

**OFFICE OF THE PRESIDENT
Records Management Schedule**

Item	Retention Period	Official Repository	RIT Archives
Advisory Board minutes, agenda and materials	Permanent	Appropriate Advisory Board	✓
Agenda for Action	Permanent	Office of the President	✓
AITU Reports	6 years	Office of the President	
Annual Conflict of Interest Disclosure Forms (Trustees)	6 years	Office of the Secretary	
Appointment calendars – President	6 years	Office of the President	✓
Board of Trustees Resolutions, meeting materials, minutes, and agendas (including Committees)	Permanent	Office of the Secretary	✓
Calendars (electronic and paper), appointment books, work-related journals and diaries	6 years	Appropriate Department	
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	
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	
General Correspondence (President)	6 years	Office of the President	✓
Governance Groups minutes, agenda and materials (including Student groups)	Permanent	Appropriate Governance Group	✓
News Content (internal and external)	Permanent	University News Services	✓
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	✓
Presidential Medallion Records	Permanent	Office of the President	✓
Presidential Recognition Citations	Permanent	Office of the President	✓
Presidential Speeches & Presentations	Permanent	Office of the President	✓
Press releases	6 years	University News Services	✓
RIT Corporate Documents (including Bylaws, Charter, and Licenses)	Permanent	Office of the Secretary	✓
Software Licenses & Support Agreements	6 years after all obligations end	Appropriate Department	
Strategic Planning Records	Permanent	Office of the President	✓
Trustee files (info on individual trustees including correspondence)	Permanent	Office of the Secretary	✓