

DEVELOPMENT AND ALUMNI RELATIONS Records Management Schedule

Item	Retention Period	Official Repository	RIT Archives
Advisory Board minutes, agenda and materials	Permanent	Appropriate Advisory Board	✓
Alumni Association Board of Directors meeting agendas, minutes and materials	Permanent	Development and Alumni Relations	✓
Alumni Materials (including contact information, event invitations, calendars, and publications)	Permanent	Development and Alumni Relations	✓
Annual Reports	Permanent	Development and Alumni Relations	✓
Calendars (electronic and paper), appointment books, work-related journals and diaries	6 years	Appropriate Department	
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	6 years after expiration	Appropriate College/Department	
Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees	Permanent	Appropriate Committee	✓
Consultant contracts/files (expired)	6 years after all obligations end	Appropriate Department	
Contracts and agreements (not otherwise listed)	6 years after all obligations end	Appropriate Department	
Contracts with employees	6 years after all obligations end	Appropriate Department	
Donor Acknowledgments and Correspondence	Permanent	Development and Alumni Relations	
Equipment files & maintenance records	6 years after disposition	Appropriate College/Department	
Equipment leases	6 years after disposition	Appropriate College/Department	
General Correspondence (including emails)	6 years	Appropriate Department	
Gift Records (including original gift agreements, planned gifts, and real estate gifts)	Permanent	Development and Alumni Relations	✓
Governance Groups minutes, agenda and materials (including Student groups)	Permanent	Appropriate Governance Group	✓

Non-Degree Alumni Contact Information	Permanent	Development and Alumni Relations	✓
Performance Appraisals and related documents	3 years after termination	Appropriate Department	
Periodicals and Newsletters (departmental, administrative, and student groups)	2 years	Appropriate College/Department	✓
Photos, Videos, Films and DVDs	Permanent	Appropriate College/Department	✓
Pledge Reminders	Until Pledge Fulfilled	Development and Alumni Relations	
Posters and Flyers (departmental, administrative, and student groups)	2 years	Appropriate College/Department	✓
Software Licenses & Support Agreements	6 years after all obligations end	Appropriate Department	
Yearbooks	Permanent	Development and Alumni Relations	✓