

## ACADEMIC AFFAIRS Records Management Schedule

Item	Retention Period	Official Repository	RIT Archives
Academic advisement files (undergraduate)	3 years after graduation/date of last attendance	Appropriate Academic Department	
Academic advisement files (graduate)	3 years after graduation/7 years after initial registration	Appropriate Academic Department	
Academic Conduct Committee files	No cause findings, 1 year after graduation  Cause findings, Permanent	Appropriate College/Department	
Acceptance letters (Enrolled students)	10 years after admission	Office of the Registrar	
Accreditation Reports and Supporting Documents	Permanent	Office of the Provost	✓
Advanced Placement Records, Applications for Admission or Readmission, Correspondence that is relevant, Entrance Exam Reports (Enrolled students)	10 years after admission	Office of the Registrar	
Advisory Board minutes, agenda and materials	Permanent	Appropriate Advisory Board	✓
Calendars (electronic and paper), appointment books, work-related journals and diaries	6 years	Appropriate College/Department	
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	6 years after expiration	Appropriate College/Department	
Certification of Graduation	Permanent	Office of the Registrar	
Change of Major Requests	6 years after graduation/date of last attendance	Office of the Registrar	
Change to Student ID Number	Permanent	Office of the Registrar	

Class Roster	1 year after end of quarter	Appropriate College/Department	
College/Department Office Student Files (maintained in college/department on students currently enrolled)	1 year after graduation	Appropriate College/Department	
College Strategic Planning Records	Permanent	Appropriate College	✓
Commencement Programs	Permanent	Office of the Registrar	✓
Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees	Permanent	Appropriate Committee	✓
Consultant contracts/files (expired)	6 years after all obligations end	Appropriate Department	
Contracts and agreements (not otherwise listed)	6 years after all obligations end	Appropriate Department	
Contracts with employees	6 years after all obligations end	Appropriate Department	
Correspondence, Relevant (student-specific correspondence other than admissions)	1 year after graduation	Appropriate College/Department	
Course Evaluations (Tenure/Tenure-track faculty)	3 years after termination or retirement	Appropriate College/Department	
Course Evaluations (Non-Tenure/Tenure-track faculty)	3 years after termination	Appropriate College/Department	
Course Evaluations (Lecturers)	5 years from date of hire or last promotion	Appropriate College/Department	
Course Evaluations (Adjunct Faculty)	3 years from end of course	Appropriate College/Department	
Credit/no credit approvals (audit, pass/fail, etc.)	1 year after date submitted	Office of the Registrar	
Degree statistics, Enrollment statistics, Grade statistics and Race/ethnicity statistics	Permanent	Office of the Registrar	✓
Dismissal for Cause Documentation (Faculty)	No cause findings, 3 years from determination Cause findings, Permanent	Office of the Provost	
Drop/Add Records	1 year after date submitted	Office of the Registrar	
Equipment files & maintenance records	6 years after disposition	Appropriate College/Department	
Equipment leases	6 years after disposition	Appropriate College/Department	
Faculty curriculum vitae	Permanent	Office of the Provost	✓

Faculty Grade Books (including quiz scores, exam scores and other student grades)	2 years after end of class or appeal, whichever is greater	Appropriate College/Department	
General Correspondence (including emails)	6 years	Appropriate Department	
Governance Groups minutes, agenda and materials (including Student groups)	Permanent	Appropriate Governance Group	✓
Graduate Student Advising Files	1 year after graduation/last date of attendance	Office of Graduate and Part-Time Studies	
Grievances (Faculty)	No cause findings, 3 years from determination  Cause findings, Permanent	Office of the Provost	
Hold or Encumbrance Authorizations	Until Released	Office of the Registrar	
Institute publications (catalogs, handbooks, programs, etc.)	Permanent	Office of the Registrar	✓
Lecture Series (documentation, advertisements, lectures)	3 years	Appropriate College/Department	✓
Name change	Permanent	Office of the Registrar	
Online Learning Materials	2 years after last use	Online Learning	
Performance Appraisals and related documents	3 years after termination	Appropriate Department	
Periodicals and Newsletters (departmental, administrative, and student groups)	2 years	Appropriate College/Department	✓
Photos, Videos, Films and DVDs	Permanent	Appropriate College/Department	✓
Posters and Flyers (departmental, administrative, and student groups)	2 years	Appropriate College/Department	✓
Schedule of Courses	Permanent	Office of the Registrar	✓
Search Committee Records (including committee members' notes) - hired candidate	6 years after employment ends	Human Resources	
Search Committee Records (including committee members' notes) - candidates not hired	3 years	Human Resources	
Software Licenses & Support Agreements	6 years after all obligations end	Appropriate Department	

Student Waivers for Right of Inspection	Until graduation/date of last attendance	Office of the Registrar
Student's written FERPA consent forms	Permanent	Office of the Registrar
Syllabi (distributed to students)	6 years	Appropriate College/Department
Tenure or Promotion Dossiers (Faculty)	If action approved, 3 years  If tenure denied, 3 years from end of term appointment	Office of the Provost
Transcripts—high school, other college or other academic institution (Enrolled students)	10 years after admission	Office of the Registrar
Transcript requests	10 years after admission	Office of the Registrar
Transcripts-RIT	Permanent	Office of the Registrar
Transfer credit requests/reports	10 years after graduation/date of last attendance	Office of the Registrar
Withdrawal authorization/leave of absence authorization	2 years after graduation/date of last attendance	Office of the Registrar