Accounting and Finance	
Type of Record	Duration
Account Reconciliations (Balance Sheet)	7 years
Accounts Payable Vouchers and Attachments	7 years
Accounts Receivable Statements and related material	7 years
Annual Financial Reports, Final analysis, etc.	Permanent
Audit materials	7 years
Banking Records, Including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Canceled checks	7 years
Billing Records	7 years
Capital Equipment Records	5 years past life of the asset or end of depreciation, or longer per particular law or regulation related to source of funding (e.g., grant funds)
Cash Receipts	7 years
Depreciation Records	Life of asset or according to requirements of funding source if longer
General Purchase orders/contracts for goods	7 years or duration of contract plus 4 years, whichever is longer
Journal Entries	7 years
Payroll records, including time sheets	7 years
Personnel: Form I 9	Retain for 3 years or 1 year following the last day of employment, whichever is longer
Procurement Card Charge Documentation	7 years
Property Deeds, Easements, Licenses, Rights of Way, Leases, Rights of First Refusal, Remainder Interests, Mortgages	Permanent
Property Tax Returns filed with taxing jurisdiction	7 years
Travel Reimbursements and Attachments	7 years

Alumni, Planned Giving and Gift Related	
Type of Record	Duration
Alumni Records	Permanent
Gift Records (general/minor)	7 years, but business needs may warrant longer, up to Permanent
Grants	7 years following completion, or longer if required under the grant or applicable law or regulations
Original Gift Letter Agreements	Permanent
Planned Gifts (trusts, life income, agreements, annuities) Real Estate Gifts	Permanent

Personnel, Campus Facilities, Campus Safety and Security Related	
Type of Record	Duration
As-built Drawings	Permanent
Campus Master Plan	Permanent
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Liability Waivers related to routine events and activities	4 years following the conclusion of the event or activity
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Liability Waivers related to major campus projects or significant activity or undertaking	Life of contract plus 20 years, or 15 years following conclusion of the activity, as applicable
Contracts (new construction, major renovation, major improvements)	Life of contract plus 20 years
Contracts and Agreements (general, routine, minor maintenance))	Life of contract plus 4 years
Employee Personnel Files	7 years following last day of employment
Hazardous Waste Disposal Manifests and Reports	according to applicable law or regulation
Incident/accident reports, property damage reports	7 years
Individual Contracts of Employment	7 years following last day of employment
Insurance Policies (Liability, Property, and Other Policies)	Permanent
Non Academic Search Materials and Documents Supporting Hiring Selection Decisions	3 years from date of hiring
Records of general maintenance	7 years



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