

**VICE PRESIDENT FOR SPECIAL PROJECTS  
Records Management Schedule**

<b>Item</b>	<b>Retention Period</b>	<b>Official Repository</b>	<b>RIT Archives</b>
Calendars (electronic and paper), appointment books, work-related journals and diaries	6 years	Appropriate Department	
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	
General Correspondence (including emails)	6 years	Appropriate Department	
Performance Appraisals and related documents	3 years after termination	Appropriate Department	
Software Licenses & Support Agreements	6 years after all obligations end	Appropriate Department	
Advisory Board minutes, agenda and materials	Permanent	Appropriate Advisory Board	✓
Governance Groups minutes, agenda and materials (including Student groups)	Permanent	Appropriate Governance Group	✓
Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees	Permanent	Appropriate Committee	✓
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	6 years after expiration	Appropriate College/Department	
Equipment files & maintenance records	6 years after disposition	Appropriate College/Department	
Equipment leases	6 years after disposition	Appropriate College/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	✓