

## C22.0 Records Management Policy Document Retention Schedule

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
Academic advisement files (graduate)	3 years after graduation/7 years after initial registration	Academic Affairs	Appropriate Academic Department	
Academic advisement files (undergraduate)	3 years after graduation/date of last attendance	Academic Affairs	Appropriate Academic Department	
Academic Conduct Committee files (cause findings)	Permanent	Academic Affairs	Appropriate College/Department	
Academic Conduct Committee files (no cause findings)	1 year after graduation	Academic Affairs	Appropriate College/Department	
Acceptance letters (enrolled students)	10 years after admission	Academic Affairs	Registrar	
Accreditation Reports and supporting documents	Permanent	Academic Affairs	Provost	✓
Advanced Placement Records, Applications for Admission or Readmission, correspondence that is relevant, Entrance Exam reports (enrolled students)	10 years after admission	Academic Affairs	Registrar	
Certification of Graduation	Permanent	Academic Affairs	Registrar	
Change of Major Requests	6 years after graduation/date of last attendance	Academic Affairs	Registrar	
Change to Student ID Number	Permanent	Academic Affairs	Registrar	
Class Roster	1 year after end of quarter	Academic Affairs	Appropriate College/Department	
College Strategic Planning Records	Permanent	Academic Affairs	Appropriate College	✓
College/Department Office Student Files (maintained in college/department on currently enrolled students)	1 year after graduation	Academic Affairs	Appropriate College/Department	
Commencement Programs	Permanent	Academic Affairs	Registrar	✓
Correspondence - relevant student specific correspondence (other than admissions)	1 year after graduation	Academic Affairs	Appropriate College/Department	
Course Evaluations (Adjunct Faculty)	3 years from end of course	Academic Affairs	Appropriate College/Department	
Course Evaluations (Lecturers)	5 years from date of hire or last promotion	Academic Affairs	Appropriate College/Department	
Course Evaluations (Non-Tenure/Tenure Track Faculty)	3 years after termination of employment	Academic Affairs	Appropriate College/Department	
Course Exams	2 years after end of class or appeal, whichever is greater	Academic Affairs	Appropriate College/Department	
Credit/No Credit Approvals (audit, pass/fail, etc.)	1 year after date submitted	Academic Affairs	Registrar	
Degree statistics, Enrollment statistics, Grade statistics, and Race/Ethnicity statistics	Permanent	Academic Affairs	Registrar	✓
Dismissal for Cause Documentation (Faculty) - Cause Finding	Permanent	Academic Affairs	Provost	
Dismissal for Cause Documentation (Faculty) - No Cause Finding	3 years from determination	Academic Affairs	Provost	
Drop/Add Records	1 year after date submitted	Academic Affairs	Registrar	
Eyewash and safety shower activation records	6 years	Academic Affairs	Appropriate Department	
Faculty Curriculum Vitae	Permanent	Academic Affairs	Provost	✓
Faculty Grade Books (including quiz scores, exam scores, and other student grades)	2 years after end of class or appeal, whichever is greater	Academic Affairs	Appropriate College/Department	
Faculty Mid-Tenure Comprehensive Review Documentation			Office of the Dean of the	
Faculty Tenure or Promotion Documentation - Tenure Approved	6 years	Academic Affairs	Appropriate College	
Faculty Tenure or Promotion Documentation - Tenure Denied	3 years	Academic Affairs	Provost	
FERPA Consent Forms	3 years from date of term appointment for tenure; 3 years from date of denial for other promotions	Academic Affairs	Provost	
Graduate Student Advising Files	Permanent	Academic Affairs	Registrar	
Grievances (Faculty) - Cause finding	1 year after graduation/last date of attendance	Academic Affairs	Graduate Studies	
Grievances (Faculty) - No Cause finding	6 years from termination	Academic Affairs	Provost	
Hold or Encumbrance Authorizations	3 years from determination	Academic Affairs	Provost	
Institute Publications (catalogs, handbooks, programs, etc.)	Until released	Academic Affairs	Registrar	
Lecture Series documentation, advertisements, lectures	Permanent	Academic Affairs	Registrar	✓
Name Change	3 years	Academic Affairs	Appropriate College/Department	✓
Online Learning Materials	Permanent	Academic Affairs	Registrar	
Schedule of Courses	2 years after last use	Academic Affairs	Online Learning	
	Permanent	Academic Affairs	Registrar	✓

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Student Co-op and Employer Information	6 years	Academic Affairs	Career Services and Cooperative Education Office	
Student files (maintained in college/department on students currently enrolled)	1 year after graduation	Academic Affairs	Appropriate College/Department	
Student Waivers for Right of Inspection	Until graduation/date of last attendance	Academic Affairs	Registrar	
Syllabi (distributed to students)	6 years	Academic Affairs	Appropriate College/Department	
Transcript Requests	10 years after admission	Academic Affairs	Registrar	
Transcripts - high school, other college or other academic institution (enrolled students)	10 years after admission	Academic Affairs	Registrar	
Transcripts - RIT	Permanent	Academic Affairs	Registrar	
Transfer credit requests/reports	10 years after graduation/date of last attendance	Academic Affairs	Registrar	
Withdrawal authorization/leave of absence authorization	2 years after graduation/date of last attendance	Academic Affairs	Registrar	
Youth Protection - informational materials (guides/brochures)	2 years	Academic Affairs	Office of Youth Protection and Compliance	
Youth Protection Compliance Documentation	6 years	Academic Affairs	Office of Youth Protection and Compliance	
Youth Protection Compliance Policy, including all prior versions/revisions	6 years	Academic Affairs	Office of Youth Protection and Compliance	
Advisory Board minutes, agenda and materials	Permanent	All	Appropriate Advisory Board	✓
Calendars (electronic and paper) - appointment books, work-related journals, and diaries	6 years	All	Appropriate Department	
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	6 years after expiration	All	Appropriate Department	
Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees	Permanent	All	Appropriate Committee	✓
Consultant contracts/files (expired)	6 years after all obligations end	All	Appropriate Department	
Consultant contracts/files (not retained/hired)	1 year after decision not to retain/hire	All	Appropriate Department	
Contracts and Agreements (not otherwise listed)	6 years after all obligations end	All	Appropriate Department	
Contracts with employees	6 years after all obligations end	All	Appropriate Department	
Correspondence, General (including emails)	6 years	All	Appropriate Department	
Departmental Policy and Mission Statements	Permanent	All	Appropriate College/Department	✓
Equipment files and maintenance records	6 years after disposition	All	Appropriate College/Department	
Equipment leases	6 years after disposition	All	Appropriate College/Department	
Facility Use Agreement	6 years	All	Appropriate Department	
Games of Chance Forms and supporting documentation - Raffle/Bingo/Sweepstakes	6 years	All	Appropriate Department	
Governance Group minutes, agenda and materials (including Student groups)	Permanent	All	Appropriate Governance Group	✓
Governance Group Voting Records	6 years	All	Appropriate Governance Group	
News Content (internal and external)	Permanent	All	University Communications	✓
Notary Public (e-Notary only) video and/or audio recordings	10 years	All	Individual Notary Public	
Notary Public Journal of all notarial acts performed (traditional Notary and e-Notary)	10 years	All	Individual Notary Public	
Original Trademark and related paperwork	Permanent	All	Marketing and Communications	✓
Performance Appraisals and related documents (faculty)	3 years after termination of employment	All	Appropriate College/Department	
Performance Appraisals and related documents (staff)	3 years after termination of employment	All	Human Resources	
Periodicals and Newsletters (departmental, administrative, and student groups)	2 years	All	Appropriate College/Department	✓
Photo Release	6 years	All	Appropriate College/Department	
Photos, Videos, Films and DVDs	Permanent	All	Appropriate College/Department	✓
Posters and Flyers (departmental, administrative, and student groups)	2 years	All	Appropriate College/Department	✓
Safety Plan Acknowledgement Form	6 years	All	Appropriate Department	
Safety Plan Visitor COVID 19 vaccination status/negative test result documentation	6 years	All	Appropriate Department	
Slack Communications	6 years	All	Appropriate Department	
Software Licenses and Support Agreements	6 years after all obligations end	All	Appropriate Department	
Video Recordings Used In Academic Classes	2 years after end of class or appeal, whichever is greater	All	Appropriate Department	
Voicemail Message Recordings (V2E) (ACO)	6 years	All	Appropriate Department	

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Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
Youth Program - Employee License Event Notification Service (LENS) Certification	6 years	All	Office of Compliance and Ethics	
Youth Program - Participant Code of Conduct Acknowledgement	6 years	All	Youth Program Sponsoring Department	
Youth Program - Participant Information	6 years	All	Youth Program Sponsoring Department	
Youth Program - Participant Registration Form	6 years	All	Youth Program Sponsoring Department	
Youth Program - Releases/Waivers	6 years	All	Facilities Management Services	
Youth Program - Student Driver Certification	6 years	All	Office of Youth Protection and Compliance	
Youth Program - Training Completion Documentation/Certification	6 years	All	Office of Youth Protection and Compliance	
Youth Training - Staff Code of Conduct Acknowledgement	6 years	All	HEOP Office	
Higher Education Opportunity Program application materials (accepted students)	6 years after last date of contact	Diversity and Inclusion	Enrollment Management	
Higher Education Opportunity Program application materials (for prospective applicants)	1 year	Diversity and Inclusion	Enrollment Management	
Acceptance letters (non-enrolled students)	2 years after admission	Division of Enrollment Management	Enrollment Management	
Advanced Placement Records (non-enrolled students)	2 years after application	Division of Enrollment Management	Enrollment Management	
Advertising materials, other than catalogs	5 years after compilation	Division of Enrollment Management	Enrollment Management	
Applications for Admission or Readmission (non-enrolled students)	2 years after application	Division of Enrollment Management	Enrollment Management	
Career/Employment Placement Records	6 years after graduation	Division of Enrollment Management	Enrollment Management	
Correspondence (non-enrolled students)	2 years after application	Division of Enrollment Management	Enrollment Management	
Direct Loan Counseling Records (Entrance)	6 years	Division of Enrollment Management	Financial Aid and Scholarships	
Entrance Exam Reports (non-enrolled students)	2 years after application	Division of Enrollment Management	Enrollment Management	
Federal Direct Student Loan Account Reconciliations	6 years	Division of Enrollment 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 Student Aid awards, grants, fellowships, scholarships, loans, work study, and records used to determine eligibility	6 years	Division of Enrollment Management	Financial Aid and Scholarships	
Fiscal Operations Report/Application for Funding (FISAP)	6 years	Division of Enrollment Management	Financial Aid and Scholarships	
Letters of Recommendation (graduate)	Until date of graduation	Division of Enrollment Management	Enrollment Management	
Letters of Recommendation (non-enrolled students)	2 years after application	Division of Enrollment Management	Enrollment Management	
Letters of Recommendation (undergraduate)	Until date of admission	Division of Enrollment Management	Enrollment Management	
Program Participation Agreements	Permanent	Division of Enrollment Management	Financial Aid and Scholarships	
Recruitment materials (for individual students)	Until date of enrollment	Division of Enrollment Management	Enrollment Management	
Residency Classification Forms (non-enrolled students)	3 years after application	Division of Enrollment Management	Enrollment Management	
Scholarships Awarded by Individual Colleges (records of applicants who received the scholarships)	1 year	Division of Enrollment Management	Appropriate College/Department	
Student Advising Files	10 years after admission	Division of Enrollment Management	Enrollment Management	
Title IV Grants (originated through Department of Education Common Origination and Disbursement System)	6 years	Division of Enrollment Management	Financial Aid and Scholarships	
Transcripts - high school (non-enrolled students)	2 years after application	Division of Enrollment Management	Enrollment Management	
Veteran Administration Certifications	4 years after graduation/date of last attendance	Division of Enrollment Management	Enrollment Management	
Access Control Records	6 years	Finance and Administration	Public Safety	
Accident Reports	4 years after report date	Finance and Administration	Public Safety	
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	
Affirmative Action Plans (including documentation)	Permanent	Finance and Administration	Legal Affairs	✓
Annual Conflict of Interest Disclosure Forms (Faculty and Staff)	6 years	Finance and Administration	Compliance and Ethics	
Annual Tax Payment Records (941)	6 years after returns are filed	Finance and Administration	Controller's Office	
Auditor management letters	Permanent	Finance and Administration	Controller's Office	

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Banking Records, including deposit and withdrawal 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	
Bond Records (Offering, Funding, and Reimbursement)	6 years after life of bond	Finance and Administration	Controller's Office	
Budget Materials	6 years	Finance and Administration	Controller's Office	
Capital Equipment Records	Life of Asset	Finance and Administration	Controller's Office	
Cash Receipts	6 years	Finance and Administration	Controller's Office	
Chart of Accounts	Permanent	Finance and Administration	Controller's Office	
Chemical Inventories	6 years	Finance and Administration	Environmental Health and Safety	
Clery Act and Uniform Crime Reports	4 years after report date	Finance and Administration	Public Safety	
Complaints and Reports of Harassment or Discrimination	7 years from date of report	Finance and Administration	Compliance and Ethics	
Conflict of Interest Determinations - Employees	6 years after employment ends	Finance and Administration	Compliance and Ethics	
Conflict of Interest Disclosures - Employees	6 years after employment ends	Finance and Administration	Compliance and Ethics	
Conflict of Interest Management Plans - Employees	6 years after employment ends	Finance and Administration	Compliance and Ethics	
Consent Orders	Permanent	Finance and Administration	Legal Affairs	
Court Orders	Permanent	Finance and Administration	Legal Affairs	
Crime Reports	4 years after report date	Finance and Administration	Public Safety	
Critical Incident Files	6 years	Finance and Administration	Global Risk Management Services	
Deeds	Permanent	Finance and Administration	Real Estate Office	✓
Department Heads and Chairs Resumes	Permanent	Finance and Administration	Human Resources	✓
Depreciation Records	Life of Asset	Finance and Administration	Controller's Office	
DHS Records	Permanent	Finance and Administration	Environmental Health and Safety	
Direct Loan Counseling Records (Exit)	3 years after loan is repaid, canceled, or assigned to the Department of Education	Finance and Administration	Student Financial Services	
Directories	2 years	Finance and Administration	Chief Information Officer	✓
Disability Accommodation Records - Employees	6 years after employment ends	Finance and Administration	Compliance and Ethics	
Disability and Sick Benefit Records	6 years from date of termination of employment	Finance and Administration	Human Resources	
EEO Reports	Permanent	Finance and Administration	Legal Affairs	
EH&S Incident Records	5 years	Finance and Administration	Environmental Health and Safety	
Elevator Certifications	6 years	Finance and Administration	Environmental Health and Safety	
Employee Background Checks (including Controlled Substance Test Results)	6 years after employment ends	Finance and Administration	Human Resources	
Employee Benefit Plan Documents and All Attached Amendments	Permanent	Finance and Administration	Human Resources	
Employee Elections/Referrals	6 years after employment ends	Finance and Administration	Human Resources	
Employee Eligibility for Benefits	6 years after death of eligible employee of beneficiary	Finance and Administration	Human Resources	
Employee Fringe Benefit Payment Records (including determination of value)	6 years	Finance and Administration	Controller's Office	
Employee Medical Documentation (store separate from personnel file)	6 years from termination of employment	Finance and Administration	Human Resources	
Employee Orientation and Training Records, including CPD Semtek Database (training records prior to mid-2006) and CPD Session Folders	3 years after termination of employment	Finance and Administration	Human Resources	
Employee Pay Statements	6 years from date of statement	Finance and Administration	Human Resources	
Employee Reimbursement Records	6 years	Finance and Administration	Controller's Office	
Employee Service Records	6 years after death of eligible employee of beneficiary	Finance and Administration	Human Resources	
Employee W-2 or 1099	6 years	Finance and Administration	Controller's Office	
Employment Applications and Resumes (employees)	6 years after employment ends	Finance and Administration	Human Resources	
Employment Applications and Resumes (non-employees)	3 years	Finance and Administration	Human Resources	
Evacuation Drill Records	6 years	Finance and Administration	Environmental Health and Safety	
Excise Tax Returns	6 years after returns are filed	Finance and Administration	Controller's Office	
Expense Reports	6 years	Finance and Administration	Controller's Office	
Federal Reporting Requirements: welfare benefits and other fringe benefit plans	Permanent	Finance and Administration	Human Resources	

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Federal Student Aid records (including program transactions and statements)	6 years	Finance and Administration	Controller's Office	
Final Investigation Reports and Exhibits - Employees	6 years after employment ends	Finance and Administration	Compliance and Ethics	
Financial Records, supporting documents, statistical records, and all other records pertinent to an award (Federal awards)	3 years from the date of submission of the final report	Finance and Administration	Controller's Office	
Financial Records, supporting documents, statistical records, and all other records pertinent to an award (New York State awards)	6 years from the date of submission of the 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	6 years	Finance and Administration	Environmental Health and Safety	
Form 5500 (including supporting documentation)	6 years	Finance and Administration	Human Resources	
Grievances (Staff)	6 years from termination	Finance and Administration	Human Resources	
	Upon issuance of the Grievance			
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	
	6 years from termination of employee, or 10 years from date of initial complaint, whichever is shorter			
Human Resources Discrimination and Harassment Files	6 years	Finance and Administration	Human Resources	✓
Imputed Income Records	6 years	Finance and Administration	Controller's Office	
Income Tax Returns	6 years after returns are filed	Finance and Administration	Controller's Office	
Indirect Cost Rate Calculations	3 years following end of effective date	Finance and Administration	Controller's Office	
	6 years after returns are filed			
Information Returns (990, 1099, 8282, etc.)		Finance and Administration	Controller's Office	
Information Returns filed with Federal and State authorities (Census Bureau, Labor Department, Questionnaires, etc.)	6 years after returns are filed	Finance and Administration	Controller's Office	
Institute Risk Map	Permanent	Finance and Administration	Compliance and Ethics	
Institutional Research, Data & Analytics Internal Analyses	6 years	Finance and Administration	Institutional Research, Data & Analytics	✓
Institutional Research, Data & Analytics Reports (internal and external)	3 years	Finance and Administration	Institutional Research, Data & Analytics	✓
Insurance Applications (including documentation)	6 years	Finance and Administration	Global Risk Management Services	
Insurance Policies (liability, property, and other policies)	Permanent	Finance and Administration	Global Risk Management Services	
Integrated Postsecondary Education Data Systems (IPEDS) Reports	3 years	Finance and Administration	Institutional Research, Data & Analytics	✓
			Institute Audit, Compliance and Advisement	
Internal Audit Reports (all engagement types)	Permanent	Finance and Administration	Institute Audit, Compliance and Advisement	
Internal Audits/Reviews/Files and Work Papers (all engagement types)	10 years	Finance and Administration		
	6 years from date of termination of Employee or 10 years from date of initial complaint, whichever is shorter			
Internal Human Resources Employee Investigations (Hearing Panel Approach - no violation found) includes notes, reports and documentation	6 years from date of termination of Employee	Finance and Administration	Human Resources	
Internal Human Resources Employee Investigations (Hearing Panel Approach - violation found) includes notes, reports and documentation	6 years from date of termination of Employee	Finance and Administration	Human Resources	
Internal Human Resources Employee Investigations (non-Hearing Panel Approach) includes notes, reports and documentation	6 years from date of termination of Employee	Finance and Administration	Human Resources	
Investment Consultant Reports	6 years	Finance and Administration	Controller's Office	
Investment Manager Contracts (including correspondence)	6 years after all obligations end	Finance and Administration	Controller's Office	
Investment Performance Reports	6 years	Finance and Administration	Controller's Office	
Invoices	6 years	Finance and Administration	Controller's Office	
IRS exemption determination and related correspondence	Permanent	Finance and Administration	Controller's Office	
	3 years after date of hire or 1 year after end of service, whichever is longer			
IRS Form I-9 (store separate from personnel file)	6 years	Finance and Administration	Human Resources	
Journal Entries with backup	Permanent	Finance and Administration	Controller's Office	
Judgments	Permanent	Finance and Administration	Legal Affairs	
Labor Certifications (including recruitment materials and supporting documentation)	5 years from filing of certification	Finance and Administration	Human Resources	
Leave Reporting Documents	4 years	Finance and Administration	Human Resources	
	6 years after settlement			
Litigated Claims	40 years	Finance and Administration	Legal Affairs	
Material Safety Data Sheets	6 years	Finance and Administration	Environmental Health and Safety	
Monthly Health and Safety Inspection Reports		Finance and Administration	Public Safety	



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Mortgages, Security Agreements	6 years after all obligations end	Finance and Administration	Senior VP for Finance and Administration	
Motor Vehicle Records	6 years after employment ends	Finance and Administration	Compliance and Ethics	
New York State Education Department Surveys, Reports, and Registrations	7 years from date appeal filed	Finance and Administration	Institutional Research, Data & Analytics	✓
Notice of Appeal - TIX	6 years	Finance and Administration	Compliance and Ethics	
Notification of Ban from Campus	40 years	Finance and Administration	Public Safety	
OSHA Illness or Injury Records or Loqs	6 years	Finance and Administration	Environmental Health and Safety	
OSHA Safety and Health Training Reports	7 years from date of letter	Finance and Administration	Environmental Health and Safety	
Outcome Letters	6 years after termination of employment	Finance and Administration	Compliance and Ethics	
Overpayment/Repayment of Wages Forms	6 years	Finance and Administration	Controller's Office	
Parking Tickets (paid and unpaid)	6 years after employment ends	Finance and Administration	Parking and Transportation Services	
Payroll Deduction Authorization Forms	3 years	Finance and Administration	Controller's Office	
Payroll Vouchers	6 years	Finance and Administration	Controller's Office	
Perkins Loan Counseling Records (Entrance and Exit)	6 years after loan repaid, canceled, or assigned to Department of Education	Finance and Administration	Student Financial Services	
Perkins Loan Promissory Notes	6 years from date of termination of employment	Finance and Administration	Student Financial Services	
Personnel Files, Appointment Letters and Forms	6 years	Finance and Administration	Human Resources	
Portable Extinguisher Training Records	9 years after end of fiscal year in which transaction occurred	Finance and Administration	Environmental Health and Safety	
Post award Grant and Contract Files, not including financial records - financial records	6 years after close of grant	Finance and Administration	Controller's Office	
Post Award Grant and Contract Files, not including financial records (New York State awards)	3 years after close of grant	Finance and Administration	Controller's Office	
Post Ward Grant and Contract Files, not including financial records (Federal awards)	3 years after end of all obligations	Finance and Administration	Controller's Office	
Private Grants, Contract Documents and Files	6 years after life of bond	Finance and Administration	Controller's Office	
Private Use Records	4 years after report date	Finance and Administration	Controller's Office	
Property Damage Reports	1 year beyond last date H-1B nonimmigrant is employed under labor condition application	Finance and Administration	Public Safety	
Public Inspection Files	4 years	Finance and Administration	Compliance and Ethics	
Public Safety Officer Daily Activity Logs	6 years	Finance and Administration	Public Safety	
Purchase Orders (including supporting documentation)	6 years	Finance and Administration	Procurement Services Office	
Quarterly Lab Inspections	6 years	Finance and Administration	Environmental Health and Safety	
Radiation Dose Reports	Permanent	Finance and Administration	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	5 years	Finance and Administration	Controller's Office	
Record of Student Accounts (including charges, cash payments, Federal Student Aid payments, cash disbursements, refunds, returns, and overpayments)	6 years	Finance and Administration	Student Financial Services	
Releases - Litigation Matters	Permanent	Finance and Administration	Legal Affairs	
Repair Service Documentation	6 years	Finance and Administration	Digital Den	
Request for Proposals	6 years	Finance and Administration	Procurement Services Office	
Risk Register	Permanent	Finance and Administration	Compliance and Ethics	
Sales Receipts (computers/devices, software, accessories, photo equipment/accessories, etc.) hard copy and electronic records	6 years	Finance and Administration	Digital Den	
Sales Tax Returns	6 years after returns are filed	Finance and Administration	Controller's Office	
Search Committee Records (including committee members' notes) - candidates not hired	3 years	Finance and Administration	Human Resources	
Search Committee Records (including committee members' notes) - hired candidate	6 years after employment ends	Finance and Administration	Human Resources	
Settlements	Permanent	Finance and Administration	Legal Affairs	
Subpoenas (Information Subpoenas) received by Payroll	Permanent	Finance and Administration	Controller's Office/Payroll	
Subpoenas and Responsive Documentation	Permanent	Finance and Administration	Legal Affairs	

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Summary Plan Descriptions	Permanent	Finance and Administration	Human Resources	
Tax Audit closing letters	Permanent	Finance and Administration	Controller's Office	
Third Party Screening	5 years after transaction (OFAC requirement)	Finance and Administration	Compliance and Ethics	
Threat Assessment Team Files	6 years after creation or close of file (whichever is greater)	Finance and Administration	Global Risk Management Services	
Time Cards (including student employees)	3 years	Finance and Administration	Controller's Office	
Title IX documentation (Policy C27.0) Employees	7 years from incident reporting date	Finance and Administration	Human Resources	
Training Records	6 years	Finance and Administration	Compliance and Ethics	
Trial Balances	6 years	Finance and Administration	Controller's Office	
Tuition Fees and Schedules	Permanent	Finance and Administration	Student Financial Services	
Unemployment Insurance Claims and Supporting Documents	6 years	Finance and Administration	Human Resources	
Unlitigated Claims	6 years after settlement	Finance and Administration	Global Risk Management Services	
Wage Assignment Orders	5 years after close	Finance and Administration	Controller's Office	
Workers Compensation Claims and Supporting Documents	18 years	Finance and Administration	Human Resources	
Acceptance letters (non-enrolled students) - NTID	2 years after admission	NTID	Admissions	
Advanced Placement Records (non-enrolled students) - NTID	2 years after application	NTID	Admissions	
Advertising materials, other than catalogs - NTID	5 years after compilation	NTID	Admissions	
Agenda for Action - NTID	Permanent	NTID	NTID Office of the President	✓
AITU Reports - NTID	6 years	NTID	NTID Office of the President	
Applications for Admissions or Readmission (non-enrolled students) - NTID	2 years after application	NTID	Admissions	
Calendars, Appointment - NTID President	6 years	NTID	NTID Office of the President	✓
Correspondence (non-enrolled students) - NTID	2 years after application	NTID	Admissions	
Correspondence, General - NTID President	6 years	NTID	NTID Office of the President	✓
Entrance Exam Reports (non-enrolled students) - NTID	2 years after application	NTID	Admissions	
Letters of Recommendation (graduate) - NTID	Until date of graduation	NTID	Admissions	
Letters of Recommendation (non-enrolled students) - NTID	2 years after application	NTID	Admissions	
Letters of Recommendation (undergraduate) - NTID	Until date of admission	NTID	Admissions	
Presidential Medallion Records - NTID	Permanent	NTID	NTID Office of the President	✓
Presidential Recognition Citations - NTID	Permanent	NTID	NTID Office of the President	✓
Presidential Speeches and Presentations - NTID	Permanent	NTID	NTID Office of the President	✓
Recruitment materials (for individual students) - NTID	Until date of enrollment	NTID	Admissions	
Residency Classification Forms (non-enrolled students) - NTID	3 years after application	NTID	Admissions	
Strategic Planning Records - NTID	Permanent	NTID	NTID Office of the President	✓
Student Advising Files - NTID	10 years after admission	NTID	Admissions	
Transcripts - high school (non-enrolled students) - NTID	2 years after application	NTID	Admissions	
Veteran Administration Certifications - NTID	4 years after graduation/date of last attendance	NTID	Admissions	
Student Employee orientation and training materials	Permanent	Office of Career Services and Cooperative Education	Student Employment Office	
Student Employee records	6 years after employment ends	Office of Career Services and Cooperative Education	Student Employment Office	
Student Employment Applications and Resumes (employed)	6 years after employment ends	Office of Career Services and Cooperative Education	Student Employment Office	
Student Employment Applications and Resumes (not employed)	3 years	Office of Career Services and Cooperative Education	Student Employment Office	
K-12 Federal Grant Documentation, including backup for charges to grant ( <b>paper documents required</b> )	7 years after program cycle ends	Office of Provost	K-12 Program	
K-12 Program/Workshop Registration Documentation	6 years	Office of Provost	K-12 Program	
K-12 Program/Workshop Sign-In Sheets	6 years	Office of Provost	K-12 Program	
Agenda for Action	Permanent	Office of the President	Office of the President	✓
AITU Reports	6 years	Office of the President	Office of the President	
Annual Conflict of Interest Disclosure Forms (Trustees)	6 years	Office of the President	Secretary of the University	
Board of Trustees Resolutions, meeting materials, minutes, and agendas (including Committees)	Permanent	Office of the President	Secretary of the University	✓
Calendars, Appointment - President	6 years	Office of the President	Office of the President	✓
Correspondence, General - President	6 years	Office of the President	Office of the President	✓
Presidential Medallion Records	Permanent	Office of the President	Office of the President	✓

## C22.0 Records Management Policy Document Retention Schedule

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
Presidential Recognition Citations	Permanent	Office of the President	Office of the President	✓
Presidential Speeches and Presentations	Permanent	Office of the President	Office of the President	✓
Press Releases	6 years	Office of the President	University Communications	✓
RIT Corporate Documents (including By-Laws, Charter, and Licenses)	Permanent	Office of the President	Secretary of the University	✓
Strategic Planning Records	Permanent	Office of the President	Office of the President	✓
Trustee files (information on individual trustees including correspondence)	Permanent	Office of the President	Secretary of the University	✓
Deed of Gift	6 years after RIT no longer has possession of the gift	Office of the Provost	RIT Libraries	
Expired Library Patron Accounts - in arrears		Office of the Provost	RIT Libraries	
Expired Library Patron Accounts - in good standing		Office of the Provost	RIT Libraries	
Institute Policies and Procedures Manual	Permanent	Office of the Provost	Provost	✓
Interlibrary Loan Request for Materials	7 years (fiscal year)	Office of the Provost	RIT Libraries	
Library Inventory Records of Decommissioned Titles	7 years (fiscal year)	Office of the Provost	RIT Libraries	
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-exempt (Expedited and Board Reviewed)	3 years from conclusion of project	Office of the Vice President for Research	Human Subjects Research	
Invention Disclosure Forms	Permanent	Office of the Vice President for Research	Intellectual Property Management Office	
Licensing Agreements	6 years from termination of Agreement	Office of the Vice President for Research	Intellectual Property Management Office	
Original Patents and related work papers	Permanent	Office of the Vice President for Research	Intellectual Property Management Office	✓
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)	6 years after close of grant and contract	Office of the Vice President for Research	Sponsored Research Services	
Pre-Award Grant and Contract Applications, Proposals, and Supporting Documents that are not funded or awarded	6 years from submission	Office of the Vice President for Research	Sponsored Research Services	
Royalty Records	Life of Patent or Trademark, plus 6 years	Office of the Vice President for Research	Intellectual Property Management Office	
K-12 State Grant Documentation, including backup for charges to grant ( <b>paper documents required</b> )	7 years after program cycle ends	Office Provost	K-12 Program	
CIAR Incident Reports	6 years	Student Affairs	Student Affairs	
Coach Certifications and Certificate of Compliance for Staff Members	6 years	Student Affairs	Intercollegiate Athletics	
Complimentary Ticket Forms	4 years	Student Affairs	Intercollegiate Athletics	
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	
Description of Program Activities/Lesson Plans	6 years	Student Affairs	Margaret's House	
Disability Services Office Student Records	6 years from last date of attendance	Student Affairs	Disability Services Office	
Enrolled Child's Annual Physical Records	3 years after child attains age 18	Student Affairs	Margaret's House	
Enrolled Child's Emergency Card	3 years after child attains age 18	Student Affairs	Margaret's House	
Enrolled Child's Immunization Records	3 years after child attains age 18	Student Affairs	Margaret's House	
Enrollment Agreement	3 years after child attains age 18	Student Affairs	Margaret's House	
Equality in Athletics Disclosure Forms and supporting documents	3 years from date of required disclosure	Student Affairs	Intercollegiate Athletics	
Facility Compliance Records - Uniform Fire Prevention, Building Code, other state requirements	6 years	Student Affairs	Margaret's House	
International Student Financial Documents	6 years after graduation	Student Affairs	International Student Office	
Mediation or Restorative Conferencing Agreements	5 years	Student Affairs	Student Affairs	
NCAA Drug Testing Consent Forms	6 years from date of test	Student Affairs	Intercollegiate Athletics	



## C22.0 Records Management Policy Document Retention Schedule

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
OCFS 6000 Packet	6 years after departure	Student Affairs	Margaret's House	
Permission to Contact Self Release Form	6 years from completion of form	Student Affairs	Intercollegiate Athletics	
Recruiting Records	6 years	Student Affairs	Intercollegiate Athletics	
Residency Certificates	Until date of enrollment	Student Affairs	International Student Office	
Resident Advisor Applications/Essays (not selected)	1 year from date of application	Student Affairs	Residence Life Office	
Resident Advisor files including Applications/Essays and Performance Evaluations	2 years from date of last service as RA	Student Affairs	Residence Life Office	
Sports Camp Documentation	6 years	Student Affairs	Intercollegiate Athletics	
Staff Health Statements	6 years after separation from employment	Student Affairs	Margaret's House	
Statewide Central Register Clearance Forms and related record	6 years after departure	Student Affairs	Margaret's House	
Student Athlete Affirmation of Eligibility	6 years from completion of form	Student Affairs	Intercollegiate Athletics	
Student Athlete Statements	6 years from completion of form	Student Affairs	Intercollegiate Athletics	
Student Behavior Consultation Team Files	6 years from case creation	Student Affairs	Student Affairs	
Student Conduct and University Appeal Records, including Audio/Visual Recordings for any matter that includes an outcome of suspension or expulsion	Permanent	Student Affairs	Student Conduct Office	
Student Conduct and University Appeal Records, including Audio/Visual Recordings unless the outcome includes suspension or expulsion. Includes all records related to policies D.18, D.19, or C.27(students).	7 years from incident reporting date	Student Affairs	Student Conduct Office	
Student Field Trip Documentation	6 years	Student Affairs	Appropriate Department	
Student Immigration Information (I20, DS2019)	6 years after graduation	Student Affairs	International Student Office	
Student Organization Conduct Records (not responsible)	7 years from incident reporting date	Student Affairs	Student Conduct Office	
Student Organization Conduct Records (responsible findings of Suspension, Loss of Recognition/Disaffiliation, or Expulsion)	Permanent	Student Affairs	Student Conduct Office	
Student Organization Conduct Records (responsible findings of Warnings, Probations, and Good Samaritan status)	Permanent	Student Affairs	Student Conduct Office	
Student requests for nondisclosure of directory information	Permanent	Student Affairs	Student Affairs	
Student Visa Documents	6 years after graduation	Student Affairs	International Student Office	
Study Abroad Agreements with supporting documentation	6 years after return	Student Affairs	Appropriate Department	
Waitlist Application Registration Form - accepted child	3 years after child attains age 18	Student Affairs	Margaret's House	
Waitlist Application Registration Form - not accepted	6 years	Student Affairs	Margaret's House	
	6 years from last encounter or date of attendance, whichever is greater	Student Affairs	Wellness	
Wellness Client/Patient Health Records				
Alumni Association Board of Directors meeting agendas, minutes, and materials	Permanent	University Advancement	University Advancement	✓
Alumni Materials (including contact information, event invitations, calendars, and publications)	Permanent	University Advancement	University Advancement	✓
Annual Reports	Permanent	University Advancement	University Advancement	✓
Donor Acknowledgments and Correspondence	Permanent	University Advancement	University Advancement	
Gift Records (including original gift agreements, planned gifts, and real estate gifts)	Permanent	University Advancement	University Advancement	✓
Non-Degree Alumni Contact Information	Permanent	University Advancement	University Advancement	✓
Pledge Reminders	Until Pledge Fulfilled	University Advancement	University Advancement	
Yearbooks	Permanent	University Advancement	University Advancement	✓