

VSC RECORDS RETENTION SCHEDULE

Revised: March 7, 2007

LEGEND

ACT = while active or employed
DOFE = Date of Final Expenditure Report
ENR = while enrolled
FISOP = June 30 of the year the related FISOP/FISAP was submitted
LIFE = life of the affected employee
PERM = permanent

ADMINISTRATIVE REPORTS AND RECORDS

Accident reports and claims (settled cases)	7 years
Contracts and leases (expired)	7 years
Correspondence (formal) with customers and vendors	1 year
Correspondence (legal and important matters only)	PERM
Deeds, Mortgages, and bills of sale	PERM
Insurance policies (expired)	3 years
Insurance records, claims, policies	PERM
Internal Reports (miscellaneous)	3 years
Inventories records	6 years
Property appraisals by outside appraisers	PERM
Property records	PERM

AUTHORIZED RETENTION PERIOD

ADMISSIONS DATA/DOCUMENTS FOR APPLICANTS WHO DO NOT ENROLL (WHETHER ACCEPTED OR REJECTED)

Acceptance letters	1 year after application term
Advanced placement records	1 year after application term
Applications for admission	1 year after application term
Correspondence, relevant	1 year after application term
Entrance examination reports/test scores (e.g., ACT, SAT, LSAT, MCAT, GRE)	1 year after application term
Letters of recommendation	1 year after application term
Medical records	1 year after application term
Military documents	1 year after application term
Placement test scores and reports	1 year after application term
Readmission forms	1 year after application term
Recruitment materials	1 year after application term
Other test scores	1 year after application term
Scholarship applications	1 year after application term
Transcripts other colleges	1 year after application term
Transcripts-high school	1 year after application term
Copies of International Student Documents, if available	1 year after application term

ADMISSIONS DATA/DOCUMENTS FOR APPLICANTS WHO ENROLL

Acceptance letters	5 years after graduation or date of last attendance
Advanced placement records	5 years after graduation or date of last attendance
Applications for admission or readmission (reentry)	5 years after graduation or date of last attendance
Correspondence, relevant date	5 years after graduation or date of last attendance
Entrance examination reports/test scores (e.g., ACT, SAT, LSAT, MCAT, GRE)	5 years after graduation or date of last attendance
Letters of recommendation	Until admitted
Medical records	5 years after graduation or date of last attendance
Military documents	5 years after graduation or date of last attendance
Placement tests records/scores	5 years after graduation or date of last attendance
Recruitment materials	May dispose of materials after enrollment
Residency classification forms	5 years after graduation or date of last attendance
Student waivers for rights of access to see letters of recommendation for admission	Until terminated
Other test scores	5 years after graduation or date of last attendance
Transcripts-other colleges	5 years after graduation or date of last attendance
Transcripts-high school	5 years after graduation or date of last attendance
International Student Documents	No upper limit for international students on student visas. For exchange visitor visas, 3 years after graduation or date of last attendance

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EMPLOYEE MEDICAL, HEALTH AND SAFETY RECORDS

Employee accident reports	6 years
Employee exposure records	30 years
Employee Injury Reports	6 years
Employee Medical Complaints	6 years
Exposed employee medical records	30 years
OSHA logs and summaries	5 years
Safety Records	6 years

FACILITIES RECORDS

Air or Water Waste Emissions	3 years
Building Permits	ACT + 5 years
Building Plans and Specifications	PERM
Hazardous Chemical Waste Records	6 years
Laboratory Practices	ACT
Maintenance Records	ACT
Motor Vehicle Records	ACT
Operating Permits	ACT
Zoning Permits	ACT

FINANCIAL RECORDS

1099's	6 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports of accounts	PERM
Bank deposit slips	6 years
Bank reconciliations	1 year
Bank statements	6 years
Capital stock & bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options etc	PERM
Cash Books	PERM
Cash Receipts Daily Report	2 years
Charts of Accounts	PERM
Checks (cancelled, except see exception below)	7 years
Checks (cancelled) for important payments, i.e., taxes, purchases of property, special contracts, etc...	PERM
Depreciation Schedules	PERM
Duplicate Deposit Slips	1 year
Employee Benefit Plans	1 year
Expense analyses and expense distribution schedules	7 years
Financial statements (end-of-year, other months optional)	PERM
Financial, programmatic, supporting documents for A-133	DOFE + 3 years
General and private ledgers (and end-of-year Trial Balances	PERM
Internal Audit reports	3 years
Invoices from Vendors	7 years
Journals	PERM
Notes receivable ledgers and schedules	7 years
Payroll Taxes	4 years
Petty cash vouchers	7 years
Plant cost ledgers	7 years
Purchase orders	7 years
Receiving Sheets	1 year
Requisitions	1 year
Student Accounts Folder- statements & counseling notes	ENR or until acct. balance is zero
Subsidiary ledgers	7 years
Tax returns	3 years
Unclaimed property filings (includes support documentation)	6 years
Voucher register and schedules	7 years

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Vouchers for payment to vendors, employees, etc.
Includes allowances and reimbursement of employees
for travel and entertainment expenses 7 years

GRANT AND GIFT RECORDS

Grant Files ACT + 3 years
Deeds and Titles for Donated Real Property subsequently sold PERM

HUMAN RESOURCES & PAYROLL

Background Investigation Results ACT + 3 years
Benefits Enrollment Forms including health, life, long-term disability,
dental, voluntary life insurance, opt out, flex spending accounts ACT + 3 years
COBRA forms 3 years
Collective Bargaining Agreements 3 years
Employee personnel records ACT + 3 years
Employment applications 3 years
Faculty Peer Review ACT + 7 years
FMLA 3 years
Garnishments ACT
I-9 later of 3 years after hire/1 year after termination
Payroll records and summaries 3 years
Rate Schedules 2 years
Records used to prepare IPEDS/ EEO6 3 years
Resumes ACT + 3 years
Retirement Information, SRA and RA enrollment forms including
any allocation requests PERM
Time sheets 2 years
W-2 copies, undeliverable W-2's, 1098's 6 years
W-4 4 years after April 15 of reporting year
Wage adjustments 2 years

INSTITUTIONAL AND LEGAL RECORDS

Articles of Incorporation PERM
Attorney Opinion Letters (Property) ACT + 4 years
By-Laws PERM
Catalogs PERM
Charter PERM
Commencement Program PERM
Contracts and Agreements ACT + 6 years
Deeds and Titles PERM
Degree statistics PERM
Enrollment statistics PERM
Expired Licenses 6 years
Grade statistics PERM
Leases ACT + 6 years
Licenses ACT
Minutes of Trustee Committee Meetings PERM
Minutes of Trustee Meetings PERM
Patents and Trademarks ACT + 6 years
Policy Statements 10 years
Race/ethnicity statistics PERM
Schedule of classes (institutional) PERM

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Student Handbook 3 years

STUDENT FINANCIAL AID (SFA) RECORDS

SFA Program Records

Accrediting and licensing agency review, approvals and reports 3 years from award year
Audit and review reports 3 years from award year
Other records pertaining to financial responsibility and standards of administrative capability 3 years from award year
Program Participation Agreement 3 years from award year
Self-evaluation reports 3 years from award year
State agency reports 3 years from award year

SFA Fiscal Records

Bank statements for accounts containing SFA funds 3 years from award year
Federal work-study payroll records 3 years from award year
Ledgers identifying SFA transactions 3 years from award year
Records of SFA program transactions 3 years from award year
Records of student accounts 3 years from award year
Records supporting data on required reports, such as:
 SFA program reconciliation reports 3 years from award year

Pell grant statements of accounts 3 years from award year

SFA Recipient Records

Application data submitted to the Dept. of Education or lender by the school on behalf of the student ENR + 3 years
Data used to establish student's admission, enrollment status, period of enrollment ENR + 3 years
Date and amount of disbursements ENR + 3 years
Documentation of initial or exit loan counseling ENR + 3 years
Documentation of student's eligibility ENR + 3 Years
Documentation of student's program of study and courses enrolled in ENR + 3 years
Documentation of student's satisfactory academic progress ENR + 3 years
Documentation related to the receipt of aid, such as: amount of grant, loan, FWS award; and calculations used to determine aid amounts ENR + 3 years
Documentation supporting the school's calculation of its completion/graduation or transfer-out rate ENR + 3 years
Documents used to verify applicant's data ENR + 3 years
Financial Aid Awards including Federal and State ENR + 3 years
Financial aid history for Transfer students ENR + 3 years
Lenders Name and Address ENR + 3 years
Repayment History ACT + 5 years
Reports and forms used for participation in the SFA program 3 years from award year
Student Aid Report (SAR) or Institutional Student Information Record (ISIR) ENR + 3 years
Scholarship Applications and awards ENR + 3 years

Requirements for Specific Aid

Campus-based aid (Perkins loan, SEOG, and Federal work Study) 3 years from end of award year
Fiscal Operations Report (FISAP) 3 years from end of award year report submitted
FFEL and Direct Loans:
 Borrower's eligibility records 3 years from end of award year student last attended
 All other records/reports 3 years from end of award year report submitted
Pell Grant 3 years from end of award year
Perkins original promissory notes Until loan is satisfied or documents are needed to enforce obligation

Perkins Promissory Notes (Cancellations due to bankruptcy, discharge or permanent disability) PERM
Perkins repayment records 3 years from date loan assigned, cancelled, or repaid

Student Employment

Employment Eligibility Verification (I9 Form) 3 years after hire
Student Employment Agreements 3 years

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Student Employment Job Descriptions	3 years
Timesheets	7 years

STUDENT RECORDS

Enrollment Certification Data/Documents

Enrollment verifications	1 year after verification
Financial aid assistance records	3 years after graduation or date of last attendance
Social security certifications	1 year after certification
Teacher certifications	1 year after certification
Veterans Administration	3 years after graduation or date of last attendance certifications

Federal Disclosure Records

Crime Statistics/Security Report	3 years from date of required disclosure
SRK Graduation/Completion, Transfer-out Data	3 years from date of required disclosure
Athletic Participation/EADA documents	3 years from date of required disclosure
Institutional Information (Cost of Attendance, Withdrawal Procedures, Accreditation, etc.)	3 years from date of required disclosure, i.e., end of award year

FERPA Data/Documents

Requests for formal hearings	PERM
Requests and disclosures of personally identifiable information	PERM
Student requests for nondisclosure of directory information	Until terminated by the student or permanent
Student statements on content of records regarding hearing panel decisions	PERM
Student's written consent for records disclosure	Until terminated by the student or permanent
Waivers for rights of access	Until terminated by the student or permanent
Written decisions of hearing panels	PERM

Registration and Attendance/Academic Progress Records

Academic action authorizations (dismissal, etc.)	5 years after graduation or date of last attendance
Academic records (including narrative evaluations, competency assessments, etc.)	PERM
Advanced placement and other placement tests records/scores (e.g., ASSET, Compass, Accuplacer)	5 years after graduation or date of last attendance
Applications for graduation	1 year after graduation or date of last attendance
Applications for admission or readmission (reentry)	5 years after graduation or date of last attendance
Audit authorizations	1 year after date submitted
Changes of course (add/drop)	1 year after date submitted
Change of grade forms (update documents)	PERM
Class lists (original grade sheets)	PERM
Class schedules (students)	1 year after graduation or date of last attendance
Correspondence, relevant	5 years after graduation or date of last attendance
Credit by examination reports/scores (e.g., Advanced Placements, CLEP, PEP)	5 years after graduation or date of last attendance
Credit/no credit approvals (audit, pass/fail, etc.)	1 year after date submitted
Curriculum change authorizations	5 years after graduation or date of last attendance
Degree audit records	5 years after graduation or date of last attendance
Disciplinary action documents	Retained while in force in a file separate from the student's academic record
Fee assessment forms	5 years after graduation or date of last attendance
FERPA documents	Retained as long as the education records to which they refer are retained
Financial aid documents (see Retention Schedule H - Federal Aid Record Requirements)	3 years after annual audit has been accepted by the Department of Education
Foreign/international student forms (1-20, etc.)	5 years after graduation or date of last attendance
Grade reports (registrar's copies)	1 year after date distributed
Graduation lists	PERM
Graduation authorizations	5 years after graduation or date of last attendance
Hold or encumbrance authorizations	Until released
Medical records	1 year after graduation or date of last attendance
Military documents	5 years after graduation or date of last attendance
Name change authorizations	5 years after graduation or date of last attendance
Pass/fail requests	1 year after date submitted
Personal data information forms	1 year after graduation or date of last attendance
Registration forms	1 year after date submitted
Transcript requests (student)	1 year after date submitted

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Transfer credit evaluations
Tuition and fee charges
Withdrawal authorizations

5 years after graduation or date of last attendance
5 years after graduation or date of last attendance
2 years after graduation or date of last attendance