

STUDENT AFFAIRS Records Management Schedule

Item	Retention Period	Official Repository	RIT Archives
Advisory Board minutes, agenda and materials	Permanent	Appropriate Advisory Board	✓
Calendars (electronic and paper), appointment books, work-related journals and diaries	6 years	Appropriate College/Department	
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	6 years after expiration	Appropriate College/Department	
CIAR Incident Reports	6 years	Student Affairs	
Coach Certifications and Certificate of Compliance for Staff Members	6 years	Center for Intercollegiate Athletics & Recreation	
College/Department Office Student Files (maintained in college/department on students currently enrolled)	1 year after graduation	Appropriate College/Department	
Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees	Permanent	Appropriate Committee	✓
Complimentary Ticket Forms	4 years	Center for Intercollegiate Athletics & Recreation	
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	
Correspondence, Relevant (student-specific correspondence other than admissions)	1 year after graduation	Appropriate College/Department	
Counseling Center Records (Faculty, Staff or Students)	6 years from date of last attendance or termination	Counseling Center	
Course Evaluations (Tenure/Tenure-track faculty)	3 years after termination or retirement	Appropriate College/Department	
Course Evaluations (Non-Tenure/Tenure-track faculty)	3 years after termination	Appropriate College/Department	

Course Evaluations (Lecturers)	5 years from date of hire or last promotion	Appropriate College/Department	
Course Evaluations (Adjunct Faculty)	3 years from the end of course	Appropriate College/Department	
Data Files and Assessment Reports	6 years	Appropriate College/Department	
Equality in Athletics Disclosure forms and supporting documents	3 years from date of required disclosure	Center for Intercollegiate Athletics & Recreation	
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	✓
Health Center Services Patient Records including Immunization Records (Faculty, Staff or Students)	6 years from date of last attendance or termination	Student Health Center	
Higher Education Opportunity Program application materials (accepted students)	6 years after last date of contact	HEOP Office	
Higher Education Opportunity Program application materials (for prospective applicants)	1 year	HEOP Office	
International Student Financial Documents	6 years after graduation	International Student Office	
Mediation or Restorative Conferencing Agreements	5 years	Student Affairs	
NCAA Drug Testing Consent Forms	6 years from date of test	Center for Intercollegiate Athletics & Recreation	
Performance Appraisals and related documents	3 years after termination	Appropriate Department	
Periodicals and Newsletters (departmental, administrative, and student groups)	2 years	Appropriate College/Department	✓
Permission to Contact Self Release Forms	6 years from completion of forms	Center for Intercollegiate Athletics & Recreation	
Photos, Videos, Films and DVDs	Permanent	Appropriate College/Department	✓
Posters and Flyers (departmental, administrative, and student groups)	2 years	Appropriate College/Department	✓

Recruiting Records	6 years	Center for Intercollegiate Athletics & Recreation
Residency Certificates	Until date of enrollment	International Student Office
Residency Change Documents (non-resident to resident)	Until date of enrollment	International Student Office
Resident Advisor Applications/Essays (not selected)	1 year from date of application	Residence Life Office
Resident Advisor files including Application/Essay and Performance Evaluations	2 years from date of last service as RA	Residence Life Office
Search Committee Records (including committee members' notes) - hired candidate	6 years after employment ends	Human Resources
Search Committee Records (including committee members' notes) - candidates not hired	3 years	Human Resources
Software Licenses & Support Agreements	6 years after all obligations end	Appropriate Department
Sports Camp Documentation	6 years	Center for Intercollegiate Athletics & Recreation
Student Athlete Affirmation of Eligibility	6 years from completion of form	Center for Intercollegiate Athletics & Recreation
Student Athlete Statements	6 years from completion of forms	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 Conduct Records, including Audio/Visual Recordings (not responsible finding)	5 years after graduation or date of last attendance (whichever is greater)	Student Conduct
Student Conduct Records, including Audio/Visual Recordings and documentation of conversations with students (responsible findings of Warnings, Probations, and Good Samaritan status)	5 years after graduation or date of last attendance (whichever is greater)	Student Conduct

Student Disciplinary Records (responsible findings of suspension or expulsion, or pending matters not adjudicated)	Permanent	Student Conduct
Student Employee Records (including applications and resumes)	6 years after employment ends	Student Employment Office
Scholarships Awarded by Individual Colleges (records of applicants who received the scholarships)	6 years	Office of Financial Aid and Scholarships
Scholarships Awarded by Individual Colleges (records of applicants who did not receive scholarships)	1 year	Appropriate College/Department
Student Employment applications and resumes – not employed	3 years	Appropriate Department
Student Field Trip Documentation	6 years	Appropriate Department
Student Immigration Information (I20, DS2019)	6 years after graduation	International Student Office
Student Organization Conduct Records (not responsible)	5 years after date of finding	Student Conduct
Student Organization Conduct Records (responsible findings of Warnings, Probations and Good Samaritan status)	Permanent	Student Conduct
Student Organization Conduct Records (responsible findings of Suspension, Loss of Recognition/Disaffiliation or Expulsion)	Permanent	Student Conduct
Student requests for nondisclosure of directory information	Permanent	Student Affairs
Student Visa Documents	6 years after graduation	International Student Office
Study Abroad Agreements with supporting documentation	6 years after return	Appropriate Department