



Retention of University Records
DRAFT SCHEDULE

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
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Academic Personnel

Academic search records	See Affirmative Action/Equal Opportunity Section	
Annual Conflict of Interest Disclosure Statements	Appropriate college officer	3 years
Grievances	Appropriate college office	No cause findings: 3 years from determination Cause findings, permanent
Personnel files, appointment letters and forms	See Human Resources section	
Tenure or promotion dossiers	Appropriate college office	If action approved, 3 years; if tenure denied, 3 years from end of term appt
Trustee decisions regarding academic personnel and designated executives	Secretary of the Corporation	Permanent

Accounting and Finance

Account reconciliations (balance sheet)	Appropriate department	6 years
Accounts payable vouchers and attachments	Division of Financial Affairs	6 years
Accounts receivable statements, centrally generated	Division of Financial Affairs	6 years
Accounts receivable statements, centrally generated	Appropriate department	6 years
Accounting reports (monthly reports), schedules of department balances, transaction statements, account analysis statements, monthly and year-to-date salary and wage statements	Division of Financial Affairs	6 years
Annual financial reports and work papers	Division of Financial Affairs	Permanent
APPS invoices	Division of Financial Affairs	6 years
Banking records, including deposit and withdrawal records, bank statements and reconciliation, voided and canceled checks	Division of Financial Affairs	6 years
Billing records	Appropriate department	6 years

TYPE OF RECORD**OFFICIAL REPOSITORY****DURATION****Accounting and Finance can't**

Capital equipment records	Division of Financial Affairs	Life of asset; records of equipment purchased on federal funds must be retained for 3 years after final disposition
Cash receipts	Division of Financial Affairs	6 years
DACE audit work papers	Division of Financial Affairs	6 years
Depreciation records	Division of Financial Affairs	Life of Asset
Effort certifications	Division of Financial Affairs	6 years
Indirect cost rate calculations	Division of Financial Affairs	6 years
Inventories	Appropriate department	Life of Asset
Journal entries and back-up documentation	Division of Financial Affairs	6 years
New account records and back-up documentation	Division of Financial Affairs	6 years after account closing
Procurement card charge documentation	Business Service Center	6 years
Subsidiary ledgers (AP, AR, etc)	Division of Financial Affairs	6 years
Summary analysis reports, end of year (fund, source, function)	Division of Financial Affairs	6 years
Trial balances	Division of Financial Affairs	6 years
Transaction authority cards	Division of Financial Affairs	6 years
Travel reimbursements and attachments	Division of Financial Affairs	6 years
University audit work papers	University Audit Office	6 years

Affirmative Action/Equal Opportunity

Academic search plans and statements	For forms, Office of the Associate Provost; For search materials and documents supporting decision, appropriate department	3 years
Academic search waivers	Appropriate department	For permanent waivers, 3 years from date of appt; for limited-term waivers, 3 years from satisfaction of subsequent search requirements or appt termination
Affirmative action programs	Office of the Associate Provost	Permanent
Conciliation agreements/Orders on Consent	Office of the Associate Provost	Permanent

TYPE OF RECORD**OFFICIAL REPOSITORY****DURATION****Affirmative Action/Equal Opportunity con't**

Documents supporting other academic selection decisions (e.g., promotion, termination, compensation)	Appropriate department	3 years from affection date of decision
Federal and state-required statistics and reports	Office of the Associate Provost	Permanent
Nonacademic search and hiring forms (Office of Workforce Diversity, Equity and Life Quality copies of requisition forms, applicant flow cards, CASS forms, search waivers, documentation of hiring decision forms)	Office of Workforce Diversity, Equity and Life Quality	3 years from date of appt
Nonacademic search materials and documents supporting hiring selection decisions	Appropriate department	3 years from date of appt
Sexual harassment complaints, investigations, and findings	Office of Workforce Diversity, Equity and Life Quality	No-cause findings, 3 years from determination Cause-findings, permanent

Alumni Affairs and Development

Alumni records	Information Services, Alumni Affairs and Development	Permanent
Gift records	Information Services, Alumni Affairs and Development	6 years for hard copy records Permanent for electronic records
Gifts of art	University Development	Permanent
Original gift letter agreements, signed by the President and donor	Office of University Counsel	Permanent
Original gift letter agreements, all others	Information Services, Alumni Affairs and Development	Permanent
Planned gifts (trusts, life income, agreements, annuities), real estate gifts	Office of Trusts and Estates and Planned Giving, Alumni Affairs and Development	Permanent

Student Financial Services

Student loan records	Student Financial Services	3 years after the loan has been repaid in full
Tuition and fee charges	Student Financial Services	6 years

TYPE OF RECORD**OFFICIAL REPOSITORY****DURATION****Construction**

As-built drawings	Dept of Construction Management	Permanent
Contracts and agreements	Dept of Construction Management	6 years

Corporate Records

Accreditation records	Office of the President	Permanent
Board of Trustee minutes	Secretary of the Corporation	Permanent
Bylaws	Secretary of the Corporation	Permanent
Charter	Secretary of the Corporation	Permanent

Environmental Health and Safety

Evacuation drill records	Fire Protection and Emergency Services	5 years
Fire protection systems records	Fire Protection and Emergency Services	5 years
Fume hood testing records	Laboratory and Radiation Safety	3 years
Hazardous waste disposal manifests and reports	Laboratory and Radiation Safety	3 years
Incident reports	Fire Protection and Emergency Services	5 years
Portable extinguisher training records	Fire Protection and Emergency Services	3 years
Radiation dose reports	Laboratory and Radiation Safety	Permanent
Radiation safety training records	Laboratory and Radiation Safety	3 years
Radioactive materials license and safety committee records	Laboratory and Radiation Safety	Permanent
Radioactive material receiving and inventory records	Laboratory and Radiation Safety	3 years

Human Resources

Employee personnel files (including application, resume, payroll, appointment/salary forms)	Office of Human Resources	6 years after termination
Federal reporting requirements: welfare benefits and other fringe benefit plans (i.e., 5500-s)	Office of Human Resources	Permanent
Individual contracts of employment	Office of Human Resources	6 years after termination
I-9 forms (faculty and staff)	Office of Human Resources	3 years, or 1 year after termination (whichever is greater)

TYPE OF RECORD**OFFICIAL REPOSITORY****DURATION****Human Resources con't**

Occupational injury or illness, records relating to	Office of Human Resources	5 years
Performance appraisals	Departmental personnel files	3 years after separation
Search committee records, including employment applications, resumes, and all applicant search materials	Departmental personnel files	3 years
Union agreements	Office of Human Resources	Permanent
Volunteer registration forms, parental consent forms, and agreements	Appropriate department	3 years
Workers' compensation claims and insurance policies	Office of Human Resources	18 years

Insurance

Certificates of insurance, indemnification agreements, hold-harmless agreements, contracts	Office of Risk Management and Insurance	6 years after expiration
Insurance policies (liability, property, and other policies)	Office of Risk Management and Insurance	Permanent
Incident reports, accident reports	Office of Risk Management and Insurance	4 years after report date

Legal

Consent orders	Office of University Counsel	Permanent
Court orders	Office of University Counsel	Permanent
Judgments	Office of University Counsel	Permanent
Releases	Office of University Counsel	Permanent
Settlements	Office of University Counsel	Permanent

Medical

Student Health services for regulatory required medical surveillance and monitoring records	Student Health	30 years after individual leaves the University
Student Health Services patient records (non-regulatory)	Student Health	6 years
Outside services for regulatory required medical surveillance and monitoring records	Department office	6 years

TYPE OF RECORD**OFFICIAL REPOSITORY****DURATION****Patent and Trademarks**

Original executed invention disclosure forms		Permanent (archives)
Original executed US Patent and Trademark Office (USPTO) assignment forms		Permanent (archives)
Original letters, patents		Permanent (archives)
US patent/application correspondence papers		1 year after issuance or abandonment
US patent/application filing papers		Permanent (CRF E-files)
Original registered trademarks		Permanent (archives)
Trademark-related work papers		Permanent (CRF E-files)
Original executed licensing agreements		Permanent (archives)
Licensing agreement-related work papers		6 years from expiration or termination of agreement
Royalty records		Life of Technology Patent or TM plus 6 years

Payroll

Annual payment records (W-2, alpha lists, employee transaction lists)	University Payroll Office	Permanent
Imputed income records (auto usage, CCTS)	University Payroll Office	6 years
Information returns filed with federal and state authorities (W-2, 941, 1042s, etc)	University Payroll Office	6 years
Leave-reporting documents	University Payroll Office	4 years
Payroll deduction authorization forms (W-4, DBD, CFCU bonds)	University Payroll Office	5 years after employment ends
Payroll vouchers	University Payroll Office	3 years
Record of payments and deductions (payroll registers, deduction lists, adjustments)	University Payroll Office	5 years
Time cards, student	Appropriate department	3 years after the date that all student loans are paid
Time cards, other	Appropriate department	3 years
Wage assignment orders	University Payroll Office	5 years after closed

TYPE OF RECORD**OFFICIAL REPOSITORY****DURATION****Benefits**

Employee eligibility for benefits	Office of Human Resources	6 years after death of eligible employee and beneficiary
Employee personal information (name, address, SSN, period of employment)	Office of Human Resources	6 years after death of eligible employee and beneficiary
Employee service records	Office of Human Resources	6 years after death of eligible employee and beneficiary
Plan administrator setting forth authority to pay, Records of	Office of Human Resources	Permanent
Benefits paid to employees or their beneficiary	Office of Human Resources	6 years after death of eligible employee and beneficiary
Benefit plans and all attached amendments	Office of Human Resources	Permanent
Benefit plans filed with the Dept of Labor and the IRS	Office of Human Resources	permanent

Planning and Budget

Plans and projections	Office of the Treasurer	Permanent
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Public Safety

Accident reports	Office of University Police	4 years after report date
Crime reports	Office of University Police	4 years after report date
Property damage reports	Office of University Police	4 years after report date

Purchasing

Purchase orders, contracts, agreements	Purchasing	6 years
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Real Property

Documents for leases, licenses, construction contracts and other contracts of a temporary nature, valued at less than \$50,000	Office of Real Estate	6 years after expiration of lease or contract term
Property deeds, easements, licenses, rights of way, rights of first refusal, remainder interests, mortgages	Office of Real Estate	Permanent
Property tax returns filed with taxing jurisdiction	Office of Real Estate	6 years

TYPE OF RECORD**OFFICIAL REPOSITORY****DURATION****Real Property con't**

Title insurance policies	Office of Real Estate	10 years after disposal of property
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Sponsored Projects Contracts, Grants

Animal welfare projects	Office for Research	3 years or contract period
Grant and contract applications, proposals, and supporting documentation	Office for Research	6 years after close of grant (State?) 3 years after close of grant (for federal grants and contracts)
Human subject records	Office for Research	3 years or contract period
Recombinant DNA research records	Office for Research	Permanent

Tax

Assets; acquisition/disposition	See Accounting and Finance section	
Depreciation schedules	See Accounting and Finance section	
Excise tax returns	Division of Financial Affairs	6 years
Fringe benefit returns	See Human Resources section	
Income tax returns	Division of Financial Affairs	Permanent
Information returns (990, 1099, 8282, 90.22, etc.)	Division of Financial Affairs	Permanent
Payroll tax returns (W-2, SS, unemployment tax)	See Payroll section	
Benefit plan tax returns	See Benefits section	
Property tax returns	See Real Property section	
Sales tax returns	Division of Financial Affairs	6 years