3 years after graduated gr	Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archiv
andermic advisement files (graduate) coatemic advisement files (graduate) coatemic advisement files (undergoduate) coatemic conduct Committee files (graduate) coatemic advisement files (undergoduate) coatemic files (undergoduate) coate	D Seament Hame		Division Department	Circle Repository	, u GIIIV
codemic advisement files (productive) 3 years after graduation) 3 years after addenic advisement files (intercopratisate) 3 years after addenic advisement files (intercopratisate) 4 per advisement files (intercopratisate) 5 year after addenic Adviser advisement files (intercopratisate) 1 year after advisement files (intercopratisate) 2 year after advisement files (intercopratisate) 2 year after advisement files (intercopratisate) 3 years after advisement files (intercopratisate) 4 Academic Affairs 4 Appropriate College/Department 4 Academic Affairs 4 Academic Affairs		graduation/7 years			
academic Advisement files fundergraduate] academic Conduct Committee files (casee indings) best attendance conduct Committee files (casee indings) condemic Conduct Committee files (casee indings) condemic Conduct Committee files (casee indings) conducted Recentle files (casee inding		after initial		Appropriate Academic	
3 years after administration of a control of production of the control of production of the control of the cont	cademic advisement files (graduate)	registration	Academic Affairs		
griduation/date of lander advisement files (undergraduate) and attendance of additional programment of the conduct Committee the product findings of the Conduct of Committee the product findings of the Conduct findings of the Conduct findings of the Conduct of Conduct Committee the product findings of the Conduct findings	educinie davisement mes (graduate)		/ tedaerme / thems	2 eparament	
cademic Conduct Committee files (cinc cause findings) Journal Agriculture Committee files (no cause findings) Journal Agriculture Committee files (no cause findings) Journal Agriculture Conduct Committee files (no cause files) Journal Agriculture Committee files) Journal Agriculture Committee files (no cause files) J				Appropriate Academic	
codemic Conduct Committee files (acuse findings) codemic Conduct Committee files (acuse findings) codemic Conduct Committee files (no couse findings) codemic Conduct Committee files (no couse findings) conductors conduction Reports (and courses) conductors conduction Reports and supporting documents admission conduction Reports (another the supporting documents) admission conduction Reports (another the suppo	cadomic advisoment files (undergraduate)	,	Acadomic Affairs		
Lademic Conduct Committee files Ino cause findings of paradustion (1) years after adultions (1)				· · · · · · · · · · · · · · · · · · ·	
codemic Confunct Committee Bile, fron course findings of potassistion and confunction of the confusion of th	cademic Conduct Committee files (cause findings)		Academic Affairs	Appropriate College/Department	
Digital part					
ceceptance letters (envolked students) commencement in Fecunic Applications for the content in Fecunic Applications for the C	cademic Conduct Committee files (no cause findings)		Academic Affairs	Appropriate College/Department	
creditation Reports and supporting documents whenced Placement Records, Applications for dissission or Readmission, correspondence that is 10 years after admission or Readmission, correspondence that is 10 years after admission or Readmission, correspondence that is 10 years after admission or Readmission, correspondence that is 10 years after graduation of Gradua		•			
dwanced Pseemen Records. Applications for diministron in Records (Applications) and incommendations or incommendation of the College (Department Dimensions) and incommendation of the Dimensions of College (Department Dimensions) and incommendation of the Dimensions of College (Department Dimensions) and incommendation of the Dimensions of College (Department Dimensions) and incommendation of the Dimensions of College (admission	Academic Affairs	Registrar	
damssion or Readmission, correspondence that is elevant, Estrance Esam reports fermolled students of Addression Academic Affairs Registrar (admission of Graduation of Gra		Permanent	Academic Affairs	Provost	✓
levant, Entrance Exam reports (enrolled students) admission Academic Affairs Registrar estriction of Graduation (and the present affairs) and the properties of pourse Exams (and the proposal of the proposal	dvanced Placement Records, Applications for				
idecant, Entrance Exam reports (enrolled students) entriticition of Graduation on Permanent of Syears affect of Student (I) Number Syears affect of Syears (I) Number (I)	dmission or Readmission, correspondence that is	10 years after			
Permanent Academic Affairs Registrar Goduction/date of syears after graduation of Student ID Number and Studen	levant. Entrance Exam reports (enrolled students)	admission	Academic Affairs	Registrar	
6 years after graduationy date of last attendance paraduationy date of last attendance paraduationy date of last attendance paraduationy date of last attendance paraduation p					
panage of Major Requests	ertification of Graduation		/ teaderine / trialis	registra	
hange of Major Requests hange of Major Requests hange to Student ID Number Permanent Academic Affairs Academic Affairs Appropriate College/Department Academic Affairs Appropr					
Permanent Academic Affairs Registrar year affer end of quarter Academic Affairs Appropriate College/Department				B 11	
ass Roster ass Roster allege Starteici Planning Records beginge Department of College Planning Records beginger Department of					
ass Roster	nange to Student ID Number		Academic Affairs	Registrar	
pliege/Department Office Student Files (maintained college/Department Office Student Files (maintained college/Department Office Student Files (maintained college/Department on currently enrolled students) are received to the file of the programs of the					
Jear after College/Department Office Student Files (maintained college/Department on currently enrolled students) Jear after Graduation Academic Affairs Registrar Variation Permanent Academic Affairs Registrar Variation Academic Affairs Registrar Variation Academic Affairs Appropriate College/Department Academic Affairs Academic Affairs Appropriate College/Department Academic Affairs Academic Affairs Appropriate College/Department Acade	ass Roster	quarter	Academic Affairs	Appropriate College/Department	
college/Department Office Student Files (maintained college/Department on currently enrolled students) or permanent members of programs or prepondence - relevant student specific and prepondence - relevant several seve	ollege Strategic Planning Records	Permanent	Academic Affairs	Appropriate College	✓
college/department on currently enrolled students college/department on currently enrolled students college/Department or permanent of course proportions (bit permanent or permanent o					
college/department on currently enrolled students college/department on currently enrolled students college/Department or permanent of course proportions (bit permanent or permanent o	ollege/Department Office Student Files Imaintained	1 year after			
ommenement Programs			Academic Affairs	Appropriate College/Department	
ourse pondence - relevant student specific graduations 1 year after graduations 3 years from end of course 5 years from date of hire or last promotion 5 years from date of hire or last promotion 6 years after end of hire or last promotion 6 years after end of hire or last promotion 6 years after end of hire or last promotion 6 years after end of hire or last promotion 6 years after end of class or appeal, whichever is greater or last promotion 6 years 6 years from date of hire or last promotion 6 years 6 years after end of class or appeal, whichever is greater 6 years from date of last promotion 6 years 6 y		•			1
purse Evaluations (Adjunct Faculty) ourse Evaluations (Adjunct Faculty) ourse Evaluations (Lecturers) ourse Evaluations (Non-Tenure/Tenure Track Faculty) ourse Evaluations (Non-Tenure Track Faculty) ourse Evaluations (Non-Tenure/Tenure Track Faculty) ourse Evaluations (Non-Tenure Track Fac			, reductine / titali 3	ледіян	•
3 years from end of Course Syears from end of Syears from date of hire or last promotion of last or appeal, whichever is greater date submitted and safety shower activation records of years of other subdent grades) whichever is greater of class or appeal, whichever is greater date submitted of last or appeal, whichever is greater date submitted of last or appeal, whichever is greater date submitted of last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date submitted or last or appeal, whichever is greater date or last or appeal, whichever is greater dat	·	,	Acadomia Affair	Appropriate Cellege (Description	
course Evaluations (Adjunct Faculty) course Syears from date of hire or last promotion and safety statistics and safety statistics. Statistics, Stati	orrespondence (other than admissions)	•	Academic Affairs	Appropriate College/Department	
burse Evaluations (Lecturers) promotion Academic Affairs Appropriate Colleqe/Department 3 years after termination of employment 2 years after end of class or appeal, whichever is greater delity No Credit Approvals (audit, pass/fail, etc.) eggres statistics, Enrollment statistics, Grade statistics, drace/Ethnicity statistics smissal for Cause Documentation (Faculty) - Cause inding smissal for Cause Documentation (Faculty) - No ause Enrolling ause Exams Academic Affairs Appropriate Colleqe/Department 1 year after date submitted Academic Affairs Registrar eggres statistics, Enrollment statistics, Grade statistics, drace/Ethnicity statistics Bermanent Academic Affairs Registrar Provost Similar de Academic Affairs Appropriate Colleqe/Department Academic Affairs Provost Similar de Academic Affairs Provost Academic Affairs Appropriate Department Academic Affairs Provost Academic Affairs Appropriate Colleqe/Department Academic Affairs Provost Academic Affairs Appropriate Colleqe/Department Academic Affairs Appropriate Department Academic Affairs Appropriate Colleqe/Department Academic Affairs Academic Affairs Appropriate Colleqe/Department Academic Affairs Academic Affairs Academic Affairs Academic Affairs Provost Academic Affairs Academic Affairs Academic Affairs Academic Affairs Provost Academic Affairs Academic Affairs Academic Affairs Academic Affairs Provost Academic Affairs Academic Affairs Academic Affairs Provost Academic Affairs Academic Affairs Academic Affairs Academic Affairs Academic Affairs					
hire or last promotion Academic Affairs Appropriate College/Department 3 years after termination of employment Academic Affairs Appropriate College/Department 2 years after end of class or appeal, whichever is greater 1 year after date submitted Academic Affairs Appropriate College/Department 2 years after end of class or appeal, whichever is greater 1 year after date submitted Academic Affairs Registrar Registrar Registrar Academic Affairs Registrar Registrar Academic Affairs Registrar Registrar Academic Affairs Registrar Academic Affairs Provost I year after date submitted Academic Affairs Appropriate Department Academic Affairs Appropriate Department Academic Affairs Appropriate Department Academic Affairs Appropriate College/Department Academic Affairs Provost I year after date submitted Academic Affairs Appropriate Department Academic Affairs Appropriate Department Academic Affairs Appropriate College/Department Academic Affairs Provost Academic Affairs Provost Academic Affairs Provost Academic Affair	ourse Evaluations (Adjunct Faculty)		Academic Affairs	Appropriate College/Department	
ourse Evaluations (Lecturers) ourse Evaluations (Non-Tenure/Tenure Track Faculty) ourse Evaluations (Non-Tenure Track Fa		5 years from date of			
ayears after termination of employment can be employment and can be employed. Academic Affairs and can be employed		hire or last			
termination of employment 2 years after end of class or appeal, whichever is greater 4 year after date submitted 4 x-ademic Affairs 4 x-ademic Aff	ourse Evaluations (Lecturers)	promotion	Academic Affairs	Appropriate College/Department	
employment		3 years after			
employment					
2 years after end of class or appeal, whichever is greater Academic Affairs Appropriate College/Department 1 year after date Submitted Academic Affairs Registrar 9 egree statistics. Enrollment statistics. Grade statistics, of Race/Ethnicity statistics. From the statistics of the statis	ourse Evaluations (Non-Tenure/Tenure Track Faculty)		Academic Affairs	Appropriate College/Department	
class or appeal, whichever is greater predit/No Credit Approvals (audit, pass/fail, etc.) legree statistics, Enrollment statistics, Grade statistics, and Race/Ethnicity statistics (arguet statistics) and Race/Ethnicity statistics (begree statistics, Enrollment statistics, Grade statistics, and Race/Ethnicity statistics (begree statistics, Enrollment statistics) and statistics (begree statistics, Grade statist	odise Evaluations (Northernary) Terrare Track Faculty)		/ teadernic / triali 3	Appropriate college/ Department	
whichever is greater Academic Affairs Appropriate College/Department Lyear after date Submitted Academic Affairs Registrar Submitted Academic Affairs Provost Academic Affairs Academic Affa					
I year after date Submitted Academic Affairs Registrar	_				
redit/No Credit Approvals (audit, pasyfail, etc.) submitted Academic Affairs Registrar legreg statistics, Enrollment statistics, Grade statistics, and Race/Ethnicity statistics redicing Receive the Commentation (Faculty) - Cause licing Permanent Academic Affairs Provost lismissal for Cause Documentation (Faculty) - No 3 years from ause Finding Academic Affairs Provost lyear after date submitted Academic Affairs Provost lyear after date submitted Academic Affairs Provost lyear after date submitted Academic Affairs Registrar lyear after date submitted Academic Affairs Registrar lyears after date submitted Academic Affairs Appropriate Department aculty Curiculum Vitae Permanent Academic Affairs Provost Permanent Academic Affairs Appropriate Department aculty Curiculum Vitae Permanent Academic Affairs Provost Permanent Academic Affairs Appropriate College/Department aculty Grade Books (Including quiz scores, exam class or appeal, cores, and other student grades) aculty Fenure or Promotion Documentation - Tenure proved 3 years from date of term appointment for tenure: 3 years from date of denial for other promotions Academic Affairs Provost ERPA Consent Forms Permanent I year after graduation/last date of attendance Academic Affairs Provost ERPA Consent Forms Permanent Academic Affairs Provost irrevances (Faculty) - Cause finding determination Academic Affairs Provost irrevances (Faculty) - Cause finding determination Academic Affairs Provost irrevances (Faculty) - No Cause finding determination Academic Affairs Provost irrevances (Faculty) - No Cause finding determination Academic Affairs Provost irrevances (Faculty) - No Cause finding determination Academic Affairs Registrar years from d	ourse Exams		Academic Affairs	Approprate College/Department	
regree statistics, Enrollment statistics, Grade statistics, and Race/Ethnicity statistics rismissal for Cause Documentation (Faculty) - Cause rinding row determination row determination row Add Records row was as finding row Add Records row was finding row was as finding row Add Records row was finding row was as finding row Add Records row was finding row was as finding row was and safety shower activation records row was finding row was row		•			
indition and provided the provided in the prov		submitted	Academic Affairs	Registrar	
Issnissal for Cause Documentation (Faculty) - Cause incling incling incling ause Finding determination ause Finding determination (Faculty) - No ause Finding determination ause Finding determination ause Finding determination ause Finding determination academic Affairs Provost 1 year after date submitted Academic Affairs Appropriate Department acautty Curriculum Vitae Permanent Academic Affairs Appropriate Department Academic Affairs Appropriate Department Academic Affairs Appropriate Department Academic Affairs Appropriate Department Academic Affairs Appropriate College/Department Office of the Dean of the Office of the Dean of the Dean of the Office of the Dean of the Academic Affairs Appropriate College (Department Office of the Dean of the Office of the Dean of the Academic Affairs Appropriate College (Department Office of the Dean of the Office of the Dean of the Academic Affairs Appropriate College (Department Office of the Dean of the Academic Affairs Appropriate College (Department Office of the Dean of the	egree statistics, Enrollment statistics, Grade statistics,				
inding Permanent Academic Affairs Provost		Permanent	Academic Affairs	Registrar	✓
ismissal for Cause Documentation (Faculty) - No ausse Finding Tyear after date Submitted Academic Affairs Registrar	ismissal for Cause Documentation (Faculty) - Cause				
ause Finding determination Academic Affairs Provost 1 year after date submitted Academic Affairs Appropriate Department Academic Affairs Appropriate College/Department Office of the Dean of the Ocumentation Office of the Dean of the Ocumentation Academic Affairs Appropriate College/Department Office of the Dean of the Ocumentation Office of the Dean of the Ocumentation Academic Affairs Appropriate College/Department Office Office of the Dean of the Ocumentation Academic Affairs Appropriate College Department Office Off	inding	Permanent	Academic Affairs	Provost	
I year after date submitted Academic Affairs Registrar yewash and safety shower activation records 6 years Academic Affairs Appropriate Department aculty Curriculum Vitae Permanent 2 years after end of aculty Grade Books (including quiz scores, exam class or appeal, cores, and other student grades) whichever is greater Academic Affairs Appropriate College/Department Office of the Dean o	ismissal for Cause Documentation (Faculty) - No	3 years from			
I year after date submitted Academic Affairs Registrar vewash and safety shower activation records 6 years Academic Affairs Appropriate Department Academic Affairs Appropriate Department Academic Affairs Appropriate Department Academic Affairs Appropriate Department Academic Affairs Academic Affairs Appropriate Department Academic Affairs Academic Affairs Academic Affairs Academic Affairs Appropriate College/Department Office of the Dean of the D	· · · · · · · · · · · · · · · · · · ·		Academic Affairs	Provost	
submitted Academic Affairs Registrar yewash and safety shower activation records 6 years Academic Affairs Appropriate Department 2 years after end of aculty Curriculum Vitae Permanent 2 years after end of aculty Grade Books (including quiz scores, exam class or appeal, cores, and other student grades) whichever is greater Academic Affairs Appropriate College/Department Office of the Dean of the ocumentation ocumentation of years Academic Affairs Appropriate College/Department Office of the Dean of the ocumentation Appropriate College Appro	adde i i i dii i g		, teaderine , treats	1101050	
yewash and safety shower activation records of years aculty Curriculum Vitae Permanent 2 years after end of aculty Grade Books (including quiz scores, exam ofores, and other student grades) whichever is greater aculty Mid-Tenure Comprehensive Review ocumentation ocumentation ocumentation - Tenure pproved 3 years 3 years 3 years from date of term appointment for tenure; 3 years from date of denial for other promotions erievances (Faculty) - Cause finding old or Encumbrance Authorizations old or Encumbrance Authorizations Until released Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College/Department Academic Affairs Academic Affairs Appropriate College/Department Academic Affairs Academic Affairs Academic Affairs Appropriate College/Departme	ron/Add Pecords	•	Academic Affairs	Pegistrar	
aculty Curriculum Vitae Permanent 2 years after end of class or appeal, cores, and other student grades) aculty Mid-Tenure Comprehensive Review ocumentation 6 years Academic Affairs Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College/Department Office of the Dean of the Appropriate College Academic Affairs Appropriate College Academic Affairs Appropriate College Academic Affairs Appropriate College Appropriate College Academic Affairs Appropriate College Provost Academic Affairs Appropriate College Academic Affairs Appropriate College/Department Academic Affairs Appropriate College/D				•	
aculty Grade Books (including quiz scores, exam class or appeal, whichever is greater Academic Affairs Appropriate College/Department Office of the Dean of the ocumentation ocumentation - Tenure proved 3 years Academic Affairs Academic Affairs Appropriate College 4 Academic Affairs Appropriate College 5 years Academic Affairs Academic Affairs Appropriate College 5 years From date of term appointment for tenure; 3 years from date of term appointment for tenure; 3 years from date of denial for other promotions Permanent I year after graduation/last date of attendance Academic Affairs Academic Affairs Registrar 1 year after graduation/last date of attendance Academic Affairs Academic Affairs Provost 1 years from Academic Affairs Provost 1 years from Academic Affairs Provost 1 years from Academic Affairs Registrar 1 years from for attendance Academic Affairs Provost 1 years from date of denial for other promotions Academic Affairs Registrar 1 year after graduation/last date of attendance Academic Affairs Provost 1 years from date of denial for other promotions Academic Affairs Provost 1 years from for attendance Academic Affairs Provost 1 years from date of tenure; 3 years Academic Affairs Registrar 1 year after graduation/last date of attendance Academic Affairs Registrar 1 years from date of tenure; 3 years Academic Affairs Appropriate College/Department Academic Affairs Registrar 1 years from Academic Affairs Registrar 1 years after Academic Affairs Registrar 2 years after Last use Academic Affairs Online Learning		•			
cutly Grade Books (including quiz scores, exam ores, and other student grades) whichever is greater ores, and other student grades) whichever is greater of the Dean of the Office of the Dean of the Of	icuity Curriculum Vitae		Academic Affairs	rrovost	✓
whichever is greater Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College/Department Office of the Dean of the Academic Affairs Appropriate College Appropriate College Academic Affairs Appropriate College Academic Affairs Appropriate College Academic Affairs Academic Aff					
Academic Affairs Office of the Dean of the Ocumentation					
ocumentation 6 years Academic Affairs Appropriate College aculty Tenure or Promotion Documentation - Tenure pproved 3 years from date of term appointment for tenure; 3 years from date of term appointment for tenure; 3 years from date of denial for other promotions Academic Affairs Provost ERPA Consent Forms Permanent Academic Affairs Registrar 1 year after graduation/last date of attendance Academic Affairs Graduate Studies 6 years from termination Academic Affairs Provost rievances (Faculty) - Cause finding termination Academic Affairs Provost if years from termination Academic Affairs Provost Jeans from Academic Affairs Provost Academic Affairs Provost Jeans from Academic Affairs Registrar Jeans Academic Affairs Registrar Academic Affairs Registrar Jeans Change Permanent Academic Affairs Registrar Jeans Academic Affairs Registrar Jeans Change Permanent Academic Affairs Registrar Jeans Change Registr		whichever is greater	Academic Affairs		
Academic Affairs Provost 3 years from date of term appointment for tenure; 3 years from date of term appointment for tenure; 3 years from date of denial for other promotions Permanent I year after graduation/last date of attendance (Faculty) - Cause finding termination determination Academic Affairs Provost rievances (Faculty) - No Cause finding determination Academic Affairs Provost rievances (Faculty) - No Cause finding determination Academic Affairs Provost rievances (Faculty) - No Cause finding Academic Affairs Provost rievances (Faculty) - No Cause finding Academic Affairs Provost rievances (Faculty) - No Cause finding Academic Affairs Provost rievances (Faculty) - No Cause finding Academic Affairs Provost rievances (Faculty) - No Cause finding Academic Affairs Registrar rievances (Faculty) - No Cause finding Academic Affairs Registrar rievances (Faculty) - No Cause finding Academic Affairs Registrar striute Publications (catalogs, handbooks, programs, fac.) Permanent Academic Affairs Registrar rectures Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar rievanced Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar rievanced Academic Affairs Registrar rievanced Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar rievanced Academic Affairs Registrar rievanc	aculty Mid-Tenure Comprehensive Review			Office of the Dean of the	
Academic Affairs Provost 3 years from date of term appointment for tenure; 3 years from date of term appointment for tenure; 3 years from date of denial for other promotions Permanent I year after graduation/last date of attendance (Faculty) - Cause finding termination determination Academic Affairs Provost rievances (Faculty) - No Cause finding determination Academic Affairs Provost rievances (Faculty) - No Cause finding determination Academic Affairs Provost rievances (Faculty) - No Cause finding Academic Affairs Provost rievances (Faculty) - No Cause finding Academic Affairs Provost rievances (Faculty) - No Cause finding Academic Affairs Provost rievances (Faculty) - No Cause finding Academic Affairs Provost rievances (Faculty) - No Cause finding Academic Affairs Registrar rievances (Faculty) - No Cause finding Academic Affairs Registrar rievances (Faculty) - No Cause finding Academic Affairs Registrar striute Publications (catalogs, handbooks, programs, fac.) Permanent Academic Affairs Registrar rectures Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar rievanced Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar rievanced Academic Affairs Registrar rievanced Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar rievanced Academic Affairs Registrar rievanc	ocumentation	6 years	Academic Affairs	Appropriate College	
a years proved 3 years from date of term appointment for tenure; 3 years from date of term appointment for tenure; 3 years from date of denial for other promotions ERPA Consent Forms Permanent 1 year after graduation/last date of attendance of years from date of attendance of a years from termination Frewances (Faculty) - Cause finding termination of a years from determination of years from determination of a years from determination of years from years of years from years of years from years of years from years of years of years from years of ye					
3 years from date of term appointment for tenure; 3 years from date of denial for other promotion Documentation - Tenure from date of denial for other promotions Academic Affairs Provost ERPA Consent Forms Permanent Academic Affairs Registrar 1 year after graduation/last date raduate Student Advising Files of attendance Academic Affairs Graduate Studies 6 years from rievances (Faculty) - Cause finding termination Academic Affairs Provost 7 years from date of denial for temporations Academic Affairs Provost 8 years from rievances (Faculty) - No Cause finding determination Academic Affairs Provost 9 years from Academic Affairs Registrar 1 year after graduation/last date raduate Studies 6 years from Academic Affairs Provost 1 year after graduation Academic Affairs Registrar 1 year after graduation Academic Affairs Registrar 1 year after graduation Academic Affairs Registrar 2 years after last use Academic Affairs Registrar 1 year after graduation Academic Affairs Registrar 2 years after last use Academic Affairs Online Learning	•	3 vears	Academic Affairs	Provost	
term appointment for tenure; 3 years acculty Tenure or Promotion Documentation - Tenure from date of denial fenied for other promotions FERPA Consent Forms Permanent 1 year after graduation/last date raduate Student Advising Files of attendance 6 years from rievances (Faculty) - Cause finding termination rievances (Faculty) - No Cause finding determination Academic Affairs Academic Affairs Provost rievances (Faculty) - No Cause finding determination Academic Affairs Provost Until released Academic Affairs Registrar Lutil released Academic Affairs Registrar Academic Affairs Registrar Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar Academic Affairs Registrar Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar	PP		c.ac.ic / tilciii 3		
for tenure; 3 years acculty Tenure or Promotion Documentation - Tenure enied for other promotions Academic Affairs Provost ERPA Consent Forms Permanent Academic Affairs Registrar I year after graduation/last date raduate Student Advising Files of attendance Academic Affairs Graduate Studies 6 years from rievances (Faculty) - Cause finding termination Academic Affairs Provost 3 years from rievances (Faculty) - No Cause finding determination Academic Affairs Provost old or Encumbrance Authorizations Until released Academic Affairs Registrar Lociture Series documentation, advertisements, cutures Academic Affairs Appropriate College/Department Academic Affairs Registrar Academic Affairs Appropriate College/Department Academic Affairs Registrar Academic Affairs Registrar Academic Affairs Registrar Academic Affairs Appropriate College/Department Academic Affairs Registrar Academic Affairs Registrar Academic Affairs Registrar Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar Academic Affairs Registrar Academic Affairs Registrar Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar					
from date of denial for other promotions Academic Affairs Provost ERPA Consent Forms Permanent Academic Affairs Registrar 1 year after graduation/last date of denial for other promotions Academic Affairs Registrar 1 year after graduation/last date of attendance Academic Affairs Graduate Studies 6 years from termination Academic Affairs Provost 3 years from frievances (Faculty) - No Cause finding determination Academic Affairs Provost old or Encumbrance Authorizations Until released Academic Affairs Registrar Vecture Series documentation, advertisements, ame Change Permanent Academic Affairs Registrar 1 years affer last use Academic Affairs Appropriate College/Department Academic Affairs Registrar Vectures Academic Affairs Registrar Vectures Academic Affairs Registrar Vectures Academic Affairs Appropriate College/Department Academic Affairs Registrar Vectures Academic Affairs Appropriate College/Department Academic Affairs Registrar Vectures Academic Affairs Registrar Vectures Academic Affairs Registrar Vectures Academic Affairs Registrar Vectures Academic Affairs Registrar		• • •			
for other promotions Academic Affairs Provost ERPA Consent Forms Permanent Academic Affairs Registrar 1 year after graduation/last date irraduate Student Advising Files of attendance Academic Affairs Graduate Studies 6 years from termination Academic Affairs Provost 3 years from determination Academic Affairs Provost Intervances (Faculty) - No Cause finding determination Academic Affairs Provost Intervances (Faculty) - No Cause finding Academic Affairs Provost Intervances (Faculty) - No Cause finding Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Appropriate College/Department Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Registrar Intervances (Faculty) - No Cause finding Academic Affairs Academic Affairs Intervances (Faculty) - No Cause finding Academic Affairs Academic Affairs Intervances (Faculty) - No Cause finding Academic Affairs Academic Affairs Intervances (Faculty) - No Cause finding Academic Affairs Intervances	aculty Topuro or Proposition Description To	•			
Permanent Academic Affairs Registrar 1 year after graduation/last date raduate Student Advising Files of attendance 6 years from rievances (Faculty) - Cause finding termination 3 years from rievances (Faculty) - No Cause finding determination Academic Affairs Provost old or Encumbrance Authorizations Until released Academic Affairs Registrar stitute Publications (catalogs, handbooks, programs, tc.) Permanent Academic Affairs Registrar	,		A d: A.T. :	Durant	
1 year after graduation/last date of attendance of attend					
graduation/last date raduate Student Advising Files of attendance 6 years from rievances (Faculty) - Cause finding rievances (Faculty) - No Cause finding ode termination ode termination Academic Affairs rievances (Faculty) - No Cause finding ode termination ode termination Academic Affairs Provost Provost Academic Affairs Registrar Academic Affairs Registrar Frowst Academic Affairs Registrar Academic Affairs Registrar Academic Affairs Registrar Academic Affairs Registrar Appropriate College/Department Academic Affairs Registrar Online Learning	ERPA Consent Forms		Academic Affairs	Registrar	
raduate Student Advising Files of attendance 6 years from termination Academic Affairs Provost rievances (Faculty) - Cause finding termination Academic Affairs Provost rievances (Faculty) - No Cause finding determination Academic Affairs Provost old or Encumbrance Authorizations Until released Academic Affairs Registrar stitute Publications (catalogs, handbooks, programs, c.c.) Permanent Academic Affairs Registrar ceture Series documentation, advertisements, curves Academic Affairs Appropriate College/Department Academic Affairs Registrar ame Change Permanent Academic Affairs Registrar rline Learning Materials 2 years after last use Academic Affairs Online Learning		,			
raduate Student Advising Files of attendance 6 years from termination Academic Affairs Provost rievances (Faculty) - Cause finding termination Academic Affairs Provost rievances (Faculty) - No Cause finding determination Academic Affairs Provost old or Encumbrance Authorizations Until released Academic Affairs Registrar stitute Publications (catalogs, handbooks, programs, c.c.) Permanent Academic Affairs Registrar ceture Series documentation, advertisements, curves Academic Affairs Appropriate College/Department Academic Affairs Registrar ame Change Permanent Academic Affairs Registrar rline Learning Materials 2 years after last use Academic Affairs Online Learning		graduation/last date			
6 years from termination Academic Affairs Provost 3 years from determination Academic Affairs Provost 7 years from Academic Affairs Provost 8 years from Academic Affairs Provost 9 years from Academic Affairs Provost 1 years from Academic Affairs Registrar 1 years Academic Affairs Registrar 1 years From Academic Affairs Registrar 1 years Academic Affairs Registrar 2 years Academic Affairs Appropriate College/Department Academic Affairs Registrar 1 years Academic Affairs Appropriate College/Department Academic Affairs Registrar 2 years after last use Academic Affairs Online Learning	raduate Student Advising Files	-	Academic Affairs	Graduate Studies	
rievances (Faculty) - Cause finding termination Academic Affairs Provost 3 years from determination Academic Affairs Provost rievances (Faculty) - No Cause finding determination Academic Affairs Provost old or Encumbrance Authorizations Until released Academic Affairs Registrar stitute Publications (catalogs, handbooks, programs, c.) Permanent Academic Affairs Registrar **Ceture Series documentation, advertisements, cures 3 years Academic Affairs Appropriate College/Department Academic Affairs Registrar **The provost Academic Affairs Appropriate College/Department Academic Affairs Registrar **The provost Academic Affairs Academic Affairs Registrar **The provost Academic Affairs Registrar **The provost Academic Affairs Academic Affairs Academic Affairs Academic Affairs Registrar **The provost Academic Affairs Academic Af	, 				
3 years from determination Academic Affairs Provost Indicator of Enculty) - No Cause finding determination Academic Affairs Provost Until released Academic Affairs Registrar Until released Academic Affairs Registrar Entitute Publications (catalogs, handbooks, programs, cc.) Permanent Academic Affairs Registrar ✓ ecture Series documentation, advertisements, Entire Series documentation, advertisements, Entire Series Academic Affairs Appropriate College/Department ✓ ame Change Permanent Academic Affairs Registrar Inline Learning Materials 2 years after last use Academic Affairs Online Learning	rievances (Faculty) - Cause finding		Academic Affairs	Provost	
rievances (Faculty) - No Cause finding determination Academic Affairs Provost old or Encumbrance Authorizations Until released Academic Affairs Registrar stitute Publications (catalogs, handbooks, programs, cc.) Permanent Academic Affairs Registrar **Ceture Series documentation, advertisements, ctures 3 years Academic Affairs Appropriate College/Department ame Change Permanent Academic Affairs Registrar **Permanent Academic Affairs Registrar **Permanent Academic Affairs Registrar **Inline Learning Materials 2 years after last use Academic Affairs Online Learning	Terances (Facally) Calase infalling		, account , within		
old or Encumbrance Authorizations Until released Academic Affairs Registrar stitute Publications (catalogs, handbooks, programs, c.) Permanent Academic Affairs Registrar ✓ ecture Series documentation, advertisements, ctures 3 years Academic Affairs Appropriate College/Department ✓ ame Change Permanent Academic Affairs Registrar nline Learning Materials 2 years after last use Academic Affairs Online Learning	riovancos (Faculty). No Cause finding		Acadomic Affaire	Provest	
stitute Publications (catalogs, handbooks, programs, c.) Permanent Academic Affairs Registrar ✓ cecture Series documentation, advertisements, ctures 3 years Academic Affairs Appropriate College/Department ✓ ame Change Permanent Academic Affairs Registrar Noline Learning Materials 2 years after last use Academic Affairs Online Learning					
Permanent Academic Affairs Registrar ✓ ecture Series documentation, advertisements, ctures 3 years Academic Affairs Appropriate College/Department ✓ ame Change Permanent Academic Affairs Registrar nline Learning Materials 2 years after last use Academic Affairs Online Learning		Until released	Academic Affairs	Registrar	
ecture Series documentation, advertisements, ctures 3 years Academic Affairs Appropriate College/Department ame Change Permanent Academic Affairs Registrar nline Learning Materials 2 years after last use Academic Affairs Online Learning	stitute Publications (catalogs, handbooks, programs,				
ctures 3 years Academic Affairs Appropriate College/Department ✓ ame Change Permanent Academic Affairs Registrar Nine Learning Materials 2 years after last use Academic Affairs Online Learning	cc.)	Permanent	Academic Affairs	Registrar	✓
ctures 3 years Academic Affairs Appropriate College/Department ✓ ame Change Permanent Academic Affairs Registrar online Learning Materials 2 years after last use Academic Affairs Online Learning	ecture Series documentation, advertisements,				
ame Change Permanent Academic Affairs Registrar nline Learning Materials 2 years after last use Academic Affairs Online Learning		3 years	Academic Affairs	Appropriate College/Department	✓
nline Learning Materials 2 years after last use Academic Affairs Online Learning					
•				•	
chequie of Courses Permanent Academic Affairs Registrar		•			,
	:hedule of Courses	Permanent	Academic Affairs	Registrar	✓

Page 1 of 9 rev. 12/2025

		Applicable		RIT
Document Name	Retention Period	Division/Department	Official Repository Career Services and Cooperative	Archive
tudent Co-op and Employer Information	6 years	Academic Affairs	Education Office	
udent files (maintained in college/department on udents currently enrolled)	1 year after graduation	Academic Affairs	Appropriate College/Department	
	Until graduation/date of			
udent Waivers for Right of Inspection	last attendance	Academic Affairs	Registrar	
/llabi (distributed to students)	6 years	Academic Affairs	Appropriate College/Department	
	10 years after	A A 66- i	Do eletue u	
ranscript Requests ranscripts - high school, other college or other	admission 10 years after	Academic Affairs	Registrar	
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	
/ithdrawal authorization/leave of absence	2 years after graduation/date of			
uthorization outh Protection - informational materials	last attendance	Academic Affairs	Registrar Office of Youth Protection and	
uides/brochures)	2 years	Academic Affairs	Compliance	
	,		Office of Youth Protection and	
outh Protection Compliance Documentation	6 years	Academic Affairs	Compliance	
outh Protection Compliance Policy, including all prior ersions/revisions	6 years	Academic Affairs	Office of Youth Protection and Compliance	
dvisory Board minutes, agenda and materials	Permanent	All	Appropriate Advisory Board	✓
alendars (electronic and paper) - appointment books,				
ork-related journals, and diaries ertificates of Insurance, Indemnification Agreements,	6 years 6 years after	All	Appropriate Department	
old Harmless Agreements, Contracts	expiration	All	Appropriate Department	
ommittee and Task Force minutes, agenda and				
aterials, including standing and ad hoc committees	Permanent	All	Appropriate Committee	✓
	6 years after all	• "		
onsultant contracts/files (expired)	obligations end 1 year after decision	All	Appropriate Department	
onsultant contracts/files (not retained/hired)	not to retain/hire	All	Appropriate Department	
ontracts and Agreements (not otherwise listed)	6 years after all obligations end	All	Appropriate Department	
,	6 years after all		Pir als are also a	
ontracts with employees	obligations end	All	Appropriate Department	
orrespondence, General (including emails)	6 years	All	Appropriate Department	
epartmental Policy and Mission Statements	Permanent 6 years after	All	Appropriate College/Department	✓
quipment files and maintenance records	disposition 6 years after	All	Appropriate College/Department	
quipment leases	disposition	All	Appropriate College/Department	
cility Use Agreement	6 years	All	Appropriate Department	
ames of Chance Forms and supporting				
ocumentation - Raffle/Bingo/Sweepstakes overnance Group minutes, agenda and materials	6 years	All	Appropriate Department	
ncluding Student groups)	Permanent	All	Appropriate Governance Group	✓
overnance Group Voting Records	6 years	All	Appropriate Governance Group	,
ews Content (internal and external) otary Public (e-Notary only) video and/or audio	Permanent	All	University Communications	✓
cordings otary Public Journal of all notarial acts performed	10 years	All	Individual Notary Public	
aditional Notary and e-Notary)	10 years	All	Individual Notary Public	
riginal Trademark and related paperwork	Permanent	All	Marketing and Communications	✓
rformance Appraisals and related documents	3 years after termination of			
iculty)	employment	All	Appropriate College/Department	
	3 years after 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	✓
noto Release notos, Videos, Films and DVDs	6 years Permanent	All All	Appropriate College/Department Appropriate College/Department	1
sters and Flyers (departmental, administrative, and				
udent groups)	2 years	All	Appropriate College/Department	✓
fety Plan Acknowledgement Form fety Plan Visitor COVID 19 vaccination	6 years	All	Appropriate Department	
atus/negative test result documentation	6 years	All	Appropriate Department	
ack Communications	6 years	All	Appropriate Department	
	6 years after all			
oftware Licenses and Support Agreements	obligations end 2 years after end of	All	Appropriate Department	
	z vears after end of			
	· · · · · · · · · · · · · · · · · · ·			
deo Recordings Used In Academic Classes	class or appeal, whichever is greater	All	Appropriate Department	

Page 2 of 9 rev. 12/2025

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archive
outh Program - Employee License Event Notification				
ervice (LENS) Certification	6 years	All	Office of Compliance and Ethics	
outh Program - Participant Code of Conduct cknowledgement	/	All	Youth Program Sponsoring Department	
cknowledgement	6 years	All	Youth Program Sponsoring	
outh Program - Participant Information	6 years	All	Department	
odd i rogidin i didelpent mornidaori	o years	7 111	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	
outh Program - Training Completion			Office of Youth Protection and	
ocumentation/Certification	6 years	All	Compliance	
outh Training - Staff Code of Conduct	/	All	Office of Youth Protection and	
cknowledgement igher Education Opportunity Program application	6 years 6 years after last date	All	Compliance	
aterials (accepted students)	of contact	Diversity and Inclusion	HEOP Office	
igher Education Opportunity Program application	Of Corttact	Diversity and inclusion	TILOI OIIICE	
aterials (for prospective applicants)	1 year	Diversity and Inclusion	HEOP Office	
(2 years after	Division of Enrollment		
cceptance letters (non-enrolled students)	admission	Management	Enrollment Management	
	2 years after	Division of Enrollment		
dvanced Placement Records (non-enrolled students)	application	Management	Enrollment Management	
	5 years after	Division of Enrollment	- u	
dvertising materials, other than catalogs	compilation	Management	Enrollment Management	
pplications for Admission or Readmission (non-	2 years after	Division of Enrollment	Enrollment Manageria	
nrolled students)	application 6 years after	Management Division of Enrollment	Enrollment Management	
areer/Employment Placement Records	graduation	Management	Enrollment Management	
arcel/ Employment Flacement Records	2 years after	Division of Enrollment	Emonnerit Wanagement	
orrespondence (non-enrolled students)	application	Management	Enrollment Management	
		Division of Enrollment		
irect Loan Counseling Records (Entrance)	6 years	Management	Financial Aid and Scholarships	
	2 years after	Division of Enrollment		
ntrance Exam Reports (non-enrolled students)	application	Management	Enrollment Management	
		Division of Enrollment		
ederal Direct Student Loan Account Reconciliations	6 years	Management	Financial Aid and Scholarships	
ederal Direct Student Loan Account Reconciliations		Division of Enrollment		
awards, origination, disbursements)	6 years	Management	Financial Aid and Scholarships	
ederal Student Aid awards, grants, fellowships,	o years	Management	Financiai Aid and Scholaiships	
cholarships, loans, work study, and records used to		Division of Enrollment		
etermine eligibility	6 years	Management	Financial Aid and Scholarships	
scal Operations Report/Application for Funding	,	Division of Enrollment		
FISAP)	6 years	Management	Financial Aid and Scholarships	
	Until date of	Division of Enrollment		
etters of Recommendation (graduate)	graduation	Management	Enrollment Management	
	2 years after	Division of Enrollment		
etters of Recommendation (non-enrolled students)	application	Management	Enrollment Management	
ottors of Docommondation (undergraduate)	Until date of admission	Division of Enrollment Management	Enrollment Management	
etters of Recommendation (undergraduate)	aditiissioti	Division of Enrollment	Enrollment Management	
rogram Participation Agreements	Permanent	Management	Financial Aid and Scholarships	
rogram randepadom Agreements	Until date of	Division of Enrollment	Thancai Aid and Scholaiships	
ecruitment materials (for individual students)	enrollment	Management	Enrollment Management	
	3 years after	Division of Enrollment		
esidency Classification Forms (non-enrolled students)	application	Management	Enrollment Management	
cholarships Awarded by Individual Colleges (records		Division of Enrollment		
f applicants who received the scholarships)	1 year	Management	Appropriate College/Department	
underst Advisione Files	10 years after	Division of Enrollment	Figure United the Adams and th	
tudent Advising Files itle IV Grants (originated through Department of	admission	Management	Enrollment Management	
ducation Common Origination and Disbursement		Division of Enrollment		
ystem)	6 years	Management	Financial Aid and Scholarships	
,,	2 years after	Division of Enrollment		
ranscripts - high school (non-enrolled students)	application	Management	Enrollment Management	
	4 years after			
	graduation/date of	Division of Enrollment		
eteran Administration Certifications	last attendance	Management	Enrollment Management	
ccess Control Records	6 years	Finance and Administration	Public Safety	
and the Property	4 years after report	Fig	Dublic Sefet	
ccident Reports	date	Finance and Administration	Public Safety	
counts payable ledger verishers and attachracint	6 years	Finance and Administration	Controller's Office	
ccounts payable ledger, vouchers and attachments counts receivable ledger and statements	6 years 6 years	Finance and Administration Finance and Administration	Controller's Office Controller's Office	
firmative Action Plans (including documentation)	Permanent	Finance and Administration	Legal Affairs	1
Including documentation	. Cimaricii	ici ice ci ici / tariii iisti duoli	Legal / mans	•
nd Staff)	6 years	Finance and Administration	Compliance and Ethics	
-	6 years after returns			
nnual Tax Payment Records (941)	are filed	Finance and Administration	Controller's Office	
uditor management letters	Permanent	Finance and Administration	Controller's Office	

Page 3 of 9 rev. 12/2025

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archive
Banking Records, including deposit and withdrawal				
ecords, bank statements and reconciliation, voided and canceled checks	6 years	Finance and Administration	Controller's Office	
na cancelea checks	6 years after all	Firlance and Administration	Controller's Office	
ids (accepted)	obligations end	Finance and Administration	Procurement Services Office	
ids (rejected) <\$100,000	1 year	Finance and Administration	Procurement Services Office	
ids (rejected) >\$100,000	6 years	Finance and Administration	Procurement Services Office	
illing Records	6 years	Finance and Administration	Controller's Office	
ond Records (Offering, Funding, and	6 years after life of	Finance and Administration	Controller's Office	
eimbursement) udget Materials	bond 6 vears	Finance and Administration Finance and Administration	Controller's Office	
apital Equipment Records	Life of Asset	Finance and Administration	Controller's Office	
ash Receipts	6 years	Finance and Administration	Controller's Office	
hart of Accounts	Permanent	Finance and Administration	Controller's Office	
hemical Inventories	6 years	Finance and Administration	Environmental Health and Safety	
	4 years after report			
lery Act and Uniform Crime Reports	date	Finance and Administration	Public Safety	
omplaints and Reports of Harassment or	7 years from date of	Figure 2 and Administration	Consultant and Ethion	
iscrimination	report 6 years after	Finance and Administration	Compliance and Ethics	
onflict of Interest Determinations - Employees	employment ends	Finance and Administration	Compliance and Ethics	
ornice of interest Determinations - Employees	6 years after	Thance and Administration	Compilarice and Ethics	
onflict of Interest Disclosures - Employees	employment ends	Finance and Administration	Compliance and Ethics	
	6 years after			
onflict of Interest Management Plans - Employees	employment ends	Finance and Administration	Compliance and Ethics	
onsent Orders	Permanent	Finance and Administration	Legal Affairs	
ourt Orders	Permanent	Finance and Administration	Legal Affairs	
	4 years after report		D 1 11 6 6 1	
rime Reports	date	Finance and Administration	Public Safety	
ritical Incident Files reeds	6 years	Finance and Administration Finance and Administration	Global Risk Management Services Real Estate Office	√
Department Heads and Chairs Resumes	Permanent Permanent	Finance and Administration	Human Resources	√
epreciation Records	Life of Asset	Finance and Administration	Controller's Office	•
HS Records	Permanent	Finance and Administration	Environmental Health and Safety	
	3 years after loan is		,	
	repaid, canceled, or			
	assigned to the			
	Department of			
Pirect Loan Counseling Records (Exit)	Education	Finance and Administration	Student Financial Services	
irectories	2 years	Finance and Administration	Chief Information Officer	✓
destribute Assessment destress Describes Francisco	6 years after	Figure 2 and Administration	Consultant and Ethion	
isability Accommodation Records - Employees	employment ends 6 years from date of	Finance and Administration	Compliance and Ethics	
	termination of			
Disability and Sick Benefit Records	employment	Finance and Administration	Human Resources	
EO Reports	Permanent	Finance and Administration	Legal Affairs	
H&S Incident Records	5 years	Finance and Administration	Environmental Health and Safety	
levator Certifications	6 years	Finance and Administration	Environmental Health and Safety	
mployee Background Checks (including Controlled	6 years after			
ubstance Test Results)	employment ends	Finance and Administration	Human Resources	
mployee Benefit Plan Documents and All Attached	_			
mendments	Permanent	Finance and Administration	Human Resources	
mplayee Elections/Referrals	6 years after	Finance and Administration	Human Posources	
mployee Elections/Referrals	employment ends 6 years after death of	Finance and Administration	Human Resources	
	eligible employee of			
mployee Eligibility for Benefits	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			
mployee Medical Documentation (store separate	termination of			
om personnel file)	employment	Finance and Administration	Human Resources	
imployee Orientation and Training Records, including	3 years after			
PD Semtek Database (training records prior to mid-	termination of	Finance and Administration	Human Bassins	
006) and CPD Sesssion Folders	employment 6 years from date of	Finance and Administration	Human Resources	
mployee Pay Statements	6 years from date of statement	Finance and Administration	Human Resources	
mployee Reimbursement Records	6 years	Finance and Administration	Controller's Office	
	6 years after death of	. A larice and A dirill list audit	Controller y Office	
	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	
	6 years after			
mployment Applications and Resumes (employees)	employment ends	Finance and Administration	Human Resources	
mployment Applications and Resumes (non-				
mployees)	3 years	Finance and Administration	Human Resources	
vacuation Drill Records	6 years	Finance and Administration	Environmental Health and Safety	
veice Tay Peturne	6 years after returns	Finance and Administration	Controller's Office	
xcise Tax Returns xpense Reports	are filed	Finance and Administration	Controller's Office	
xpense Reports ederal Reporting Requirements: welfare benefits and	6 years	Finance and Administration	Controller's Office	
ther fringe benefit plans	Permanent	Finance and Administration	Human Resources	
	. Critica let le			

Page 4 of 9 rev. 12/2025

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
Federal Student Aid records (including program				
ransactions and statements)	6 years 6 years after	Finance and Administration	Controller's Office	
inal Investigation Reports and Exhibits - Employees	employment ends	Finance and Administration	Compliance and Ethics	
inancial Records, supporting documents, statistical	3 years from the date			
ecords, and all other records pertinent to an award Federal awards)	of submission of the final report	Finance and Administration	Controller's Office	
inancial Records, supporting documents, statistical	6 years from the date	Finance and Administration	Controller's Office	
ecords, and all other records pertinent to an award	of submission of the			
New York State awards)	final report	Finance and Administration	Controller's Office Controller's Office	
Financial Statements (audited) and work papers Fire Inspection Systems Records and Reports	6 years 6 years	Finance and Administration Finance and Administration	Environmental Health and Safety	
form 5500 (including supporting documentation)	6 years	Finance and Administration	Human Resources	
	6 years from			
Grievances (Staff)	termination Upon issuance of the	Finance and Administration	Human Resources	
	Grievance			
Grievances (Staff) - audio recordings of Grievance	Committee written			
Committee Hearings	recommendation	Finance and Administration	Human Resources	
lazardous Waste Disposal Manifests and Reports	6 years 6 years from	Finance and Administration	Environmental Health and Safety	
	termination of			
	employee, or 10			
Human Resources Discrimination and Harassment	years from date of initial complaint,			
iles	whichever is shorter	Finance and Administration	Human Resources	✓
mputed Income Records	6 years	Finance and Administration	Controller's Office	
ncomo Tay Poturno	6 years after returns	Einanco and Administration	Controller's Office	
ncome Tax Returns	are filed 3 years following	Finance and Administration	Controller's Office	
ndirect Cost Rate Calculations	end of effective date	Finance and Administration	Controller's Office	
	6 years after returns			
nformation Returns (990, 1099, 8282, etc.) nformation Returns filed with Federal and State	are filed	Finance and Administration	Controller's Office	
nuthorities (Census Bureau, Labor Department,	6 years after returns			
Questionnaires, etc.)	are filed	Finance and Administration	Controller's Office	
nstitute Risk Map	Permanent	Finance and Administration	Compliance and Ethics	
nstitutional Research, Data & Analytics Internal Analyses	6 years	Finance and Administration	Institutional Research, Data & Analytics	1
nstitutional Research, Data & Analytics Reports	o years	Theree and Administration	Institutional Research, Data &	
internal and external)	3 years	Finance and Administration	Analytics	✓
nsurance Applications (including documentation) nsurance Policies (liability, property, and other	6 years	Finance and Administration	Global Risk Management Services	
policies)	Permanent	Finance and Administration	Global Risk Management Services	
ntegrated Postsecondary Education Data Systems			Institutional Research, Data &	
IPEDS) Reports	3 years	Finance and Administration	Analytics	✓
nternal Audit Reports (all engagement types)	Permanent	Finance and Administration	Institute Audit, Compliance and Advisement	
nternal Audits/Reviews/Files and Work Papers (all	T CITICAL COLO	The lite and tarming all and	Institute Audit, Compliance and	
engagement types)	10 years 6 years from date of	Finance and Administration	Advisement	
	termination of			
	Employee or 10			
nternal Human Resources Employee Investigations	years from date of			
Hearing Panel Approach - no violation found)	initial complaint, whichever is shorter	Figure 22 and Administration	Human Bassinas	
ncludes notes, reports and documentation nternal Human Resources Employee Investigations	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 non-Hearing Panel Approach) includes notes, reports	6 years from date of termination of			
and documentation	Employee	Finance and Administration	Human Resources	
nvestment Consultant Reports	6 years	Finance and Administration	Controller's Office	
nvestment Manager Contracts (including	6 years after all	Finance and Admit to at	Controllado Office	
correspondence) nvestment Performance Reports	obligations end 6 years	Finance and Administration Finance and Administration	Controller's Office Controller's Office	
nvoices	6 years	Finance and Administration	Controller's Office	
RS exemption determination and related				
correspondence	Permanent 3 years after date of	Finance and Administration	Controller's Office	
	hire or 1 year after			
	•			
	end of service,			
	whichever is longer	Finance and Administration	Human Resources	
lournal Entries with backup	whichever is longer 6 years	Finance and Administration	Controller's Office	
lournal Entries with backup ludgments	whichever is longer			
ournal Entries with backup udgments .abor Certifications (including recruitment materials and supporting documentation)	whichever is longer 6 years Permanent 5 years from filing of certification	Finance and Administration	Controller's Office Legal Affairs Human Resources	
ournal Entries with backup udgments .abor Certifications (including recruitment materials and supporting documentation)	whichever is longer 6 years Permanent 5 years from filing of certification 4 years	Finance and Administration Finance and Administration	Controller's Office Legal Affairs	
lournal Entries with backup ludgments .abor Certifications (including recruitment materials and supporting documentation) .eave Reporting Documents	whichever is longer 6 years Permanent 5 years from filing of certification 4 years 6 years after	Finance and Administration Finance and Administration Finance and Administration Finance and Administration	Controller's Office Legal Affairs Human Resources Human Resources	
RS Form I-9 (store separate from personnel file) Journal Entries with backup Judgments Labor Certifications (including recruitment materials and supporting documentation) Leave Reporting Documents Litigated Claims Material Safety Data Sheets	whichever is longer 6 years Permanent 5 years from filing of certification 4 years	Finance and Administration Finance and Administration Finance and Administration	Controller's Office Legal Affairs Human Resources	

Page 5 of 9 rev. 12/2025

Morto Vehicle Bearris Morto Vehicle Decards	Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archive
Motor Vehale Records Note of Vehale Records Note Education Department Surveys A propriation of the Education Department Surveys A propriation of the Propriation Authorization of the Propriation Authorization of the Propriation of the Propria		6 years after all		Senior VP for Finance and	
Institutional Research, Data & Administration Prance and Administration Prance a	Mortgages, Security Agreements	6 years after			
Seconts and Registrations 3 years Finance and Administration Finance and Administra		employment ends	Finance and Administration		
posed Finance and Administration of Privatore and Edwis Services of House Administration of Privatore and Administration of Pr	•	3 years	Finance and Administration	· · · · · · · · · · · · · · · · · · ·	✓
continuation of Bain from Compus Sélf Alliess of imjury Records or Loos Sélf Alliess of Loos Sélf Alliess of Loos Sélf Alliess or Loos Sél	lotice of Appeal - TIX	•	Finance and Administration	Compliance and Ethics	
Silk A litery and Height Training Reports Alteriorne Letters Sutcome Letters Survail Values Finance and Administration Finance and Administration Finance and Administration Sutcome Finance and Administration Finance and Administrati				•	
Self-A Safety and Health Training Reports 7 years from date of letter 8					
Juccome Letters Variation date of Early Systems of Wages Forms		•			
Overpayment/Repayment of Warges Forms embolyment emboyment emboyme		7 years from date of			
Deepsyment of Waqes Forms arising Tickets (paid and unpaid) arising Tickets (paid and unpaid) by ears arising the arisin	Outcome Letters		Finance and Administration	Compliance and Ethics	
raining Tickets [paid and unpaid] 6 years after employment ends and Survival Deduction Authorization Forms employment ends again Workhelms 6 years after learn employment ends and Administration Controller's Office Controller					
Parking Eduction Authorization Forms employment ends parking Eduction Authorization Forms employment ends parking Eduction Authorization Forms employment ends parking Eduction Authorization Forms employment employment employment parking to be parking and Education Controllers Office employment parking to be parking and Education Controllers Office employment parking to be parking and Education Controllers Office employment parking to be parking and Education Controllers Office employment parking to be parking and Education Controllers Office employment parking to be parking to be parking and Education Controllers Office employment parking to be parking	Overpayment/Repayment of Wages Forms	employment	Finance and Administration		
Payroll Obduction Authorization Forms 3 years 5 Pinance and Administration 5 years 6 Perkins Loan Counseling Records (Entrance and Exit) 5 years 6 Perkins Loan Counseling Records (Entrance and Exit) 6 years 6 Perkins Loan Promissory Notes 6 Perkins Loan	Parking Tickets (paid and unpaid)		Finance and Administration	Services	
Perkins Loan Counseling Records (Entrance and Exit) 6 years 3 years after loan repaid, caracteled, or assigned to 6 years Finance and Administration 6 years 6 reference and Administration 6 years 7 years after end of 1 reference and Administration 6 years 7 years after close of 1 reference and Administration 6 years 7 years after close of 1 reference and Administration 6 years 7 years after close of 1 reference and Administration 7 years after close of 1 reference and Administration 7 years after close of 1 reference and Administration 7 years after close of 1 reference and Administration 7 years after close of 1 reference and Administration 7 years after close of 1 reference and Administration 7 years after close of 1 reference and Administration 7 years after close of 1 reference and Administration 7 years after close of 1 reference and Administration 8 years after close of 1 reference and Administration 9 years after close of 1 reference and Administration 1 years period to 1 years peri	Payroll Deduction Authorization Forms	•	Finance and Administration	Controller's Office	
3 years after loan repaid, canceled, or assigned to Department of Education of Controller's Office of				Controller's Office	
a years after loan repaid, canceled, or assigned to Department of Education (by ears from date of comployment of Education (by ears from date of Education (by ears ear) (by ears	Perkins Loan Counseling Records (Entrance and Exit)	6 years	Finance and Administration	Student Financial Services	
Personnel Files, Appointment Letters and Forms Fortable Extinguisher Training Records Post award Grant and Contract Files, not including Irancial records - financial		repaid, canceled, or			
Personnel Files, Appointment Letters and Forms Of table Extinguisher Training Records Of Seas award Grant and Contract Files, not including financial records (Financial records) Personnel Files, Appointment Letters and Forms Of Seas award Grant and Contract Files, not including financial records (New York State awards) Office Offi		Department of			
remination of employment Finance and Administration Finance and Admini	Perkins Loan Promissory Notes		Finance and Administration	Student Financial Services	
Portable Extinguisher Training Records 9 years after end of fiscal year in which transaction occurred for fiscal year in the property of the property of the property for fiscal years after end of all obligations on the property of the property		termination of			
9 years after end of fiscal present and Contract Files, not including inancial records - financial records - financial records - financial records - financial records (New York State awards) of sost Ward Grant and Contract Files, not including inancial records (New York State awards) of years after of grant of sost Ward Grant and Contract Files, not including inancial records (Federal awards) of years after intending inancial records (Federal awards) of years (Finance and Administration of years (Finance and Administration of years (Finance and Administration of years of					
transaction occurred for financial records financial records from the finance and Administration for financial records (New York State awards) against and Contract Flies, not including inancial records (New York State awards) agars after close of grant for finance and Administration for financial records (Federal awards) agars after close of grant for finance and Administration f	ortable Extinguisher Training Records		Finance and Administration	Environmental Health and Salety	
Post Award Grant and Contract Files, not including inancial records (Federal awards) grant and Contract Files, not including inancial records (Federal awards) agrant 3 years after close of grant and Contract Files, not including inancial records (Federal awards) and bibligations all obligations of years after life of bond 4 years after report date in proposed in the proposed in t	-	•	Finance and Administration	Controller's Office	
Post Ward Grant and Contract Files, not including inancial records (Federal awards) and includence of grant inancial records (Federal awards) and obliquations in a years after life of bond in the property Damage Reports of the Private Use Records by Private Records by Private Use Records By Private By Pri			Finance and Administration	Controller's Office	
grant 3 years after end of all obligations 6 years after ilfe of bond 4 years after report labor condition application Public Inspection Files application Selector (Including charges) 6 years after all obligations of years after ilfe of bond 4 years after report labor condition application Permanent Finance and Administration Public Safety Office 2 years after report labor condition application Finance and Administration Public Safety Office 2 years after report labor condition application Finance and Administration Public Safety Office Daily Activity Logs 4 years Finance and Administration Public Safety Office Daily Activity Logs 4 years Finance and Administration Public Safety Office Daily Activity Logs 4 years Finance and Administration Public Safety Office Daily Activity Logs 4 years Finance and Administration Public Safety Office Daily Activity Logs 4 years Finance and Administration Public Safety Office Daily Activity Logs 4 years Finance and Administration Public Safety Office Daily Activity Logs 4 years Finance and Administration Public Safety Office Daily Activity Logs 4 years Finance and Administration Environmental Health and Safety Permanent Finance and Administration Environmental Health and Safety Sear Finance and Administration Finance Adm			Finance and Administration	Controller's Office	
All obligations of years after life of bond at years after life of bond at years after report date H I B nonimmigrant is employed under labor condition applications of years after all obligations end biligations end sides relation for permanent elastic controller's Office A years after all obligation private application private end Administration processories, etc., hard copy and electronic records (including committee members' notes) - land cannot be committeed and provided by some complements and provided by some p	3	grant	Finance and Administration	Controller's Office	
Property Damage Reports A years after report date Jean percent	Private Grants, Contract Documents and Files	all obligations	Finance and Administration	Controller's Office	
Adate 1 year beyond last date H-1B 1 year beyond last date	Private Use Records	bond	Finance and Administration	Controller's Office	
I year beyond last date H-1B nonimmigrant is employed under labor condition application Finance and Administration Public Inspection Files application Finance and Administration Public Safety Officer Daily Activity Logs 4 years Finance and Administration Procurement Services Office Public Safety Officer Daily Activity Logs 4 years Finance and Administration Procurement Services Office Public Safety Public Safety Public Safety Procurementation Procurement Services Office Procurementation Procurement Services Office Office Procurement Services Office Office Procurement Services Office Office Procurement Services Office	Property Damage Reports	•	Finance and Administration	Public Safety	
Public Safety Officer Daily Activity Logs Purchase Orders (including supporting documentation) Ouarterly Lab Inspections Radiation Dose Reports Radioactive Material Receiving and Inventory Records Real Property Leases (current and expired) Obligations end Record of Payments and Deductions Record of Student Accounts (including charges, cash payments, Federal Student Aid payments, refunds, returns, and overpayments) Releases - Litigation Matters Request for Proposals Request for Proposals Rekequest for Records Search Committee Records (including committee members' notes) - Linied candidate Remembers' notes) - Inired candidate Remembers' notes) - Inired candidate Repair Sulpens (Including committee members' notes) - Inired candidate Repair Sulpens (Including committee members' notes) - Inired candidate Repair Sulpens (Including committee members' notes) - Inired candidate Repair Sulpens (Including committee members' notes) - Inired candidate Repair Sulpens (Including committee members' notes) - Inired candidate Repair Sulpens (Including committee members' notes) - Inired candidate Repair Sulpens (Information Subpoenas) received by Repair Sinance and Administration Records (Information Subpoenas) received by Real Estate Office Revives Office Revives Administration Real Estate Office Revives Office Real Estate Office Revives Administration Real Estate Office Revives Administration Real Estate Office Revives Administration Real Estate Office Real Estate Office Revives Administration Student Finance and Administration Real Estate Office	торету Ватаде керого	1 year beyond last date H-1B nonimmigrant is employed under	Theree and Administration	T done servey	
Courterly Lab Inspections Cadioactive Material Receiving and Inventory Records Cadioactive Material Receiving Administration Cantroller's Office Controller's Office					
Duarterly Lab Inspections 6 years Finance and Administration Record of Payments and Deductions Finance and Administration Financ		+ years	Finance and Administration	rubiic salety	
Rediation Dose Reports Permanent Finance and Administration Real Property Leases (current and expired) Real Property Leases (current and expired) Record of Payments and Deductions Record of Student Accounts (including charges, cash bayments, Federal Student Aid payments, cash disbursements, refunds, returns, and overpayments) Repair Service Documentation Request for Proposals Resides Recipits (computers/devices, software, accessories, photo equipment/accessories, etc.) hard copy and electronic records Resides Records (including committee members' notes) - hired candidate Resident Records (including committee members' notes) - hired candidate Resident Records (Including committee including committee including Suppoenas) received by Real Estate Office Real Estat	documentation)	6 years	Finance and Administration	Procurement Services Office	
Radioactive Material Receiving and Inventory Records 6 years 6 years after all obligations end Finance and Administration Record of Payments and Deductions 7 years Finance and Administration Record of Student Accounts (including charges, cash payments, rederal Student Aid payments, cash disbursements, refunds, returns, and overpayments) Repair Service Documentation Record of Student Accounts (including charges, cash payments, rederal Student Aid payments, cash disbursements, refunds, returns, and overpayments) Repair Service Documentation Repair Service Documentation Record of Student Accounts (including charges, cash payments, rederal Student Aid payments, cash disbursements, refunds, returns, and overpayments) Repair Service Documentation Recal Estate Office Controller's Office Student Finance and Administration Finance and Administration Digital Den Permanent Finance and Administration Finance and Administration Real Estate Office Controller's Office Student Finance and Administration Finance and Administration Finance and Administration Digital Den 6 years after returns are filed Finance and Administration Finance an		•			
Real Property Leases (current and expired) Real Property Leases (current and expired) Record of Payments and Deductions Second of Student Accounts (including charges, cash against payments, Federal Student Aid payments, cash disbursements, refunds, returns, and overpayments) Releases - Litigation Matters Request for Proposals Releases - Litigation Matters Request for Proposals Releases - Computers/devices, software, accessories, photo equipment/accessories, etc.) hard topy and electronic records Releases - Returns Releases - Receipts (computers/devices, software, accessories, photo equipment/accessories, etc.) hard topy and electronic records Releases - Returns Releases - Receipts (computers/devices, software, accessories, photo equipment/accessories, etc.) hard topy and electronic records Releases - Returns Request for Proposals Receipts (computers/devices, software, accessories, photo equipment/accessories, etc.) hard topy and electronic records Receipts (computers/devices, software, accessories, etc.) hard topy and electronic records Receipts (computers/devices, software, accessories, etc.) hard topy and electronic records Receipts (computers/devices, software, accessories, etc.) hard topy and electronic records Receipts (computers/devices, software, accessories, etc.) hard topy and electronic records Real Estate Office Student 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) Releases - Litigation Matters Permanent Finance and Administration Requises for Proposals Request for Proposals 6 years Finance and Administration Procurement Services Office Resides Receipts (computers/devices, software, accessories, photo equipment/accessories, etc.) hard copy and electronic records Releases - Litigation Matters Repair Service Documentation 6 years Finance and Administration Procurement Services Office Request for Proposals Request for Proposal	·	6 years after all			
Record of Student Accounts (including charges, cash agaments, Federal Student Aid payments, cash disbursements, refunds, returns, and overpayments) Releases - Litiqation Matters Repair Service Documentation Regular Services Office Regular Service Services Office Office Regular Service Services Office Office Regular Service Services Office Office Office Regular Service Services Office Office Office Regular Service Services Office Office Office Office Regular Service Service and Administration Regular Services Office Of					
Degree of Student Aid payments, cash disbursements, refunds, returns, and overpayments) 6 years Finance and Administration Diqital Den Permanent Finance and Administration Procurement Services Office Finance and Administration Procurement Services Office Finance and Administration Finance Administration Finance and Administration Finance Administration Finance and Administration Finance Finance Administration Finance Fina	Record of Payments and Deductions	5 years	Finance and Administration	Controller's Office	
Releases - Litigation Matters Releases - Litigation Matters Releases - Litigation Matters Repair Service Documentation Request for Proposals Request for Proposals Releases - Litigation Matters Request for Proposals Request for Proposals Request for Proposals Request for Proposals Research Committee Records (including committee members' notes) - Candidates Remembers' notes) - Landidate Repair Service Documentation Releases - Litigation Administration Repair Service Documentation Request Finance and Administration Request Repair Repair Service Documentation Request Repair Service Documentation Request Repair Service Digital Den Request Request Reproduce Reproduce Reproduce Repair Repair Reproduce Repair R					
Releases - Litigation Matters Repair Service Documentation Request for Proposals Request	. ,	6 years	Finance and Administration	Student Financial Services	
Request for Proposals Request for Proposals Reduction Permanent Reduction Receipts (computers/devices, software, socies Receipts (computers/devices, software, sof	Releases - Litigation Matters	Permanent	Finance and Administration	Legal Affairs	
Risk Register Finance and Administration Risk Register Finance and Administration Compliance and Ethics Compli					
iales Receipts (computers/devices, software, incressories, photo equipment/accessories, etc.) hard isopy and electronic records 6 years 6 years after returns iales Tax Returns 6 years after returns iales Tax Returns 6 years after are filed 6 years and Administration 7 years 8 years 8 years 9 years after 9 years after 1 years 2 years after 1 years 2 years after 2 years after 3 years 4 years after 6 years after 6 years after 7 years 8 years 9 years after returns 9 years af	·	•			
cocessories, photo equipment/accessories, etc.) hard copy and electronic records 6 years 6 years after returns field Finance and Administration Controller's Office Finance and Administration Controller's Office Finance and Administration Controller's Office Finance and Administration Finance and Finan		Permanent	Finance and Administration	Compliance and Ethics	
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 employment ends Finance and Administration Human Resources settlements Permanent Finance and Administration Legal Affairs subpoenas (Information Subpoenas) received by	accessories, photo equipment/accessories, etc.) hard	6 vears	Finance and Administration	Digital Den	
Search Committee Records (including committee members' notes) - candidates not hired 3 years Finance and Administration Human Resources 6 years after members' notes) - hired candidate employment ends Finance and Administration Human Resources employment ends Finance and Administration Human Resources fettlements Finance and Administration Legal Affairs subpoenas (Information Subpoenas) received by		6 years after returns		·	
members' notes) - candidates not hired 3 years Finance and Administration Human Resources Search Committee Records (including committee members' notes) - hired candidate employment ends Finance and Administration Human Resources Settlements Finance and Administration Human Resources Finance and Administration Human Resources Finance and Administration Legal Affairs Subpoenas (Information Subpoenas) received by		are filed	Finance and Administration	Controller's Office	
members' notes) - hired candidate employment ends Finance and Administration Human Resources Settlements Finance and Administration Legal Affairs Subpoenas (Information Subpoenas) received by	members' notes) - candidates not hired		Finance and Administration	Human Resources	
ettlements Permanent Finance and Administration Legal Affairs Subpoenas (Information Subpoenas) received by	· J		Finance and Administration	Human Resources	
	Settlements				
Payroll Finance and Administration Controlled Office /Power!		Pormanost	Einanco and Administration	Controllor's Office /Par	
Permanent Finance and Administration Controller's Office/Payroll Subpoenas and Responsive Documentation Permanent Finance and Administration Legal Affairs					

Page 6 of 9 rev. 12/2025

Desiment Name	Potentian Baria d	Applicable Division/Department	Official Papasitant	RIT
Document Name Summary Plan Descriptions	Retention Period Permanent	Division/Department Finance and Administration	Official Repository Human Resources	Archive
Fax Audit closing letters	Permanent	Finance and Administration	Controller's Office	
ax radic closing letters	5 years after	Thance and Administration	Controller's Office	
	transaction (OFAC			
Third Party Screening	requirement)	Finance and Administration	Compliance and Ethics	
	6 years after creation			
	or close of file			
	(whichever is			
Threat Assessment Team Files	greater)	Finance and Administration	Global Risk Management Services	
Fime Cards (including student employees)	3 years	Finance and Administration	Controller's Office	
Fitle IX documentation (Policy C27.0) Employees	7 years from incident reporting date	Finance and Administration	Human Resources	
Fraining Records	6 years	Finance and Administration	Compliance and Ethics	
Trial Balances	6 years	Finance and Administration	Controller's Office	
Fuition Fees and Schedules	Permanent	Finance and Administration	Student Financial Services	
Unemployment Insurance Claims and Supporting				
Documents	6 years	Finance and Administration	Human Resources	
	6 years after			
Unlitigated Claims	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	10		5	
Documents	18 years	Finance and Administration	Human Resources	
Acceptance letters (non appolled students) NTID	2 years after admission	NTID	Admissions	
Acceptance letters (non-enrolled students) - NTID Advanced Placement Records (non-enrolled students) -	2 years after	NID	/ IGITIISSIOLIS	
NTID	application	NTID	Admissions	
	5 years after			
Advertising materials, other than catalogs - NTID	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-	2 years after			
enrolled students) - NTID	application	NTID	Admissions	,
Calendars, Appointment - NTID President	6 years	NTID	NTID Office of the President	✓
Common and done of the an engage of the department of AITID	2 years after	NTID	A dissipation -	
Correspondence (non-enrolled students) - NTID Correspondence, General - NTID President	application	NTID	Admissions NTID Office of the President	1
Lorrespondence, derierai - NTID President	6 years 2 years after	NIID	MID Office of the Fresident	•
Entrance Exam Reports (non-enrolled students) - NTID	application	NTID	Admissions	
triticine Exam Reports (non-emolica stadents) 14115	Until date of	TTIE	7 (317115510715	
Letters of Recommendation (graduate) - NTID	graduation	NTID	Admissions	
Letters of Recommendation (non-enrolled students) -	2 years after			
NTID	application	NTID	Admissions	
	Until date of			
Letters of Recommendation (undergraduate) - NTID	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) -	3 years after	NIID	Admissions	
NTID	application	NTID	Admissions	
Strategic Planning Records - NTID	Permanent	NTID	NTID Office of the President	✓
,	10 years after			
Student Advising Files - NTID	admission	NTID	Admissions	
Franscripts - high school (non-enrolled students) -	2 years after			
NTID	application	NTID	Admissions	
	4 years after			
Administrative Control of the Control	graduation/date of	NITIO	A desiration of	
Veteran Administration Certifications - NTID	last attendance	NTID Office of Career Services	Admissions	
Student Employee orientation and training materials	Permanent	and Cooperative Education	Student Employment Office	
stadent Employee onentation and training materials	6 years after	Office of Career Services	staucht Employment Office	
Student Employee records	employment ends	and Cooperative Education	Student Employment Office	
Student Employment Applications and Resumes	6 years after	Office of Career Services		
(employed)	employment ends	and Cooperative Education	Student Employment Office	
Student Employment Applications and Resumes (not		Office of Career Services		
employed)	3 years	and Cooperative Education	Student Employment Office	
K-12 Federal Grant Documentation, including backup	7 years after	000	W 12.5	
for charges to grant (paper documents required)	program cycle ends	Office of Provost	K-12 Program	
V 12 Due avene (VV avisiba e De sistem til er De server si	(Office of Drawer	K 13 Dra arosa	
K-12 Program/Workshop Registration Documentation	6 years	Office of Provost Office of Provost	K-12 Program	
K-12 Program/Workshop Sign-In Sheets	6 years		K-12 Program Office of the President	✓
Agenda for Action AITU Reports	Permanent 6 years	Office of the President Office of the President	Office of the President Office of the President	v
ATO REPORTS	o years	Office of the President	Office of the Freshderit	
Annual Conflict of Interest Disclosure Forms (Trustees)	6 years	Office of the President	Secretary of the University	
Board of Trustees Resolutions, meeting materials,	5 ,	cc o. the resident	TELECTIFY OF THE OFFICE STREET	
DOME OF TRUSTERS RESOLUTIONS. THEFTING TRATERIALS	_	Office of the Development	Secretary of the University	✓
	Permanent	Office of the President		
minutes, and agendas (including Committees) Calendars, Appointment - President	Permanent 6 years	Office of the President Office of the President	Office of the President	✓
minutes, and agendas (including Committees)				√

Page 7 of 9 rev. 12/2025

Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archiv
residential Recognition Citations	Permanent	Office of the President	Office of the President	✓ ✓
residential Speeches and Presentations	Permanent	Office of the President	Office of the President	✓
ress Releases	6 years	Office of the President	University Communications	✓
T Corporate Documents (including By-Laws, Charter,	•		•	
nd Licenses)	Permanent	Office of the President	Secretary of the University	✓
rategic Planning Records	Permanent	Office of the President	Office of the President	✓
rustee files (information on individual trustees				
ncluding correspondence)	Permanent	Office of the President	Secretary of the University	✓
	6 years after RIT no longer has			
Deed of Gift	possession of the gift	Office of the Provost	RIT Libraries	
xpired Library Patron Accounts - in arrears	· · · · · · · · · · · · · · · · · · ·	Office of the Provost	RIT Libraries	
xpired Library Patron Accounts - in good standing		Office of the Provost	RIT Libraries	
nstitute Policies and Procedures Manual	Permanent	Office of the Provost	Provost	✓
iterlibrary Loan Request for Materials	7 years (fiscal year)	Office of the Provost	RIT Libraries	
· ·				
brary Inventory Records of Decommissioned Titles	7 years (fiscal year) 3 years from	Office of the Provost Office of the Vice President	RIT Libraries	
luman Subject Records - Faculty/Staff exempt projects	submission	for Research	Human Subjects Research	
Colinary Collins A December Charles Associated	1 year from	Office of the Vice President	Ulamana California Baranania	
luman Subject Records - Student exempt projects	submission	for Research	Human Subjects Research	
luman Subject Records - Student, Faculty/Staff non-	3 years from	Office of the Vice President	Library Cubic et Deser	
xempt (Expedited and Board Reviewed)	conclusion of project	for Research	Human Subjects Research	
visition Displacing Farms	Dawn-au-au-	Office of the Vice President	Intellectual Property Management	
nvention Disclosure Forms	Permanent	for Research	Office	
	6 years from	Office of the Vice Bresident	Intellectual Property Mains and	
iconcina Agraements	termination of	Office of the Vice President	Intellectual Property Management	
icensing Agreements	Agreement	for Research	Office	
riginal Patents and related work pages	Pormanont	Office of the Vice President for Research	Intellectual Property Management	_
riginal Patents and related work papers	Permanent	for kesearch	Office	· ·
re-Award Grant and Contract Applications, Proposals nd Supporting Documents and corresponding xecuted Sponsored Research Grants and Contracts, nd Post-Award contract modifications, data files, eports, and project notebooks (federal awards, scluding federal dollars paid RIT on subcontracts)	3 years after close of grant and contracts	Office of the Vice President for Research	Sponsored Research Services	
re-Award Grant and Contract Applications, Proposals and Supporting Documents and corresponding secuted Sponsored Research Grants and Contracts, and Post-Award contract modifications, data files,				
eports, and project notebooks (New York State,	6 years after close of	Office of the Vice President		
orporate, and private awards)	grant and contract	for Research	Sponsored Research Services	
re-Award Grant and Contract Applications, Proposals, nd Supporting Documents that are not funded or	6 years from	Office of the Vice President		
warded	submission Life of Patent or	for Research	Sponsored Research Services	
oyalty Records	Trademark, plus 6 years	Office of the Vice President for Research	Intellectual Property Management Office	
-12 State Grant Documentation, including backup for	7 years after	Office Provest	V 12 Program	
harges to grant (paper documents required)	program cycle ends	Office Provost	K-12 Program	
IAR Incident Reports oach Certifications and Certificate of Compliance for	6 years	Student Affairs	Student Affairs	
raff Members	6 vears	Student Affairs	Intercollegiste Athletics	
	6 years	Student Affairs	Intercollegiate Athletics Intercollegiate Athletics	
omplimentary Ticket Forms	4 years			
aily Attendance Logs	6 years 6 years	Student Affairs	Margaret's House	
		Student Affairs Student Affairs	Margaret's House	
			Appropriate College/Department	
ata Files and Assessment Reports	6 years		Managentia I Iarraa	
ata Files and Assessment Reports escription of Program Activities/Lesson Plans	6 years 6 years from last date	Student Affairs	Margaret's House	
lata Files and Assessment Reports Description of Program Activities/Lesson Plans	6 years		Margaret's House Disability Services Office	
ata Files and Assessment Reports escription of Program Activities/Lesson Plans isability Services Office Student Records	6 years 6 years from last date of attendance	Student Affairs		
ata Files and Assessment Reports escription of Program Activities/Lesson Plans isability Services Office Student Records nrolled Child's Annual Physical Records	6 years 6 years from last date of attendance 3 years after child attains age 18 3 years after child attains age 18	Student Affairs Student Affairs	Disability Services Office	
ata Files and Assessment Reports escription of Program Activities/Lesson Plans isability Services Office Student Records nrolled Child's Annual Physical Records nrolled Child's Emergency Card	6 years 6 years from last date of attendance 3 years after child attains age 18 3 years after child attains age 18 3 years after child attains age 18	Student Affairs Student Affairs Student Affairs	Disability Services Office Margaret's House	
ata Files and Assessment Reports escription of Program Activities/Lesson Plans isability Services Office Student Records nrolled Child's Annual Physical Records nrolled Child's Emergency Card nrolled Child's Immunization Records	6 years 6 years from last date of attendance 3 years after child attains age 18 3 years after child	Student Affairs Student Affairs Student Affairs Student Affairs Student Affairs	Disability Services Office Margaret's House Margaret's House Margaret's House	
pata Files and Assessment Reports Description of Program Activities/Lesson Plans Disability Services Office Student Records Disability Services Office Services	6 years 6 years from last date of attendance 3 years after child attains age 18 3 years after child attains age 18 3 years after child attains age 18	Student Affairs Student Affairs Student Affairs Student Affairs	Disability Services Office Margaret's House Margaret's House Margaret's House Margaret's House	
Pata Files and Assessment Reports Description of Program Activities/Lesson Plans Disability Services Office Student Records Disability Services Office Stu	6 years 6 years from last date of attendance 3 years after child attains age 18 3 years from date of	Student Affairs Student Affairs Student Affairs Student Affairs Student Affairs Student Affairs	Disability Services Office Margaret's House Margaret's House Margaret's House	
Daily Health Checks Data Files and Assessment Reports Description of Program Activities/Lesson Plans Disability Services Office Student Records Inrolled Child's Annual Physical Records Inrolled Child's Emergency Card Inrolled Child's Immunization Records Inrollment Agreement Inrollment Agreement Inrollments In Athletics Disclosure Forms and supporting Indicate Compliance Records - Uniform Fire Prevention, Inviding Code, other state requirements	6 years 6 years from last date of attendance 3 years after child attains age 18 3 years from date of required disclosure	Student Affairs Student Affairs Student Affairs Student Affairs Student Affairs Student Affairs	Disability Services Office Margaret's House Margaret's House Margaret's House Margaret's House	
ata Files and Assessment Reports escription of Program Activities/Lesson Plans isability Services Office Student Records nrolled Child's Annual Physical Records nrolled Child's Emergency Card nrolled Child's Immunization Records nrollment Agreement quality in Athletics Disclosure Forms and supporting ocuments actility Compliance Records - Uniform Fire Prevention, uilding Code, other state requirements	6 years 6 years from last date of attendance 3 years after child attains age 18 3 years from date of required disclosure	Student Affairs	Disability Services Office Margaret's House Margaret's House Margaret's House Intercollegiate Athletics Margaret's House	
ata Files and Assessment Reports escription of Program Activities/Lesson Plans isability Services Office Student Records nrolled Child's Annual Physical Records nrolled Child's Emergency Card nrolled Child's Immunization Records nrollment Agreement quality in Athletics Disclosure Forms and supporting ocuments acility Compliance Records - Uniform Fire Prevention, uilding Code, other state requirements	6 years 6 years from last date of attendance 3 years after child attains age 18 3 years from date of required disclosure	Student Affairs	Disability Services Office Margaret's House Margaret's House Margaret's House Intercollegiate Athletics Margaret's House International Student Office	
ata Files and Assessment Reports escription of Program Activities/Lesson Plans isability Services Office Student Records nrolled Child's Annual Physical Records nrolled Child's Emergency Card nrolled Child's Immunization Records nrollment Agreement quality in Athletics Disclosure Forms and supporting ocuments actility Compliance Records - Uniform Fire Prevention,	6 years 6 years from last date of attendance 3 years after child attains age 18 3 years from date of required disclosure	Student Affairs	Disability Services Office Margaret's House Margaret's House Margaret's House Intercollegiate Athletics Margaret's House	

Page 8 of 9 rev. 12/2025

		Applicable		RIT
Document Name	Retention Period	Division/Department	Official Repository	Archives
Bocament Name	6 years after	Division, Department	Official Repository	74111403
OCFS 6000 Packet	departure	Student Affairs	Margaret's House	
	6 years from		. 3	
Permission to Contact Self Release Form	completion of form	Student Affairs	Intercollegiate Athletics	
Recruiting Records	6 years	Student Affairs	Intercollegiate Athletics	
•	Until date of		•	
Residency Certificates	enrollment	Student Affairs	International Student Office	
	1 year from date of			
Resident Advisor Applications/Essays (not selected)	application	Student Affairs	Residence Life Office	
Resident Advisor files including Applications/Essays	2 years from date of			
and Performance Evaluations	last service as RA	Student Affairs	Residence Life Office	
Sports Camp Documentation	6 years	Student Affairs	Intercollegiate Athletics	
	6 years after			
	separation from			
Staff Health Statements	employement	Student Affairs	Margaret's House	
Statewide Central Register Clearance Forms and	6 years after	S. 1 . A.S. :		
related record	departure	Student Affairs	Margaret's House	
Charles Add to Affirm the Affirm	6 years from	Charles Affeine	Indiana III airda Adalahira	
Student Athlete Affirmation of Eligibility	completion of form	Student Affairs	Intercollegiate Athletics	
Student Athlete Statements	6 years from	Student Affairs	Intercellegiate Athletics	
Student Athlete Statements	completion of form 6 years from case	Student Analis	Intercollegiate Athletics	
Student Behavior Consultation Team Files	creation	Student Affairs	Student Affairs	
Student Benavior Consultation Team Files	Creation	Student Analis	Student Alians	
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,	1 Cimencia	Stadent / than's	Student Conduct Office	
including Audio/Visual Recordings unless the				
outcome includes suspensionor expulsion. Includes all				
records related to policies D.18, D.19, or	7 years from incident			
C.27(students).	reporting date	Student Affairs	Student Conduct Office	
Student Field Trip Documentation	6 years	Student Affairs	Appropriate Department	
	6 years after			
Student Immigration Information (I20, DS2019)	graduation	Student Affairs	International Student Office	
Student Organization Conduct Records (not	7 years from incident			
responsible)	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 nondislcosure of directory	D	Charles Affeine	Charles Afficia	
information	Permanent	Student Affairs	Student Affairs	
Student Visa Decuments	6 years after	Student Affairs	International Student Office	
Student Visa Documents Study Abroad Agreements with supporting	graduation	Student Affairs	international student Office	
documentation	6 years after return	Student Affairs	Appropriate Department	
documentation	3 years after child	Student Analis	Арргорнате Бераптнент	
Waitlist Application Registration Form - accepted child	attains age 18	Student Affairs	Margaret's House	
waitist Application Registration Form accepted crima	attains age 10	Stadent / mans	Mangarees Flouse	
Waitlist Application Registration Form - not accepted	6 years	Student Affairs	Margaret's House	
Walast Application registration from Thotaceepted	6 years from last	Stadent / mans	.vicii qui ces i rouse	
	encounter or date of			
	attendance,			
Wellness Client/Patient Health Records	whichever is greater	Student Affairs	Wellness	
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	✓
	Permanent	University Advancement	University Advancement	✓
			I Indianate Ade	
Non-Degree Alumni Contact Information Pledge Reminders Yearbooks	Until Pledge Fulfilled Permanent	University Advancement University Advancement	University Advancement University Advancement	

Page 9 of 9 rev. 12/2025