<table>
<thead>
<tr>
<th>Record/Document Name or Type</th>
<th>Number of Years</th>
<th>Division</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1099 Forms</td>
<td>Shredded after 10 years</td>
<td>Finance</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Accounts Payable Ledgers</td>
<td>Current Year + 1</td>
<td>Finance</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Accounts Payable Records</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Accounts Receivable (Miscellaneous)</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Annual Budget</td>
<td>Permanent</td>
<td>Finance</td>
<td>Resource &amp; Allocation</td>
</tr>
<tr>
<td>Annual Financial Statements (Audited)</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Bad Debts (Journal Entry Backup)</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Bank--Cancelled Checks</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Bank Statements</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Bills of Lading</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Bond Indentures</td>
<td>Permanent</td>
<td>Finance</td>
<td>Treasury Operations</td>
</tr>
<tr>
<td>Cash Receipt Register</td>
<td>Current Year + 1</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Cash Receipts, Deposits</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Certificates of Deposit</td>
<td>Until cashed &amp; audited</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Certificates of Stock, Bonds, etc.</td>
<td>Until cashed &amp; audited</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Collection Agency Statements</td>
<td>Three Years</td>
<td>Finance</td>
<td>Credit &amp; Collections</td>
</tr>
<tr>
<td>Credit Memos</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Endowment Initial Unitization Logic</td>
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<td>Finance</td>
<td>Accounting</td>
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<tr>
<td>Endowment Quarterly Unitization Schedules</td>
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<tr>
<td>Endowment &amp; Scholarship Gift Files</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
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<tr>
<td>Expense Reports (Accounts Payable)</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>FISAP Reports (Including Federal Work Study)</td>
<td>Permanent</td>
<td>Finance</td>
<td>Student Loans</td>
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<tr>
<td>Fixed Asset Additions--Substantiating Documents</td>
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<td>Finance</td>
<td>Resource &amp; Allocation</td>
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<tr>
<td>Fixed Asset Inventory Document</td>
<td>Permanent</td>
<td>Finance</td>
<td>Resource &amp; Allocation</td>
</tr>
<tr>
<td>Fixed Asset Retirements--Related Details</td>
<td>Permanent</td>
<td>Finance</td>
<td>Resource &amp; Allocation</td>
</tr>
<tr>
<td>General Ledger Transaction Report</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
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<tr>
<td>General Ledger/Journal and Supporting Documents</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Grant Documents &amp; Related Information</td>
<td>5 years after completion of grant activity</td>
<td>Finance</td>
<td>Accounting</td>
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<tr>
<td>Income Tax Payment Checks - Wire Requests</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
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<tr>
<td>Interdepartmental Billing</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
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<tr>
<td>Journal Entry</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Perkins Loan Activity Reports and Files</td>
<td>Permanent</td>
<td>Finance</td>
<td>Student Loans</td>
</tr>
<tr>
<td>Purchase Order Cancellation</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Purchase Order Documentation</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Purchase Order Line Item</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Purchase Orders/Requisitions</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Purchase Order, Vendor Invoices</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Purchase Records (unless otherwise defined)</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Real Property</td>
<td>Indefinitely</td>
<td>Finance</td>
<td>Resource &amp; Allocation</td>
</tr>
<tr>
<td>Shipping and Receiving Reports</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounts Payable</td>
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<tr>
<td>Shopping Papers</td>
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<td>Finance</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>Student Loan Ledger (FYE Run)</td>
<td>Permanent</td>
<td>Finance</td>
<td>Student Loans</td>
</tr>
<tr>
<td>Student Receivable--Drop/Add Records</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Student Loans</td>
</tr>
<tr>
<td>Student Receivable--Individual Student Files</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Student Loans</td>
</tr>
<tr>
<td>Student Receivable Ledgers</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Student Receivable Transactions (Daily Work)</td>
<td>Current Year + 7</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Student Repayment Deposits</td>
<td>Two Years</td>
<td>Finance</td>
<td>Student Loans</td>
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<tr>
<td>Student Balance Write-offs</td>
<td>Until Scanned, Then Permanent</td>
<td>Finance</td>
<td>Credit &amp; Collections</td>
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<tr>
<td>Tax Correspondence</td>
<td>Permanent</td>
<td>Finance</td>
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</tr>
<tr>
<td>Tax Records of Employee Wages</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
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<tr>
<td>Tax Return Support</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
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<tr>
<td>Tax Returns and Work Papers</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Trial Balance (FYE Run)</td>
<td>Permanent</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
<tr>
<td>Trust/Requests</td>
<td>Indefinitely</td>
<td>Finance</td>
<td>Accounting</td>
</tr>
</tbody>
</table>
# EMPL0YMENT RECORD KEEPING

<table>
<thead>
<tr>
<th>Statute</th>
<th>Records to be Retained</th>
<th>Period of Retention***</th>
<th>Form of Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title VII, 1964 Civil Rights Act</strong></td>
<td>Personnel or employment records made or kept by employer, including but not limited to: application forms, applicant flow logs and data, records concerning hiring, promotion, demotion, transfer, layoff or termination, rates of pay and terms of compensation and selection for training or apprenticeship. Reports required from apprenticeship or training programs.</td>
<td>One year from date record made or personnel action taken, or termination of employment, whichever is later.</td>
<td>Documentation (information on race, sex or national origin may be obtained by visual surveys of workforce or from post-hire records; medical records kept separate from basic personnel or other records available to those responsible for personnel decisions).</td>
</tr>
<tr>
<td><strong>ADEA</strong></td>
<td>a) Payroll or other records containing employee’s name, address, date of birth, occupation, rate of pay, and compensation earned per week.</td>
<td>a) Three years.</td>
<td>a) Documentation. Records must be kept in a safe and accessible place.</td>
</tr>
<tr>
<td>Age Discrimination in Employment Act protects persons forty years of age or older from age discrimination. Certain state statutes protect all persons from age discrimination, regardless of age.</td>
<td>b) Personnel and/or employment records relating to (1) job applications, resumes, job advertisements (which include applications for temporary positions) and records pertaining to failure or refusal to hire; (2) promotion, demotion, transfer, selection for training, layoff, recall or discharge; (3) job orders submitted to employment agencies or unions; (4) employment agencies must keep records on placements, referrals, job orders by employers, applications, test papers completed by applicant as part of selection process; and advertisements or notices relative to job openings.</td>
<td>b) One year from personnel action to which record relates.</td>
<td>b) Results of physical examinations that are part of the selection process, occupational health/medical records, records as to age/date of birth maintained apart from routine personnel data, and access restricted.</td>
</tr>
<tr>
<td></td>
<td>c) Employee benefit plans, written seniority or merit rating systems.</td>
<td>c) Full period plan or system is in effect, plus one year after termination.</td>
<td>c) If plan or system not in writing, retain summary memorandum.</td>
</tr>
<tr>
<td></td>
<td>d) Personnel records relevant to enforcement action brought against employer.</td>
<td>d) Until final disposition of action.</td>
<td>d) Documentation.</td>
</tr>
<tr>
<td><strong>FLSA</strong></td>
<td>a) Records containing employee information, payroll records, individual contracts or collective bargaining agreements, applicable certificates and notices of Wage-Hour Administrator, sales and purchase records.</td>
<td>a) Three years from last working time entry.</td>
<td>Documentation, including any reasonable reproducible computer records. (Microfilm permissible if employer willing to provide adequate viewing facilities and make any extension, recomputation, or transcript of film that may be requested. Punch tape permissible if records can be readily converted to reviewable form.)</td>
</tr>
<tr>
<td>Fair Labor Standards Act requires covered employers to pay non-exempt employees minimum hourly rate plus time and a half after 40 hours; contains child labor restrictions; addresses equal pay coverage.</td>
<td>b) Basic employment and earnings records; wage rate tables from last effective date; work time schedules and actual hours worked from last effective date, order, shipping and billing records; records of additions to or deductions from wages paid; time records and documentation of basis for payment of any wage differential to employees of opposite sex in same establishment.</td>
<td>b) Two years.</td>
<td></td>
</tr>
<tr>
<td><strong>EPA</strong></td>
<td>Employers covered by EPA required to make and preserve identical records required of employers by FLSA. Also records made in the course of business that relate to payment of wages, wage rates, job evaluations, job descriptions, merit and seniority systems; collective bargaining agreements, and descriptions explaining pay differentials between the sexes.</td>
<td>Three years.</td>
<td>Documentation.</td>
</tr>
<tr>
<td>Equal Pay Act prohibits sex-based wage discrimination in compensation for equal work.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statute</td>
<td>Records to be Retained</td>
<td>Period of Retention***</td>
<td>Form of Retention</td>
</tr>
<tr>
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</tr>
<tr>
<td>ADA Americans with Disabilities Act makes it unlawful to discriminate against a qualified individual with a disability.</td>
<td>Personnel or employment records made or kept by employer, including application forms, applicant flow logs and data, records concerning hiring, promotion, demotion, transfer, layoff, termination, rates of pay, terms of compensation, selection for training or apprenticeship. Reports required from apprenticeship or training programs.</td>
<td>One year from date record made or personnel action taken, or termination, whichever is later.</td>
<td>Documentation. Medical records kept separate from basic personnel or other records available to those responsible for personnel decisions.</td>
</tr>
<tr>
<td>FMLA Family and Medical Leave Act requires employers of 50 or more workers to provide 12 weeks of unpaid, job-protected leave for birth of child, placement of child for adoption, serious health condition of child, parent or spouse, or employee’s own serious health condition.</td>
<td>Make and preserve the same records under the FMLA as are required under the FLSA. In addition to basic payroll data, the dates and hours (if less than full day) of FMLA leave taken, copies of employer notices, documents describing employee leave benefits and policies, premium payments of employee benefits, and records of disputes with employees over FMLA benefits.</td>
<td>Three years.</td>
<td>Keep and preserve records in accordance with FLSA. Documentation** may be maintained and preserved on microfilm or other basic source document of automated data processing memory, provided adequate projection or viewing equipment is available, reproductions clear and identifiable, and transcriptions available upon request.</td>
</tr>
<tr>
<td>REHAB Act Rehabilitation Act requires affirmative action to employ and advance in employment qualified persons with disabilities.</td>
<td>Federal contractors and subcontractors: For applicants and employees with disabilities, including those involuntarily terminated, records including, but not limited to, those relating to requests for reasonable accommodation, the results of any physical examination(s), job advertisements and postings, applications and resumes, test and test results, interview notes, and other records as to hiring, assignment, promotion, demotion, transfer, lay-off or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship.</td>
<td>Two years from date record made or personnel action occurred, or termination; contractors with fewer than 150 employees or government contracts of less than $150,000, retention one year.</td>
<td>Complete records accessible during normal business hours for on-site compliance reviews and compliance investigations, and for inspection and copying of documents, including computerized records.</td>
</tr>
<tr>
<td>Vietnam Era Veterans’ Reemployment Assistance Act VEVRAA requires affirmative action to employ qualified Special Disabled Veterans, Veterans of the Vietnam era, or Veteran’s of the Southwest Asia Theatre of Operations (8/29/90-12/29/92; Persian Gulf).</td>
<td>a) Personnel or employment records made or kept by contractor, including records of jobs posted with state agencies, requests for reasonable accommodation, results of any physical examination(s), job advertisements and postings, applications and resumes, test and test results, interview notes, and other records concerning hiring, assignment, promotion, demotion, transfer, layoff, or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship. b) Records of employees involuntarily terminated. Federal contractors, subcontractors with contracts of $10,000 or more; copies of reports made to state employment service on number of individuals hired during reporting period; number of Vietnam-era veterans, both disabled and non-disabled; total number of disabled veterans hired; related documentation, such as personnel records on job openings, recruitment, and placement.</td>
<td>a) Two years from date record made or personnel action occurred, whichever occurs later. One year, if contractor has fewer than 150 employees or does not have contract for at least $150,000. b) Two years from termination; one year, if contractor has fewer than 150 employees or does not have contract for at least $150,000.</td>
<td>Documentation. Records must be complete and accessible during normal business hours at place(s) of business, for purposes of on-site compliance, evaluations, as well as compliance investigations and inspection and copying of books, accounts and records, including computerized records and material relevant to matter under investigation. Records containing medical information kept separate from personnel files.</td>
</tr>
<tr>
<td>Executive Order E.O. 11246, as amended, prohibits job discrimination and requires affirmative action based on race, color, religion, national origin or sex.</td>
<td>Federal contractors and subcontractors required to develop written affirmative action program(s); Current written AAP(s) and supporting documentation of “good faith efforts,” including workforce analyses of minority representation and utilization, and current employment, availability, hiring, employment/practices for the past year, including recruitment sources, as well as upgrading, transfer and promotion</td>
<td>Federal contractors covered by Order retain employment records for two years from date record was made or action occurred, whichever is later. Contractors with fewer than 150 employees and a government contract</td>
<td>Documentation. Records must be complete, accessible on premises during normal business hours, and available for inspection and copying. Personnel and employment or other related records to be furnished in form requested and within reasonable limits when deemed necessary for administration of on-site compliance review. Includes computerized records and other material relevant to the</td>
</tr>
<tr>
<td>Statute</td>
<td>Records to be Retained</td>
<td>Period of Retention***</td>
<td>Form of Retention</td>
</tr>
<tr>
<td>--------</td>
<td>------------------------</td>
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</tr>
<tr>
<td>ERISA</td>
<td>a) Records providing basis for all required plan descriptions or reports, or necessary to certify information, including vouchers, worksheets, receipts and applicable resolutions. b) Records pertaining to each employee-participant in the plan for determinations of benefits that are due or may become due.</td>
<td>a) Not less than six years after filing date of documents based on information they contain. b) As long as relevant.</td>
<td>a) Documentation. Records must be in sufficient detail to provide basic information so documents may be verified, explained, or clarified and checked for accuracy and completeness. b) Documentation. Records must be in sufficient detail to provide basic information by which documents may be verified, explained, or clarified and checked for accuracy and completeness.</td>
</tr>
<tr>
<td>IRC</td>
<td>INS Form I-9, Employment Eligibility Verification Form.</td>
<td>Three years after hiring or one year after date of termination, whichever is later.</td>
<td>INS Form I-9, signed by the employee and employer, available on request.</td>
</tr>
<tr>
<td>OSHA</td>
<td>a) Log and Summary of Occupational Injuries and Illnesses briefly describing recordable cases of injury and illness, extent and outcome of each incident, and summary tables for calendar year. b) Supplemental record, containing more detailed information for each occurrence of injury or illness. c) Complete records of all medical examinations required by law. d) Exposure and medical records of employee exposed to potentially toxic substances and harmful physical agents to be monitored or measured.</td>
<td>a) Five years following end of year to which records relate. b) Five years following end of year to which records relate. c) Duration of employment plus 30 years, unless a specific OSHA standard provides for a different time period. d) 30 years. First-aid records, experimental toxicological research records and medical records of short-term employees (workers employed for less than one year) exempt from records retention requirements.</td>
<td>a) OSHA Form 200. (NOTE: Private equivalent maybe substituted.) b) OSHA Form 101 (NOTE: Private equivalent maybe substituted). c) Documentation. Microfilm storage of employee x-rays, except chest x-rays, is permitted. d) Documentation. Microfilm storage of employee x-rays, except chest x-rays, is permitted.</td>
</tr>
</tbody>
</table>

*If employees are not subject to FLSA record-keeping requirements for purposes of minimum wage or overtime compliance (i.e., are not covered by or are exempt from FLSA), employers need not keep a record of actual hours worked, so long as eligibility for FMLA leave is presumed for any employee who has been employed at least 12 months. And, for an employee who takes FMLA leave intermittently, or on a reduced leave schedule, the employer and employee agree on the employee’s normal scheduled average hours worked each week and reduce that agreement to a written record that is maintained in accordance with FMLA requirements.

**Under FMLA and Rehab. Act, records and documents relating to medical certifications, recertifications, or medical histories of employees or their family member(s), are to be maintained in separate files and be treated (with certain exceptions) as conditional medical records.

***If enforcement proceedings have begun, this requirement can be extended.

N.B. State laws or regulations also may specify retention periods for a wide range of records, including personnel files, occupational safety and health records, training records, leave records, wage records and unemployment insurance records. Employers that operate in more than one state have to be particularly careful in establishing a record system that takes into account the many variations of state record-keeping, reporting and retention requirements.
RECORD RETENTION POLICIES
OFFICE OF THE PROVOST
METROPOLITAN CAMPUS

ROOM RESERVATIONS
- Forms for internal reservations are maintained for one year.
- Folders for external reservations (including contract, room reservation form, correspondence, rental charges, etc.) are maintained for two years.
- Copies of check deposits to Finance are maintained for seven years. Beginning September 2009, Finance required copies of external reservation contracts and rental statements for the yearly audit.
- On-line reservation program (LIBRIS) stores reservation information for two years.

ALL FORMS FOR THE CAMPUS PROVOST
- Including purchase orders, PINS, PRFS, special payroll notices, student forms, check requests, hiring packets, etc
- The above forms maintained for seven years.
- Provost correspondence files date back to 1996.

FACULTY FILES
- Faculty files (including hiring packets, faculty evaluations, SPNS and correspondence) go back 1996.
- Retired and deceased faculty files are kept separate from current faculty files.
- The official faculty files are maintained by each college (per Human Resources).

STAFF FILES
- Staff files (including hiring packets, SPNS, correspondence, etc.) go back to 1996.
- Seven years after a staff member leaves the University, the file are shred (per Human Resources).

SPECIAL ACCOMMODATIONS FILES
- Files maintained since 2003/2004 when Dr. Greenfield assumed this responsibility for students with special needs at the Metropolitan Campus. The Counseling Center has archives for these students which also go back to 2003/2004.
- The files include the following:
  - Special needs disclosure form, request for specific accommodations, recommendation from special needs committee and Dr. Greenfield’s letter to applicant regarding the committee’s decision.
All forms/files which are purged are shred.

Copies of many department records are sent to the Office of the Provost as an FYI. The department maintains the original records. These records include, telephone bills, budget printouts, Board of Trustee information, reconciliation statements from the Division of Student Affairs, etc.
<table>
<thead>
<tr>
<th>TYPE OF RECORD</th>
<th>OFFICIAL REPOSITORY</th>
<th>DURATION</th>
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</thead>
<tbody>
<tr>
<td>Agreements</td>
<td>University Advancement</td>
<td>Permanent</td>
</tr>
<tr>
<td>Intellectual Property Agreements (i.e., Licenses, Options, Settlement Agreements (Including For Interferences), Interinstitutional Agreements)</td>
<td>Office of General Counsel</td>
<td>7 years after employment ends</td>
</tr>
<tr>
<td>Employment Agreements</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Intellectual Property Agreements</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Real Estate Sales Agreement</td>
<td>Department Responsible for Managing Meetings</td>
<td>Permanent</td>
</tr>
<tr>
<td>Board of Trustees Agenda, Meeting Minutes, Notices &amp; Corresponding Materials</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Board of Trustee and Committee Membership Lists</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Board of Trustee and Committee Resolutions, Motions, Enactments</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Board of Trustee Committee Agendas, Meeting Minutes, Notices &amp; Corresponding Materials</td>
<td>Department Responsible for Managing Meetings</td>
<td>Permanent</td>
</tr>
<tr>
<td>Board of Trustee Committee Related Documentation and Correspondence</td>
<td>Department Responsible for Managing Meetings</td>
<td>Permanent</td>
</tr>
<tr>
<td>Board of Trustee Minutes</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Board of Trustees Completed Conflict of Interest Forms (Trustees)</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
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<tr>
<td>Board of Trustees Policies, Procedures and Protocols</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>By-laws</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Trustee Curriculum Vitae</td>
<td>University Advancement</td>
<td>Permanent</td>
</tr>
<tr>
<td>TYPE OF RECORD</td>
<td>OFFICIAL REPOSITORY</td>
<td>DURATION</td>
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</tr>
<tr>
<td>Corporate Documents</td>
<td>Office of General Counsel</td>
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<tr>
<td>Intellectual Property</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
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<tr>
<td>Intellectual Property</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Legal</td>
<td>Office of General Counsel</td>
<td>1 Year</td>
</tr>
<tr>
<td>Legal</td>
<td>Office of General Counsel</td>
<td>One (1) Year After Final Disposition of Claim</td>
</tr>
<tr>
<td>Legal</td>
<td>Office of General Counsel</td>
<td>One (1) Year After Final Disposition of Claim</td>
</tr>
<tr>
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<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
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<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Legal</td>
<td>Office of General Counsel</td>
<td>5 years after termination of litigation</td>
</tr>
<tr>
<td>Legal</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Office of General Counsel</td>
<td>5 years after termination of lease</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Office of General Counsel</td>
<td>5 Years</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Office of General Counsel</td>
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<tr>
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<td>Permanent</td>
</tr>
<tr>
<td>Real Estate</td>
<td>Office of General Counsel</td>
<td>Permanent</td>
</tr>
</tbody>
</table>
### Wroxton College

#### Document Retention Schedule

<table>
<thead>
<tr>
<th>TYPE OF RECORD</th>
<th>OFFICIAL REPOSITORY</th>
<th>DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>All financial records</td>
<td>Director of Operations</td>
<td>7 years</td>
</tr>
<tr>
<td>Student examination papers</td>
<td>Director of Operations</td>
<td>3 years</td>
</tr>
<tr>
<td>Student records</td>
<td>Director of Operations</td>
<td>Permanent</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All other documents</td>
<td>Director of Operations</td>
<td>Dependent upon expected historical interest (and storage space)</td>
</tr>
</tbody>
</table>
Undergraduate Records
Associate Degree and Bachelor of Arts in Individualized Studies:
Academic Grade Transcripts: All hard copy transcripts have been converted to microfiche and all subsequent transcripts are maintained electronically. Hard copy of admissions records are maintained for 10 years. Registration forms are maintained for 10 years. All other undergraduate records are maintained by Enrollment Management and Enrollment Services.

Graduate Records
Admissions and Enrollment records are maintained by Enrollment Management and Enrollment Services.

Office of the Dean/Continuing Education
Payroll/Personnel Records (current employees): Maintained indefinitely.
Financial Information: Purchase orders, check requests maintained 7 years.

Division of Continuing Education
Records are maintained in either or both hard copy and electronic format.
Hard Copy Records:
Student Billing Information: Payment receipts, invoices, registration forms, refunds, maintained for 10 years.
Medical Forms: Collected for youth campers attending Camp Discovery maintained for 1 year.
Personnel Records: Past Employees – files maintained for 7 years.
Current Employees – files maintained 7 years after employment ends.
Financial Information: Copies of check requests and purchase orders maintained for 7 years.
Copies of daily income reports maintained for 3 years.
Copies of cash receipts and refund requests maintained for 1 year.

Electronic Records:
Student Enrollment and Transcript Information: Electronic information (address, telephone number, courses, payment information, and grades, if applicable) dates back to 1999 and is maintained indefinitely.
Financial Information: A daily income report can be obtained back to 1999.

Middle College
Hard Copy Records
Student Records: Application, registration forms, other course related information maintained from 2000.
School Participant Files: Maintained indefinitely.

Success Program
Hard Copy Records
Student Records: Inquiries, application, transcripts, registration forms, maintained indefinitely.
Rosters: Maintained 10 years.
Student Portfolio Assessment Submissions: Maintained 10 years or longer depending on when the portfolio is received in relationship to the Middle States review schedule.
Financial Information: Check requests, purchase orders, special payroll maintained 7 years.
Office of Enrollment Services-Records Retention Procedure (11/11/11)

Carol Creekmore, Associate V.P. for Enrollment Services

**Academic Records and Registration:**

- Admissions Folder: 7 years (Effective Fall 2010 doc are scanned permanently)
- Advanced Placement Notifications: 7 Years
- CLEP Notifications: 7 Years (non graduates)
- Transfer Evaluations: 7 Years (non graduates)
- Readmit Form: 7 Years
- Registration Forms: 7 Years
- Add/Drop Forms: 7 Years
- Off Campus Authorizations: 7 Years
- Attendance Roster Verification: 7 Years
- Non Attendance Verification Form: 7 Years
- Grade Rosters: Permanently
- All “F” Grade Report-Title IV funding: Permanently
- Grade Changes: Permanently (attached to Grade Rosters)
- Pass/No Credit Forms: Permanently (attached to Grade Rosters)
- Application for Graduation: Permanently
- Application for Graduation (inactive): Permanently
- Commencement Book: Permanently
- Date of Degree and Degree Awarded: Permanently
- Transcripts: Permanently
- Diploma Orders: 7 Years
- Transcript Requests: 1 Year – paper (but maintained electronically perm)
- Transcript Request Log: 3 Years
Verification of Enrollment Request 1 Year – paper (but maintained electronically perm)

**Bursar’s Office:**

Billing, Payment and Credit history from Financial Aid postings to Accounts receivables are maintained electronically on a permanent basis. Old records are periodically archived.

Other Forms/Reports:

- Payment Plan Applications 2 Years
- Corporate Reimbursement Form 2 Years
- Third Party Billing 2 Years
- Credit Card Receipts (paper) 2 Years
- Bank Deposit Receipts 7 Years
- Weekly Title IV Refund Report 7 Years
- Notification of Title IV Loans posted 7 Years (Letters are mailed to students/parents are required)
- Authorization to post Title IV funds to a future term 7 Years
- Special Payment Notices for Grad Asst 7 Years
- Bookstore Vouchers and Reconciliation 7 Years
- Daily Lock Box Reports 7 Years
- Daily Cashnet Reports 7 Years

**Scheduling Department:**

- CAF- Course Authorization Forms- (initiating courses) received from the Deans Permanently
- Creation of Course Sections & Changes (Deans and Dept. Chairs) Permanently
# Maxwell Becton College of Arts & Sciences
## Records Retention Schedule

### Office of the Becton College of Arts & Sciences Dean

<table>
<thead>
<tr>
<th>Category</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active FT/PT Faculty Files: Paper</td>
<td>BC Dean's Office</td>
</tr>
<tr>
<td>Former FT/PT Faculty Files: Paper</td>
<td>1980's - 2011 in three locations:</td>
</tr>
<tr>
<td></td>
<td>Mansion Attic</td>
</tr>
<tr>
<td></td>
<td>Mansion Basement (Copies Plus Storage Closet)</td>
</tr>
<tr>
<td></td>
<td>Dean's Storage Closet</td>
</tr>
<tr>
<td>Active and Former Staff Files: Paper</td>
<td>1980's-2011--Dean's Office</td>
</tr>
<tr>
<td>Active and Former Student Files: Paper</td>
<td>2000-2011--BC Dean's Office</td>
</tr>
<tr>
<td></td>
<td>1980'-1999--Mansion Attic</td>
</tr>
<tr>
<td>BC Department Files: Paper</td>
<td>1980's- 2011 --Dean's Office</td>
</tr>
<tr>
<td></td>
<td>1980's--Mansion Attic</td>
</tr>
<tr>
<td>Copies of Budget Printouts, Check Requests, P.O.'s &amp; Expense Voucher:</td>
<td>2000-2011 --Dean's Office</td>
</tr>
<tr>
<td></td>
<td>1980's- 1999-- Mansion Attic</td>
</tr>
<tr>
<td>Copies of Minutes from various BC Committees: Paper</td>
<td>2000-2011--Dean's Office</td>
</tr>
<tr>
<td></td>
<td>1980's-1999--Mansion Attic</td>
</tr>
<tr>
<td>Processed Student Evaluation Envelopes: Paper</td>
<td>Mid 90's to Current--Mansion Attic</td>
</tr>
</tbody>
</table>

### Biological & Allied Health Sciences/BC

<table>
<thead>
<tr>
<th>Category</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active and Former FT/PT Faculty Files: Paper</td>
<td>1977-2011 --Department Office</td>
</tr>
<tr>
<td>Active and Former Staff Files: Paper</td>
<td>2004-2011--Department Office</td>
</tr>
<tr>
<td>Student Files: Paper</td>
<td>2011--Active Student Files are kept in their Advisor's office.</td>
</tr>
<tr>
<td></td>
<td>2005-2010-Inactive files are kept in Department Office.</td>
</tr>
</tbody>
</table>
### Chemistry and Pharmaceutical Sciences

**Active and Former FT/PT Faculty Files: Paper**
- 1977-2011 --Department Office

**Active and Former Staff Files: Paper**
- 2000-2011--Department Office

**Student Files: Paper**
- 2011--Active Student Files are kept in their Advisor's Office.
- 1989-2010-Inactive files Department Office.

### Communication Studies

**Active and Former FT/PT Faculty Files: Paper**
- 1997-2011-- Chair's Office

**Active and Former Graduate Assistant's Files: Paper**
- 2008-2011--Chair's Office (No staff support-only GA's)

**Student Files: Paper**
- 1990's-2011--Department Office

### Literature, Language, Writing, and Philosophy

**Active and Former FT/PT Faculty Files: Paper**
- 2011--Department Office
- 1990's- 2010--Storage Closet

**Active and Former Staff Files: Paper**
- 1990's-2011--Department Office

**Student Files: Paper**
- 2011--Department Office
- 1999-2010-Storage Cabinet

### Mathematics, Computer Science, Physics

**Active and Former FT/PT Faculty Files: Paper**
- 2011-FT Faculty Files- Chair's Office
- 2011- PT Faculty Files-Department Office
- 1982-2010-Storage Cabinet

**Active and Former Staff Files: Paper**
- 1990's-2011-Chair's Office

**Student Files: Paper**
- 2011-Department Office
- 1999-2010-Storage Cabinet
Psychology & Counseling
Active and Former FT/PT Faculty Files: Paper
2011-Chair's Office
1990's-2010-Storage Closet

Active and Former Staff Files: Paper
2011- Department Office
1990's-2010- Storage Closet

Student Files: Paper
2011-Department Office
1990's-2010-Storage Closet

Social Sciences & History
Active and Former FT/PT Faculty Files: Paper
1997-2011- Department Office

Active and Former Staff Files: Paper
1999-2011-Department Office

Student Files: Paper
2011- Department Office
2001-2010-Storage Closet

Active and Former FT/PT Faculty Files: Paper
1990's-2011-Chair's Office

Active and Former Staff Files: Paper
1990's-2011-Chair's Office

Student Files: Paper
1990's-2011-Department Office

Academic Advising Center
Active and Former Staff Files: Paper
1986-2011-Director's Office

Student Files: Paper
Current Freshmen Files are kept in Department until Sophomore year when the files are sent to department of their Major.

Copies of Transfer Student files are kept for 7 years, then shredded.
University College
Dean’s Office
Document Retention

- Student records:
  - Student forms and correspondence filed chronologically and alphabetically; maintained for 10 years – shredded when discarded

- Full-Time Faculty Personnel Files:
  - Filed alphabetically, separated by current faculty and inactive faculty; kept indefinitely.

- Adjunct Faculty
  - Filed alphabetically, maintained for 10 years – shredded when discarded

- Staff/Student Employment records
  - Filed by School/Department. Kept indefinitely.

- Purchase Orders, Check Requests, Expense Vouchers
  - Filed by School/Department. Kept for 6-8 years.

- Curriculum Records
  - PAFs, CAFs, Program Proposals, Accreditation Reports, etc.: all kept indefinitely

- College Committees & Schools
  - Reports, correspondence, etc.: kept 10-20 years

- Miscellaneous Files
  - Meeting minutes, department correspondence, etc.: kept 10-20 years
University College
Gildart Haase School of Computer Sciences and Engineering
Document Retention

- **Student Records**
  Undergraduate and graduate student records are kept in Becton Hall and classified according to major and filed alphabetically; they are updated every semester. When students graduate, their files are stored under Inactive Files and kept for 8 years.

- **Faculty Status Files**
  Faculty status files are maintained each year and kept for the entire time that the faculty members are employed by FDU. When a faculty member leave the university, his or her file is stored for 10 years.

- **Staff Status Files**
  Staff status files are maintained each year and kept for the entire time that the staff members are employed by FDU. When a staff member leaves the university, his or her file is stored for 10 years.

- **Student Employment Records**
  Student staff files are maintained each year and kept for 8 years.

- **Workloads for Full-time and Part-time Faculty**
  Workloads for full-time and part-time faculty are maintained each year and kept for 8 years.

- **Purchase Orders**
  Purchase orders and invoices are maintained each year and kept for 8 years.

- **Syllabi**
  Syllabi for all courses taught are maintained each year and kept for 8 years.

- **Attendance and Grade Rosters**
  Attendance and grade rosters are maintained each year and kept for 8 years.

- **Course Authorization, Program Authorization, and Certificate Authorization Forms**
  Approved Course Authorization, Program Authorization, and Certificate Authorization forms have been maintained since 2003. We will keep them for 10 years only.

- **Personnel Authorization Forms**
  Approved Personnel Authorization forms are maintained and kept for 10 years.

- **Special Payments Forms:**
  Special Payment forms are maintained and kept for 10 years.
University College
School of Art and Media Studies
Document Retention

Student records:
Current student files (Art Majors and Art Minors) are updated each semester. 
Graduated students are then filed alphabetically and transferred into Inactive/Graduate files. 
Independent Study – current semester. When study is complete/the end of the semester, the file is then put into the student’s active file. 
Not discarded/destroyed since 1994.

Grade Rosters:
Not discarded/destroyed since 1981

Course Offerings:
Not discarded/destroyed since 1997.

Syllabi:
Not discarded/destroyed since 1987.

Check Sheets:
Not discarded/destroyed since 1993.

Faculty (F/T and adjuncts), staff and student workers:
Employment records, accomplishments, press clippings, contract agreements, committees served on, Human Resource personal information, faculty evaluations.
Not discarded/destroyed since 1994.

Payroll:
Payroll reports, faculty job descriptions, Human Resources forms, check requests.
Not discarded/destroyed since 1998.

Art Gallery:
Files for all exhibitions held in University Hall Art Gallery. 
Files consist of artists’ resumes and postcards of their show.
Not discarded/destroyed since 2000.

Bills of Laden:
Attached to invoice and purchase order/in chronological order vendor file since 2000.

Invoices received:
Invoice and purchase order in chronological order vendor file since 2000.

Invoices sent:
A/R invoice in chronological order file.
Not discarded/destroyed since 2000.
Student Folders:  
Shred them after 5 years

Student Teaching Folders:  
Shred them after 5 years

Certification folders and documents:  
Kept indefinitely

Personnel folders of staff:  
Sent to Human Resources right after resignation/termination

Faculty Review files and faculty files:  
Keep them and have some dating back into the 1990's.
• **Student Records:**
  Current student files are updated each semester by Criminal Justice advisors.
  Individual student files and updated excel data file kept continually up to date throughout each semester.
  Minors are on file in respective disciplines within major. Students are filed alphabetically and by the academic year they declared their major.
  All alumni on file since the inception of Criminal Justice in 1998.

• **Faculty Status Reviews:**
  Full time faculty on file/updated and maintained each year. None discarded.
  Adjunct faculty kept on file. None discarded. All files kept in locked cabinets.

• **Staff/Student Employment records**
  On file and maintained each year in locked file cabinet. None discarded.

• **Articulation agreements:**
  Checksheets and articulation agreements kept on file in Criminal Justice office.

• **Invoices received and sent:**
  Invoices and purchase orders dating from 2005 are on file in the Criminal Justice Office.
University College
School of English, Philosophy, and Humanities
Document Retention

- **Student Records**
  Current student check sheets updated this semester with the help from the Office of Academic Advising. Faculty advisors also maintaining degree check sheets. Additionally, inactive or graduated student files archived.

- **Faculty Status Reviews**
  On file/updated and maintained each year with new reviews. None discarded within last seven years. Terminated or discontinued Full-time and adjunct faculty files also maintained. None discarded within last seven years.

- **Staff/Student Employment Records**
  On file and continually maintained with new or relevant information as needed. Terminated or discontinued full- and part-time staff files also maintained. None discarded within last 7 years.

- **Bills of Laden**
  Maintained together with purchase orders in individual vendor files since beginning of 2009.

- **Destruction of material/receipts**
  Unable to determine (no clear records maintained)

- **Invoices received**
  Maintained together with purchase orders in individual vendor files since beginning of 2009.

- **Invoices sent**
  Unable to determine (no clear records maintained)
University College

School of History, Political Science International Studies & Languages

- Faculty Status Reviews
  On file – Updated and maintained each year. None discarded in 10 years

- Staff/Student employment records
  On file – Updated and maintained each year. None discarded in 10 years

- Bills of Laden
  Attached to invoice and purchase order in chronological order since 1995

- Invoices received
  Invoice and purchase orders in chronological order since 1995
University College  
School of Natural Sciences  
Document Retention Schedule

- **Student records:**
  Current Student files are updated each semester by Nestle by Major  
  When students graduate their file is alphabetically transferred to Inactive Student  
  files and are Updated each semester by Nestle and not discarded/destroyed in 9  
  years

- **Faculty Status Reviews:**
  On file/Updated and Maintained each year/ None discarded in 8 years  
  Maintain Terminated fulltime and adjunct faculty files/ None discarded in 8 years

- **Staff/Student Employment records**
  On file/Updated and Maintained each year/None discarded in 8 years  
  Maintain Terminated fulltime and adjunct faculty files/None discarded in 8 years

- **Articulation agreements with Medical Schools:**
  Updated for Dr. Leonida/ Original not maintained in SONS file

- **Bills of laden:**
  Attached to invoice and purchase order/in chronological order vendor file since 1996

- **Destruction of materials/receipts:**
  A/P or/and A/R files not discarded/destroyed in 8 years

- **Invoices received:**
  Invoice and purchase order in chronological order vendor file since 1996

- **Invoices sent:**
  A/R invoice in chronological order file/Not discarded/destroyed in 8 years
University College  
School of Nursing and Allied Health  
Document Retention Practices

- **Student Records**  
  All students in the School of Nursing and Allied Health (Undergraduate, Graduate and Doctoral) have individual files since the 1960’s.  
  Current student files are kept in locked filing cabinets. When students graduate, their files are moved to the Graduate Files.  
  Inactive files of students who entered the program but never graduated are also kept in files.  
  There are files dating back to 2003.

- **MOUs (Memorandum of Understanding) with clinical agencies** are reviewed and updated each year by the School of Nursing and the University Counsel and kept in files located in the Coordinator for External Affairs Office.

- **Academic MOUs with Hospitals, Medical Centers and Community Colleges** are reviewed initially by the University Counsel renewed according to the provisions of the MOU. These are also kept in files in the Coordinator for External Affairs Office.

- **Faculty files (Full time and adjunct)** are kept in a locked filing cabinet. The files of full time faculty include yearly faculty reviews and student evaluations. The files of adjunct faculty include student evaluations and contracts. None have been discarded for over 20 years.

- **Full time staff files** including the yearly staff evaluations are kept in a locked filing cabinet. None have been discarded for 20 years.

- **Invoices, PO’s, check and check request duplicates or copies** are kept in locked filing cabinets near the office manager (Assistant to the Director) since

- **Copies of approved PAFs, CAFs, and Academic Course Scheduling Form** are kept in a filing cabinet since 1998.
University College
School of Psychology
Document Retention

- Student records (unofficial) (kept in locked filing cabinets)
  
  Current student files are updated each semester by administrative assistants. Upon graduation, files are alphabetically transferred to Inactive Student files. No set policy on discarding or destroying although typically discarded after 1 year.

- Faculty (full-time, adjuncts, terminated) Status Reviews (kept in locked filing cabinets)
  
  Maintained and updated each year
  Files saved for all currently employed faculty
  No set policy on discarding or destroying

- Staff/Student Employment records (kept in locked filing cabinets)
  
  Maintained and updated each year
  Files saved for all currently employed staff
  No set policy on discarding or destroying

- Bills, Invoices (received or sent) (kept in locked filing cabinets)
  
  Maintained and updated each year
  Save the most recent 3 years in Psychology office.
  Older files kept in boxes in storage in building
  No set policy on discarding or destroying