Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archive
Acceptance letters (non-enrolled students) - NTID	2 years after admission	NTID	Admissions	
Advanced Placement Records (non-enrolled students) - NTID	2 years after application	NTID	Admissions	
Advertising materials, other than catalogs - NTID	5 years after compilation	NTID	Admissions	
Applications for Admissions or Readmission (non- enrolled students) - NTID	2 years after application	NTID	Admissions	
Correspondence (non-enrolled students) - NTID	2 years after application	NTID	Admissions	
Entrance Exam Reports (non-enrolled students) - NTID	2 years after application	NTID	Admissions	
	Until date of	NTID	Admissions	
Letters of Recommendation (graduate) - NTID Letters of Recommendation (non-enrolled students) -	graduation 2 years after			
NTID	application	NTID	Admissions	
Letters of Recommendation (undergraduate) - NTID	Until date of admission Until date of	NTID	Admissions	
Recruitment materials (for individual students) - NTID	enrollment	NTID	Admissions	
Residency Classification Forms (non-enrolled students) - NTID	3 years after application	NTID	Admissions	
Student Advising Files - NTID	10 years after admission	NTID	Admissions	
Transcripts - high school (non-enrolled students) - NTID	2 years after application	NTID	Admissions	
	4 years after graduation/date of			
Veteran Administration Certifications - NTID	last attendance	NTID	Admissions	
	2 years after end of class or appeal,			
Course Exams	whichever is greater 6 years after	Academic Affairs	Approprate College/Department	
Equipment files and maintenance records	disposition	All	Appropriate College/Department	
	3 years after graduation/7 years			
Academic advisement files (graduate)	after initial registration	Academic Affairs	Appropriate Academic Department	
	3 years after graduation/date of			
Academic advisement files (undergraduate)	last attendance	Academic Affairs	Appropriate Academic Department	
Advisory Board minutes, agenda and materials	Permanent	All	Appropriate Advisory Board	✓
College Strategic Planning Records	Permanent	Academic Affairs	Appropriate College	✓
Academic Conduct Committee files (cause findings)	Permanent 1 year after	Academic Affairs	Appropriate College/Department	
Academic Conduct Committee files (no cause findings)	graduation 1 year after end of	Academic Affairs	Appropriate College/Department	
Class Roster	quarter	Academic Affairs	Appropriate College/Department	
College/Department Office Student Files (maintained in college/department on currently enrolled students)	1 year after graduation	Academic Affairs	Appropriate College/Department	
Correspondence - relevant student specific correspondence (other than admissions)	1 year after graduation	Academic Affairs	Appropriate College/Department	
	3 years from end of		Appropriate College/ Department	
Course Evaluations (Adjunct Faculty)	course 5 years from date of	Academic Affairs	Appropriate College/Department	
Course Evaluations (Lecturers)	hire or last promotion	Academic Affairs	Appropriate College/Department	
Course Evaluations (Non-Tenure/Tenure Track Faculty)	3 years after termination of employment	Academic Affairs	Appropriate College/Department	
Faculty Grade Books (including quiz scores, exam scores, and other student grades)	2 years after end of class or appeal, whichever is greater	Academic Affairs	Appropriate College/Department	
Lecture Series documentation, advertisements, lectures	3 years	Academic Affairs	Appropriate College/Department	1
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Student files (maintained in college/department on students currently enrolled)	1 year after graduation	Academic Affairs	Appropriate College/Department	

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Destiment Name	Retention Period	Applicable Division/Department	Official Decesitory	RIT Archives
Document Name Directories	2 years	Division/Department Finance and Administration	Official Repository Chief Information Officer	
Annual Conflict of Interest Disclosure Forms (Faculty				v
and Staff) Complaints and Reports of Harassment or	6 years 7 years from date of	Finance and Administration	Compliance and Ethics	
Discrimination	report 6 years after	Finance and Administration	Compliance and Ethics	
Conflict of Interest Determinations - Employees	employment ends	Finance and Administration	Compliance and Ethics	
Conflict of Interest Disclosures - Employees	6 years after employment ends	Finance and Administration	Compliance and Ethics	
Conflict of Interest Management Plans - Employees	6 years after employment ends	Finance and Administration	Compliance and Ethics	
Disability Accommodation Records - Employees	6 years after employment ends 6 years after	Finance and Administration	Compliance and Ethics	
Final Investigation Reports and Exhibits - Employees	employment ends	Finance and Administration	Compliance and Ethics	
Institute Risk Map	Permanent 6 years after	Finance and Administration	Compliance and Ethics	
Motor Vehicle Records	employment ends	Finance and Administration	Compliance and Ethics	
Notice of Appeal - TIX	7 years from date appeal filed	Finance and Administration	Compliance and Ethics	
	7 years from date of letter			
Outcome Letters	1 year beyond last date H-1B	Finance and Administration	Compliance and Ethics	
Public Inspection Files	nonimmigrant is employed under labor condition application	Finance and Administration	Compliance and Ethics	
Risk Register	Permanent	Finance and Administration	Compliance and Ethics	
	5 years after transaction (OFAC			
Third Party Screening	requirement)	Finance and Administration	Compliance and Ethics	
Training Records	6 years	Finance and Administration	Compliance and Ethics	
Accounts payable ledger, vouchers and attachments	6 years	Finance and Administration	Controller's Office	
Accounts receivable ledger and statements	6 years	Finance and Administration	Controller's Office	
Annual Tax Payment Records (941)	6 years after returns are filed	Finance and Administration	Controller's Office	
Auditor management letters	Permanent	Finance and Administration	Controller's Office	
Banking Records, including deposit and withdrawal records, bank statements and reconciliation, voided and canceled checks	6 years	Finance and Administration	Controller's Office	
Billing Records	6 years	Finance and Administration	Controller's Office	
Bond Records (Offering, Funding, and	6 years after life of			
Reimbursement) Budget Materials	bond	Finance and Administration Finance and Administration	Controller's Office	
Capital Equipment Records	6 years Life of Asset	Finance and Administration	Controller's Office Controller's Office	
Cash Receipts	6 years	Finance and Administration	Controller's Office	
Chart of Accounts	Permanent	Finance and Administration	Controller's Office	
Depreciation Records	Life of Asset	Finance and Administration	Controller's Office	
Employee Fringe Benefit Payment Records (including determination of value)	6 years	Finance and Administration	Controller's Office	
Employee Reimbursement Records	6 years	Finance and Administration	Controller's Office	
Employee W-2 or 1099	6 years	Finance and Administration	Controller's Office	
Excise Tax Returns	6 years after returns are filed	Finance and Administration	Controller's Office	
Excise fax returns Expense Reports	6 years	Finance and Administration	Controller's Office	
Federal Student Aid records (including program	5 9 000 5		- site oner 5 onnee	
transactions and statements)	6 years	Finance and Administration	Controller's Office	
Financial Records, supporting documents, statistical records, and all other records pertinent to an award (Federal awards)	3 years from the date of submission of the final report	Finance and Administration	Controller's Office	
Financial Records, supporting documents, statistical records, and all other records pertinent to an award	6 years from the date of submission of the			
(New York State awards)	final report	Finance and Administration	Controller's Office	
Financial Statements (audited) and work papers	6 years	Finance and Administration	Controller's Office	
Imputed Income Records	6 years 6 years after returns	Finance and Administration	Controller's Office	
Income Tax Returns	are filed	Finance and Administration	Controller's Office	

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
Indirect Cost Rate Calculations	3 years following end of effective date	Finance and Administration	Controller's Office	
Information Returns (990, 1099, 8282, etc.)	6 years after returns are filed	Finance and Administration	Controller's Office	
Information Returns filed with Federal and State			controller's office	
authorities (Census Bureau, Labor Department,	6 years after returns			
Questionnaires, etc.)	are filed	Finance and Administration	Controller's Office	
Investment Consultant Reports	6 years	Finance and Administration	Controller's Office	
Investment Manager Contracts (including correspondence)	6 years after all obligations end	Finance and Administration	Controller's Office	
Investment Performance Reports	6 years	Finance and Administration	Controller's Office	
Invoices	6 years	Finance and Administration	Controller's Office	
IRS exemption determination and related	-	Financia en el Aldurinistantico	Construction office a	
correspondence	Permanent	Finance and Administration	Controller's Office Controller's Office	
Journal Entries with backup	6 years	Finance and Administration	Controller's Onice	
	6 years after termination of			
Overpayment/Repayment of Wages Forms	employment	Finance and Administration	Controller's Office	
Payroll Deduction Authorization Forms	6 years after employment ends	Finance and Administration	Controller's Office	
Payroll Vouchers	3 years	Finance and Administration	Controller's Office	
	•			
Post award Grant and Contract Files, not including	9 years after end of fiscal year in which			
financial records - financial records	transaction occurred	Finance and Administration	Controller's Office	
Post Award Grant and Contract Files, not including	6 years after close of	Finance and Administration	Controller's Office	
financial records (New York State awards) Post Ward Grant and Contract Files, not including	grant 3 years after close of	Finance and Administration	Controller's Onice	
financial records (Federal awards)	grant	Finance and Administration	Controller's Office	
Private Grants, Contract Documents and Files	3 years after end of all obligations	Finance and Administration	Controller's Office	
	6 years after life of			
Private Use Records	bond	Finance and Administration	Controller's Office	
Record of Payments and Deductions	5 years	Finance and Administration	Controller's Office	
Calas Tay Dati was	6 years after returns		Controllor's Office	
Sales Tax Returns Tax Audit closing letters	are filed Permanent	Finance and Administration Finance and Administration	Controller's Office Controller's Office	
Time Cards (including student employees)	3 years	Finance and Administration	Controller's Office	
Trial Balances	6 years	Finance and Administration	Controller's Office	
Wage Assignment Orders	5 years after close	Finance and Administration	Controller's Office	
Subpoenas (Information Subpoenas) received by				
Payroll	Permanent	Finance and Administration	Controller's Office/Payroll	
Repair Service Documentation	6 years	Finance and Administration	Digital Den	
Sales Receipts (computers/devices, software, accessories, photo equipment/accessories, etc.) hard				
copy and electronic records	6 years	Finance and Administration	Digital Den	
	,	Division of Enrollment	5	
Acceptance letters (non-enrolled students)	2 years after admission	Management	Enrollment Management	
Advanced Placement Records (non-enrolled students)	2 years after application	Division of Enrollment Management	Enrollment Management	
Advortising materials, other than setals as	5 years after	Division of Enrollment		
Advertising materials, other than catalogs	compilation 2 years after	Management Division of Enrollment	Enrollment Management	
Applications for Admission or Readmission (non- enrolled students)	application	Management	Enrollment Management	
Career/Employment Placement Records	6 years after graduation	Division of Enrollment Management	Enrollment Management	
	2 years after	Division of Enrollment		
Correspondence (non-enrolled students)	application	Management	Enrollment Management	
Entrance Exam Reports (non-enrolled students)	2 years after application	Division of Enrollment Management	Enrollment Management	
Letters of Recommendation (graduate)	Until date of	Division of Enrollment		
Letters of Recommendation (graduate)	graduation 2 years after	Management Division of Enrollment	Enrollment Management	
Letters of Recommendation (non-enrolled students)	application	Management	Enrollment Management	
Letters of Recommendation (undergraduate)	Until date of admission	Division of Enrollment Management	Enrollment Management	
	Until date of	Division of Enrollment		
Recruitment materials (for individual students)	enrollment	Management	Enrollment Management	
Residency Classification Forms (non-enrolled students)	3 years after application	Division of Enrollment Management	Enrollment Management	

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archive
Student Advising Files	10 years after admission	Division of Enrollment Management	Enrollment Management	
	2 years after	Division of Enrollment		
Transcripts - high school (non-enrolled students)	application	Management	Enrollment Management	
	4 years after graduation/date of	Division of Enrollment		
Veteran Administration Certifications	last attendance	Management	Enrollment Management	
Chemical Inventories	6 years	Finance and Administration	Environmental Health and Safety	
DHS Records	Permanent	Finance and Administration	Environmental Health and Safety	
EH&S Incident Records	5 years	Finance and Administration	Environmental Health and Safety	
Elevator Certifications	6 years	Finance and Administration	Environmental Health and Safety	
Evacuation Drill Records	6 years	Finance and Administration	Environmental Health and Safety	
Fire Inspection Systems Records and Reports	6 years	Finance and Administration Finance and Administration	Environmental Health and Safety	
Hazardous Waste Disposal Manifests and Reports	6 years	Finance and Administration	Environmental Health and Safety	
Naterial Safety Data Sheets OSHA Illness or Injury Records or Logs	40 years 40 years	Finance and Administration	Environmental Health and Safety Environmental Health and Safety	
OSHA Safety and Health Training Reports	•	Finance and Administration	•	
Portable Extinguisher Training Records	6 years 6 years	Finance and Administration	Environmental Health and Safety Environmental Health and Safety	
Quarterly Lab Inspections	6 years	Finance and Administration	Environmental Health and Safety	
Radiation Dose Reports	Permanent	Finance and Administration	Environmental Health and Safety	
	rennanen		Environmental Health and Safety	
Radioactive Material Receiving and Inventory Records	6 years	Finance and Administration	Environmental Health and Safety	
Direct Loan Counseling Records (Entrance)	6 years	Division of Enrollment Management	Financial Aid and Scholarships	
Fodoral Direct Student Loan Account Reconciliations	(waars	Division of Enrollment	Financial Aid and Scholarching	
Federal Direct Student Loan Account Reconciliations Federal Direct Student Loan Account Reconciliations	6 years	Management Division of Enrollment	Financial Aid and Scholarships	
(awards, origination, disbursements)	6 years	Management	Financial Aid and Scholarships	
Federal Student Aid awards, grants, fellowships, scholarships, loans, work study, and records used to determine eligibility	6 years	Division of Enrollment Management	Financial Aid and Scholarships	
Fiscal Operations Report/Application for Funding		Division of Enrollment		
(FISAP)	6 years	Management Division of Enrollment	Financial Aid and Scholarships	
Program Participation Agreements	Permanent	Management	Financial Aid and Scholarships	
Title IV Grants (originated through Department of Education Common Origination and Disbursement	(Division of Enrollment		
System)	6 years	Management	Financial Aid and Scholarships	
Critical Incident Files	6 years	Finance and Administration	Global Risk Management Services	
Insurance Applications (including documentation)	6 years	Finance and Administration	Global Risk Management Services	
Insurance Policies (liability, property, and other policies)	Permanent	Finance and Administration	Global Risk Management Services	
sources,	6 years after creation		Global hisk wallagement services	
Threat Assessment Team Files	or close of file (whichever is greater)	Finance and Administration	Global Risk Management Services	
Unlitigated Claims	6 years after settlement	Finance and Administration	Global Risk Management Services	
5	1 year after graduation/last date		5	
Graduate Student Advising Files	of attendance	Academic Affairs	Graduate Studies	
Higher Education Opportunity Program application materials (accepted students)	6 years after last date of contact	Student Affairs	HEOP Office	
Higher Education Opportunity Program application materials (for prospective applicants)	1 year	Student Affairs	HEOP Office	
	3 years after			
Performance Appraisals and related documents (staff)	termination of employment	All	Human Resources	
Department Heads and Chairs Resumes	Permanent	Finance and Administration	Human Resources	✓
Disability and Sick Benefit Records	6 years from date of termination of employment	Finance and Administration	Human Resources	
Employee Background Checks (including Controlled	6 years after			
Substance Test Results)	employment ends	Finance and Administration	Human Resources	
Employee Benefit Plan Documents and All Attached Amendments	Permanent	Finance and Administration	Human Resources	
Employee Elections/Referrals	6 years after employment ends	Finance and Administration	Human Resources	

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
	6 years after death of			
Employee Eligibility for Benefits	eligible employee of beneficiary	Finance and Administration	Human Resources	
	6 years from			
Employee Medical Documentation (store separate	termination of	Fire and a desiring the time	Li	
from personnel file) Employee Orientation and Training Materials	employment Permanent	Finance and Administration Finance and Administration	Human Resources Human Resources	\checkmark
	6 years from date of			
Employee Pay Statements	statement	Finance and Administration	Human Resources	
	6 years after death of eligible employee of			
Employee Service Records	beneficiary	Finance and Administration	Human Resources	
Employment Applications and Resumes (employees)	6 years after employment ends	Finance and Administration	Human Resources	
Employment Applications and Resumes (non-	employment ends			
employees)	3 years	Finance and Administration	Human Resources	
Federal Reporting Requirements: welfare benefits and other fringe benefit plans	Permanent	Finance and Administration	Human Resources	
Form 5500 (including supporting documentation)	6 years	Finance and Administration	Human Resources	
C	6 years from	Fire and a desiration time	Likewan Deserver	
Grievances (Staff)	termination	Finance and Administration	Human Resources	
	Upon issuance of the Grievance Committee			
Grievances (Staff) - audio recordings of Grievance	written	Finance and Administration		
Committee Hearings	recommendation	Finance and Administration	Human Resources	
	6 years from termination of			
	employee, or 10 years			
Human Resources Discrimination and Harassment	from date of initial complaint, whichever			
Files	is shorter	Finance and Administration	Human Resources	\checkmark
	6 years from date of			
	termination of Employee or 10 years			
Internal Human Resources Employee Investigations	from date of initial			
(Hearing Panel Approach - no violation found) includes notes, reports and documentation	complaint, whichever is shorter	Finance and Administration	Human Resources	
Internal Human Resources Employee Investigations	6 years from date of			
(Hearing Panel Approach - violation found) includes	termination of	Finance and Administration	Human Resources	
notes, reports and documentation Internal Human Resources Employee Investigations	Employee 6 years from date of	Finance and Administration	Human Resources	
(non-Hearing Panel Approach) includes notes, reports	termination of			
and documentation	Employee	Finance and Administration	Human Resources	
	3 years after date of hire or 1 year after			
	end of service,			
IRS Form I-9 (store separate from personnel file) Labor Certifications (including recruitment materials	whichever is longer 5 years from filing of	Finance and Administration	Human Resources	
and supporting documentation)	certification	Finance and Administration	Human Resources	
Leave Reporting Documents	4 years	Finance and Administration	Human Resources	
	6 years from date of termination of			
Personnel Files, Appointment Letters and Forms	employment	Finance and Administration	Human Resources	
Search Committee Records (including committee	2 vears	Finance and Administration	Human Resources	
members' notes) - candidates not hired Search Committee Records (including committee	3 years 6 years after			
members' notes) - hired candidate	employment ends	Finance and Administration	Human Resources	
Summary Plan Descriptions	Permanent	Finance and Administration	Human Resources	
Title IX documentation (Policy C27.0) Employees	7 years from incident reporting date	Finance and Administration	Human Resources	
Unemployment Insurance Claims and Supporting				
Documents Workers Compensation Claims and Supporting	6 years	Finance and Administration	Human Resources	
Documents	18 years	Finance and Administration	Human Resources	
Liveren Cubiert Descude En ada (C. C.	3 years from	Office of the Vice President	Libraran Cultivity Day	
Human Subject Records - Faculty/Staff exempt projects	submission 1 year from	for Research Office of the Vice President	Human Subjects Research	
Human Subject Records - Student exempt projects	submission	for Research	Human Subjects Research	

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archive
Human Subject Records - Student, Faculty/Staff non- exempt (Expedited and Board Reviewed)	3 years from conclusion of project	Office of the Vice President for Research	Human Subjects Research	
Notary Public (e-Notary only) video and/or audio	conclusion of project	lor Research	Human Subjects Research	
recordings	10 years	All	Individual Notary Public	
Notary Public Journal of all notarial acts performed (traditional Notary and e-Notary)	10 years	All	Individual Notary Public Institute Audit, Compliance and	
nternal Audit Reports (all engagement types)	Permanent	Finance and Administration	Advisement	
nternal Audits/Reviews/Files and Work Papers (all			Institute Audit, Compliance and	
engagement types) Institutional Research, Data & Analytics Internal	10 years	Finance and Administration	Advisement Institutional Research, Data &	
Analyses	6 years	Finance and Administration	Analytics	~
Institutional Research, Data & Analytics Reports (internal and external)	3 years	Finance and Administration	Institutional Research, Data & Analytics	~
Integrated Postsecondary Education Data Systems	2 voars	Financo and Administration	Institutional Research, Data &	.(
(IPEDS) Reports New York State Education Department Surveys,	3 years	Finance and Administration	Analytics Institutional Research, Data &	v
Reports, and Registrations	3 years	Finance and Administration	Analytics	~
Invention Disclosure Forms	Permanent	Office of the Vice President for Research	Intellectual Property Management Office	
	6 years from			
Licensing Agreements	termination of Agreement	Office of the Vice President for Research	Intellectual Property Management Office	
	-	Office of the Vice President	Intellectual Property Management	
Original Patents and related work papers	Permanent	for Research	Office	✓
	Life of Patent or Trademark, plus 6	Office of the Vice President	Intellectual Property Management	
Royalty Records	years 6 years after	for Research	Office	
International Student Financial Documents	graduation	Student Affairs	International Student Office	
Residency Certificates	Until date of enrollment	Student Affairs	International Student Office	
	6 years after			
Student Immigration Information (I20, DS2019)	graduation 6 years after	Student Affairs	International Student Office	
Student Visa Documents	graduation	Student Affairs	International Student Office	
Affirmative Action Plans (including documentation)	Permanent	Finance and Administration	Legal Affairs	\checkmark
Court Orders	Permanent	Finance and Administration	Legal Affairs	
Settlements	Permanent	Finance and Administration	Legal Affairs	
Consent Orders	Permanent	Finance and Administration	Legal Affairs	
EEO Reports	Permanent	Finance and Administration	Legal Affairs	
Judgments	Permanent	Finance and Administration	Legal Affairs	
Litigated Claims	6 years after settlement	Finance and Administration	Legal Affairs	
Releases - Litigation Matters	Permanent	Finance and Administration	Legal Affairs	
Subpoenas and Responsive Documentation	Permanent	Finance and Administration	Legal Affairs	
Original Trademark and related paperwork	Permanent	All	Marketing and Communications	✓
Agenda for Action - NTID	Permanent	NTID	NTID Office of the President	\checkmark
AITU Reports - NTID	6 years	NTID	NTID Office of the President	
Calendars, Appointment - NTID President	6 years	NTID	NTID Office of the President	\checkmark
Correspondence, General - NTID President	6 years	NTID	NTID Office of the President	\checkmark
Presidential Medallion Records - NTID	Permanent	NTID	NTID Office of the President	✓
Presidential Recognition Citations - NTID	Permanent	NTID	NTID Office of the President	✓
Presidential Speeches and Presentations - NTID	Permanent	NTID	NTID Office of the President	✓
Strategic Planning Records - NTID	Permanent	NTID	NTID Office of the President	~
Faculty Mid-Tenure Comprehensive Review Documentation	6 years	Academic Affairs	Office of the Dean of the Appropriate College	
Agenda for Action	Permanent	Office of the President	Office of the President	✓
AITU Reports	6 years	Office of the President	Office of the President	
Calendars, Appointment - President	6 years	Office of the President	Office of the President	√
Correspondence, General - President	6 years	Office of the President	Office of the President	✓
Presidential Medallion Records	Permanent	Office of the President	Office of the President	✓
Presidential Recognition Citations	Permanent	Office of the President	Office of the President	✓
Presidential Speeches and Presentations	Permanent	Office of the President	Office of the President	√
Strategic Planning Records Online Learning Materials	Permanent	Office of the President Academic Affairs	Office of the President	✓
	2 years after last use		Online Learning	
Parking Tickets (paid and unpaid)	6 years	Finance and Administration	Parking and Transportation Services	

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
	6 years after all	Finance and Administration	Drag warrant Carriage Office	
Bids (accepted)	obligations end	Finance and Administration Finance and Administration	Procurement Services Office Procurement Services Office	
Bids (rejected) <\$100,000 Bids (rejected) >\$100,000	1 year 6 years	Finance and Administration	Procurement Services Office	
Purchase Orders (including supporting	0 years		Procurement services Onice	
documentation)	6 years	Finance and Administration	Procurement Services Office	
Request for Proposals	6 years	Finance and Administration	Procurement Services Office	
Accreditation Reports and supporting documents	Permanent	Academic Affairs	Provost	✓
Dismissal for Cause Documentation (Faculty) - Cause				
Finding	Permanent	Academic Affairs	Provost	
Dismissal for Cause Documentation (Faculty) - No	3 years from			
Cause Finding	determination	Academic Affairs	Provost	
Faculty Curriculum Vitae	Permanent	Academic Affairs	Provost	✓
Faculty Tenure or Promotion Documentation - Tenure	2	A se devei a A SS-inc	Description	
Approved	3 years	Academic Affairs	Provost	
Institute Policies and Procedures Manual	Permanent	Office of the Provost	Provost	v
Faculty Tenure or Promotion Documentation - Tenure	3 years from date of term appointment for tenure; 3 years from date of denial for			
Denied	other promotions	Academic Affairs	Provost	
Grievances (Faculty) - Cause finding	6 years from termination	Academic Affairs	Provost	
	3 years from			
Grievances (Faculty) - No Cause finding	determination	Academic Affairs	Provost	
Access Control Records	6 years	Finance and Administration	Public Safety	
Accident Reports	4 years after report date	Finance and Administration	Public Safety	
	4 years after report			
Clery Act and Uniform Crime Reports	date	Finance and Administration	Public Safety	
	4 years after report			
Crime Reports	date	Finance and Administration	Public Safety	
Monthly Health and Safety Inspection Reports	6 years	Finance and Administration	Public Safety	
Notification of Ban from Campus	6 years	Finance and Administration	Public Safety	
	4 years after report			
Property Damage Reports	date	Finance and Administration	Public Safety	
Public Safety Officer Daily Activity Logs	4 years	Finance and Administration	Public Safety	
Deeds	Permanent	Finance and Administration	Real Estate Office	✓
Real Property Leases (current and expired)	6 years after all obligations end	Finance and Administration	Real Estate Office	
Assessment latter (asselled students)	10 years after		Do eistuar	
Acceptance letters (enrolled students)	admission	Academic Affairs	Registrar	
Advanced Placement Records, Applications for	10 years after			
Admission or Readmission, correspondence that is relevant, Entrance Exam reports (enrolled students)	10 years after admission	Academic Affairs	Registrar	
Certification of Graduation	Permanent	Academic Affairs	Registrar	
	6 years after graduation/date of			
Change of Major Requests	last attendance	Academic Affairs	Registrar	
Change to Student ID Number	Permanent	Academic Affairs	Registrar	
Commencement Programs	Permanent	Academic Affairs	Registrar	✓
Credit/No Credit Approvals (audit, pass/fail, etc.)	1 year after date submitted	Academic Affairs	Registrar	
Degree statistics, Enrollment statistics, Grade statistics,				
and Race/Ethnicity statistics	Permanent	Academic Affairs	Registrar	\checkmark
Drop (Add Posords	1 year after date	Acadomic Affaire	Pagistrar	
Drop/Add Records FERPA Consent Forms	submitted	Academic Affairs Academic Affairs	Registrar	
Hold or Encumbrance Authorizations	Permanent Until released	Academic Affairs	Registrar Registrar	
Institute Publications (catalogs, handbooks, programs,				
etc.)	Permanent	Academic Affairs	Registrar	~
Name Change	Permanent	Academic Affairs	Registrar	
Schedule of Courses	Permanent	Academic Affairs	Registrar	\checkmark
	Until graduation/date			
Student Waivers for Right of Inspection	of last attendance 10 years after	Academic Affairs	Registrar	
Transcript Requests	admission	Academic Affairs	Registrar	
Transcripts - high school, other college or other	10 years after		2	
academic institution (enrolled students)	admission	Academic Affairs	Registrar	

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archive
Transcripts - RIT	Permanent	Academic Affairs	Registrar	
	10 years after		5	
	graduation/date of			
Transfer credit requests/reports	last attendance	Academic Affairs	Registrar	
	2 years after			
Withdrawal authorization/leave of absence authorization	graduation/date of last attendance	Academic Affairs	Registrar	
	1 year from date of			
Resident Advisor Applications/Essays (not selected)	application	Student Affairs	Residence Life Office	
Resident Advisor files including Applications/Essays	2 years from date of			
and Performance Evaluations	last service as RA	Student Affairs	Residence Life Office	
	6 years after RIT no			
Deed of Gift	longer has possession of the gift	Office of the Provost	RIT Libraries	
Annual Conflict of Interest Disclosure Forms (Trustees)	6 years	Office of the President	Secretary of the University	
Board of Trustees Resolutions, meeting materials,				
minutes, and agendas (including Committees)	Permanent	Office of the President	Secretary of the University	✓
RIT Corporate Documents (including By-Laws, Charter, and Licenses)	Permanent	Office of the President	Socrotany of the University	1
Trustee files (information on individual trustees	remanent	Office of the President	Secretary of the University	•
including correspondence)	Permanent	Office of the President	Secretary of the University	\checkmark
	6 years after all		Senior VP for Finance and	
Mortgages, Security Agreements	obligations end	Finance and Administration	Administration	
Pre-Award Grant and Contract Applications, Proposals				
and Supporting Documents and corresponding				
Executed Sponsored Research Grants and Contracts,				
and Post-Award contract modifications, data files,	2 vears after class of	Office of the Vice President		
reports, and project notebooks (federal awards, including federal dollars paid RIT on subcontracts)	3 years after close of grant and contracts	Office of the Vice President for Research	Sponsored Research Services	
	grant and contracts	Tor Research	sponsorea research services	
Des Assessed Constant of Assetting Descention				
Pre-Award Grant and Contract Applications, Proposals and Supporting Documents and corresponding				
Executed Sponsored Research Grants and Contracts,				
and Post-Award contract modifications, data files,				
reports, and project notebooks (New York State,	6 years after close of	Office of the Vice President		
corporate, and private awards)	grant and contract	for Research	Sponsored Research Services	
Pre-Award Grant and Contract Applications, Proposals, and Supporting Documents that are not funded or	6 years from	Office of the Vice President		
awarded	submission	for Research	Sponsored Research Services	
CIAR Incident Reports	6 years	Student Affairs	Student Affairs	
Mediation or Restorative Conferencing Agreements	5 years	Student Affairs	Student Affairs	
	6 years from case			
Student Behavior Consultation Team Files	creation	Student Affairs	Student Affairs	
Student requests for nondislcosure of directory		C		
information	Permanent	Student Affairs	Student Affairs	
Student Conduct and University Appeal Records, including Audio/Visual Recordings for any matter that				
including Audio/ visual Recordings for any matter that includes an outcome of suspension or expulsion	Permanent	Student Affairs	Student Conduct Office	
	i cimanene			
Student Conduct and University Appeal Records, including Audio/Visual Recordings unless the				
outcome includes suspensionor expulsion. Includes all				
records related to policies D.18, D.19, or	7 years from incident			
C.27(students).	reporting date	Student Affairs	Student Conduct Office	
Student Organization Conduct Records (not	7 years from incident	Student Affair-	Student Canduct Office	
responsible)	reporting date	Student Affairs	Student Conduct Office	
Student Organization Conduct Records (responsible findings of Suspension, Loss of				
Recognition/Disaffiliation, or Expulsion)	Permanent	Student Affairs	Student Conduct Office	
Student Organization Conduct Records (responsible		-		
findings of Warnings, Probations, and Good Samaritan				
status)	Permanent	Student Affairs	Student Conduct Office	
		Office of Career Services and		
Student Employee orientation and training materials	Permanent	Cooperative Education	Student Employment Office	
Student Employee records	6 years after employment ends	Office of Career Services and Cooperative Education	Student Employment Office	
Student Employee records	6 years after	Office of Career Services and	statent Employment Office	
(employed)	employment ends	Cooperative Education	Student Employment Office	

		Applicable		
Document Name	Retention Period	Division/Department	Official Repository	RIT Archives
Direct Loan Counseling Records (Exit)	3 years after loan is repaid, canceled, or assigned to the Department of Education	Finance and Administration	Student Financial Services	
Perkins Loan Counseling Records (Entrance and Exit)	6 years	Finance and Administration	Student Financial Services	
Perkins Loan Promissory Notes	3 years after loan repaid, canceled, or assigned to Department of Education	Finance and Administration	Student Financial Services	
Record of Student Accounts (including charges, cash payments, Federal Student Aid payments, cash disbursements, refunds, returns, and overpayments)	6 years	Finance and Administration	Student Financial Services	
Tuition Fees and Schedules	Permanent	Finance and Administration	Student Financial Services	
CPD Semtek Database (training records prior to mid- 2006)	Permanent	Finance and Administration	Talent Roadmap	
CPD Session Folders containing all information regarding events sponsored by CPD - saved by session, by month, and by year	Permanent	Finance and Administration	Talent Roadmap	
Alumni Association Board of Directors meeting agendas, minutes, and materials	Permanent	University Advancement	University Advancement	\checkmark
Alumni Materials (including contact information, event invitations, calendars, and publications	Permanent	University Advancement	University Advancement	1
Annual Reports	Permanent	University Advancement	University Advancement	✓
Donor Acknowledgments and Correspondence	Permanent	University Advancement	University Advancement	
Gift Records (including original gift agreements,				
planned gifts, and real estate gifts)	Permanent	University Advancement	University Advancement	\checkmark
Non-Degree Alumni Contact Information	Permanent	University Advancement	University Advancement	\checkmark
Pledge Reminders	Until Pledge Fulfilled	University Advancement	University Advancement	
Yearbooks	Permanent	University Advancement	University Advancement	✓
News Content (internal and external)	Permanent	All	University Communications	✓
Press Releases	6 years	Office of the President	University Communications	✓
W. II Class (Designs 11 - 14). Descende	6 years from last encounter or date of attendance,	Constant Affeire		
Wellness Client/Patient Health Records	whichever is greater	Student Affairs	Wellness	