

C22.0 Records Management Policy Document Retention Schedule

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

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| Institute Publications (catalogs, hadnbooks, programs, etc.) | Permanent | Academic Affairs | Office of the Registrar | ✓ |
| Lecture Series documentation, advertisements, lectures | 3 years | Academic Affairs | Appropriate College/Department | ✓ |
| Name Change | Permanent | Academic Affairs | Office of the Registrar | |
| Online Learning Materials | 2 years after last use | Academic Affairs | Online Learning | |
| Schedule of Courses | Permanent | Academic Affairs | Office of the Registrar | ✓ |
| Student Co-op and Employer Information | 6 years | Academic Affairs | Office of Career Services and Cooperative Education | |
| Student files (maintianed in college/department on students currently enrolled) | 1 year after graduation | Academic Affairs | Appropriate College/Department | |
| Student Waivers for Right of Inspection | Until graduation/date of last attendance | Academic Affairs | Office of the Registrar | |
| Syllabi (distributed to students) | 6 years | Academic Affairs | Appropriate College/Department | |
| Transcript Requests | 10 years after admission | Academic Affairs | Office of the Registrar | |
| Transcripts - high school, other college or other acadmic institution (enrolled students) | 10 years after admission | Academic Affairs | Office of the Registrar | |
| Transcripts - RIT | Permanent | Academic Affairs | Office of the Registrar | |
| Transfer credit requests/reports | 10 years after graduation/date of last attendance | Academic Affairs | Office of the Registrar | |
| Withdrawal authorization/leave of absence authorization | 2 years after graduation/date of last attendance | Academic Affairs | Office of the Registrar | |
| Advisory Board minutes, agenda and materials | Permanent | All | Appropriate Advisory Board | ✓ |
| Calendars (electronic and paper) - appointment books, work-related journals, and diaries | 6 years | All | Appropriate Department | |
| Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts | 6 years after expiration | All | Appropriate Department | |
| Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees | Permanent | All | Appropriate Committee | ✓ |
| Consultant contracts/files (expired) | 6 years after all obligations end | All | Appropriate Department | |
| Consultant contracts/files (not retained/hired) | 1 year after decision not to retain/hire | All | Appropriate Department | |
| Contracts and Agreements (not otherwise listed) | 6 years after all obligations end | All | Appropriate Department | |
| Contracts with employees | 6 years after all obligations end | All | Appropriate Department | |
| Correspondence, General (including emails) | 6 years | All | Appropriate Department | |
| Departmental Policy and Mission Statements | Permanent | All | Appropriate College/Department | ✓ |
| Equipment files and maintenance records | 6 years after disposition | All | Appropriate College/Department | |
| Equipment leases | 6 years after disposition | All | Appropriate College/Department | |
| Facility Use Agreement | 6 years | All | Appropriate Department | |
| Games of Chance Forms and supporting documentation - Raffles, Bingo | 6 years | All | Appropriate Department | |
| Governance Group minutes, agenda and materials (including Student groups) | Permanent | All | Appropriate Governance Group | ✓ |
| News Content (internal and external) | Permanent | All | University Communications | ✓ |
| Original Trademark and related paperwork | Permanent | All | Division of Marketing and Communications | ✓ |
| Performance Appraisals and related documents (faculty) | 3 years after termination of employment | All | Appropriate College/Department | |
| Performance Appraisals and related documents (staff) | 3 years after termination of employment | All | Human Resources | |
| Periodicals and Newsletters (departmental, administrative, and student groups) | 2 years | All | Appropriate College/Department | ✓ |
| Photo Release | 6 years | All | Appropriate College/Department | |
| Photos, Videos, Films and DVDs | Permanent | All | Appropriate College/Department | ✓ |

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| Posters and Flyers (departmental, administrative, and student groups) | 2 years | All | Appropriate College/Department | ✓ |
| Safety Plan Acknowledgement Form | 6 years | All | Appropriate Department | |
| Safety Plan Visitor COVID 19 vaccination status/negative test result documentation | 6 years | All | Appropriate Department | |
| Software Licenses and Support Agreements | 6 years after all obligations end | All | Appropriate Department | |
| Acceptance letters (non-enrolled students) | 2 years after admission | Division of Enrollment Management | Division of Enrollment Management | |
| Advanced Placement Records (non-enrolled students) | 2 years after application | Division of Enrollment Management | Division of Enrollment Management | |
| Advertising materials, other than catalogs | 5 years after completion | Division of Enrollment Management | Division of Enrollment Management | |
| Applications for Admission or Readmission (non-enrolled students) | 2 years after application | Division of Enrollment Management | Division of Enrollment Management | |
| Career/Employment Placement Records | 6 years after graduation | Division of Enrollment Management | Division of Enrollment Management | |
| Correspondence (non-enrolled students) | 2 years after application | Division of Enrollment Management | Division of Enrollment Management | |
| Direct Loan Counseling Records (Entrance) | 6 years | Division of Enrollment Management | Office of Financial Aid and Scholarships | |
| Entrance Exam Reports (non-enrolled students) | 2 years after application | Division of Enrollment Management | Division of Enrollment Management | |
| Federal Direct Student Loan Account Reconciliations | 6 years | Division of Enrollment Management | Office of Financial Aid and Scholarships | |
| Federal Direct Student Loan Account Reconciliations (awards, origination, disbursements) | 6 years | Division of Enrollment Management | Office of Financial Aid and Scholarships | |
| Federal Student Aid awards, grants, fellowships, scholarships, loans, work study, and records used to determine eligibility | 6 years | Division of Enrollment Management | Office of Financial Aid and Scholarships | |
| Fiscal Operations Report/Application for Funding (FISAP) | 6 years | Division of Enrollment Management | Office of Financial Aid and Scholarships | |
| Letters of Recommendation (graduate) | Until date of graduation | Division of Enrollment Management | Division of Enrollment Management | |
| Letters of Recommendation (non-enrolled students) | 2 years after application | Division of Enrollment Management | Division of Enrollment Management | |
| Letters of Recommendation (undergraduate) | Until date of admission | Division of Enrollment Management | Division of Enrollment Management | |
| Program Participation Agreements | Permanent | Division of Enrollment Management | Office of Financial Aid and Scholarships | |
| Recruitment materials (for individual students) | Until date of enrollment | Division of Enrollment Management | Division of Enrollment Management | |
| Residency Classification Forms (non-enrolled students) | 3 years after application | Division of Enrollment Management | Division of Enrollment Management | |
| Scholarships Awarded by Individual Colleges (records of applicants who received the scholarships) | 1 year | Division of Enrollment Management | Appropriate College/Department | |
| Student Advising Files | 10 years after admission | Division of Enrollment Management | Division of Enrollment Management | |
| Title IV Grants (originated through Department of Education Common Origination and Disbursement System) | 6 years | Division of Enrollment Management | Office of Financial Aid and Scholarships | |
| Transcripts - high school (non-enrolled students) | 2 years after application | Division of Enrollment Management | Division of Enrollment Management | |
| Veteran Administration Certifications | 4 years after graduation/date of last attendance | Division of Enrollment Management | Division of Enrollment Management | |
| Access Control Records | 6 years | Finance and Administration | Public Safety | |
| Accident Reports | 4 years after report date | Finance and Administration | Public Safety | |
| Accounts payable ledger, vouchers and attachments | 6 years | Finance and Administration | Controller's Office | |
| Accounts receivable ledger and statements | 6 years | Finance and Administration | Controller's Office | |
| Affirmative Action Plans (including documentation) | Permanent | Finance and Administration | Office of Legal Affairs | ✓ |
| Annual Conflict of Interest Disclosure Forms (Faculty and Staff) | 6 years | Finance and Administration | Office of Compliance and Ethics | |
| Annual Tax Payment Records (941) | 6 years after returns are filed | Finance and Administration | Controller's Office | |

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| Auditor management letters | Permanent | Finance and Administration | Controller's Office | |
| Banking Records, including deposit and withdrawal records, bank statements and reconciliation, voided and canceled checks | 6 years | Finance and Administration | Controller's Office | |
| Bids (accepted) | 6 years after all obligations end | Finance and Administration | Procurement Services Office | |
| Bids (rejected) <\$100,000 | 1 year | Finance and Administration | Procurement Services Office | |
| Bids (rejected) >\$100,000 | 6 years | Finance and Administration | Procurement Services Office | |
| Billing Records | 6 years | Finance and Administration | Controller's Office | |
| Bond Records (Offering, Funding, and Reimbursement) | 6 years after life of bond | Finance and Administration | Controller's Office | |
| Budget Materials | 6 years | Finance and Administration | Controller's Office | |
| Capital Equipment Records | Life of Asset | Finance and Administration | Controller's Office | |
| Cash Receipts | 6 years | Finance and Administration | Controller's Office | |
| Chart of Accounts | Permanent | Finance and Administration | Controller's Office | |
| Chemical Inventories | 6 years | Finance and Administration | Environmental Health and Safety | |
| Clery Act and Uniform Crime Reports | 4 years after report date | Finance and Administration | Public Safety | |
| Complaints and Reports of Harassment or Discrimination | 7 years from date of report | Finance and Administration | Office of Compliance and Ethics | |
| Conflict of Interest Determinations - Employees | 6 years after employment ends | Finance and Administration | Office of Compliance and Ethics | |
| Conflict of Interest Disclosures - Employees | 6 years after employment ends | Finance and Administration | Office of Compliance and Ethics | |
| Conflict of Interest Management Plans - Employees | 6 years after employment ends | Finance and Administration | Office of Compliance and Ethics | |
| Consent Orders | Permanent | Finance and Administration | Office of Legal Affairs | |
| Court Orders | Permanent | Finance and Administration | Office of Legal Affairs | |
| CPD Semtek Database (training records prior to mid-2006) | Permanent | Finance and Administration | Center for Professional Development | |
| CPD Session Folders containing all information regarding events sponsored by CPD - saved by session, by month, and by year | Permanent | Finance and Administration | Center for Professional Development | |
| Crime Reports | 4 years after report date | Finance and Administration | Public Safety | |
| Critical Incident Files | 6 years | Finance and Administration | Global Risk Management Services | |
| Deeds | Permanent | Finance and Administration | Real Estate Office | ✓ |
| Department Heads and Chairs Resumes | Permanent | Finance and Administration | Human Resources | ✓ |
| Depreciation Records | Life of Asset | Finance and Administration | Controller's Office | |
| DHS Records | Permanent | Finance and Administration | Environmental Health and Safety | |
| Direct Loan Counseling Records (Exit) | 3 years after loan is repaid, canceled, or assigned to the Department of Education | Finance and Administration | Student Financial Services | |
| Directories | 2 years | Finance and Administration | Office of the Chief Information Officer | ✓ |
| Disability Accommodation Records - Employees | 6 years after employment ends | Finance and Administration | Office of Compliance and Ethics | |
| Disability and Sick Benefit Records | 6 years from date of termination of employment | Finance and Administration | Human Resources | |
| EEO Reports | Permanent | Finance and Administration | Office of Legal Affairs | |
| EH&S Incident Records | 5 years | Finance and Administration | Environmental Health and Safety | |
| Elevator Certifications | 6 years | Finance and Administration | Environmental Health and Safety | |
| Employee Background Checks (including Controlled Substance Test Results) | 6 years after employment ends | Finance and Administration | Human Resources | |
| Employee Benefit Plan Documents and All Attached Amendments | Permanent | Finance and Administration | Human Resources | |
| Employee Elections/Referrals | 6 years after employment ends | Finance and Administration | Human Resources | |
| Employee Eligibility for Benefits | 6 years after death of eligible employee of beneficiary | Finance and Administration | Human Resources | |
| Employee Fringe Benefit Payment Records (including determination of value) | 6 years | Finance and Administration | Controller's Office | |

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| Employee Medical Documentation (store separate from personnel file) | 6 years from termination of employment | Finance and Administration | Human Resources | |
| Employee Orientation and Training Materials | Permanent | Finance and Administration | Human Resources | ✓ |
| Employee Pay Statements | 6 years from date of statement | Finance and Administration | Human Resources | |
| Employee Reimbursement Records | 6 years | Finance and Administration | Controller's Office | |
| Employee Service Records | 6 years after death of eligible employee of beneficiary | Finance and Administration | Human Resources | |
| Employee W-2 or 1099 | 6 years | Finance and Administration | Controller's Office | |
| Employment Applications and Resumes (employees) | 6 years after employment ends | Finance and Administration | Human Resources | |
| Employment Applications and Resumes (non-employees) | 3 years | Finance and Administration | Human Resources | |
| Evacuation Drill Records | 6 years | Finance and Administration | Environmental Health and Safety | |
| Excise Tax Returns | 6 years after returns are filed | Finance and Administration | Controller's Office | |
| Expense Reports | 6 years | Finance and Administration | Controller's Office | |
| Federal Reporting Requirements: welfare benefits and other fringe benefit plans | Permanent | Finance and Administration | Human Resources | |
| Federal Student Aid records (including program transactions and statements) | 6 years | Finance and Administration | Controller's Office | |
| Final Investigation Reports and Exhibits - Employees | 6 years after employment ends | Finance and Administration | Office of Compliance and Ethics | |
| Financial Records, supporting documents, statistical records, and all other records pertinent to an award (Federal awards) | 3 years from the date of submission of the final report | Finance and Administration | Controller's Office | |
| Financial Records, supporting documents, statistical records, and all other records pertinent to an award (New York State awards) | 6 years from the date of submission of the final report | Finance and Administration | Controller's Office | |
| Financial Statements (audited) and work papers | 6 years | Finance and Administration | Controller's Office | |
| Fire Inspection Systems Records and Reports | 6 years | Finance and Administration | Environmental Health and Safety | |
| Form 5500 (including supporting documentation) | 6 years | Finance and Administration | Human Resources | |
| Grievances (Staff) | 6 years from termination | Finance and Administration | Human Resources | |
| Grievances (Staff) - audio recordings of Grievance Committee Hearings | Upon issuance of the Grievance Committee written recommendation | Finance and Administration | Human Resources | |
| Hazardous Waste Disposal Manifests and Reports | 6 years | Finance and Administration | Environmental Health and Safety | |
| Human Resources Discrimination and Harassment Files | 6 years from termination of employee, or 10 years from date of initial complaint, whichever is shorter | Finance and Administration | Human Resources | ✓ |
| Imputed Income Records | 6 years | Finance and Administration | Controller's Office | |
| Income Tax Returns | 6 years after returns are filed | Finance and Administration | Controller's Office | |
| Indirect Cost Rate Calculations | 3 years following end of effective date | Finance and Administration | Controller's Office | |
| Information Returns (990, 1099, 8282, etc.) | 6 years after returns are filed | Finance and Administration | Controller's Office | |
| Information Returns filed with Federal and State authorities (Census Bureau, Labor Department, Questionnaires, etc.) | 6 years after returns are filed | Finance and Administration | Controller's Office | |
| Institute Risk Map | Permanent | Finance and Administration | Office of Compliance and Ethics | |
| Institutional Research, Data & Analytics Internal Analyses | 6 years | Finance and Administration | Institutional Research, Data & Analytics | ✓ |
| Institutional Research, Data & Analytics Reports (internal and external) | 3 years | Finance and Administration | Institutional Research, Data & Analytics | ✓ |
| Insurance Applications (including documentation) | 6 years | Finance and Administration | Global Risk Management Services | |
| Insurance Policies (liability, property, and other policies) | Permanent | Finance and Administration | Global Risk Management Services | |

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| Integrated Postsecondary Education Data Systems (IPEDS) Reports | 3 years | Finance and Administration | Institutional Research, Data & Analytics | ✓ |
| Internal Audit Reports (all engagement types) | Permanent | Finance and Administration | Institute Audit, Compliance and Advisement | |
| Internal Audits/Reviews/Files and Work Papers (all engagement types) | 10 years | Finance and Administration | Institute Audit, Compliance and Advisement | |
| Internal Human Resources Employee Investigations (Hearing Panel Approach - no violation found) includes notes, reports and documentation | 6 years from date of termination of Employee or 10 years from date of initial complaint, whichever is shorter | Finance and Administration | Human Resources | |
| Internal Human Resources Employee Investigations (Hearing Panel Approach - violation found) includes notes, reports and documentation | 6 years from date of termination of Employee | Finance and Administration | Human Resources | |
| Internal Human Resources Employee Investigations (non-Hearing Panel Approach) includes notes, reports and documentation | 6 years from date of termination of Employee | Finance and Administration | Human Resources | |
| Investment Consultant Reports | 6 years | Finance and Administration | Controller's Office | |
| Investment Manager Contracts (including correspondence) | 6 years after all obligations end | Finance and Administration | Controller's Office | |
| Investment Performance Reports | 6 years | Finance and Administration | Controller's Office | |
| Invoices | 6 years | Finance and Administration | Controller's Office | |
| IRS exemption determination and related correspondence | Permanent | Finance and Administration | Controller's Office | |
| IRS Form I-9 (store separate from personnel file) | 3 years after date of hire or 1 year after end of service, whichever is longer | Finance and Administration | Human Resources | |
| Journal Entries with backup | 6 years | Finance and Administration | Controller's Office | |
| Judgments | Permanent | Finance and Administration | Office of Legal Affairs | |
| Labor Certifications (including recruitment materials and supporting documentation) | 5 years from filing of certification | Finance and Administration | Human Resources | |
| Leave Reporting Documents | 4 years | Finance and Administration | Human Resources | |
| Litigated Claims | 6 years after settlement | Finance and Administration | Office of Legal Affairs | |
| Material Safety Data Sheets | 40 years | Finance and Administration | Environmental Health and Safety | |
| Monthly Health and Safety Inspection Reports | 6 years | Finance and Administration | Public Safety | |
| Mortgages, Security Agreements | 6 years after all obligations end | Finance and Administration | Office of Sr. VP for Finance and Administration | |
| Motor Vehicle Records | 6 years after employment ends | Finance and Administration | Office of Compliance and Ethics | |
| New York State Education Department Surveys, Reports, and Registrations | 3 years | Finance and Administration | Institutional Research, Data & Analytics | ✓ |
| Notice of Appeal - TIX | 7 years from date appeal filed | Finance and Administration | Office of Compliance and Ethics | |
| Notification of Ban from Campus | 6 years | Finance and Administration | Public Safety | |
| OSHA Illness or Injury Records or Logs | 40 years | Finance and Administration | Environmental Health and Safety | |
| OSHA Safety and Health Training Reports | 6 years | Finance and Administration | Environmental Health and Safety | |
| Outcome Letters | 7 years from date of letter | Finance and Administration | Office of Compliance and Ethics | |
| Overpayment/Repayment of Wages Forms | 6 years after termination of employment | Finance and Administration | Controller's Office | |
| Parking Tickets (paid and unpaid) | 6 years | Finance and Administration | Parking and Transportation Services | |
| Payroll Deduction Authorization Forms | 6 years after employment ends | Finance and Administration | Controller's Office | |
| Payroll Vouchers | 3 years | Finance and Administration | Controller's Office | |
| Perkins Loan Counseling Records (Entrance and Exit) | 6 years | Finance and Administration | Student Financial Services | |
| Perkins Loan Promissory Notes | 3 years after loan repaid, canceled, or assigned to Department of Education | Finance and Administration | Student Financial Services | |

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| Personnel Files, Appointment Letters and Forms | 6 years from date of termination of employment | Finance and Administration | Human Resources | |
| Portable Extinguisher Training Records | 6 years | Finance and Administration | Environmental Health and Safety | |
| Post award Grant and Contract Files, not including financial records - financial records | 9 years after end of fiscal year in which transaction occurred | Finance and Administration | Controller's Office | |
| Post Award Grant and Contract Files, not including financial records (New York State awards) | 6 years after close of grant | Finance and Administration | Controller's Office | |
| Post Ward Grant and Contract Files, not including financial records (Federal awards) | 3 years after close of grant | Finance and Administration | Controller's Office | |
| Private Grants, Contract Documents and Files | 3 years after end of all obligations | Finance and Administration | Controller's Office | |
| Private Use Records | 6 years after life of bond | Finance and Administration | Controller's Office | |
| Property Damage Reports | 4 years after report date | Finance and Administration | Public Safety | |
| Public Inspection Files | 1 year beyond last date H-1B nonimmigrant is employed under labor condition application | Finance and Administration | Office of Compliance and Ethics | |
| Public Safety Officer Daily Activity Logs | 4 years | Finance and Administration | Public Safety | |
| Purchase Orders (including supporting documentation) | 6 years | Finance and Administration | Procurement Services Office | |
| Quarterly Lab Inspections | 6 years | Finance and Administration | Environmental Health and Safety | |
| Radiation Dose Reports | Permanent | Finance and Administration | Environmental Health and Safety | |
| Radioactive Material Receiving and Inventory Records | 6 years | Finance and Administration | Environmental Health and Safety | |
| Real Property Leases (current and expired) | 6 years after all obligations end | Finance and Administration | Real Estate Office | |
| Record of Payments and Deductions | 5 years | Finance and Administration | Controller's Office | |
| Record of Student Accounts (including charges, cash payments, Federal Student Aid payments, cash disbursements, refunds, returns, and overpayments) | 6 years | Finance and Administration | Student Financial Services | |
| Releases - Litigation Matters | Permanent | Finance and Administration | Office of Legal Affairs | |
| Repair Service Documentation | 6 years | Finance and Administration | Digital Den | |
| Request for Proposals | 6 years | Finance and Administration | Procurement Services Office | |
| Risk Register | Permanent | Finance and Administration | Office of Compliance and Ethics | |
| Sales Receipts (computers/devices, software, accessories, photo equipment/accessories, etc.) hard copy and electronic records | 6 years | Finance and Administration | Digital Den | |
| Sales Tax Returns | 6 years after returns are filed | Finance and Administration | Controller's Office | |
| Search Committee Records (including committee members' notes) - candidates not hired | 3 years | Finance and Administration | Human Resources | |
| Search Committee Records (including committee members' notes) - hired candidate | 6 years after employment ends | Finance and Administration | Human Resources | |
| Settlements | Permanent | Finance and Administration | Office of Legal Affairs | |
| Subpoenas (Information Subpoenas) received by Payroll | Permanent | Finance and Administration | Payroll | |
| Subpoenas and Responsive Documentation | Permanent | Finance and Administration | Office of Legal Affairs | |
| Summary Plan Descriptions | Permanent | Finance and Administration | Human Resources | |
| Tax Audit closing letters | Permanent | Finance and Administration | Controller's Office | |
| Third Party Screening | 5 years after transaction (OFAC requirement) | Finance and Administration | Office of Compliance and Ethics | |
| Threat Assessment Team Files | 6 years after creation or close of file (whichever is greater) | Finance and Administration | Global Risk Management Services | |
| Time Cards (including student employees) | 3 years | Finance and Administration | Controller's Office | |
| Training Records | 6 years | Finance and Administration | Office of Compliance and Ethics | |
| Trial Balances | 6 years | Finance and Administration | Controller's Office | |
| Tuition Fees and Schedules | Permanent | Finance and Administration | Student Financial Services | |

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| Unemployment Insurance Claims and Supporting Documents | 6 years | Finance and Administration | Human Resources | |
| Unlitigated Claims | 6 years after settlement | Finance and Administration | Global Risk Management Services | |
| Wage Assignment Orders | 5 years after close | Finance and Administration | Controller's Office | |
| Workers Compensation Claims and Supporting Documents | 18 years | Finance and Administration | Human Resources | |
| Acceptance letters (non-enrolled students) - NTID | 2 years after admission | NTID | Office of Admissions | |
| Advanced Placement Records (non-enrolled students) - NTID | 2 years after application | NTID | Office of Admissions | |
| Advertising materials, other than catalogs - NTID | 5 years after compilation | NTID | Office of Admissions | |
| Agenda for Action - NTID | Permanent | NTID | NTID Office of the President | ✓ |
| AITU Reports - NTID | 6 years | NTID | NTID Office of the President | |
| Applications for Admissions or Readmission (non-enrolled students) - NTID | 2 years after application | NTID | Office of Admissions | |
| Calendars, Appointment - NTID President | 6 years | NTID | NTID Office of the President | ✓ |
| Correspondence (non-enrolled students) - NTID | 2 years after application | NTID | Office of Admissions | |
| Correspondence, General - NTID President | 6 years | NTID | NTID Office of the President | ✓ |
| Entrance Exam Reports (non-enrolled students) - NTID | 2 years after application | NTID | Office of Admissions | |
| Letters of Recommendation (graduate) - NTID | Until date of graduation | NTID | Office of Admissions | |
| Letters of Recommendation (non-enrolled students) - NTID | 2 years after application | NTID | Office of Admissions | |
| Letters of Recommendation (undergraduate) - NTID | Until date of admission | NTID | Office of 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 | Office of Admissions | |
| Residency Classification Forms (non-enrolled students) - NTID | 3 years after application | NTID | Office of Admissions | |
| Strategic Planning Records - NTID | Permanent | NTID | NTID Office of the President | ✓ |
| Student Advising Files - NTID | 10 years after admission | NTID | Office of Admissions | |
| Transcripts - high school (non-enrolled students) - NTID | 2 years after application | NTID | Office of Admissions | |
| Vetran Administration Certifications - NTID | 4 years after graduation/date of last attendance | NTID | Office of Admissions | |
| Student Employee orientation and training materials | Permanent | Office of Career Services and Cooperative Education | Student Employment Office | |
| Student Employee records | 6 years after employment ends | Office of Career Services and Cooperative Education | Student Employment Office | |
| Student Employment Applications and Resumes (employed) | 6 years after employment ends | Office of Career Services and Cooperative Education | Student Employment Office | |
| Agenda for Action | Permanent | Office of the President | Office of the President | ✓ |
| AITU Reports | 6 years | Office of the President | Office of the President | |
| Annual Conflict of Interest Disclosure Forms (Trustees) | 6 years | Office of the President | Office of the Secretary | |
| Board of Trustees Resolutions, meeting materials, minutes, and agendas (including Committees) | Permanent | Office of the President | Office of the Secretary | ✓ |
| Calendars, Appointment - President | 6 years | Office of the President | Office of the President | ✓ |
| Correspondence, General - President | 6 years | Office of the President | Office of the President | ✓ |
| Presidential Medallion Records | Permanent | Office of the President | Office of the President | ✓ |
| Presidential Recognition Citations | Permanent | Office of the President | Office of the President | ✓ |
| Presidential Speeches and Presentations | Permanent | Office of the President | Office of the President | ✓ |
| Press Releases | 6 years | Office of the President | University Communications | ✓ |
| RIT Corporate Documents (including By-Laws, Charter, and Licenses) | Permanent | Office of the President | Office of the Secretary | ✓ |
| Strategic Planning Records | Permanent | Office of the President | Office of the President | ✓ |

C22.0 Records Management Policy Document Retention Schedule

| Document Name | Retention Period | Applicable Division/Department | Official Repository | RIT Archives |
|--|--|---|---|--------------|
| Trustee files (information on individual trustees including correspondence) | Permanent | Office of the President | Office of the Secretary | ✓ |
| Deed of Gift | 6 years after RIT no longer has possession of the gift | Office of the Provost | RIT Libraries | |
| Institute Policies and Procedures Manual | Permanent | Office of the Provost | Office of the Provost | ✓ |
| Human Subject Records - Faculty/Staff exempt projects | 3 years from submission | Office of the Vice President for Research | Office of Human Subjects Research | |
| Human Subject Records - Student exempt projects | 1 year from submission | Office of the Vice President for Research | Office of Human Subjects Research | |
| Human Subject Records - Student, Faculty/Staff non-exempt (Expedited and Board Reviewed) | 3 years from conclusion of project | Office of the Vice President for Research | Office of Human Subjects Research | |
| Invention Disclosure Forms | Permanent | Office of the Vice President for Research | Intellectual Property Management Office | |
| Licensing Agreements | 6 years from termination of Agreement | Office of the Vice President for Research | Intellectual Property Management Office | |
| Original Patents and related work papers | Permanent | Office of the Vice President for Research | Intellectual Property Management Office | ✓ |
| Pre-Award Grant and Contract Applications, Proposals and Supporting Documents and corresponding Executed Sponsored Research Grants and Contracts, and Post-Award contract modifications, data files, reports, and project notebooks (federal awards, including federal dollars paid RIT on subcontracts) | 3 years after close of grant and contracts | Office of the Vice President for Research | Sponsored Research Services | |
| Pre-Award Grant and Contract Applications, Proposals and Supporting Documents and corresponding Executed Sponsored Research Grants and Contracts, and Post-Award contract modifications, data files, reports, and project notebooks (New York State, corporate, and private awards) | 6 years after close of grant and contract | Office of the Vice President for Research | Sponsored Research Services | |
| Pre-Award Grant and Contract Applications, Proposals, and Supporting Documents that are not funded or awarded | 6 years from submission | Office of the Vice President for Research | Sponsored Research Services | |
| Royalty Records | Life of Patent or Trademark, plus 6 years | Office of the Vice President for Research | Intellectual Property Management Office | |
| CIAR Incident Reports | 6 years | Student Affairs | Student Affairs | |
| Coach Certifications and Certificate of Compliance for Staff Members | 6 years | Student Affairs | Center for Intercollegiate Athletics & Recreation | |
| Complimentary Ticket Forms | 4 years | Student Affairs | Center for Intercollegiate Athletics & Recreation | |
| Counseling Center Records (Faculty, Staff, or Students) | 6 years from date of last attendance or termination | Student Affairs | Counseling Center | |
| Data Files and Assessment Reports | 6 years | Student Affairs | Appropriate College/Department | |
| Equality in Athletics Disclosure Forms and supporting documents | 3 years from date of required disclosure | Student Affairs | Center for Intercollegiate Athletics & Recreation | |
| Health Center Services Patient Records, including Immunization Records (Faculty, Staff, or Students) | 6 years from date of last attendance or termination | Student Affairs | Student Health Center | |
| Higher Education Opportunity Program application materials (accepted students) | 6 years after last date of contact | Student Affairs | HEOP Office | |
| Higher Education Opportunity Program application materials (for prospective applicants) | 1 year | Student Affairs | HEOP Office | |
| International Student Financial Documents | 6 years after graduation | Student Affairs | International Student Office | |
| Mediation or Restorative Conferencing Agreements | 5 years | Student Affairs | Student Affairs | |
| NCAA Drug Testing Consent Forms | 6 years from date of test | Student Affairs | Center for Intercollegiate Athletics & Recreation | |
| Permission to Contact Self Release Form | 6 years from completion of form | Student Affairs | Center for Intercollegiate Athletics & Recreation | |
| Recruiting Records | 6 years | Student Affairs | Center for Intercollegiate Athletics & Recreation | |

C22.0 Records Management Policy Document Retention Schedule

| Document Name | Retention Period | Applicable Division/Department | Official Repository | RIT Archives |
|---|--|--------------------------------|---|--------------|
| Residency Certificates | Until date of enrollment | Student Affairs | International Student Office | |
| Resident Advisor Applications/Essays (not selected) | 1 year from date of application | Student Affairs | Residence Life Office | |
| Resident Advisor files including Applications/Essays and Performance Evaluations | 2 years from date of last service as RA | Student Affairs | Residence Life Office | |
| Sports Camp Documentation | 6 years | Student Affairs | Center for Intercollegiate Athletics & Recreation | |
| Student Athlete Affirmation of Eligibility | 6 years from completion of form | Student Affairs | Center for Intercollegiate Athletics & Recreation | |
| Student Athlete Statements | 6 years from completion of form | Student Affairs | Center for Intercollegiate Athletics & Recreation | |
| Student Behavior Consultation Team Files | 6 years after graduation or date of last attendance (whichever is greater) | Student Affairs | Student Affairs | |
| Student Conduct Records, including Audio/Visual Recordings (not responsible finding) | 7 years from incident reporting date | Student Affairs | Student Conduct Office | |
| Student Conduct Records, including Audio/Visual Recordings and documentation of conversations with students (responsible findings of Warnings, Probations, and Good Samaritan status) | 7 years from incident reporting date | Student Affairs | Student Conduct Office | |
| Student Disciplinary Records (responsible findings of suspension or expulsion, or pending matters not adjudicated) | Permanent | Student Affairs | Student Conduct Office | |
| Student Employment Applications and Resumes (not employed) | 3 years | Student Affairs | Appropriate Department | |
| Student Field Trip Documentation | 6 years | Student Affairs | Appropriate Department | |
| Student Immigration Information (I20, DS2019) | 6 years after graduation | Student Affairs | International Student Office | |
| Student Organization Conduct Records (not responsible) | 7 years from incident reporting date | Student Affairs | Student Conduct Office | |
| Student Organization Conduct Records (responsible findings of Suspension, Loss of Recognition/Disaffiliation, or Expulsion) | Permanent | Student Affairs | Student Conduct Office | |
| Student Organization Conduct Records (responsible findings of Warnings, Probations, and Good Samaritan status) | Permanent | Student Affairs | Student Conduct Office | |
| Student requests for nondisclosure of directory information | Permanent | Student Affairs | Student Affairs | |
| Student Visa Documents | 6 years after graduation | Student Affairs | International Student Office | |
| Study Abroad Agreements with supporting documentation | 6 years after return | Student Affairs | Appropriate Department | |
| Title IX documentation (Policy C27.0) | 7 years from incident reporting date | Student Conduct/OCE/HR | Student Conduct Office/OCE/HR | |
| Alumni Association Board of Directors meeting agendas, minutes, and materials | Permanent | University Advancement | University Advancement | ✓ |
| Alumni Materials (including contact information, event invitations, calendars, and publications) | Permanent | University Advancement | University Advancement | ✓ |
| Annual Reports | Permanent | University Advancement | University Advancement | ✓ |
| Donor Acknowledgments and Correspondence | Permanent | University Advancement | University Advancement | |
| Gift Records (including original gift agreements, planned gifts, and real estate gifts) | Permanent | University Advancement | University Advancement | ✓ |
| Non-Degree Alumni Contact Information | Permanent | University Advancement | University Advancement | ✓ |
| Pledge Reminders | Until Pledge Fulfilled | University Advancement | University Advancement | |
| Yearbooks | Permanent | University Advancement | University Advancement | ✓ |