

CONTROLLER'S OFFICE
Records Management Schedule

Item	Retention Period	Official Repository	Location	Go-to Person (GTP)	RIT Archives
Accounts payable ledger, vouchers and attachments	6 years	Controller's Office			
Accounts receivable ledger and statements	6 years	Controller's Office			
Annual Tax Payment Records (941)	6 years after return is filed	Controller's Office			
Auditor management letters	Permanent	Controller's Office			
Banking Records, including deposit and withdrawal records, bank statements and reconciliation, voided and canceled checks	6 years	Controller's Office			
Billing Records	6 years	Controller's Office			
Bond Records (Offering, Funding, and Reimbursement)	6 years after life of bond	Controller's Office			
Budget Materials	6 years	Controller's Office			
Capital Equipment Records	Life of Asset	Controller's Office			
Cash Receipts	6 years	Controller's Office			
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	6 years after expiration	Appropriate College/Departments			
Chart of accounts	Permanent	Controller's Office			
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 Departments			
Contracts and agreements (not otherwise listed)	6 years after all obligations end	Appropriate Departments			
Contracts with employees	6 years after all	Appropriate			

	obligations end	Departments	
Crime Reports	4 years after report date	Public Safety	
Depreciation Records	Life of Asset	Controller's Office	
Departmental Policy and Mission Statements	Permanent	Appropriate College/Department	✓
Direct Loan Counseling Records (Exit)	3 years after loan is repaid, canceled, or assigned to the Department of Education	Student Financial Services	
Employee Fringe Benefit Payment Records (including determination of value)	6 years	Controller's Office	
Employee Reimbursement Records	6 years	Controller's Office	
Employee W-2 or 1099	6 years	Controller's Office	
Equipment files & maintenance records	6 years after disposition	Appropriate College/Departments	
Equipment leases	6 years after disposition	Appropriate College/Departments	
Excise Tax Returns	6 years after return is filed	Controller's Office	
Expense reports	6 years	Controller's Office	
Federal Student Aid records (including program transactions and statements)	6 years	Controllers' Office	
Financial records, supporting documents, statistical records and all other records pertinent to an award	6 years from the date of the submission of the final report (New York State awards) 3 years from the date of the submission of the final report	Controller's Office	

	(for federal awards)		
Financial statements (audited) and work papers	6 years	Controller's Office	
General Correspondence (including emails)	6 years	Appropriate Departments	
Imputed Income Records	6 years	Controller's Office	
Income Tax Returns	6 years after returns are filed	Controller's Office	
Indirect Cost Rate Calculations	3 years following end of effective date	Controller's Office	
Information Returns (990, 1099, 8282, etc.)	6 years after returns are filed	Controller's Office	
Information Returns filed with Federal and State authorities (Census Bureau, Labor Department, Questionnaires, etc.)	6 years after returns filed	Controller's Office	
Investment consultant reports	6 years	Controller's Office	
Investment manager contracts (including correspondence)	6 years after all obligations end	Controller's Office	
Investment performance reports	6 years	Controller's Office	
Invoices	6 years	Controller's Office	
IRS exemption determination & related correspondence	Permanent	Controller's Office	
Journal entries with backup	6 years	Controller's Office	
Payroll Deduction Authorization Forms	6 years after employment ends	Controller's Office	
Payroll Vouchers	3 years	Controller's Office	
Performance Appraisals and related documents	3 years after termination	Appropriate Departments	
Periodicals and Newsletters (departmental, administrative, and student groups)	2 years	Appropriate College/Departments	✓
Perkins Loan Counseling Records (Entrance and exit)	6 years	Student Financial Services	

Perkins Loan Promissory Notes	3 years after loan repaid, canceled, or assigned to Department of Education	Student Financial Services	
Photos, Videos, Films and DVDs	Permanent	Appropriate College/Department	✓
Post Award Grant and Contract Files (not including financial records)	6 years after close of grant (for New York State awards) 3 years after close of grant (for federal awards)	Controller's Office	
Post Award Grant and Contract Files (financial records)	9 years after end of fiscal year in which transaction occurred	Controller's Office	
Posters and Flyers (departmental, administrative, and student groups)	2 years	Appropriate College/Department	✓
Private Grants, Contract Documents and Files	3 years after end of all obligations	Controller's Office	
Private Use Records	6 years after life of bond	Controller's Office	
Purchase Orders (including supporting documentation)	6 years	Purchasing Department	
Record of Payments and Deductions	5 years	Controller's Office	
Record of student accounts (including charges, cash payments, Federal Student Aid payments, cash disbursements, refunds, returns, and overpayments)	6 years	Student Financial Services	
Request for Proposals	6 years	Purchasing Department	

Sales Tax Returns	6 years after return is filed	Controller's office
Software Licenses & Support Agreements	6 years after all obligations end	Appropriate Departments
Tax audit closing letters	Permanent	Controller's Office
Time Cards (including student employees)	3 years	Controller's Office
Trial Balances	6 years	Controller's Office
Tuition Fees and Schedules	Permanent	Student Financial Services
Wage Assignment Orders	5 years after closed	Controller's Office