Acceptance letters (non-enrolled students) - NTID advanced Placement Records (non-enrolled students) - ITID advertising materials, other than catalogs - NTID applications for Admissions or Readmission (non-nrolled students) - NTID according to the students of Readmission (non-enrolled students) - NTID according to the students of Recommendation (qraduate) - NTID acters of Recommendation (non-enrolled students) - ITID acters of Recommendation (undergraduate) - NTID acters of Recommendation (undergraduate) - NTID acters of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID according to the students of Recommendation (undergraduate) - NTID accordi	Retention Period  2 years after admission  2 years after application  5 years after compilation  2 years after application  2 years after application  2 years after application  Until date of graduation  Until date of application  Until date of admission	Division/Department  NTID  NTID	Official Repository  Admissions  Admissions  Admissions  Admissions  Admissions  Admissions  Admissions	Archive
Advanced Placement Records (non-enrolled students) - ITID  Advertising materials, other than catalogs - NTID  Applications for Admissions or Readmission (non-  Introduced students) - NTID  Intrance Exam Reports (non-enrolled students) - NTID  Interest of Recommendation (graduate) - NTID  Exertise of Recommendation (non-enrolled students) - ITID  Exertise of Recommendation (undergraduate) - NTID	2 years after application 5 years after compilation 2 years after application 2 years after application 2 years after application 2 years after application Until date of graduation 2 years after application Until date of	NTID NTID NTID NTID NTID NTID NTID	Admissions Admissions Admissions Admissions	
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etters of Recommendation (non-enrolled students) - ITID  etters of Recommendation (undergraduate) - NTID  ecruitment materials (for individual students) - NTID  esidency Classification Forms (non-enrolled students) - ITID	2 years after application Until date of			
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etters of Recommendation (undergraduate) - NTID ecruitment materials (for individual students) - NTID esidency Classification Forms (non-enrolled students) - TID	Until date of			
ecruitment materials (for individual students) - NTID esidency Classification Forms (non-enrolled students) - TID		NTID	Admissions	
ecruitment materials (for individual students) - NTID esidency Classification Forms (non-enrolled students) - TID		NITIO	A dustanta usa	
esidency Classification Forms (non-enrolled students) - TID	Until date of	NTID	Admissions	
esidency Classification Forms (non-enrolled students) - TID	enrollment	NTID	Admissions	
TID	3 years after	MID	Admissions	
	application	NTID	Admissions	
rudent Advising Files - NTID	10 years after	TTTE	7 (411)3310113	
JULIE TO THE PROPERTY OF THE P	admission	NTID	Admissions	
ranscripts - high school (non-enrolled students) -	2 years after			
TID	application	NTID	Admissions	
	4 years after			
	graduation/date of			
eteran Administration Certifications - NTID	last attendance	NTID	Admissions	
	2 years after end of			
_	class or appeal,			
ourse Exams	whichever is greater	Academic Affairs	Approprate College/Department	
guipment files and maintenance records	6 years after	All	Appropriate Callege/Department	
quipment files and maintenance records	disposition 3 years after	All	Appropriate College/Department	
	graduation/7 years			
	after initial		Appropriate Academic	
.cademic advisement files (graduate)	registration	Academic Affairs	Department	
eddernie davisement nies (gradadie)	3 years after	/ teader ne / them's	Веранинене	
	graduation/date of		Appropriate Academic	
cademic advisement files (undergraduate)	last attendance	Academic Affairs	Department	
dvisory Board minutes, agenda and materials	Permanent	All	Appropriate Advisory Board	✓
ollege Strategic Planning Records	Permanent	Academic Affairs	Appropriate College	✓
cademic Conduct Committee files (cause findings)	Permanent	Academic Affairs	Appropriate College/Department	
	1 year after			
cademic Conduct Committee files (no cause findings)	graduation	Academic Affairs	Appropriate College/Department	
loss Postor	1 year after end of	Acadomic Affaire	Appropriate College/Department	
lass Roster	quarter	Academic Affairs	Appropriate College/Department	
ollege/Department Office Student Files (maintained	1 year after			
college/department on currently enrolled students)	graduation	Academic Affairs	Appropriate College/Department	
orrespondence - relevant student specific	1 year after	/ teacrine / trains	Appropriate College/ Department	
orrespondence (other than admissions)	graduation	Academic Affairs	Appropriate College/Department	
strespondence found diameter manipulations,	3 years from end of	, tedaerme , mem s	rippropriate conege, Department	
ourse Evaluations (Adjunct Faculty)	course	Academic Affairs	Appropriate College/Department	
	5 years from date of			
	hire or last			
ourse Evaluations (Lecturers)	promotion	Academic Affairs	Appropriate College/Department	
	3 years after			
	termination of			
ourse Evaluations (Non-Tenure/Tenure Track Faculty)	employment	Academic Affairs	Appropriate College/Department	
and the Conda Dealer the dealer	2 years after end of			
aculty Grade Books (including quiz scores, exam	class or appeal,	And double Affects	Annualist Collins (D	
cores, and other student grades) ecture Series documentation, advertisements,	whichever is greater	Academic Affairs	Appropriate College/Department	
ecture series documentation, advertisements, ectures	3 years	Academic Affaire	Appropriate College (Decortment	✓
ectures tudent files (maintained in college/department on	3 years 1 year after	Academic Affairs	Appropriate College/Department	<b>v</b>
udent files (maintained in college) department on udents currently enrolled)	graduation	Academic Affairs	Appropriate College/Department	
yllabi (distributed to students)	6 years	Academic Affairs	Appropriate College/Department	
epartmental Policy and Mission Statements	Permanent	All	Appropriate College/Department	✓
	6 years after		pp. op. a.c conege, bepartment	
quipment leases	disposition	All	Appropriate College/Department	
	3 years after		.pp. sp. med conege, beparement	
erformance Appraisals and related documents	termination of			
aculty)	employment	All	Appropriate College/Department	
eriodicals and Newsletters (departmental,	- 1 1		7	
	2 years	All	Appropriate College/Department	✓
· ·	6 years	All	Appropriate College/Department	
dministrative, and student groups)	Permanent	All	Appropriate College/Department	✓
dministrative, and student groups) hoto Release hotos, Videos, Films and DVDs	1 CITIALICITE			
dministrative, and student groups) hoto Release	remanent		, in the second of the second	

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Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archive
Scholarships Awarded by Individual Colleges (records		Division of Enrollment	. , _	
of applicants who received the scholarships)	1 year	Management	Appropriate College/Department	
Data Files and Assessment Reports	6 years	Student Affairs	Appropriate College/Department	
Committee and Task Force minutes, agenda and				
naterials, including standing and ad hoc committees	Permanent	All	Appropriate Committee	✓
yewash and safety shower activation records Calendars (electronic and paper) - appointment books,	6 years	Academic Affairs	Appropriate Department	
vork-related journals, and diaries	6 years	All	Appropriate Department	
Certificates of Insurance, Indemnification Agreements,  Hold Harmless Agreements, Contracts	6 years after expiration	All	Appropriate Department	
	6 years after all			
Consultant contracts/files (expired)	obligations end 1 year after decision	All	Appropriate Department	
Consultant contracts/files (not retained/hired)	not to retain/hire 6 years after all	All	Appropriate Department	
Contracts and Agreements (not otherwise listed)	obligations end	All	Appropriate Department	
Contracts with employees	6 years after all obligations end	All	Appropriate Department	
Correspondence, General (including emails)	6 years	All	Appropriate Department	
acility Use Agreement	6 years	All	Appropriate Department	
Games of Chance Forms and supporting				
documentation - Raffle/Bingo/Sweepstakes	6 years	All	Appropriate Department	
afety Plan Acknowledgement Form afety Plan Visitor COVID 19 vaccination	6 years	All	Appropriate Department	
tatus/negative test result documentation	6 years	All	Appropriate Department	
Slack Communications	6 years after all	All	Appropriate Department	
oftware Licenses and Support Agreements	6 years after all obligations end	All	Appropriate Department	
, , , , , , , , , , , , , , , , , , ,	2 years after end of class or appeal,		, pp. sp. sac 2 spansons	
/ideo Recordings Used In Academic Classes	whichever is greater	All	Appropriate Department	
Voicemail Message Recordings (V2E) (ACO)	6 years	All	Appropriate Department	
tudent Field Trip Documentation tudy Abroad Agreements with supporting	6 years	Student Affairs	Appropriate Department	
locumentation	6 years after return	Student Affairs	Appropriate Department	
Governance Group minutes, agenda and materials including Student groups)	Permanent	All	Appropriate Governance Group	<b>√</b>
Governance Group Voting Records	6 years	All	Appropriate Governance Group	
	,		Career Services and Cooperative	
Student Co-op and Employer Information Directories	6 years 2 years	Academic Affairs Finance and Administration	Education Office Chief Information Officer	<b>√</b>
Annual Conflict of Interest Disclosure Forms (Faculty				
and Staff) Complaints and Reports of Harassment or	6 years 7 years from date of	Finance and Administration	Compliance and Ethics	
Discrimination	report 6 years after	Finance and Administration	Compliance and Ethics	
Conflict of Interest Determinations - Employees	employment ends	Finance and Administration	Compliance and Ethics	
Conflict of Interest Disclosures - Employees	6 years after employment ends	Finance and Administration	Compliance and Ethics	
	6 years after			
Conflict of Interest Management Plans - Employees	employment ends 6 years after	Finance and Administration	Compliance and Ethics	
Disability Accommodation Records - Employees	employment ends	Finance and Administration	Compliance and Ethics	
Final Investigation Reports and Exhibits - Employees	6 years after employment ends	Finance and Administration	Compliance and Ethics	
nstitute Risk Map	Permanent 6 years after	Finance and Administration	Compliance and Ethics	
Motor Vehicle Records	employment ends	Finance and Administration	Compliance and Ethics	
Notice of Appeal - TIX	7 years from date appeal filed	Finance and Administration	Compliance and Ethics	
	7 years from date of			
Outcome Letters	letter 1 year beyond last date H-1B nonimmigrant is	Finance and Administration	Compliance and Ethics	
	employed under			
Public Inspection Files	labor condition application	Finance and Administration	Compliance and Ethics	
Risk Register	Permanent	Finance and Administration	Compliance and Ethics	
	5 years after		1	
	transaction (OFAC	Finance and Administration	Compliance and Ethics	
Third Party Scrooning	requirement) 6 years	Finance and Administration Finance and Administration	Compliance and Ethics Compliance and Ethics	
Third Party Screening Fraining Records				
Fraining Records		Einanco and Administration	Controller's Office	
Training Records Accounts payable ledger, vouchers and attachments	6 years 6 years	Finance and Administration Finance and Administration	Controller's Office Controller's Office	
	6 years			

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Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
Banking Records, including deposit and withdrawal	Reterition Feriod	Division Department	Official Repository	Alcilives
ecords, bank statements and reconciliation, voided				
ind canceled checks	6 years	Finance and Administration	Controller's Office	
illing Records	6 years	Finance and Administration	Controller's Office	
Sond Records (Offering, Funding, and	6 years after life of			
eimbursement)	bond	Finance and Administration	Controller's Office	
ludget Materials	6 years	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	
Chart of Accounts Depreciation Records	Permanent Life of Asset	Finance and Administration	Controller's Office	
Employee Fringe Benefit Payment Records (including	THE OI Y276f	Finance and Administration	Controller's Office	
letermination of value)	6 years	Finance and Administration	Controller's Office	
Employee Reimbursement Records	6 years	Finance and Administration	Controller's Office	
Employee W-2 or 1099	6 years	Finance and Administration	Controller's Office	
	6 years after returns			
excise Tax Returns	are filed	Finance and Administration	Controller's Office	
xpense Reports	6 years	Finance and Administration	Controller's Office	
ederal Student Aid records (including program				
ransactions and statements)	6 years	Finance and Administration	Controller's Office	
inancial Records, supporting documents, statistical	3 years from the date			
ecords, and all other records pertinent to an award	of submission of the			
Federal awards)	final report	Finance and Administration	Controller's Office	
Financial Records, supporting documents, statistical	6 years from the date of submission of the			
ecords, and all other records pertinent to an award		Finance and Administration	Caratura Harris Office	
New York State awards) Financial Statements (audited) and work papers	final report 6 years	Finance and Administration Finance and Administration	Controller's Office Controller's Office	
mputed Income Records	6 years	Finance and Administration	Controller's Office	
inputed income records	6 years after returns	Thance and Administration	Controller's Office	
ncome Tax Returns	are filed	Finance and Administration	Controller's Office	
Teome Tax Netarns	3 years following	Theree and tall is a call.	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.)	are filed	Finance and Administration	Controller's Office	
nformation Returns filed with Federal and State				
uthorities (Census Bureau, Labor Department,	6 years after returns			
Questionnaires, etc.)	are filed	Finance and Administration	Controller's Office	
nvestment Consultant Reports	6 years	Finance and Administration	Controller's Office	
nvestment Manager Contracts (including	6 years after all			
correspondence)	obligations end	Finance and Administration	Controller's Office	
nvestment Performance Reports	6 years	Finance and Administration	Controller's Office	
nvoices RS exemption determination and related	6 years	Finance and Administration	Controller's Office	
correspondence	Permanent	Finance and Administration	Controller's Office	
lournal Entries with backup	6 years	Finance and Administration	Controller's Office	
odina Entres war sacrap	6 years after	Theree and tarming accord	controller's office	
	termination of			
Overpayment/Repayment of Wages Forms	employment	Finance and Administration	Controller's Office	
	6 years after			
Payroll Deduction Authorization Forms	employment ends	Finance and Administration	Controller's Office	
Payroll Vouchers	3 years	Finance and Administration	Controller's Office	
	9 years after end of			
Post award Grant and Contract Files, not including	fiscal year in which			
inancial records - financial records	transaction occurred	Finance and Administration	Controller's Office	
Post Award Grant and Contract Files, not including	6 years after close of	Figure 2 and Administration	Control Horder Office	
inancial records (New York State awards) Post Ward Grant and Contract Files, not including	grant	Finance and Administration	Controller's Office	
inancial records (Federal awards)	3 years after close of grant	Finance and Administration	Controller's Office	
irianciai recorus (reuerai awarus)	3 years after end of	Finance and Administration	Controller's Office	
Private Grants, Contract Documents and Files	all obligations	Finance and Administration	Controller's Office	
Tivate diants, contract Documents and riles	6 years after life of	Finance and Administration	Controller's Office	
Private Use Records	bond	Finance and Administration	Controller's Office	
Record of Payments and Deductions	5 vears	Finance and Administration	Controller's Office	
accord of Fayments and Beddedons	6 years after returns	Theree and Administration	controller's office	
iales Tax Returns	are filed	Finance and Administration	Controller's Office	
Fax Audit closing letters	Permanent	Finance and Administration	Controller's Office	
ime Cards (including student employees)	3 years	Finance and Administration	Controller's Office	
rial Balances	6 years	Finance and Administration	Controller's Office	
Wage Assignment Orders	5 years after close	Finance and Administration	Controller's Office	
subpoenas (Information Subpoenas) received by				
Payroll	Permanent	Finance and Administration	Controller's Office/Payroll	
Repair Service Documentation	6 years	Finance and Administration	Digital Den	
Sales Receipts (computers/devices, software,				
accessories, photo equipment/accessories, etc.) hard		Finance and Administration	Digital Den	
accessories, photo equipment/accessories, etc.) hard	6 years			
accessories, photo equipment/accessories, etc.) hard copy and electronic records	6 years from last date			
accessories, photo equipment/accessories, etc.) hard copy and electronic records	6 years from last date of attendance	Student Affairs	Disability Services Office	
accessories, photo equipment/accessories, etc.) hard copy and electronic records  Disability Services Office Student Records	6 years from last date of attendance 2 years after	Student Affairs Division of Enrollment	·	
accessories, photo equipment/accessories, etc.) hard copy and electronic records  Disability Services Office Student Records	6 years from last date of attendance 2 years after admission	Student Affairs Division of Enrollment Management	Disability Services Office  Enrollment Management	
accessories, photo equipment/accessories, etc.) hard copy and electronic records	6 years from last date of attendance 2 years after	Student Affairs Division of Enrollment	·	

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Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archi
	5 years after	Division of Enrollment	· · · · · · · · · · · · · · · · · · ·	
dvertising materials, other than catalogs	compilation	Management	Enrollment Management	
oplications for Admission or Readmission (non-	2 years after	Division of Enrollment		
rolled students)	application	Management	Enrollment Management	
	6 years after	Division of Enrollment		
reer/Employment Placement Records	graduation	Management	Enrollment Management	
reci, Employment rideement records	2 years after	Division of Enrollment	Emoninerit Wariagement	
orrespondence (non-enrolled students)	application	Management	Enrollment Management	
orrespondence (non-enrolled students)		•	Enrollment Management	
	2 years after	Division of Enrollment	- " · · · · · · · · · · · · · · · · · ·	
trance Exam Reports (non-enrolled students)	application	Management	Enrollment Management	
	Until date of	Division of Enrollment		
tters of Recommendation (graduate)	graduation	Management	Enrollment Management	
	2 years after	Division of Enrollment		
tters of Recommendation (non-enrolled students)	application	Management	Enrollment Management	
	Until date of	Division of Enrollment		
tters of Recommendation (undergraduate)	admission	Management	Enrollment Management	
	Until date of	Division of Enrollment		
cruitment materials (for individual students)	enrollment	Management	Enrollment Management	
eraltment materials from maividual students)		Division of Enrollment	Emolinent Wanagement	
	3 years after		- "	
sidency Classification Forms (non-enrolled students)	application	Management	Enrollment Management	
	10 years after	Division of Enrollment		
udent Advising Files	admission	Management	Enrollment Management	
	2 years after	Division of Enrollment		
anscripts - high school (non-enrolled students)	application	Management	Enrollment Management	
, a	4 years after			
	graduation/date of	Division of Enrollment		
atoran Administration Cartifications	,		Enrollment Management	
eteran Administration Certifications	last attendance	Management	Enrollment Management	
nemical Inventories	6 years	Finance and Administration	Environmental Health and Safety	
HS Records	Permanent	Finance and Administration	Environmental Health and Safety	
1&S Incident Records	5 years	Finance and Administration	Environmental Health and Safety	
evator Certifications	6 years	Finance and Administration	Environmental Health and Safety	
racuation Drill Records	6 years	Finance and Administration	Environmental Health and Safety	
e Inspection Systems Records and Reports	6 years	Finance and Administration	Environmental Health and Safety	
· · · · · · · · · · · · · · · · · · ·	- 1		· · · · · · · · · · · · · · · · · · ·	
azardous Waste Disposal Manifests and Reports	6 years	Finance and Administration	Environmental Health and Safety	
aterial Safety Data Sheets	40 years	Finance and Administration	Environmental Health and Safety	
SHA Illness or Injury Records or Logs	40 years	Finance and Administration	Environmental Health and Safety	
SHA Safety and Health Training Reports	6 years	Finance and Administration	Environmental Health and Safety	
ortable Extinguisher Training Records	6 years	Finance and Administration	Environmental Health and Safety	
uarterly Lab Inspections	6 years	Finance and Administration	Environmental Health and Safety	
adiation Dose Reports	Permanent	Finance and Administration	Environmental Health and Safety	
idiction Bose Reports	remainer	Thenee and Administration	Environmental Fredict and Servery	
adioactive Material Receiving and Inventory Records	6 years	Finance and Administration	Environmental Health and Safety	
outh Program - Student Driver Certification	6 years	All	Facilities Management Services	
duri Frogram - Student Driver Certification	o years		racilities Mariagement services	
	,	Division of Enrollment	E	
irect Loan Counseling Records (Entrance)	6 years	Management	Financial Aid and Scholarships	
		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		
wards, origination, disbursements)	6 years	Management	Financial Aid and Scholarships	
ederal Student Aid awards, grants, fellowships,	o years	Wanagement	i iriai iciai / ila ai ila scrioiai si ilps	
		Division of Enrollment		
cholarships, loans, work study, and records used to	,		E	
etermine eligibility	6 years	Management	Financial Aid and Scholarships	
scal Operations Report/Application for Funding		Division of Enrollment		
ISAP)	6 years	Management	Financial Aid and Scholarships	
		Division of Enrollment		
ogram Participation Agreements	Permanent	Management	Financial Aid and Scholarships	
tle IV Grants (originated through Department of	2			
ducation Common Origination and Disbursement		Division of Enrollment		
3			Financial Aid and Calculate	
rstem)	6 years	Management	Financial Aid and Scholarships	
itical Incident Files	6 years	Finance and Administration	Global Risk Management Services	
surance Applications (including documentation)	6 years	Finance and Administration	Global Risk Management Services	
surance Policies (liability, property, and other				
olicies)	Permanent	Finance and Administration	Global Risk Management Services	
	6 years after creation			
	or close of file			
	(whichever is			
reat Assessment Leam Files	greater)	Finance and Administration	Global Risk Management Services	
teat yzzezzitietit teatit tilez	6 years after			
		Finance and Administration	Global Risk Management Services	
	settlement			
	settlement 1 year after			
	1 year after			
nlitigated Claims	1 year after graduation/last date	Academic Affairs	Graduate Studies	
nlitigated Claims raduate Student Advising Files	1 year after graduation/last date of attendance	Academic Affairs	Graduate Studies	
nlitigated Claims aduate Student Advising Files gher Education Opportunity Program application	1 year after graduation/last date of attendance 6 years after last date			
nlitigated Claims raduate Student Advising Files gher Education Opportunity Program application aterials (accepted students)	1 year after graduation/last date of attendance	Academic Affairs  Diversity and Inclusion	Graduate Studies HEOP Office	
nlitigated Claims raduate Student Advising Files gher Education Opportunity Program application aterials (accepted students)	1 year after graduation/last date of attendance 6 years after last date			
raduate Student Advising Files gher Education Opportunity Program application aterials (accepted students) gher Education Opportunity Program application	1 year after graduation/last date of attendance 6 years after last date			
aduate Student Advising Files gher Education Opportunity Program application aterials (accepted students) gher Education Opportunity Program application	year after     graduation/last date     of attendance     years after last date     of contact      year	Diversity and Inclusion	HEOP Office	
raduate Student Advising Files gher Education Opportunity Program application aterials (accepted students) gher Education Opportunity Program application	1 year after graduation/last date of attendance 6 years after last date of contact 1 year 3 years after	Diversity and Inclusion	HEOP Office	
raduate Student Advisinq Files gher Education Opportunity Program application aterials (accepted students) gher Education Opportunity Program application aterials (for prospective applicants)	1 year after graduation/last date of attendance 6 years after last date of contact  1 year 3 years after termination of	Diversity and Inclusion  Diversity and Inclusion	HEOP Office	
nreat Assessment Team Files  nlitigated Claims  raduate Student Advising Files igher Education Opportunity Program application laterials (accepted students) igher Education Opportunity Program application laterials (for prospective applicants)  erformance Appraisals and related documents (staff) epartment Heads and Chairs Resumes	1 year after graduation/last date of attendance 6 years after last date of contact 1 year 3 years after	Diversity and Inclusion	HEOP Office	<b>✓</b>

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		Applicable		RIT
Document Name	Retention Period 6 years from date of termination of	Division/Department	Official Repository	Archives
Disability and Sick Benefit Records	employment	Finance and Administration	Human Resources	
Employee Background Checks (including Controlled	6 years after	i in earlee caria / tariii iisti catio.	Tamen Resources	
Substance Test Results) Employee Benefit Plan Documents and All Attached	employment ends	Finance and Administration	Human Resources	
Amendments	Permanent 6 years after	Finance and Administration	Human Resources	
Employee Elections/Referrals	employment ends 6 years after death of eligible employee of	Finance and Administration	Human Resources	
Employee Eligibility for Benefits	beneficiary 6 years from	Finance and Administration	Human Resources	
Employee Medical Documentation (store separate from personnel file)	termination of employment	Finance and Administration	Human Resources	
Employee Orientation and Training Records, including CPD Semtek Database (training records prior to mid-2006) and CPD Sesssion Folders	3 years after termination of employment	Finance and Administration	Human Resources	
Employee Pay Statements	6 years from date of statement	Finance and Administration	Human Resources	
Employee ray statements	6 years after death of eligible employee of	Theree and Administration	Trainer resources	
Employee Service Records	beneficiary 6 years after	Finance and Administration	Human Resources	
Employment Applications and Resumes (employees) Employment Applications and Resumes (non-	employment ends	Finance and Administration	Human Resources	
employees) Federal Reporting Requirements: welfare benefits and	3 years	Finance and Administration	Human Resources	
other fringe benefit plans Form 5500 (including supporting documentation)	Permanent 6 years	Finance and Administration Finance and Administration	Human Resources Human Resources	
	6 years from			
Grievances (Staff)	termination Upon issuance of the Grievance	Finance and Administration	Human Resources	
Grievances (Staff) - audio recordings of Grievance Committee Hearings	Committee written recommendation 6 years from	Finance and Administration	Human Resources	
Human Resources Discrimination and Harassment Files  Internal Human Resources Employee Investigations (Hearing Panel Approach - no violation found)	employee, or 10 years from date of initial complaint, whichever is shorter 6 years from date of termination of Employee or 10 years from date of initial complaint,	Finance and Administration	Human Resources	<b>~</b>
includes notes, reports and documentation Internal Human Resources Employee Investigations	whichever is shorter 6 years from date of	Finance and Administration	Human Resources	
(Hearing Panel Approach - violation found) includes notes, reports and documentation Internal Human Resources Employee Investigations	termination of Employee 6 years from date of	Finance and Administration	Human Resources	
(non-Hearing Panel Approach) includes notes, reports and documentation	termination of Employee 3 years after date of hire or 1 year after	Finance and Administration	Human Resources	
IRS Form I-9 (store separate from personnel file)	end of service, whichever is longer	Finance and Administration	Human Resources	
Labor Certifications (including recruitment materials and supporting documentation)	5 years from filing of certification	Finance and Administration	Human Resources	
Leave Reporting Documents	4 years 6 years from date of	Finance and Administration	Human Resources	
Personnel Files, Appointment Letters and Forms Search Committee Records (including committee	termination of employment	Finance and Administration	Human Resources	
members' notes) - candidates not hired Search Committee Records (including committee	3 years 6 years after	Finance and Administration	Human Resources	
members' notes) - hired candidate	employment ends	Finance and Administration	Human Resources	
Summary Plan Descriptions	Permanent	Finance and Administration	Human Resources	
Title IX documentation (Policy C27.0) Employees Unemployment Insurance Claims and Supporting	7 years from incident reporting date	Finance and Administration	Human Resources	
Documents Workers Compensation Claims and Supporting	6 years	Finance and Administration	Human Resources	
Documents	18 years 3 years from	Finance and Administration Office of the Vice President	Human Resources	
Human Subject Records - Faculty/Staff exempt projects	submission 1 year from	for Research Office of the Vice President	Human Subjects Research	
Human Subject Records - Student exempt projects Human Subject Records - Student, Faculty/Staff non-	submission 3 years from	for Research Office of the Vice President	Human Subjects Research	
exempt (Expedited and Board Reviewed)	conclusion of project	for Research	Human Subjects Research	

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Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archive
Notary Public (e-Notary only) video and/or audio				
ecordings Notary Public Journal of all notarial acts performed	10 years	All	Individual Notary Public	
raditional Notary and e-Notary)	10 years	All	Individual Notary Public Institute Audit, Compliance and	
nternal Audit Reports (all engagement types) nternal Audits/Reviews/Files and Work Papers (all	Permanent	Finance and Administration	Advisement Institute Audit, Compliance and	
ngagement types) stitutional Research, Data & Analytics Internal	10 years	Finance and Administration	Advisement Institutional Research, Data &	
nalyses	6 years	Finance and Administration	Analytics	✓
stitutional Research, Data & Analytics Reports nternal and external)	3 years	Finance and Administration	Institutional Research, Data & Analytics	✓
ntegrated Postsecondary Education Data Systems PEDS) Reports	3 years	Finance and Administration	Institutional Research, Data & Analytics	✓
lew York State Education Department Surveys,	2		Institutional Research, Data &	
eports, and Registrations	3 years	Finance and Administration Office of the Vice President	Analytics Intellectual Property Management	
nvention Disclosure Forms	Permanent 6 years from	for Research  Office of the Vice President	Office Intellectual Property Management	
icensing Agreements	termination of Agreement	for Research	Intellectual Property Management Office	
cerising Agreements	Agreement	Office of the Vice President	Intellectual Property Management	
Priginal Patents and related work papers	Permanent Life of Patent or	for Research	Office	✓
oyalty Records	Trademark, plus 6 years	Office of the Vice President for Research	Intellectual Property Management Office	
oach Certifications and Certificate of Compliance for				
taff Members	6 years	Student Affairs	Intercollegiate Athletics	
omplimentary Ticket Forms	4 years	Student Affairs	Intercollegiate Athletics	
quality in Athletics Disclosure Forms and supporting ocuments	3 years from date of required disclosure 6 years from date of	Student Affairs	Intercollegiate Athletics	
ICAA Drug Testing Consent Forms	test 6 years from	Student Affairs	Intercollegiate Athletics	
ermission to Contact Self Release Form	completion of form	Student Affairs	Intercollegiate Athletics	
ecruiting Records	6 years	Student Affairs	Intercollegiate Athletics	
oorts Camp Documentation	6 years	Student Affairs	Intercollegiate Athletics	
udent Athlete Affirmation of Eligibility	6 years from completion of form	Student Affairs	Intercollegiate Athletics	
tudent Athlete Statements	6 years from completion of form	Student Affairs	Intercollegiate Athletics	
nternational Student Financial Documents	6 years after graduation	Student Affairs	International Student Office	
esidency Certificates	Until date of enrollment	Student Affairs	International Student Office	
tudent Immigration Information (I20, DS2019)	6 years after graduation	Student Affairs	International Student Office	
tudent Visa Documents	6 years after graduation	Student Affairs	International Student Office	
-12 Federal Grant Documentation, including backup	7 years after			
or charges to grant (paper documents required)	program cycle ends	Office of Provost	K-12 Program	
-12 Program/Workshop Registration Documentation	6 years	Office of Provost	K-12 Program	
-12 Program/Workshop Sign-In Sheets	6 years	Office of Provost	K-12 Program	
-12 State Grant Documentation, including backup for	7 years after program cycle ends	Office Provest	K-12 Program	
harges to grant (paper documents required)  Iffirmative Action Plans (including documentation)	Permanent	Office Provost Finance and Administration	K-12 Program Legal Affairs	<b>✓</b>
Court Orders	Permanent	Finance and Administration	Legal Affairs	
ettlements	Permanent	Finance and Administration	Legal Affairs	
onsent Orders	Permanent	Finance and Administration	Legal Affairs	
EO Reports	Permanent	Finance and Administration	Legal Affairs	
udgments	Permanent 6 years after	Finance and Administration	Legal Affairs	
itigated Claims	settlement	Finance and Administration	Legal Affairs	
eleases - Litigation Matters	Permanent	Finance and Administration	Legal Affairs	
ubpoenas and Responsive Documentation laily Attendance Logs	Permanent 6 years	Finance and Administration Student Affairs	Legal Affairs Margaret's House	
ally Attendance Logs Paily Health Checks	6 years	Student Affairs Student Affairs	Margaret's House	
escription of Program Activities/Lesson Plans	6 years 3 years after child	Student Affairs	Margaret's House	
nrolled Child's Annual Physical Records	attains age 18  3 years after child	Student Affairs	Margaret's House	
nrolled Child's Emergency Card	attains age 18  3 years after child	Student Affairs	Margaret's House	
nrolled Child's Immunization Records	attains age 18  3 years after child	Student Affairs	Margaret's House	
nrollment Agreement	attains age 18	Student Affairs	Margaret's House	
acility Compliance Records - Uniform Fire Prevention, building Code, other state requirements	6 years	Student Affairs	Margaret's House	

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FS 6000 Packet  If Health Statements tewide Central Register Clearance Forms and ated record  Initiat Application Registration Form - accepted child  Initiat Application Registration Form - not accepted ginal Trademark and related paperwork  If the proof of the pro	6 years after departure 6 years after separation from employement 6 years after departure 3 years after child attains age 18 6 years Permanent Permanent 6 years	Division/Department  Student Affairs  Student Affairs  Student Affairs  Student Affairs  Student Affairs  Student Affairs	Official Repository  Margaret's House  Margaret's House	Archive
ff Health Statements tewide Central Register Clearance Forms and ated record  aitlist Application Registration Form - accepted child  aitlist Application Registration Form - not accepted ginal Trademark and related paperwork  enda for Action - NTID  U Reports - NTID  endars, Appointment - NTID President trespondence, General - NTID President sidential Medallion Records - NTID  sidential Recognition Citations - NTID  sidential Speeches and Presentations - NTID  ategic Planning Records - NTID	6 years after separation from employement 6 years after departure 3 years after child attains age 18 6 years Permanent Permanent 6 years	Student Affairs Student Affairs Student Affairs Student Affairs	Margaret's House  Margaret's House	
tewide Central Register Clearance Forms and lated record  sitlist Application Registration Form - accepted child lated record  sitlist Application Registration Form - not accepted ginal Trademark and related paperwork lated for Action - NTID  "U Reports - NTID  endars, Appointment - NTID President lated presented lated lat	separation from employement 6 years after departure 3 years after child attains age 18 6 years Permanent Permanent 6 years	Student Affairs Student Affairs Student Affairs	Margaret's House	
tewide Central Register Clearance Forms and lated record  sitlist Application Registration Form - accepted child lated record  sitlist Application Registration Form - not accepted ginal Trademark and related paperwork lated for Action - NTID  "U Reports - NTID  endars, Appointment - NTID President lated presented lated lat	employement 6 years after departure 3 years after child attains age 18 6 years Permanent Permanent 6 years	Student Affairs Student Affairs Student Affairs	Margaret's House	
tewide Central Register Clearance Forms and lated record  sitlist Application Registration Form - accepted child lated record  sitlist Application Registration Form - not accepted ginal Trademark and related paperwork lated for Action - NTID  "U Reports - NTID  endars, Appointment - NTID President lated presented lated lat	6 years after departure 3 years after child attains age 18 6 years Permanent Permanent 6 years	Student Affairs Student Affairs Student Affairs	Margaret's House	
ated record  atitlist Application Registration Form - accepted child  atitlist Application Registration Form - not accepted  ginal Trademark and related paperwork  enda for Action - NTID  TU Reports - NTID  endars, Appointment - NTID President  respondence, General - NTID President  sidential Medallion Records - NTID  sidential Recognition Citations - NTID  sidential Speeches and Presentations - NTID  ategic Planning Records - NTID	departure 3 years after child attains age 18 6 years Permanent Permanent 6 years	Student Affairs Student Affairs	·	
nitlist Application Registration Form - accepted child nitlist Application Registration Form - not accepted ginal Trademark and related paperwork enda for Action - NTID (U. Reports - NTID endars, Appointment - NTID President trespondence, General - NTID President sidential Medallion Records - NTID sidential Recognition Citations - NTID sidential Speeches and Presentations - NTID ender Planning Records - NTID	3 years after child attains age 18 6 years Permanent Permanent 6 years	Student Affairs Student Affairs	·	
nitilist Application Registration Form - not accepted qinal Trademark and related paperwork enda for Action - NTID U Reports - NTID endars, Appointment - NTID President rrespondence, General - NTID President sidential Medallion Records - NTID sidential Recognition Citations - NTID sidential Speeches and Presentations - NTID at Each Citations - NTID states and Presentations - NTID at Each Citations - NTID at Each Citat	attains age 18 6 years Permanent Permanent 6 years	Student Affairs		
nitilist Application Registration Form - not accepted qinal Trademark and related paperwork enda for Action - NTID U Reports - NTID endars, Appointment - NTID President rrespondence, General - NTID President sidential Medallion Records - NTID sidential Recognition Citations - NTID sidential Speeches and Presentations - NTID at Each Citations - NTID states and Presentations - NTID at Each Citations - NTID at Each Citat	6 years Permanent Permanent 6 years	Student Affairs	Margarot's House	
ginal Trademark and related paperwork enda for Action - NTID 'U Reports - NTID endars, Appointment - NTID President rrespondence, General - NTID President sidential Medallion Records - NTID sidential Recognition Citations - NTID sidential Speeches and Presentations - NTID ategic Planning Records - NTID	Permanent Permanent 6 years		Margaret's House	
ginal Trademark and related paperwork enda for Action - NTID 'U Reports - NTID endars, Appointment - NTID President rrespondence, General - NTID President sidential Medallion Records - NTID sidential Recognition Citations - NTID sidential Speeches and Presentations - NTID ategic Planning Records - NTID	Permanent Permanent 6 years		Margaret's House	
enda for Action - NTID 'U Reports - NTID endars, Appointment - NTID President rrespondence, General - NTID President sidential Medallion Records - NTID sidential Recognition Citations - NTID sidential Speeches and Presentations - NTID ategic Planning Records - NTID	Permanent 6 years		Marketing and Communications	✓
U Reports - NTID endars, Appointment - NTID President rrespondence, General - NTID President sidential Medallion Records - NTID sidential Recognition Citations - NTID sidential Speeches and Presentations - NTID ategic Planning Records - NTID	6 years	NTID	NTID Office of the President	✓
endars, Appointment - NTID President rrespondence, General - NTID President sidential Medallion Records - NTID sidential Recognition Citations - NTID sidential Speeches and Presentations - NTID ategic Planning Records - NTID		NTID	NTID Office of the President	
sidential Medallion Records - NTID sidential Recognition Citations - NTID sidential Speeches and Presentations - NTID ategic Planning Records - NTID	6 years	NTID	NTID Office of the President	✓
sidential Recognition Citations - NTID sidential Speeches and Presentations - NTID ategic Planning Records - NTID	6 years	NTID	NTID Office of the President	✓
sidential Speeches and Presentations - NTID ategic Planning Records - NTID	Permanent	NTID	NTID Office of the President	✓
ategic Planning Records - NTID	Permanent	NTID	NTID Office of the President	✓
	Permanent	NTID	NTID Office of the President	✓
ith Program - Employee License Event Metification	Permanent	NTID	NTID Office of the President	✓
vice (LENS) Certification	6 years	All	Office of Compliance and Ethics	
culty Mid-Tenure Comprehensive Review	/	And demais Affilia	Office of the Dean of the	
cumentation	6 years	Academic Affairs	Appropriate College	✓
enda for Action	Permanent	Office of the President	Office of the President	<b>V</b>
U Reports endars, Appointment - President	6 years 6 years	Office of the President Office of the President	Office of the President Office of the President	✓
rrespondence, General - President	6 years	Office of the President	Office of the President	<b>✓</b>
riespondence, General - President sidential Medallion Records	Permanent	Office of the President	Office of the President	<b>✓</b>
sidential Recognition Citations	Permanent	Office of the President	Office of the President	✓
sidential Speeches and Presentations	Permanent	Office of the President	Office of the President	✓
ategic Planning Records	Permanent	Office of the President	Office of the President	✓
uth Protection - informational materials			Office of Youth Protection and	
iides/brochures)	2 years	Academic Affairs	Compliance	
			Office of Youth Protection and	
uth Protection Compliance Documentation	6 years	Academic Affairs	Compliance	
uth Protection Compliance Policy, including all prior			Office of Youth Protection and	
sions/revisions	6 years	Academic Affairs	Compliance	
uth Program - Training Completion			Office of Youth Protection and	
cumentation/Certification	6 years	All	Compliance	
uth Training - Staff Code of Conduct	,		Office of Youth Protection and	
knowledgement	6 years	All	Compliance	
line Learning Materials	2 years after last use	Academic Affairs	Online Learning Parking and Transportation	
king Tickets (paid and unpaid)	6 years	Finance and Administration	Services	
king fickets (paid and dripaid)	6 years after all	Tiriarice and Administration	2CLVICC3	
s (accepted)	obligations end	Finance and Administration	Procurement Services Office	
s (rejected) <\$100,000	1 year	Finance and Administration	Procurement Services Office	
s (rejected) >\$100,000	6 years	Finance and Administration	Procurement Services Office	
rchase Orders (including supporting	· ·			
cumentation)	6 years	Finance and Administration	Procurement Services Office	
quest for Proposals	6 years	Finance and Administration	Procurement Services Office	
creditation Reports and supporting documents	Permanent	Academic Affairs	Provost	✓
missal for Cause Documentation (Faculty) - Cause				
ding	Permanent	Academic Affairs	Provost	
missal for Cause Documentation (Faculty) - No	3 years from		_	
use Finding	determination	Academic Affairs	Provost	
culty Curriculum Vitae	Permanent	Academic Affairs	Provost	✓
culty Tenure or Promotion Documentation - Tenure	3 vears	Academic Affairs	Provost	
proved titute Policies and Procedures Manual	3 years Permanent	Office of the Provost	Provost	<b>√</b>
itute Policies and Procedures Maridal	3 years from date of	Office of the Provost	PTOVOSE	•
	term appointment			
	for tenure; 3 years			
culty Tenure or Promotion Documentation - Tenure	from date of denial			
nied	for other promotions	Academic Affairs	Provost	
	6 years from			
evances (Faculty) - Cause finding	termination	Academic Affairs	Provost	
	3 years from			
evances (Faculty) - No Cause finding	determination	Academic Affairs	Provost	
cess Control Records	6 years	Finance and Administration	Public Safety	
ident December	4 years after report	Finance and Admit to at	Dublic Cofety	
cident Reports	date	Finance and Administration	Public Safety	
m. A at an al Uniforms Colored December	4 years after report	Finance and Admit 11 of	Dublic Cofee	
ry Act and Uniform Crime Reports	date 4 years after report	Finance and Administration	Public Safety	
	4 years after report	Finance and Administration	Public Safoty	
no Poports	date 6 years	Finance and Administration Finance and Administration	Public Safety Public Safety	
me Reports		ו ווומווכב מווע העווווווונונומנוסח	· · · · · · · · · · · · · · · · · · ·	
nthly Health and Safety Inspection Reports			Public Safety	
	6 years	Finance and Administration	Public Safety	
nthly Health and Safety Inspection Reports			Public Safety Public Safety	

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Document Name	Retention Period	Applicable Division/Department	Official Repository	RIT Archives
Deeds	Permanent	Finance and Administration	Real Estate Office	<u> </u>
	6 years after all			
Real Property Leases (current and expired)	obligations end	Finance and Administration	Real Estate Office	
	10 years after			
Acceptance letters (enrolled students)	admission	Academic Affairs	Registrar	
Advanced Placement Records, Applications for	10 years after			
Admission or Readmission, correspondence that is relevant, Entrance Exam reports (enrolled students)	10 years after admission	Academic Affairs	Registrar	
Certification of Graduation	Permanent	Academic Affairs	Registrar	
ectification of Graduation	6 years after	/ (cadeffile / tifalis	registral	
Change of Major Requests	graduation/date of last attendance	Academic Affairs	Registrar	
Change to Student ID Number	Permanent	Academic Affairs	Registrar	
Commencement Programs	Permanent	Academic Affairs	Registrar	✓
eommenee mener rogicims	1 year after date	, teaderine , triems	Registran	
Credit/No Credit Approvals (audit, pass/fail, etc.)	submitted	Academic Affairs	Registrar	
Degree statistics, Enrollment statistics, Grade statistics,				
and Race/Ethnicity statistics	Permanent	Academic Affairs	Registrar	✓
	1 year after date			
Orop/Add Records	submitted	Academic Affairs	Registrar	
FERPA Consent Forms	Permanent	Academic Affairs	Registrar	
Hold or Encumbrance Authorizations	Until released	Academic Affairs	Registrar	
nstitute Publications (catalogs, handbooks, programs,	Permanent	Academic Affairs	Pegistrar	./
etc.) Name Change	Permanent	Academic Affairs  Academic Affairs	Registrar Registrar	•
Schedule of Courses	Permanent	Academic Affairs  Academic Affairs	Registrar	✓
	Until			
	graduation/date of			
Student Waivers for Right of Inspection	last attendance	Academic Affairs	Registrar	
	10 years after			
Transcript Requests	admission	Academic Affairs	Registrar	
Transcripts - high school, other college or other	10 years after			
academic institution (enrolled students)	admission	Academic Affairs	Registrar	
Franscripts - RIT	Permanent	Academic Affairs	Registrar	
	10 years after			
Francfor cradit raguacts /raparts	graduation/date of	Acadomic Affaire	Bogistrar	
Transfer credit requests/reports	last attendance 2 years after	Academic Affairs	Registrar	
Withdrawal authorization/leave of absence	graduation/date of			
authorization	last attendance	Academic Affairs	Registrar	
add 10112cd 011	1 year from date of	/ tedderine / trems	Registral	
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 6 years after RIT no	Student Affairs	Residence Life Office	
	longer has			
Deed of Gift	possession of the gift	Office of the Provost	RIT Libraries	
Expired Library Patron Accounts - in arrears	•	Office of the Provost	RIT Libraries	
Expired Library Patron Accounts - in good standing		Office of the Provost	RIT Libraries	
Interlibrary Loan Request for Materials	7 years (fiscal year)	Office of the Provost	RIT Libraries	
Library Inventory Records of Decommissioned Titles	7 years (fiscal year)	Office of the Provost	RIT Libraries	
Annual Conflict of Interest Disclosure Forms (Trustees)	6 years	Office of the President	Secretary of the University	
Board of Trustees Resolutions, meeting materials,	,		· · · · · · · · · · · · · · · · · · ·	
minutes, and agendas (including Committees) RIT Corporate Documents (including By-Laws, Charter,	Permanent	Office of the President	Secretary of the University	<b>√</b>
and Licenses)  Trustee files (information on individual trustees	Permanent	Office of the President	Secretary of the University	✓
including correspondence)	Permanent	Office of the President	Secretary of the University	✓
ricidaling correspondence;	6 years after all	Office of the Freshderic	Senior VP for Finance and	•
Mortgages, Security Agreements	obligations end	Finance and Administration	Administration	
Pre-Award Grant and Contract Applications, Proposals				
and Supporting Documents and corresponding				
Executed Sponsored Research Grants and Contracts,				
and Post-Award contract modifications, data files,		0.00		
reports, and project notebooks (federal awards,	3 years after close of	Office of the Vice President		
ncluding federal dollars paid RIT on subcontracts)	grant and contracts	for Research	Sponsored Research Services	
Pre-Award Grant and Contract Applications, Proposals				
and Supporting Documents and corresponding				
Executed Sponsored Research Grants and Contracts,				
and Post-Award contract modifications, data files,				
reports, and project notebooks (New York State,	6 years after close of	Office of the Vice President		
corporate, and private awards)	grant and contract	for Research	Sponsored Research Services	
Pre-Award Grant and Contract Applications, Proposals,			-	
and Supporting Documents that are not funded or	6 years from	Office of the Vice President		
awarded	submission	for Research	Sponsored Research Services	
CIAR Incident Reports	6 years	Student Affairs	Student Affairs	
Mediation or Restorative Conferencing Agreements	5 years	Student Affairs	Student Affairs	

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Danimort Nove	Detention Deviced	Applicable	Official Providence	RIT
Document Name	Retention Period 6 years from case	Division/Department	Official Repository	Archives
Student Behavior Consultation Team Files	creation	Student Affairs	Student Affairs	
tudent requests for nondislcosure of directory	_			
nformation	Permanent	Student Affairs	Student Affairs	
Student Conduct and University Appeal Records, ncluding Audio/Visual Recordings for any matter that ncludes an outcome of suspension or expulsion Student Conduct and University Appeal Records, ncluding Audio/Visual Recordings unless the outcome includes suspensionor expulsion. Includes all	Permanent	Student Affairs	Student Conduct Office	
records related to policies D.18, D.19, or C.27(students).	7 years from incident reporting date	Student Affairs	Student Conduct Office	
Student Organization Conduct Records (not esponsible)	7 years from incident reporting date	Student Affairs	Student Conduct Office	
tudent Organization Conduct Records (responsible indings of Suspension, Loss of	reporting date	Student Analis	Student Conduct Office	
Recognition/Disaffiliation, or Expulsion) student Organization Conduct Records (responsible lindings of Warnings, Probations, and Good Samaritan	Permanent	Student Affairs	Student Conduct Office	
itatus)	Permanent	Student Affairs	Student Conduct Office	
	J	Office of Career Services	Zam Zam Zamec	
tudent Employee orientation and training materials	Permanent 6 years after	and Cooperative Education Office of Career Services	Student Employment Office	
tudent Employee records	employment ends	and Cooperative Education	Student Employment Office	
Student Employment Applications and Resumes employed)	6 years after employment ends	Office of Career Services and Cooperative Education	Student Employment Office	
tudent Employment Applications and Resumes (not employed)	3 years	Office of Career Services and Cooperative Education	Student Employment Office	
	3 years after loan is repaid, canceled, or assigned to the Department of		. ,	
Direct Loan Counseling Records (Exit)	Education	Finance and Administration	Student Financial Services	
Perkins Loan Counseling Records (Entrance and Exit)	6 years 3 years after loan repaid, canceled, or assigned to Department of	Finance and Administration	Student Financial Services	
Perkins Loan Promissory Notes	Education	Finance and Administration	Student Financial Services	
Record of Student Accounts (including charges, cash payments, Federal Student Aid payments, cash				
lisbursements, refunds, returns, and overpayments) uition Fees and Schedules	6 years Permanent	Finance and Administration Finance and Administration	Student Financial Services Student Financial Services	
Numni Association Board of Directors meeting gendas, minutes, and materials Numni Materials (including contact information, event	Permanent	University Advancement	University Advancement	✓
nvitations, calendars, and publications	Permanent	University Advancement	University Advancement	✓
Annual Reports	Permanent	University Advancement	University Advancement	✓
Oonor Acknowledgments and Correspondence	Permanent	University Advancement	University Advancement	
Gift Records (including original gift agreements,	Permanent	University Advancement	University Advansament	✓
olanned gifts, and real estate gifts)  Non-Degree Alumni Contact Information	Permanent Permanent	University Advancement University Advancement	University Advancement University Advancement	✓ ✓
ledae Reminders	Until Pledge Fulfilled	University Advancement	University Advancement	•
'earbooks	Permanent	University Advancement	University Advancement	✓
lews Content (internal and external)	Permanent	All	University Communications	✓
ress Releases	6 years	Office of the President	University Communications	✓
	6 years from last encounter or date of attendance,			
Vellness Client/Patient Health Records	whichever is greater	Student Affairs	Wellness	
outh Program - Participant Code of Conduct Acknowledgement	6 years	All	Youth Program Sponsoring Department	
outh Program - Participant Information	6 years	All	Youth Program Sponsoring Department	
outh Program - Participant Registration Form	6 years	All	Youth Program Sponsoring Department	
22 Egran Faraspana Acquaration Form	2 , 20.13		Youth Program Sponsoring	
Youth Program - Releases/Waivers	6 years	All	Department	

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