

**ENROLLMENT MANAGEMENT & CAREER SERVICES
Records Management Schedule**

Item	Retention Period	Official Repository	RIT Archives
Acceptance letters (Non-enrolled students)	2 years after admission	Division of Enrollment Management	
Advanced Placement Records (Non-enrolled students)	2 years after application	Division of Enrollment Management	
Advertising materials, other than catalogues	5 years after compilation	Division of Enrollment Management	
Advisory Board minutes, agenda and materials	Permanent	Appropriate Advisory Board	✓
Applications for Admissions or Readmission (Non-enrolled Students)	2 years after application	Division of Enrollment Management	
Calendars (electronic and paper), appointment books, work-related journals and diaries	6 years	Appropriate Department	
Career/Employment Placement Records	6 years after graduation	Division of Enrollment Management	
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	6 years after expiration	Appropriate College/Department	
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 (Non-enrolled Students)	2 years after application	Division of Enrollment Management	
Correspondence, Relevant (student-specific correspondence other than admissions)	1 year after graduation	Appropriate College/Department	
Direct Loan Counseling Records (Entrance)	6 years	Office of Financial Aid & Scholarships	
Entrance Exam Reports (Non-enrolled Students)	2 years after application	Division of Enrollment Management	
Equipment files & maintenance records	6 years after disposition	Appropriate College/Department	
Equipment leases	6 years after disposition	Appropriate College/Department	

Federal Direct Student loan account reconciliations	6 years	Office of Financial Aid & Scholarships	
Federal Direct Student loan records (awards, origination, disbursements)	6 years	Office of Financial Aid & Scholarships	
Federal Student Aid awards, grants, fellowships, scholarships, loans, work-study and records used to determine eligibility)	6 years	Office of Financial Aid & Scholarships	
Fiscal Operations Report/Application for Funding (FISAP)	6 years	Office of Financial Aid & Scholarships	
General Correspondence (including emails)	6 years	Appropriate Department	
Governance Groups minutes, agenda and materials (including Student groups)	Permanent	Appropriate Governance Group	✓
Lecture Series (documentation, advertisements, lectures)	3 years	Appropriate College/Department	✓
Letters of Recommendation (Non-enrolled Students)	2 years after application	Division of Enrollment Management	
Letters of Recommendation-Graduate	Until date of graduation	Division of Enrollment Management	
Letters of Recommendation-Undergraduate	Until date of admission	Division of Enrollment Management	
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	✓
Program Participation Agreements	Permanent	Office of Financial Aid & Scholarships	
Recruitment materials (for individual students)	Until date of enrollment	Division of Enrollment Management	
Residency Classification Forms (Not Enrolled Students)	3 years after application	Division of Enrollment Management	
Scholarships Awarded by Individual Colleges (records of applicants who received the scholarships)	6 years	Office of Financial Aid and Scholarships	
Scholarships Awarded by Individual Colleges (records of applicants who did not receive scholarships)	1 year	Appropriate College/Department	
Software Licenses & Support Agreements	6 years after all obligations end	Appropriate Department	
Student Advising Files	10 years after admission	Division of Enrollment Management	

Student Employee applications and resumes	6 years after employment ends	Student Employment Office
Student Employee orientation and training materials	Permanent	Student Employment Office
Student Employee records	6 years after employment ends	Student Employment Office
Title IV Grants (originated through Department of Education Common Origination and Disbursement System)	6 years	Office of Financial Aid & Scholarships
Transcripts (High School) (Non-enrolled Students)	2 years after application	Division of Enrollment Management
Veteran Administration Certifications	4 years after graduation/date of last attendance	Division of Enrollment Management