

**NATIONAL TECHNICAL INSTITUTE FOR THE DEAF
Records Management Schedule**

Item	Retention Period	Official Repository	RIT Archives
Academic advisement files (undergraduate)	3 years after graduation/date of last attendance	Appropriate Academic Department	
Academic advisement files (graduate)	3 years after graduation/7 years after initial registration	Appropriate Academic Department	
Advisory Board minutes, agenda and materials	Permanent	Appropriate Advisory Board	✓
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	
Counseling Records/Case Notes	6 years from date of last attendance or termination	Counseling and Academic Advising Services Office	
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	
Governance Groups minutes, agenda and materials (including Student groups)	Permanent	Appropriate Governance Group	✓

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	✓
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	