

STUDENT AFFAIRS Records Management Schedule

| Item | Retention Period | Official Repository | RIT Archives |
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| Advisory Board minutes, agenda and materials | Permanent | Appropriate Advisory Board | ✓ |
| Audio/Visual Recordings of Student/Organization Disciplinary Hearings | Until appeal process is complete | Student Affairs | |
| 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 | |
| CIAR Incident Reports | 6 years | Student Affairs | |
| Coach Certifications and Certificate of Compliance for Staff Members | 6 years | Center for Intercollegiate Athletics & Recreation | |
| College/Department Office Student Files (maintained in college/department on students currently enrolled) | 1 year after graduation | Appropriate College/Department | |
| Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees | Permanent | Appropriate Committee | ✓ |
| Complimentary Ticket Forms | 4 years | Center for Intercollegiate Athletics & Recreation | |
| 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 | |
| Counseling Center Records (Faculty, Staff or Students) | 6 years from date of last attendance or termination | Counseling Center | |
| Course Evaluations (Adjunct Faculty) | 3 years | Appropriate College/Department | |

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| Data Files and Assessment Reports | 6 years | Appropriate College/Department | |
| Equality in Athletics Disclosure forms and supporting documents | 3 years from date of required disclosure | Center for Intercollegiate Athletics & Recreation | |
| 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 | |
| Governance Groups minutes, agenda and materials (including Student groups) | Permanent | Appropriate Governance Group | ✓ |
| Health Center Services Patient Records including Immunization Records (Faculty, Staff or Students) | 6 years from date of last attendance or termination | Student Health Center | |
| Higher Education Opportunity Program application materials (accepted students) | 6 years after last date of contact | HEOP Office | |
| Higher Education Opportunity Program application materials (for prospective applicants) | 1 year | HEOP Office | |
| International Student Financial Documents | 6 years after graduation | International Student Office | |
| Mediation or Restorative Conferencing Agreements | 5 years | Student Affairs | |
| NCAA Drug Testing Consent Forms | 6 years from date of test | Center for Intercollegiate Athletics & Recreation | |
| Performance Appraisals and related documents | 3 years after termination | Appropriate Department | |
| Periodicals and Newsletters (departmental, administrative, and student groups) | 2 years | Appropriate College/Department | ✓ |
| Permission to Contact Self Release Forms | 6 years from completion of forms | Center for Intercollegiate Athletics & Recreation | |
| Photos, Videos, Films and DVDs | Permanent | Appropriate College/Department | ✓ |
| Posters and Flyers (departmental, administrative, and student groups) | 2 years | Appropriate College/Department | ✓ |
| Recruiting Records | 6 years | Center for Intercollegiate Athletics & Recreation | |
| Residency Certificates | Until date of enrollment | International Student Office | |
| Residency Change Documents (non-resident to resident) | Until date of enrollment | International Student Office | |

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| Resident Advisor Applications/Essays (not selected) | 1 year from date of application | Residence Life Office |
| Resident Advisor files including Application/Essay and Performance Evaluations | 2 years from date of last service as RA | Residence Life Office |
| 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 |
| Sports Camp Documentation | 6 years | Center for Intercollegiate Athletics & Recreation |
| Student Athlete Affirmation of Eligibility | 6 years from completion of form | Center for Intercollegiate Athletics & Recreation |
| Student Athlete Statements | 6 years from completion of forms | Center for Intercollegiate Athletics & Recreation |
| Student Behavior Consultation Team Files | 6 years after graduation or date of last attendance (whichever is greater) | Student Affairs |
| Student Disciplinary Records (not responsible finding) | 5 years after graduation or date of last attendance (whichever is greater) | Student Affairs |
| Student Disciplinary Records (responsible findings of Warnings, Disciplinary Probations, and Good Samaritan status) | 5 years after graduation or date of last attendance (whichever is greater) | Student Affairs |
| Student Disciplinary Records (responsible findings of suspension or expulsion) | Permanent | Student Affairs |
| Student Employee Records (including applications and resumes) | 6 years after employment ends | Student Employment Office |

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| 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 |
| Student Employment applications and resumes – not employed | 3 years | Appropriate Department |
| Student Field Trip Documentation | 6 years | Appropriate Department |
| Student Immigration Information (I20, DS2019) | 6 years after graduation | International Student Office |
| Student Organization Disciplinary Records (not responsible) | 5 years after date of finding | Student Affairs |
| Student Organization Disciplinary Records (findings of Admonition, Warnings, Disciplinary Probations and Deferred Suspensions) | Permanent | Student Affairs |
| Student Organization Disciplinary Records (Responsible and Sanctions of Suspension, Loss of Recognition or Dismissal) | Permanent | Student Affairs |
| Student requests for nondisclosure of directory information | Permanent | Student Affairs |
| Student Visa Documents | 6 years after graduation | International Student Office |
| Study Abroad Agreements with supporting documentation | 6 years after return | Appropriate Department |