

Revised: November 4, 2024

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 or asset
PERM = permanent
OBS = until obsolete: the minimal length of time needed to use the record; the time will vary according to the record
AUD = until audit is complete

- Accident reports and claims (settled cases)
- Contracts and leases (expired)
- Correspondence incl. email (formal) with customers and vendors
- Correspondence incl. email (routine, i.e. scheduling and non-decision communication)
- Correspondence incl. email (legal or reflecting decision-making matters)
- Deeds
- Mortgages and bills of sale
- Insurance policies (expired)
- Insurance records, claims, policies
- Inventories records
- Non-Real Property (i.e. art) appraisals by outside appraisers
- Non-Property records

7 years
LIFE + 3 years OR per grant requirements
OBS + 1 year
OBS
7 years
Until recorded in Land Records
LIFE + 6 years
7 years
7 years
AUD
LIFE or Until Appraisal Replaced
LIFE or Until Property is disposed of

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

1 year after application term
1 year after application term
1 year after application term
1 year after application term

1 year after application term
1 year after application term
1 year after application term
1 year after application term
5 years
1 year after application term
1 year after application term
1 year after application term
1 year after application term

- Acceptance letters
- Advanced placement records
- Applications for admission or readmission (reentry)
- Correspondence, relevant date
- Entrance examination reports/test scores (e.g., ACT, SAT, LSAT, MCAT, GRE)
- Letters of recommendation
- Medical records
- Military documents
- Placement tests records/scores
- Recruitment materials
- Residency classification forms
- Student waivers for rights of access to see letters of recommendation for admission
- Other test scores
- Transcripts-other colleges
- Transcripts-high school
- International Student Documents

5 years after graduation or date of last attendance
5 years after graduation or date of last attendance
5 years after graduation or date of last attendance
5 years after graduation or date of last attendance
5 years after graduation or date of last attendance
Until admitted
5 years after graduation or date of last attendance
5 years after graduation or date of last attendance
5 years after graduation or date of last attendance
May dispose of materials after enrollment
5 years after graduation or date of last attendance
Until terminated
5 years after graduation or date of last attendance
5 years after graduation or date of last attendance
5 years after graduation or date of last attendance
No upper limit for international students on student visas. For exchange visitor visas, 3 years after graduation or date of last attendance

- Employee accident reports
- Employee exposure records
- Employee Injury Reports
- Employee Medical Complaints
- Exposed employee medical records

ACT +30yrs
ACT +30yrs
ACT +30yrs
ACT +30yrs
ACT +30yrs

OSHA logs and summaries	5 years
Safety Records	5 years

FACILITIES RECORDS

Air or Water Waste Emissions	3 years
Building Permits	ACT or until recorded in Land Records
Building Plans and Specifications	LIFE
Hazardous Chemical Waste Records	OBS + 1 year
Laboratory Practices	OBS + 1 year
Maintenance Records	6 years
Motor Vehicle Records	6 years
Operating Permits	OBS + 15 years
Zoning Permits	ACT or until recorded in Land Records

FINANCIAL RECORDS

1099's	6 years
Accounts payable ledgers and schedules	AUD
Accounts receivable ledgers and schedules	AUD
Single Audit and Financial Statements	PERM
Bank reconciliations, statements, and other records	AUD
Capital stock & bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options etc	PERM - can be held by Financial Advisers
Cash Books	AUD
Cash Receipts Daily Report	AUD
Charts of Accounts	AUD
Checks (cancelled, except see exception below)	AUD
Depreciation Schedules	40 years
Employee Benefit Plans	1 year
Expense analyses and expense distribution schedules	AUD
Financial, programmatic, supporting documents for A-133	DOFE + 3 years
General and private ledgers (and end-of-year Trial Balances	DOFE + 3 years
Internal Audit reports	DOFE + 3 years
Invoices from Vendors	AUD
Journals (non-grant)	AUD
Notes receivable ledgers and schedules	OBS
Payroll Taxes	7 years
Petty cash vouchers	AUD
Plant cost ledgers	OBS
Purchase orders	AUD
Receiving Sheets	AUD
Requisitions	AUD
Student Accounts Folder- statements & counseling notes	ENR or until acct. balance is zero
Subsidiary ledgers	7 years
Tax returns	7 years
Unclaimed property filings (includes support documentation)	6 years
Voucher register and schedules	AUD
Vouchers for payment to vendors, employees, etc.	AUD
Includes allowances and reimbursement of employees for travel and entertainment expenses	

GRANT AND GIFT RECORDS

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

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	ACT + 3 years
Employee personnel records	ACT + 3 years
Employment applications	3 years
Faculty Peer Review	ACT + 7 years
FMLA	3 years
Garnishments	OBS + 7 years
I-9	1 year after employment ends, but minimum of 3 years
Payroll records and summaries	3 years
Rate Schedules	3 years
Records used to prepare IPEDS/ EEO6	3 years
Resumes	OBS
Retirement Information, SRA and RA enrollment forms including any allocation requests	PERM
Time sheets	3 years
W-2 copies, undeliverable W-2's, 1098's	6 years
W-4	4 years after April 15 of reporting year
Wage adjustments	AUD + 1 year

INSTITUTIONAL AND LEGAL RECORDS

Articles of Incorporation	PERM
Attorney Opinion Letters (Property)	LIFE + 6 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
Videos of Trustee Board and Committee Meetings	Until Minutes Adopted; then OBS
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
RFP (Requests for Proposals) records: bids, proposals, tabulation summary, and official res	ACT + 3 yrs
Schedule of classes (institutional)	OBS
Student Handbook	3 years

STUDENT FINANCIAL AID (SFA) RECORDS

SFA Program Records

Accrediting and licensing agency review, approvals and reports	ACT + 3 years
Audit and review reports	AUD + 3 years
Other records pertaining to financial responsibility and standards of administrative capability	5 yrs
Program Participation Agreement	5 yrs
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
All Perkins Loan Documentation	Delete after 2027

Student Employment	
Employment Eligibility Verification (I9 Form)	1 year after employment ends, or a minimum of 3 years
Student Employment Agreements	ACT + 3 years
Student Employment Job Descriptions	ACT + 3 years
Timesheets	3 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	PERM
Academic action authorizations - Warning or Suspension	3 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)	3 years after graduation or date of last attendance
Applications for graduation	3 years 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)	until administrative need is satisfied
Change of grade forms (update documents)	until administrative need is satisfied
Class lists (original grade sheets)	until administrative need is satisfied
Class schedules (students)	until administrative need is satisfied
Correspondence, relevant	3 years after graduation or date of last attendance
Credit by examination reports/scores (e.g., Advanced Placements, CLEP, PEP)	3 years after graduation or date of last attendance
Credit/no credit approvals (audit, pass/fail, etc.)	until administrative need is satisfied
Curriculum change authorizations incl substitutions/waivers	until administrative need is satisfied
Degree audit records	3 years after graduation or date of last attendance
Disciplinary action documents	3 years after graduation or date of last attendance
Fee assessment forms	5 years after graduation or date of last attendance
FERPA documents	PERM
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 (I-20, etc.)	3 years after graduation or date of last attendance
Grade reports (registrar's copies)	1 year after course completion
Graduation lists	PERM
Graduation authorizations	3 years after graduation or date of last attendance
Hold or encumbrance authorizations	until administrative need is satisfied
Medical records	3 years after graduation or date of last attendance
Military documents	3 years after graduation or date of last attendance
Name change authorizations	until administrative need is satisfied
Pass/fail requests	until administrative need is satisfied
Personal data information forms incl change of address, demographic data	until administrative need is satisfied
Registration forms	until administrative need is satisfied
Transcript requests (student)	until administrative need is satisfied
Transfer credit evaluations	3 years after graduation or date of last attendance
Tuition and fee charges - see Financial Aid records above	3 years after graduation or date of last attendance
Video Recordings of classroom settings	Retain for Useful Life, no longer than one year; then destroy
Withdrawal authorizations	until administrative need is satisfied