

**VICE PRESIDENT FOR RESEARCH  
Records Management Schedule**

<b>Item</b>	<b>Retention Period</b>	<b>Official Repository</b>	<b>RIT Archives</b>
Academic advisement files	3 years after graduation/date of last attendance	Appropriate Academic Department	
Advisory Board minutes, agenda and materials	Permanent	Appropriate Advisory Board	✓
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	
Class Roster	1 year after end of quarter	Appropriate College/Department	
College/Department Office Student Files (maintained in college/department on students currently enrolled)	1 year after graduation	Appropriate College/Department	
College Strategic Planning Records	Permanent	Appropriate Colleges	✓
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, Relevant (student-specific correspondence other than admissions)	1 year after graduation	Appropriate College/Department	
Equipment files & maintenance records	6 years after disposition	Appropriate College/Department	
Equipment leases	6 years after disposition	Appropriate College/Department	
Faculty Grade Books (including quiz scores, exam scores and other student grades)	2 years after end of class or appeal, whichever is greater	Appropriate College/Department	

General Correspondence (including emails)	6 years	Appropriate Department	
Governance Groups minutes, agenda and materials (including Student groups)	Permanent	Appropriate Governance Group	✓
Human Subject Records - Student exempt projects	1 year from submission	Office of Human Subject Protection	
Human Subject Records - Faculty/staff exempt projects	3 years from submission	Office of Human Subject Protection	
Human Subject Records - Student, Faculty/Staff non-exempt (Expedited and Board reviewed)	3 years from conclusion of project	Office of Human Subject Protection	
Invention Disclosure Forms	Permanent	Intellectual Property Management Office	
Lecture Series (documentation, advertisements, lectures)	3 years	Appropriate College/Departments	✓
Licensing Agreements	6 years from termination of agreement	Intellectual Property Management Office	
Original Patents, Trademarks and Related Work Papers	Permanent	Intellectual Property Management Office	✓
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	✓

---

Pre-Award Grant and Contract Applications, Proposals and Supporting Documents and corresponding Executed Sponsored Research Grants and Contracts, and Post-Award contract modifications, data files, reports, and project notebooks.	6 years after close of grant and contract (for New York State, corporate, and private awards) 3 years after close of grant and contracts (for federal awards, including federal dollars paid RIT on subcontracts.)	Sponsored Research Services
<hr/>		
Pre-Award Grant and Contract Applications, Proposals, and Supporting Documents that are not funded or awarded	6 years from submission	Sponsored Research Services
<hr/>		
Royalty Records	Life of Patent or Trademark plus 6 years	Intellectual Property Management Office
<hr/>		
Software Licenses & Support Agreements	6 years after all obligations end	Appropriate Department
<hr/>		
Syllabi (distributed to students)	6 years	Appropriate College/Department

---