

NTID OFFICE OF ADMISSIONS Records Management Schedule

Item	Retention Period	Official Repository	RIT Archives
Acceptance letters (Non-enrolled students)	2 years after admission	NTID Office of Admissions	
Accounts payable ledger, vouchers and attachments	6 years	Controller's Office	
Accounts receivable ledger and statements	6 years	Controller's Office	
Advanced Placement Records (Non-enrolled students)	2 years after application	NTID Office of Admissions	
Advertising materials, other than catalogues	5 years after compilation	NTID Office of Admissions	
Applications for Admissions or Readmission (Non-enrolled Students)	2 years after application	NTID Office of Admissions	
Banking Records, including deposit and withdrawal records, bank statements and reconciliation, voided and canceled checks	6 years	Controller's Office	
Calendars (electronic and paper), appointment books, work-related journals and diaries	6 years	Appropriate Department	
Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees	Permanent	Appropriate Committee	✓
Contracts with employees	6 years after all obligations end	Appropriate Department	
Correspondence (Non-enrolled Students)	2 years after application	NTID Office of Admissions	
Correspondence, Relevant (student-specific correspondence other than admissions)	1 year after graduation	Appropriate College/Department	
Entrance Exam Reports (Non-enrolled Students)	2 years after application	NTID Office of Admissions	
Equipment files & maintenance records	6 years after disposition	Appropriate College/Department	
Equipment leases	6 years after disposition	Appropriate College/Department	
General Correspondence (including emails)	6 years	Appropriate Department	
Letters of Recommendation (Non-enrolled Students)	2 years after application	NTID Office of Admissions	
Letters of Recommendation-Graduate	Until date of graduation	NTID Office of Admissions	

Letters of Recommendation-Undergraduate	Until date of admission	NTID Office of Admissions	
Performance Appraisals and related documents	3 years after termination	Appropriate Department	
Photos, Videos, Films and DVDs	Permanent	Appropriate College/Department	✓
Posters and Flyers (departmental, administrative, and student groups)	2 years	Appropriate College/Department	✓
Recruitment materials (for individual students)	Until date of enrollment	NTID Office of Admissions	
Residency Classification Forms (Not Enrolled Students)	3 years after application	NTID Office of Admissions	
Software Licenses & Support Agreements	6 years after all obligations end	Appropriate Department	
Student Advising Files	10 years after admission	NTID Office of Admissions	
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	
Transcripts (High School) (Non-enrolled Students)	2 years after application	NTID Office of Admissions	
Travel Expense reports	6 years	Controller's Office	
Veteran Administration Certifications	4 years after graduation/date of last attendance	NTID Office of Admissions	