		Applicable		RIT
Document Name	Retention Period	Division/Department	Official Repository	Archives
	3 years after graduation/7 years			
	after initial		Appropriate Academic	
Academic advisement files (graduate)	registration	Academic Affairs	Department	
	3 years after			
A double d	graduation/date of	A davei - A 65-iva	Appropriate Academic	
Academic advisement files (undergraduate) Academic Conduct Committee files (cause findings)	last attendance Permanent	Academic Affairs Academic Affairs	Department Appropriate College/Department	
readefine Conduct Committee mes jeause maings	1 year after	Academic Atlail 3	Appropriate college/ Department	
Academic Conduct Committee files (no cause findings)	graduation	Academic Affairs	Appropriate College/Department	
	10 years after			
Acceptance letters (enrolled students)	admission 2 years after	Academic Affairs Division of Enrollment	Registrar	
Acceptance letters (non-enrolled students)	admission	Management	Enrollment Management	
, , , , , , , , , , , , , , , , , , , ,	2 years after			
Acceptance letters (non-enrolled students) - NTID	admission	NTID	Admissions	
Access Control Records	6 years	Finance and Administration	Public Safety	
Accident Reports	4 years after report date	Finance and Administration	Public Safety	
iciaci i reporto	dere	i memee ema y tammise entor.	. done servely	
Accounts payable ledger, vouchers and attachments	6 years	Finance and Administration	Controller's Office	
Accounts receivable ledger and statements	6 years	Finance and Administration	Controller's Office	
Accreditation Reports and supporting documents	Permanent 2 years after	Academic Affairs Division of Enrollment	Provost	✓
Advanced Placement Records (non-enrolled students)	application	Management	Enrollment Management	
Advanced Placement Records (non-enrolled students) -	2 years after			
NTID	application	NTID	Admissions	
Advanced Placement Records, Applications for Admission or Readmission, correspondence that is	10 years after			
relevant, Entrance Exam reports (enrolled students)	10 years after admission	Academic Affairs	Registrar	
cievant, Entrance Examineports (enrolled students)	5 years after	Division of Enrollment	Registrai	
Advertising materials, other than catalogs	compilation	Management	Enrollment Management	
	5 years after			
Advertising materials, other than catalogs - NTID	compilation Permanent	NTID All	Admissions	/
Advisory Board minutes, agenda and materials Affirmative Action Plans (including documentation)	Permanent	Finance and Administration	Appropriate Advisory Board Legal Affairs	√
Agenda for Action	Permanent	Office of the President	Office of the President	✓
Agenda for Action - NTID	Permanent	NTID	NTID Office of the President	✓
AITU Reports	6 years	Office of the President	Office of the President	
AITU Reports - NTID Alumni Association Board of Directors meeting	6 years	NTID	NTID Office of the President	
agendas, minutes, and materials	Permanent	University Advancement	University Advancement	✓
Alumni Materials (including contact information, event				
invitations, calendars, and publications Annual Conflict of Interest Disclosure Forms (Faculty	Permanent	University Advancement	University Advancement	✓
and Staff)	6 years	Finance and Administration	Compliance and Ethics	
,	,			
Annual Conflict of Interest Disclosure Forms (Trustees)	6 years	Office of the President	Secretary of the University	
Annual Reports	Permanent 6 years after returns	University Advancement	University Advancement	✓
Annual Tax Payment Records (941)	are filed	Finance and Administration	Controller's Office	
Applications for Admission or Readmission (non-	2 years after	Division of Enrollment	controller y office	
enrolled students)	application	Management	Enrollment Management	
Applications for Admissions or Readmission (non-	2 years after	NITIO	A ducinian -	
enrolled students) - NTID Auditor management letters	application Permanent	NTID Finance and Administration	Admissions Controller's Office	
Banking Records, including deposit and withdrawal	remanere	Thance and Administration	controller 3 office	
records, bank statements and reconciliation, voided				
and canceled checks	6 years	Finance and Administration	Controller's Office	
Bids (accepted)	6 years after all obligations end	Finance and Administration	Procurement Services Office	
Bids (rejected) <\$100,000	1 year	Finance and Administration	Procurement Services Office	
Bids (rejected) >\$100,000	6 years	Finance and Administration	Procurement Services Office	
Billing Records	6 years	Finance and Administration	Controller's Office	
Board of Trustees Resolutions, meeting materials,	Pormanont	Office of the President	Secretary of the University	./
minutes, and agendas (including Committees) Bond Records (Offering, Funding, and	Permanent 6 years after life of	Office of the President	secretary or the University	V
Reimbursement)	bond	Finance and Administration	Controller's Office	
	6 years	Finance and Administration	Controller's Office	
	o yeems			
Calendars (electronic and paper) - appointment books,		All	Appropriate Department	
Calendars (electronic and paper) - appointment books, work-related journals, and diaries	6 years	All NTID	Appropriate Department	
Calendars (electronic and paper) - appointment books, work-related journals, and diaries Calendars, Appointment - NTID President	6 years 6 years	NTID	NTID Office of the President	✓
Calendars (electronic and paper) - appointment books, work-related journals, and diaries Calendars, Appointment - NTID President Calendars, Appointment - President	6 years			✓
Budget Materials Calendars (electronic and paper) - appointment books, work-related journals, and diaries Calendars, Appointment - NTID President Calendars, Appointment - President Capital Equipment Records	6 years 6 years 6 years Life of Asset 6 years after	NTID Office of the President Finance and Administration Division of Enrollment	NTID Office of the President Office of the President Controller's Office	✓
Calendars (electronic and paper) - appointment books, work-related journals, and diaries Calendars, Appointment - NTID President Calendars, Appointment - President Capital Equipment Records Career/Employment Placement Records	6 years 6 years 6 years Life of Asset 6 years after graduation	NTID Office of the President Finance and Administration Division of Enrollment Management	NTID Office of the President Office of the President Controller's Office Enrollment Management	√ ✓
Calendars (electronic and paper) - appointment books, work-related journals, and diaries Calendars, Appointment - NTID President Calendars, Appointment - President Capital Equipment Records Career/Employment Placement Records Cash Receipts	6 years 6 years 6 years Life of Asset 6 years after graduation 6 years	NTID Office of the President Finance and Administration Division of Enrollment	NTID Office of the President Office of the President Controller's Office	*
Calendars (electronic and paper) - appointment books, work-related journals, and diaries Calendars, Appointment - NTID President Calendars, Appointment - President Capital Equipment Records Career/Employment Placement Records	6 years 6 years 6 years Life of Asset 6 years after graduation	NTID Office of the President Finance and Administration Division of Enrollment Management	NTID Office of the President Office of the President Controller's Office Enrollment Management	*

Page 1 of 9 rev. 12/2025

Change of Major Requests Change to Student ID Number Chart of Accounts Chemical Inventories CIAR Incident Reports	Retention Period 6 years after graduation/date of last attendance Permanent Permanent	Division/Department Academic Affairs Academic Affairs	Official Repository Registrar Registrar	Archives
Change to Student ID Number Chart of Accounts Chemical Inventories	graduation/date of last attendance Permanent	Academic Affairs		
Change to Student ID Number Chart of Accounts Chemical Inventories	last attendance Permanent	Academic Affairs		
Change to Student ID Number Chart of Accounts Chemical Inventories	Permanent	Academic Affairs		
Chart of Accounts Chemical Inventories				
Chemical Inventories		Finance and Administration	Controller's Office	
CIAR Incident Reports	6 years	Finance and Administration	Environmental Health and Safety	
	6 years	Student Affairs	Student Affairs	
	1 year after end of			
Class Roster	quarter	Academic Affairs	Appropriate College/Department	
	4 years after report			
Clery Act and Uniform Crime Reports	date	Finance and Administration	Public Safety	
Coach Certifications and Certificate of Compliance for	Lugare	Student Affairs	Intercallegiate Athletics	
Staff Members College Strategic Planning Records	6 years Permanent	Student Affairs Academic Affairs	Intercollegiate Athletics Appropriate College	1
Lollege Strategic Flarifiling Records	remanent	Academic Analis	Appropriate College	•
College/Department Office Student Files (maintained	1 year after			
in college/department on currently enrolled students)	graduation	Academic Affairs	Appropriate College/Department	
Commencement Programs	Permanent	Academic Affairs	Registrar	✓
Committee and Task Force minutes, agenda and				
materials, including standing and ad hoc committees	Permanent	All	Appropriate Committee	✓
Complaints and Reports of Harassment or	7 years from date of			
Discrimination	report	Finance and Administration	Compliance and Ethics	
Complimentary Ticket Forms	4 years after	Student Affairs	Intercollegiate Athletics	
Conflict of Interest Determinations Employees	6 years after	Finance and Administration	Compliance and Ethics	
Conflict of Interest Determinations - Employees	employment ends 6 years after	Finance and Administration	Compliance and Ethics	
Conflict of Interest Disclosures - Employees	employment ends	Finance and Administration	Compliance and Ethics	
commet of interest bisclosures - Employees	6 years after	. In an ice and Administration	Compliance and Eurics	
Conflict of Interest Management Plans - Employees	employment ends	Finance and Administration	Compliance and Ethics	
Consent Orders	Permanent	Finance and Administration	Legal Affairs	
	6 years after all		•	
Consultant contracts/files (expired)	obligations end	All	Appropriate Department	
	1 year after decision			
Consultant contracts/files (not retained/hired)	not to retain/hire	All	Appropriate Department	
	6 years after all	•		
Contracts and Agreements (not otherwise listed)	obligations end	All	Appropriate Department	
Contracts with employees	6 years after all obligations end	All	Appropriate Department	
Correspondence - relevant student specific	1 year after	All	Appropriate Department	
correspondence (other than admissions)	graduation	Academic Affairs	Appropriate College/Department	
correspondence (other trial real masions)	2 years after	Division of Enrollment	Appropriate Conege, Beparament	
Correspondence (non-enrolled students)	application	Management	Enrollment Management	
	2 years after	·	,	
Correspondence (non-enrolled students) - NTID	application	NTID	Admissions	
Correspondence, General - NTID President	6 years	NTID	NTID Office of the President	✓
Correspondence, General - President	6 years	Office of the President	Office of the President	✓
Correspondence, General (including emails)	6 years	All	Appropriate Department	
	3 years from end of			
Course Evaluations (Adjunct Faculty)	course 5 years from date of	Academic Affairs	Appropriate College/Department	
	hire or last			
Course Evaluations II esturers	promotion	Academic Affairs	Appropriate College/Department	
Course Evaluations (Lecturers)	3 years after	, scaccine / widii 3	Appropriate College/ Department	
	termination of			
Course Evaluations (Non-Tenure/Tenure Track Faculty)	employment	Academic Affairs	Appropriate College/Department	
	2 years after end of			
	class or appeal,			
Course Exams	whichever is greater	Academic Affairs	Approprate College/Department	
Court Orders	Permanent	Finance and Administration	Legal Affairs	
Condis/No Condis Approved (and the Condis	1 year after date	And demais Affilia	Do nietwow	
Credit/No Credit Approvals (audit, pass/fail, etc.)	submitted	Academic Affairs	Registrar	
Crime Reports	4 years after report date	Finance and Administration	Public Safety	
Crime Reports Critical Incident Files	6 years	Finance and Administration Finance and Administration	Global Risk Management Services	
Daily Attendance Logs	6 years	Student Affairs	Margaret's House	
Daily Health Checks	6 years	Student Affairs	Margaret's House	
Data Files and Assessment Reports	6 years	Student Affairs	Appropriate College/Department	
	6 years after RIT no		.,	
	longer has			
Deed of Gift	possession of the gift	Office of the Provost	RIT Libraries	
Deeds	Permanent	Finance and Administration	Real Estate Office	✓
■	_			
Degree statistics, Enrollment statistics, Grade statistics,	Permanent	Academic Affairs	Registrar	√
and Race/Ethnicity statistics		Finance and Administration	Human Resources	√
and Race/Ethnicity statistics Department Heads and Chairs Resumes	Permanent			,
and Race/Ethnicity statistics Department Heads and Chairs Resumes Departmental Policy and Mission Statements	Permanent	All	Appropriate College/Department	✓
and Race/Ethnicity statistics Department Heads and Chairs Resumes Departmental Policy and Mission Statements Depreciation Records	Permanent Life of Asset	All Finance and Administration	Appropriate College/Department Controller's Office	✓
and Race/Ethnicity statistics Department Heads and Chairs Resumes Departmental Policy and Mission Statements Depreciation Records Description of Program Activities/Lesson Plans	Permanent Life of Asset 6 years	All Finance and Administration Student Affairs	Appropriate College/Department Controller's Office Margaret's House	√
and Race/Ethnicity statistics Department Heads and Chairs Resumes Departmental Policy and Mission Statements Depreciation Records	Permanent Life of Asset	All Finance and Administration	Appropriate College/Department Controller's Office	✓

Page 2 of 9 rev. 12/2025

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archiv
Doddinene Name	3 years after loan is	Division, Department	Official Repository	7 11 01 11
	repaid, canceled, or			
	assigned to the			
	Department of			
irect Loan Counseling Records (Exit)	Education	Finance and Administration	Student Financial Services	
irectories	2 years	Finance and Administration	Chief Information Officer	✓
rectories	6 years after	Thance and Administration	Chief Information Officer	•
sability Assammadation Pasards Employees		Figures and Administration	Compliance and Ethics	
isability Accommodation Records - Employees	employment ends	Finance and Administration	Compliance and Ethics	
	6 years from date of			
	termination of			
isability and Sick Benefit Records	employment	Finance and Administration	Human Resources	
	6 years from last date			
sability Services Office Student Records	of attendance	Student Affairs	Disability Services Office	
smissal for Cause Documentation (Faculty) - Cause			•	
nding	Permanent	Academic Affairs	Provost	
smissal for Cause Documentation (Faculty) - No	3 years from	/ tedaerine / tireins	1101030	
use Finding	determination	Academic Affairs	Provost	
•				
onor Acknowledgments and Correspondence	Permanent	University Advancement	University Advancement	
	1 year after date			
rop/Add Records	submitted	Academic Affairs	Registrar	
EO Reports	Permanent	Finance and Administration	Legal Affairs	
H&S Incident Records	5 years	Finance and Administration	Environmental Health and Safety	
evator Certifications	6 years	Finance and Administration	Environmental Health and Safety	
pployee Background Checks (including Controlled	6 years after			
ibstance Test Results)	employment ends	Finance and Administration	Human Resources	
	employment enas	Finance and Administration	Human resources	
nployee Benefit Plan Documents and All Attached				
mendments	Permanent	Finance and Administration	Human Resources	
	6 years after			
mployee Elections/Referrals	employment ends	Finance and Administration	Human Resources	
	6 years after death of			
	eligible employee of			
mployee Eligibility for Benefits	beneficiary	Finance and Administration	Human Resources	
	beneficiary	Finance and Administration	Human Resources	
mployee Fringe Benefit Payment Records (including				
etermination of value)	6 years	Finance and Administration	Controller's Office	
	6 years from			
nployee Medical Documentation (store separate	termination of			
om personnel file)	employment	Finance and Administration	Human Resources	
mployee Orientation and Training Records, including	3 years after	Then rec and 7 tarrings are an	riament nesocitees	
PD Semtek Database (training records prior to mid-	termination of			
, , , , , , , , , , , , , , , , , , , ,		Circurat and Administration	Llumana Danaumana	
006) and CPD Sesssion Folders	employment	Finance and Administration	Human Resources	
	6 years from date of			
nployee Pay Statements	statement	Finance and Administration	Human Resources	
mployee Reimbursement Records	6 years	Finance and Administration	Controller's Office	
	6 years after death of			
	eligible employee of			
mployee Service Records	beneficiary	Finance and Administration	Human Resources	
mployee W-2 or 1099	6 years	Finance and Administration	Controller's Office	
Tiployee w-2 or 1077	6 years after	Tiridirec aria / arriiriistration	Controller's Office	
	•			
nployment Applications and Resumes (employees)	employment ends	Finance and Administration	Human Resources	
mployment Applications and Resumes (non-				
nployees)	3 years	Finance and Administration	Human Resources	
	3 years after child			
nrolled Child's Annual Physical Records	attains age 18	Student Affairs	Margaret's House	
	3 years after child			
nrolled Child's Emergency Card	attains age 18	Student Affairs	Margaret's House	
irolica Crilia's Efficigency Cara		Student Anans	margarets riouse	
	3 years after child	C		
nrolled Child's Immunization Records	attains age 18	Student Affairs	Margaret's House	
	3 years after child			
nrollment Agreement	attains age 18	Student Affairs	Margaret's House	
	2 years after	Division of Enrollment		
ntrance Exam Reports (non-enrolled students)	application	Management	Enrollment Management	
realize Evalu reports (non-enimolica stadents)	2 years after	Management	Enrollment Management	
etween an Evens Dan auto for an averalla la contra la co	· · · · · · · · · · · · · · · · · · ·	NTID	A desiraione	
ntrance Exam Reports (non-enrolled students) - NTID	application	NTID	Admissions	
quality in Athletics Disclosure Forms and supporting	3 years from date of			
ocuments	required disclosure	Student Affairs	Intercollegiate Athletics	
	6 years after			
quipment files and maintenance records	disposition	All	Appropriate College/Department	
Acres and manner and records	6 years after	,	ppropriete conege/ Department	
wis manufilance	•	All	Annuariate Callere (December)	
uipment leases	disposition	All	Appropriate College/Department	
acuation Drill Records	6 years	Finance and Administration	Environmental Health and Safety	
	6 years after returns			
cise Tax Returns	are filed	Finance and Administration	Controller's Office	
pense Reports	6 years	Finance and Administration	Controller's Office	
spired Library Patron Accounts - in arrears	5 Jeuis	Office of the Provost	RIT Libraries	
pired Library Patron Accounts - in good standing	,	Office of the Provost	RIT Libraries	
ewash and safety shower activation records	6 years	Academic Affairs	Appropriate Department	
cility Compliance Records - Uniform Fire Prevention,				
uilding Code, other state requirements	6 years	Student Affairs	Margaret's House	
cility Use Agreement	6 years	All	Appropriate Department	
iculty Curriculum Vitae	Permanent	Academic Affairs	Provost	
icuity Cumculum vitae	i Cilliai ICIIL	Academic Allalis	1 100021	V

Page 3 of 9 rev. 12/2025

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archive
Faculty Grade Books (including quiz scores, exam	2 years after end of class or appeal,			
cores, and other student grades) aculty Mid-Tenure Comprehensive Review	whichever is greater	Academic Affairs	Appropriate College/Department Office of the Dean of the	
Occumentation	6 years	Academic Affairs	Appropriate College	
aculty Tenure or Promotion Documentation - Tenure Approved	3 years	Academic Affairs	Provost	
	3 years from date of term appointment for tenure; 3 years from date of denial	Academic Analis	riovost	
Faculty Tenure or Promotion Documentation - Tenure Denied	for other promotions	Academic Affairs Division of Enrollment	Provost	
ederal Direct Student Loan Account Reconciliations	6 years	Management	Financial Aid and Scholarships	
Federal Direct Student Loan Account Reconciliations awards, origination, disbursements)	6 years	Division of Enrollment Management	Financial Aid and Scholarships	
Federal Reporting Requirements: welfare benefits and	_			
other fringe benefit plans Federal Student Aid awards, grants, fellowships,	Permanent	Finance and Administration	Human Resources	
cholarships, loans, work study, and records used to determine eligibility	6 years	Division of Enrollment Management	Financial Aid and Scholarships	
Federal Student Aid records (including program	6 years	Management	rinanciai Aiu anu scholaiships	
transactions and statements)	6 years	Finance and Administration	Controller's Office	
FERPA Consent Forms	Permanent 6 years after	Academic Affairs	Registrar	
Final Investigation Reports and Exhibits - Employees Financial Records, supporting documents, statistical Records, and all other records pertinent to an award	employment ends 3 years from the date of submission of the	Finance and Administration	Compliance and Ethics	
Federal awards)	final report	Finance and Administration	Controller's Office	
Financial Records, supporting documents, statistical ecords, and all other records pertinent to an award	6 years from the date of submission of the			
New York State awards)	final report	Finance and Administration	Controller's Office	
Financial Statements (audited) and work papers	6 years	Finance and Administration	Controller's Office	
Fire Inspection Systems Records and Reports Fiscal Operations Report/Application for Funding	6 years	Finance and Administration Division of Enrollment	Environmental Health and Safety	
FISAP) Form 5500 (including supporting documentation)	6 years	Management Finance and Administration	Financial Aid and Scholarships Human Resources	
Games of Chance Forms and supporting documentation - Raffle/Bingo/Sweepstakes	6 years	All	Appropriate Department	
Gift Records (including original gift agreements, olanned gifts, and real estate gifts)	Permanent	University Advancement	University Advancement	✓
Governance Group minutes, agenda and materials including Student groups)	Permanent	All	Appropriate Governance Group	✓
Governance Group Voting Records	6 years 1 year after	All	Appropriate Governance Group	
Graduate Student Advising Files	graduation/last date of attendance	Academic Affairs	Graduate Studies	
Grievances (Faculty) - Cause finding	6 years from termination	Academic Affairs	Provost	
Grievances (Faculty) - No Cause finding	3 years from determination	Academic Affairs	Provost	
Grievances (Staff)	6 years from termination	Finance and Administration	Human Resources	
	Upon issuance of the Grievance	Thance and Administration	Transar Resources	
Grievances (Staff) - audio recordings of Grievance Committee Hearings	Committee written recommendation	Finance and Administration	Human Resources	
Hazardous Waste Disposal Manifests and Reports	6 years	Finance and Administration	Environmental Health and Safety	
Higher Education Opportunity Program application materials (accepted students)	6 years after last date of contact	Diversity and Inclusion	HEOP Office	
Higher Education Opportunity Program application	1 vear	Diversity and Inclusion	HEOP Office	
materials (for prospective applicants) Hold or Encumbrance Authorizations	1 year Until released	Diversity and Inclusion Academic Affairs	Registrar	
	6 years from termination of employee, or 10			
Human Resources Discrimination and Harassment Files	years from date of initial complaint, whichever is shorter	Finance and Administration	Human Resources	✓
Human Subject Records - Faculty/Staff exempt projects	3 years from submission	Office of the Vice President for Research	Human Subjects Research	
Human Subject Records - Student exempt projects	1 year from submission	Office of the Vice President for Research	Human Subjects Research	
Human Subject Records - Student, Faculty/Staff non-	3 years from	Office of the Vice President		
exempt (Expedited and Board Reviewed) mputed Income Records	conclusion of project 6 years	for Research Finance and Administration	Human Subjects Research Controller's Office	
ncome Tax Returns	6 years after returns are filed	Finance and Administration	Controller's Office	
	3 years following end of effective date		Controller's Office	
ndirect Cost Rate Calculations	eriu oi effective date	Finance and Administration	Controller's Office	

Page 4 of 9 rev. 12/2025

D	Patanting P. 1	Applicable	Official Description	RIT
Document Name	Retention Period 6 years after returns	Division/Department	Official Repository	Archives
nformation Returns (990, 1099, 8282, etc.)	are filed	Finance and Administration	Controller's Office	
nformation Returns filed with Federal and State authorities (Census Bureau, Labor Department,	6 years after returns			
Questionnaires, etc.)	are filed	Finance and Administration	Controller's Office	
nstitute Policies and Procedures Manual	Permanent	Office of the Provost	Provost	✓
nstitute Publications (catalogs, handbooks, programs, etc.)	Permanent	Academic Affairs	Registrar	✓
nstitute Risk Map	Permanent	Finance and Administration	Compliance and Ethics	·
nstitutional Research, Data & Analytics Internal			Institutional Research, Data &	
Analyses nstitutional Research, Data & Analytics Reports	6 years	Finance and Administration	Analytics Institutional Research, Data &	✓
internal and external)	3 years	Finance and Administration	Analytics	✓
nsurance Applications (including documentation)	6 years	Finance and Administration	Global Risk Management Services	
nsurance Policies (liability, property, and other	Pormanent	Finance and Administration	Clobal Rick Management Convices	
policies) ntegrated Postsecondary Education Data Systems	Permanent	Finance and Administration	Global Risk Management Services Institutional Research, Data &	
IPEDS) Reports	3 years	Finance and Administration	Analytics	✓
nterlibrary Loan Request for Materials	7 years (fiscal year)	Office of the Provost	RIT Libraries	
nternal Audit Reports (all engagement types)	Permanent	Finance and Administration	Institute Audit, Compliance and Advisement	
nternal Audits/Reviews/Files and Work Papers (all	remainent	Thance and Administration	Institute Audit, Compliance and	
ngagement types)	10 years	Finance and Administration	Advisement	
	6 years from date of termination of			
	Employee or 10			
nternal Human Resources Employee Investigations	years from date of			
Hearing Panel Approach - no violation found)	initial complaint,			
ncludes notes, reports and documentation nternal Human Resources Employee Investigations	whichever is shorter 6 years from date of	Finance and Administration	Human Resources	
Hearing Panel Approach - violation found) includes	termination of			
notes, reports and documentation	Employee	Finance and Administration	Human Resources	
nternal Human Resources Employee Investigations	6 years from date of			
non-Hearing Panel Approach) includes notes, reports and documentation	termination of Employee	Finance and Administration	Human Resources	
ind documentation	6 years after	Thance and Administration	Hamaii Resources	
nternational Student Financial Documents	graduation	Student Affairs	International Student Office	
Distance France	D	Office of the Vice President	Intellectual Property Management	
nvention Disclosure Forms nvestment Consultant Reports	Permanent 6 years	for Research Finance and Administration	Office Controller's Office	
nvestment Manager Contracts (including	6 years after all	The first care and the first car	controller y office	
correspondence)	obligations end	Finance and Administration	Controller's Office	
nvestment Performance Reports nvoices	6 years 6 years	Finance and Administration Finance and Administration	Controller's Office Controller's Office	
RS exemption determination and related	o years	Thance and Administration	Controller's Office	
correspondence	Permanent	Finance and Administration	Controller's Office	
	3 years after date of hire or 1 year after			
	end of service,			
RS Form I-9 (store separate from personnel file)	whichever is longer	Finance and Administration	Human Resources	
lournal Entries with backup	6 years	Finance and Administration	Controller's Office	
ludgments	Permanent	Finance and Administration	Legal Affairs	
K-12 Federal Grant Documentation, including backup	7 years after			
or charges to grant (paper documents required)	program cycle ends	Office of Provost	K-12 Program	
K-12 Program/Workshop Registration Documentation	6 years	Office of Provost	K-12 Program	
(-12 Program/Workshop Sign-In Sheets	6 years	Office of Provost	K-12 Program	
			.,.	
K-12 State Grant Documentation, including backup for	7 years after	0.55	W 12.5	
charges to grant (paper documents required) Labor Certifications (including recruitment materials	program cycle ends 5 years from filing of	Office Provost	K-12 Program	
and supporting documentation)	certification	Finance and Administration	Human Resources	
eave Reporting Documents	4 years	Finance and Administration	Human Resources	
ecture Series documentation, advertisements, ectures	3 years	Academic Affairs	Appropriate College/Department	1
cctures	Until date of	Division of Enrollment	Appropriate College/ Departifient	•
etters of Recommendation (graduate)	graduation	Management	Enrollment Management	
etters of Recommendation (and disease). NITID	Until date of	NTID	Admissions	
etters of Recommendation (graduate) - NTID	graduation 2 years after	NTID Division of Enrollment	Admissions	
Letters of Recommendation (non-enrolled students)	application	Management	Enrollment Management	
etters of Recommendation (non-enrolled students) -	2 years after			
NTID	application	NTID Division of Enrollment	Admissions	
etters of Recommendation (undergraduate)	Until date of admission	Division of Enrollment Management	Enrollment Management	
cetters of neconfinendation fundergladuate)	Until date of	wichagement	En omnerie Management	
etters of Recommendation (undergraduate) - NTID	admission	NTID	Admissions	
ibrant Inventory Records of Decomposition of Titl	7 years (fines)	Office of the Press	DIT Librarios	
ibrary Inventory Records of Decommissioned Titles	7 years (fiscal year)	Office of the Provost	RIT Libraries	

Page 5 of 9 rev. 12/2025

Censing Agreements tigated Claims	Retention Period 6 years from	Division/Department	Official Repository	RIT Archive:
tigated Claims	o years from	Division/ Department	Official Repository	AICHIVE
tigated Claims	termination of	Office of the Vice President	Intellectual Property Management	
· ·	Agreement	for Research	Office	
· ·	6 years after			
	settlement	Finance and Administration	Legal Affairs	
aterial Safety Data Sheets	40 years	Finance and Administration Student Affairs	Environmental Health and Safety	
ediation or Restorative Conferencing Agreements onthly Health and Safety Inspection Reports	5 years 6 years	Finance and Administration	Student Affairs Public Safety	
orithly Health and Salety Inspection Reports	6 years after all	Finance and Administration	Senior VP for Finance and	
ortgages, Security Agreements	obligations end	Finance and Administration	Administration	
	6 years after			
otor Vehicle Records	employment ends	Finance and Administration	Compliance and Ethics	
ame Change	Permanent	Academic Affairs	Registrar	
	6 years from date of			
CAA Drug Testing Consent Forms	test	Student Affairs	Intercollegiate Athletics	
ew York State Education Department Surveys, eports, and Registrations	3 years	Finance and Administration	Institutional Research, Data & Analytics	./
ews Content (internal and external)	Permanent	All	University Communications	· /
on-Degree Alumni Contact Information	Permanent	University Advancement	University Advancement	· ✓
otary Public (e-Notary only) video and/or audio	· Cimentent	Graversky reasonreement	or inversity y tavelineerine in	
cordings	10 years	All	Individual Notary Public	
otary Public Journal of all notarial acts performed				
raditional Notary and e-Notary)	10 years	All	Individual Notary Public	
	7 years from date			
otice of Appeal - TIX	appeal filed	Finance and Administration	Compliance and Ethics	
otification of Ban from Campus	6 years 6 years after	Finance and Administration	Public Safety	
CFS 6000 Packet	departure	Student Affairs	Margaret's House	
nline Learning Materials	2 years after last use	Academic Affairs	Online Learning	
mile Learning Materials	2 years area last use	Office of the Vice President	Intellectual Property Management	
riginal Patents and related work papers	Permanent	for Research	Office	✓
riginal Trademark and related paperwork	Permanent	All	Marketing and Communications	✓
SHA Illness or Injury Records or Logs	40 years	Finance and Administration	Environmental Health and Safety	
SHA Safety and Health Training Reports	6 years	Finance and Administration	Environmental Health and Safety	
	7 years from date of	Figure 2 and Administration	Constitution of Ethics	
utcome Letters	letter 6 years after	Finance and Administration	Compliance and Ethics	
	termination of			
verpayment/Repayment of Wages Forms	employment	Finance and Administration	Controller's Office	
respayment repayment of waiges rolling	cp.oye.	The large chia / tarim ischelori	Parking and Transportation	
arking Tickets (paid and unpaid)	6 years	Finance and Administration	Services	
	6 years after			
ayroll Deduction Authorization Forms	employment ends	Finance and Administration	Controller's Office	
ayroll Vouchers	3 years after	Finance and Administration	Controller's Office	
erformance Appraisals and related documents	3 years after termination of			
aculty)	employment	All	Appropriate College/Department	
icuity)	3 years after	7 UI	Appropriate College/ Department	
	termination of			
erformance Appraisals and related documents (staff)	employment	All	Human Resources	
eriodicals and Newsletters (departmental,				
dministrative, and student groups)	2 years	All	Appropriate College/Department	✓
erkins Loan Counseling Records (Entrance and Exit)	6 years 3 years after loan	Finance and Administration	Student Financial Services	
	repaid, canceled, or			
	assigned to			
	Department of			
erkins Loan Promissory Notes	Education	Finance and Administration	Student Financial Services	
	6 years from			
ermission to Contact Self Release Form	completion of form	Student Affairs	Intercollegiate Athletics	
	6 years from date of			
	termination of			
ersonnel Files, Appointment Letters and Forms	employment	Finance and Administration	Human Resources	
	6 years	All	Appropriate College/Department	√
noto Release	Permanent Until Pledae Fulfilled	All University Advancement	Appropriate College/Department University Advancement	v
notos, Videos, Films and DVDs	6 years	Finance and Administration	Environmental Health and Safety	
notos, Videos, Films and DVDs edge Reminders		i ii idi ice di id / tarriii iisti dilori	Environmental ricalulatio safety	
notos, Videos, Films and DVDs	9 years after end of			
notos, Videos, Films and DVDs edge Reminders	9 years after end of fiscal year in which			
notos, Videos, Films and DVDs edge Reminders ortable Extinguisher Training Records		Finance and Administration	Controller's Office	
notos, Videos, Films and DVDs edge Reminders ortable Extinguisher Training Records ost award Grant and Contract Files, not including	fiscal year in which	Finance and Administration	Controller's Office	
notos, Videos, Films and DVDs edge Reminders ortable Extinguisher Training Records ost award Grant and Contract Files, not including nancial records - financial records ost Award Grant and Contract Files, not including nancial records (New York State awards)	fiscal year in which transaction occurred 6 years after close of grant	Finance and Administration Finance and Administration	Controller's Office Controller's Office	
notos, Videos, Films and DVDs edge Reminders ortable Extinguisher Training Records ost award Grant and Contract Files, not including nancial records - financial records ost Award Grant and Contract Files, not including nancial records (New York State awards) ost Ward Grant and Contract Files, not including	fiscal year in which transaction occurred 6 years after close of grant 3 years after close of	Finance and Administration	Controller's Office	
notos, Videos, Films and DVDs edge Reminders ortable Extinquisher Training Records ost award Grant and Contract Files, not including nancial records - financial records ost Award Grant and Contract Files, not including nancial records (New York State awards) ost Ward Grant and Contract Files, not including nancial records (Federal awards)	fiscal year in which transaction occurred 6 years after close of grant			
notos, Videos, Films and DVDs edge Reminders ortable Extinguisher Training Records ost award Grant and Contract Files, not including nancial records - financial records ost Award Grant and Contract Files, not including nancial records (New York State awards) ost Ward Grant and Contract Files, not including	fiscal year in which transaction occurred 6 years after close of grant 3 years after close of	Finance and Administration	Controller's Office	√

Page 6 of 9 rev. 12/2025

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
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 (federal awards, including federal dollars paid RIT on subcontracts)	3 years after close of grant and contracts	Office of the Vice President for Research	Sponsored Research Services	
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 (New York State, corporate, and private awards) Pre-Award Grant and Contract Applications, Proposals,	6 years after close of grant and contract	Office of the Vice President for Research	Sponsored Research Services	
and Supporting Documents that are not funded or	6 years from	Office of the Vice President		
warded Presidential Medallion Records	submission Permanent	for Research Office of the President	Sponsored Research Services Office of the President	✓
Presidential Medallion Records - NTID	Permanent	NTID	NTID Office of the President	∨
residential Recognition Citations	Permanent	Office of the President	Office of the President	✓
Presidential Recognition Citations - NTID	Permanent	NTID	NTID Office of the President	✓
Presidential Speeches and Presentations	Permanent	Office of the President	Office of the President	✓
Presidential Speeches and Presentations - NTID	Permanent	NTID	NTID Office of the President	✓
Press Releases	6 years 3 years after end of	Office of the President	University Communications	√
Private Grants, Contract Documents and Files	all obligations 6 years after life of	Finance and Administration	Controller's Office	
Private Use Records	bond	Finance and Administration Division of Enrollment	Controller's Office	
Program Participation Agreements	Permanent 4 years after report	Management	Financial Aid and Scholarships	
Property Damage Reports	date 1 year beyond last date H-1B	Finance and Administration	Public Safety	
	nonimmigrant is employed under labor condition			
Public Inspection Files Public Safety Officer Daily Activity Logs Purchase Orders (including supporting	application 4 years	Finance and Administration Finance and Administration	Compliance and Ethics Public Safety	
documentation)	6 years	Finance and Administration	Procurement Services Office	
Duarterly Lab Inspections Radiation Dose Reports	6 years Permanent	Finance and Administration Finance and Administration	Environmental Health and Safety Environmental Health and Safety	
Radioactive Material Receiving and Inventory Records	6 years	Finance and Administration	Environmental Health and Safety	
Real Property Leases (current and expired)	6 years after all obligations end	Finance and Administration	Real Estate Office	
Record of Payments and Deductions Record of Student Accounts (including charges, cash	5 years	Finance and Administration	Controller's Office	
payments, Federal Student Aid payments, cash disbursements, refunds, returns, and overpayments)	6 years	Finance and Administration	Student Financial Services	
Recruiting Records	6 years	Student Affairs	Intercollegiate Athletics	
Recruitment materials (for individual students)	Until date of enrollment	Division of Enrollment Management	Enrollment Management	
Recruitment materials (for individual students) - NTID	Until date of enrollment	NTID	Admissions	
eleases - Litigation Matters	Permanent	Finance and Administration	Legal Affairs	
Repair Service Documentation Request for Proposals	6 years 6 years	Finance and Administration Finance and Administration	Digital Den Procurement Services Office	
Residency Certificates	Until date of enrollment	Student Affairs	International Student Office	
Residency Classification Forms (non-enrolled students)	3 years after application	Division of Enrollment Management	Enrollment Management	
Residency Classification Forms (non-enrolled students) - NTID	3 years after application	NTID	Admissions	
Resident Advisor Applications/Essays (not selected) Resident Advisor files including Applications/Essays	1 year from date of application 2 years from date of	Student Affairs	Residence Life Office	
and Performance Evaluations Risk Register	last service as RA	Student Affairs	Residence Life Office	
RIT Corporate Documents (including By-Laws, Charter,	Permanent	Finance and Administration	Compliance and Ethics	
and Licenses)	Permanent Life of Patent or	Office of the President	Secretary of the University	✓
Royalty Records	Trademark, plus 6 years	Office of the Vice President for Research	Intellectual Property Management Office	
Safety Plan Acknowledgement Form	6 years	All	Appropriate Department	
Safety Plan Visitor COVID 19 vaccination status/negative test result documentation Sales Receipts (computers/devices, software,	6 years	All	Appropriate Department	
accessories, photo equipment/accessories, etc.) hard copy and electronic records	6 years	Finance and Administration	Digital Den	

Page 7 of 9 rev. 12/2025

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archiv
	6 years after returns			
ales Tax Returns	are filed	Finance and Administration	Controller's Office	
chedule of Courses	Permanent	Academic Affairs	Registrar	✓
cholarships Awarded by Individual Colleges (records		Division of Enrollment		
of applicants who received the scholarships)	1 year	Management	Appropriate College/Department	
earch Committee Records (including committee	7 7 6 6.11	management	, ippropriate conege, Department	
nembers' notes) - candidates not hired	3 years	Finance and Administration	Human Resources	
earch Committee Records (including committee	6 years after			
nembers' notes) - hired candidate	employment ends	Finance and Administration	Human Resources	
ettlements	Permanent	Finance and Administration	Legal Affairs	
ack Communications	6 years	All	Appropriate Department	
oftware Licenses and Support Agreements	6 years after all	All	Appropriate Department	
ports Camp Documentation	obligations end 6 years	Student Affairs	Appropriate Department Intercollegiate Athletics	
borts camp bocamentation	6 years after	Stadent / than's	interconegiate / timeties	
	separation from			
taff Health Statements	employement	Student Affairs	Margaret's House	
tatewide Central Register Clearance Forms and	6 years after			
elated record	departure	Student Affairs	Margaret's House	
rategic Planning Records	Permanent	Office of the President	Office of the President	✓
rategic Planning Records - NTID	Permanent	NTID	NTID Office of the President	✓
underst Advisiona Files	10 years after	Division of Enrollment	Francisco est Maria a consent	
tudent Advising Files	admission 10 years after	Management	Enrollment Management	
tudent Advising Files - NTID	admission	NTID	Admissions	
addition to the	6 years from		, .Giriissioris	
tudent Athlete Affirmation of Eligibility	completion of form	Student Affairs	Intercollegiate Athletics	
• •	6 years from		•	
tudent Athlete Statements	completion of form	Student Affairs	Intercollegiate Athletics	
	6 years from case			
tudent Behavior Consultation Team Files	creation	Student Affairs	Student Affairs	
tudent Conduct and University Appeal Records,				
ncluding Audio/Visual Recordings for any matter that	Dormanant	Student Affairs	Student Conduct Office	
ncludes an outcome of suspension or expulsion tudent Conduct and University Appeal Records,	Permanent	Student Allans	student Conduct Office	
ncluding Audio/Visual Recordings unless the				
utcome includes suspensionor expulsion. Includes all				
ecords related to policies D.18, D.19, or	7 years from incident			
27(students).	reporting date	Student Affairs	Student Conduct Office	
			Career Services and Cooperative	
tudent Co-op and Employer Information	6 years	Academic Affairs	Education Office	
	_	Office of Career Services		
tudent Employee orientation and training materials	Permanent	and Cooperative Education	Student Employment Office	
tudent Employee records	6 years after employment ends	Office of Career Services	Student Empleyment Office	
tudent Employee records tudent Employment Applications and Resumes	6 years after	and Cooperative Education Office of Career Services	Student Employment Office	
employed)	employment ends	and Cooperative Education	Student Employment Office	
tudent Employment Applications and Resumes (not	employment ends	Office of Career Services	Stadent Employment Office	
mployed)	3 years	and Cooperative Education	Student Employment Office	
tudent Field Trip Documentation	6 years	Student Affairs	Appropriate Department	
tudent files (maintained in college/department on	1 year after			
udents currently enrolled)	graduation	Academic Affairs	Appropriate College/Department	
	6 years after			
tudent Immigration Information (I20, DS2019)	graduation	Student Affairs	International Student Office	
tudent Organization Conduct Records (not	7 years from incident	Student Affaire	Student Cord and Office	
esponsible) tudent Organization Conduct Records (responsible	reporting date	Student Affairs	Student Conduct Office	
ndings of Suspension, Loss of				
ridings of suspension, coss of ecognition/Disaffiliation, or Expulsion)	Permanent	Student Affairs	Student Conduct Office	
tudent Organization Conduct Records (responsible	remonent	Stadent / Maii 3	Stadent Conduct Office	
ndings of Warnings, Probations, and Good Samaritan				
tatus)	Permanent	Student Affairs	Student Conduct Office	
tudent requests for nondislcosure of directory				
nformation	Permanent	Student Affairs	Student Affairs	
	6 years after			
tudent Visa Documents	graduation	Student Affairs	International Student Office	
	Until			
tudent Waivers for Right of Inspection	graduation/date of	Academic Affairs	Pegistrar	
tudent Waivers for Right of Inspection tudy Abroad Agreements with supporting	last attendance	Academic Affairs	Registrar	
ocumentation	6 years after return	Student Affairs	Appropriate Department	
ubpoenas (Information Subpoenas) received by	o years anter return	Stadent / mails	Appropriate Department	
ayroll	Permanent	Finance and Administration	Controller's Office/Payroll	
ubpoenas and Responsive Documentation	Permanent	Finance and Administration	Legal Affairs	
ummary Plan Descriptions	Permanent	Finance and Administration	Human Resources	
yllabi (distributed to students)	6 years	Academic Affairs	Appropriate College/Department	
ax Audit closing letters	Permanent	Finance and Administration	Controller's Office	
	5 years after			
	transaction (OFAC			
hird Party Screening	requirement)	Finance and Administration	Compliance and Ethics	

Page 8 of 9 rev. 12/2025

Dommont Nove	Detention Deviced	Applicable	Official Description	RIT
Document Name	6 years after creation	Division/Department	Official Repository	Archive
	or close of file			
	(whichever is			
hreat Assessment Team Files	greater)	Finance and Administration	Global Risk Management Services	
ime Cards (including student employees)	3 years	Finance and Administration	Controller's Office	
itle IV Grants (originated through Department of		District of Francisco		
ducation Common Origination and Disbursement	Lucare	Division of Enrollment	Financial Aid and Scholarchine	
ystem)	6 years 7 years from incident	Management	Financial Aid and Scholarships	
itle IX documentation (Policy C27.0) Employees	reporting date	Finance and Administration	Human Resources	
raining Records	6 years	Finance and Administration	Compliance and Ethics	
	10 years after			
ranscript Requests	admission	Academic Affairs	Registrar	
	2 years after	Division of Enrollment	Formally and Manager and and	
ranscripts - high school (non-enrolled students) ranscripts - high school (non-enrolled students) -	application 2 years after	Management	Enrollment Management	
ianscripts - riigh scrioor (nor-enrolled stadents) - ITID	application	NTID	Admissions	
ranscripts - high school, other college or other	10 years after	MID	Admissions	
cademic institution (enrolled students)	admission	Academic Affairs	Registrar	
ranscripts - RIT	Permanent	Academic Affairs	Registrar	
	10 years after			
	graduation/date of			
ransfer credit requests/reports	last attendance	Academic Affairs	Registrar	
rial Balances rustee files (information on individual trustees	6 years	Finance and Administration	Controller's Office	
ncluding correspondence)	Permanent	Office of the President	Secretary of the University	1
uition Fees and Schedules	Permanent	Finance and Administration	Student Financial Services	•
Inemployment Insurance Claims and Supporting			and the second s	
ocuments	6 years	Finance and Administration	Human Resources	
	6 years after			
nlitigated Claims	settlement	Finance and Administration	Global Risk Management Services	
	4 years after	District of Francisco		
eteran Administration Certifications	graduation/date of last attendance	Division of Enrollment	Enrollment Management	
eteran Administration Certifications	4 years after	Management	Enrollment Management	
	graduation/date of			
eteran Administration Certifications - NTID	last attendance	NTID	Admissions	
	2 years after end of			
	class or appeal,			
/ideo Recordings Used In Academic Classes	whichever is greater	All	Appropriate Department	
oicemail Message Recordings (V2E) (ACO)	6 years	All	Appropriate Department	
Vage Assignment Orders	5 years after close 3 years after child	Finance and Administration	Controller's Office	
Vaitlist Application Registration Form - accepted child	attains age 18	Student Affairs	Margaret's House	
raidist, ipplication registration of the accepted crima	accomb dige 10	Stade. It / III.	Wall gall et 3 Flouse	
Vaitlist Application Registration Form - not accepted	6 years	Student Affairs	Margaret's House	
	6 years from last			
	encounter or date of			
**	attendance,	6	NV. II	
Vellness Client/Patient Health Records	whichever is greater 2 years after	Student Affairs	Wellness	
Vithdrawal authorization/leave of absence	graduation/date of			
uthorization	last attendance	Academic Affairs	Registrar	
Vorkers Compensation Claims and Supporting	idot deterridente	, teaderine , titeling	registra	
Oocuments	18 years	Finance and Administration	Human Resources	
earbooks	Permanent	University Advancement	University Advancement	✓
outh Program - Employee License Event Notification				
ervice (LENS) Certification	6 years	All	Office of Compliance and Ethics	
outh Program - Participant Code of Conduct	(All	Youth Program Sponsoring	
cknowledgement	6 years	All	Department Youth Program Sponsoring	
outh Program - Participant Information	6 years	All	Department	
2-9,	.,		Youth Program Sponsoring	
outh Program - Participant Registration Form	6 years	All	Department	
			Youth Program Sponsoring	
outh Program - Releases/Waivers	6 years	All	Department	
outh Program - Student Driver Certification	6 years	All	Facilities Management Services Office of Youth Protection and	
outh Program - Training Completion locumentation/Certification	6 vears	All	Compliance	
ocumentation/Certification outh Protection - informational materials	6 years	All	Office of Youth Protection and	
quides/brochures)	2 years	Academic Affairs	Compliance	
ما ما ما ما ما ما الما الما الما الما ا	- yeers	, leaderine / titali 3	Office of Youth Protection and	
outh Protection Compliance Documentation	6 years	Academic Affairs	Compliance	
outh Protection Compliance Policy, including all prior			Office of Youth Protection and	
ersions/revisions	6 years	Academic Affairs	Compliance	
outh Training - Staff Code of Conduct			Office of Youth Protection and	
cknowledgement	6 years	All	Compliance	

Page 9 of 9 rev. 12/2025