

Name of Record	Retention Period
1 Institutional and Corporate Documents	
1.1 Board Committees a. Meeting Notices b. Agendas c. Minutes	Permanent
1.2 Corporate Board a. Meeting Notices b. Agendas c. Minutes d. Membership Lists	Permanent
1.3 Corporate Documents a. Articles of Incorporation b. Articles of Amendment c. Articles of Merger or Division d. Fictitious Name Filings e. Corporate Bylaws	Permanent
1.4 Documents about members of the Board of Trustees a. Curriculum Vitae and newspaper articles b. completed Conflict of Interest Forms	Permanent 5 years after resignation of Board Member
1.5 Acquisition, Mergers, Reorganization	Permanent
1.6 Bylaws (Corporate)	Permanent
1.7 Bylaws (Faculty)	Permanent
1.8 Charter and Amendments to Charter and Related Correspondence	Permanent
1.9 In-house Publications	Permanent
1.10 Institutional Policies and Manuals	Permanent
1.11 Minute Books	Permanent
1.12 Mission Statement/Strategic Plans	Permanent
1.13 News Releases	Permanent
1.14 Organization Charts	Permanent
1.15 Policies and Procedure Manuals	Permanent
2 Financial Records	
2.1 Federal, state and local tax returns	Permanent
2.2 Yearly Conflict of Interest Form	Permanent
2.3 IRS Determination Letter	Permanent

2.4	Budgets	50 years
2.5	Financial Statements (Audited)	Permanent
2.6	IRS Rulings	10 years after receipt of ruling
2.7	Letters of Credit	7 years
2.8	Accounts payable and receivables a. Royalties	20 years after expiration of agreement
3	Institutional Advancement Documents	
3.1	Annual Donor Reports	Permanent
3.2	Annual Finance Reports	Permanent
3.3	Annual Giving Reports	Permanent by Institutional Advancement
3.4	Donor Gift Deposit, including copies of deposit slips, checks and lock box receipts	7 years
3.5	Donor Gift File (Computerized Data File)	Permanent/On-line and Back-up
4	Legal Documents	
4.1	Contracts and Related Correspondence	6 years after expiration or termination of contract
4.2	Settlement agreements	Permanent
4.3	Complaints and Answers	Permanent
5	Intellectual Property Documents	
5.1	Copyrights (General)	3 years after expiration of copyright
5.2	Patents (Applications, Assignments, License Agreements)	6 years after expiration
6	Purchasing	
6.1	Invoices	6 years from date of payment
7	Real Estate	
7.1	Options to Purchase Real Estate	6 years after expiration of option
7.2	Property Records (Deeds, Leases and Title Reports)	Six years after University's interest has terminated or is transferred.
8	Construction Documents	
8.1	Building plans, blueprints and design plans	Permanent
8.2	Contracts and agreements	6 years after completion of construction project
8.3	Licenses and Permits	Permanent
8.4	Management Engineering Studies and Report	Permanent

8.5	Maps	Permanent
9	Worker's Compensation	
9.1	Open and Closed Claims files	10 Years - a 500-week window exists in which suspended claims can be re-opened
10	Risk Management/Insurance Records	
10.1	Insurance Policies	6 years after expiration
10.2	Incident Reports	5 Years Minors -- the longer of: a. 5 years b. Or when minor reaches the age 19
10.3	Litigation	2 years after settlement or disposition of litigation
10.4	Medical Records	7 years from last entry Minors -- until 19th birthday, or 7 years from last entry, whichever is later
11	Academic Student Records	
11.1	Admission Records	
	a. Students who enroll	10 years
	b. students who do not enroll	2 years from date of start of application term
11.2	Department Records	5 years for student academic files
11.3	Student Disciplinary Records	5 years after graduation or date of last incident
11.4	Student Employment	Except for requirements applicable to work-study students
11.5	Papers/Theses/Exams	Grade records are permanent All others -- 5 years
11.6	Transcripts	Permanent
11.7	Enrollment statistics	Permanent
11.8	Records on Foreign Students (F-1 & M-1 Visas)	After a student's departure, records must be retained until a report to INS is made concerning the reasons for departure, or 5 years after graduation, or date of last attendance
12	Employee Records	
12.1	Payroll Records	
	a. Annual payment records (w-2)	Permanent
	b. Information returns filed with tax authorities	6 years
	c. Records on "bona fide" executive administrative or professional employees	3 years
	d. Payroll records from the last date of entry	3 years
	e. Employment contracts necessitating irregular hours of work	3 years
	f. Certificates and notices required to be made or posted by employers	3 years
	g. Basic time and earning cards from the date of last entry	2 years
	h. Tables/schedules used to provide the rates for computing straight-time earnings, wages, salary or overtime pay from their last effective date.	2 years
	i. Records of additions to or deductions from wages paid	2 years
	j. Individual employee pay records showing dates, amounts and types of items making up additions and deductions.	3 years

12.2 Fair Labor Standards Act and Equal Pay Act	
a. Basic records relating to employee compensation, such as payroll records (including start and end of shift-daily), individual employment contracts, collective bargaining agreements, and certificates and notices of Wage and Hour administrator.	3 years from the date of the personnel actions involved.
b. Supplementary basic records, such as basic employment and earnings records, wage rate tables, records of additions or deductions from wages paid, and records of changes in compensation rates.	2 years from the date of the personnel actions involved.
c. Records made in the normal course of business relating to payment of wages, wage rates, job evaluations, job descriptions, merit and seniority systems, and descriptions explaining wage differences between the genders.	2 years from the date of making the record or the personnel actions involved, whichever is later
12.3 Affirmative Action Information	
a. Personnel and other records relating to hiring, promotion, demotion, transfer, layoff or termination, rates of pay and other terms of compensation for employees.	2 years from date record was made or personnel action taken, whichever is later.
b. All records used to complete the EEO-6 or the new IPEDS and the information therefrom.	2 years
c. Records regarding employee complaints as to violations of the regulations on Affirmative Action Programs for handicapped individuals and veterans and actions taken thereunder, including requests for reasonable accommodation	1 year after final disposition of the matter.
d. Employment or other records required by the OFCCP or its regulations.	2 years
e. Records on Tests and Selection Criteria in making employment decisions.	2 years
12.4 Family and Medical Leave Records	
a. Documentation related to FMLA leave, such as dates and hours of FMLA leave taken, copies of leave policies, records of disputes with employees over FMLA benefits, and copies of notices of leave submitted to the employer and all FMLA notices distributed by the employer.	3 years
12.5 Immigration and Naturalization Records	
a. Records that verify employee's eligibility to work under the federal immigration laws	3 years
b. Employment eligibility verification from "I-9" for each employee	3 years after date of hiring or (1) one year after date of employees termination, whichever is later
12.6 Compliance with Occupational Safety and Health Act	
a. Required logs and summaries of occupational injuries and illnesses	5 years
b. Employee medical records	Duration of employment plus 30 years
c. Employee exposure records	30 years
d. Analysis using exposure or medical records	30 years
12.7 Faculty Peer Review Materials	Maintain during entire period of employment and destroy 7 years after termination of employment relationship

12.8	Job Applicant Records	
a.	Promotion, demotion, transfer selection for training, layoff, recall, or discharge of any employee.	1 year
b.	Job orders submitted to an employment agency or labor organization for recruitment of personnel.	1 year
c.	Job application and other employment inquiries including records relating to failure or refusal to hire any individual.	1 year
d.	Test papers by applicants/candidates for any position which disclose results of an employer-administered aptitude or other employment test considered in connection with a personnel action.	1 year
e.	Any advertisements or notices to the public or to employees relating to job openings, promotions, training programs, or opportunities for overtime work.	1 year
12.9	Age Discrimination in Employment Act	
a.	Records on each employee containing name, address, date of birth, occupation, rate of pay and compensation earned each week.	3 years
b.	Personnel or employment records related to job applications, promotion, demotion, transfer, layoff, recall or discharge, job orders submitted to employment agencies or labor organizations for recruitment of personnel, test papers of employer-administered aptitude test, physical examination test results and advertisements	1 year from date of personnel action to which the records relate
c.	Application forms for positions known to be of a temporary nature.	4 years
d.	Records relevant to enforcement action against employer	Until final disposition of action
12.10	Pennsylvania Unemployment Compensation Act	
a.	All employment and payroll records as well as other business records such as cash books, journals, and ledgers.	4 years
b.	Daily attendance records.	2 years
c.	Record showing the name, address, social security number, craft, classification, number of hours worked each day in each craft and hourly rate paid (for public works project) and time cards.	2 years from date of payment
12.11	Prevailing Wage Act	
a.	Payroll records, including records of written consent for deductions from wages	Full period of employment plus 3 years.
12.12	Pennsylvania Wage Payment and Collection Law	
a.	Payroll records, including records of written consent for deductions from wages.	Employment plus 3 years
12.13	Tax Records	
a.	Retirement and health insurance plans and any employee benefit plan documents.	Duration of plan + 6 years after termination
12.14	Employee Benefit Plans	
a.	Plan documents and amendments and formal corporate benefit policies	Permanent
b.	Trust agreements, custodial agreements and Investor Advisor agreements	Permanent
c.	Insurance Contracts	Permanent
d.	Third-party administrative agreements	Permanent
e.	Records of selection of outside fiduciaries and service providers	Permanent
f.	Board resolutions regarding plans	Permanent
g.	Summary plan, descriptions, summaries of material modifications and education materials for investment under ERISA §404 (c)	Permanent
h.	Formal administrative rules and policies under a plan and relevant minutes of University Board of Trustees subcommittees	Permanent
i.	Investment advisor recommendations and record of action	Permanent
j.	IRS Letters of Determination	Permanent

<ul style="list-style-type: none"> k. Federal government advisory opinions and approvals l. Fiduciary Bond m. Beneficiary designation forms n. Loan documentation for plan participant loan o. Notices to participants of benefits payable, distribution options and tax consequences p. COBRA notices <p>12.15. Collective Bargaining Agreements</p> <p>12.16. Employment contracts</p>	<p>Permanent</p> <p>Permanent</p> <p>6 years after distribution of benefits</p> <p>3 years after repayment of loan</p> <p>6 years after distribution</p> <p>9 years</p> <p>Permanent</p> <p>6 years after expiration or termination of contract</p>
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<p>13 Financial Aid Records</p> <p>13.1 Federal Form 990</p> <ul style="list-style-type: none"> a. Fiscal and administrative records b. Current records of the student's admission to and enrollment status at the institution, and his/her prior receipt of financial aid c. Higher Education Assistance programs ("HEA"), 20 U.S.C. Sections 107(a) - 1099(c-1) d. Financial and other records as necessary to determine "the institutional eligibility, financial responsibility and administrative capability" of the institution. e. All records required under applicable program regulations f. Detailed financial records that are subject to review by the Department of Education. <p>13.2 Financial Records -- Annual Audit</p> <ul style="list-style-type: none"> a. Annual reports of revenues and expense attributable to specific sports engaged in by students. <p>13.3 Annual Report on Athletically-Related Student Aid</p> <ul style="list-style-type: none"> a. Records Relating to Receipt and Expenditure of Federal Funds <ul style="list-style-type: none"> 1 Financial Records 2 Loan Applications b. Federal Perkins Loan Program: <ul style="list-style-type: none"> 1 Repayment records, including cancellation and deferment request 2 Financial Records 3 Financial Records 4 Employment-related fiscal records 5 Applications <p>13.4 Specific HEA Programs</p> <ul style="list-style-type: none"> a. College Work-Study Program <ul style="list-style-type: none"> 1 Financial Records 2 Applications 3 b. Federal Supplemental Educational Opportunity Grant Program ("SEOG") <ul style="list-style-type: none"> 1 Loan Records 2 Student's Status Confirmation Reports c. Federal Family Education Loan Program ("FEEL") <ul style="list-style-type: none"> 1 Financial Records 2 Student Aid Reports (SAR) Data 	<p>3 years -- Retention period begins from date of filing</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years after annual audit has been accepted</p> <p>5 years</p> <p>Retention period begins after it submits its application</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>Retention period begins after the institution submits its Fiscal Operations Report for the award year</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>Retention period begins after the institution submits its FISAP for that year.</p> <p>5 years</p> <p>5 years</p> <p>5 years</p> <p>5 years -- Retention period begins following the last day of the borrower's attendance.</p>
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<p>14 Grants and Loans</p>	

14.1 Pell Grant Program	Retention period begins after the end of the award year.
14.2 Direct Grants	
a. Records relating to all direct grant programs	5 years
b. All financial and programmatic records, supporting documents, statistical records, and other records of recipients "reasonably pertinent" to the grant.	5 years
14.3 Non-profit Grantees	5 years -- Retention period begins after the completion of the activity for which the institution uses the grant funds.
15 Public Safety Records	
15.1 Compilation of statistics on enumerated criminal offenses that occur on campus.	5 years
15.2 Complaint dispatch report	5 years
15.3 Emergency medical	5 years
15.4 Evidence logs	Permanent
15.5 Incident reports involving death	Permanent
15.6 Incident report involving arrest	75 years
15.7 Incident report involving non-criminal matters	3 years
15.8 Records documenting the drug prevention program, the results of the biennial review, and any other records related to compliance by the institution with the Drug-Free Schools and Communities Act.	3 years -- Retention period begins after the fiscal year in which the record was created.
16 Non-Discrimination in Education Records and Reports	
16.1 Any records relating to alleged violations of Title IX	3 years -- Retention period begins from the date that the data was first available
16.2 Records of any modifications made to the policies and practices of the institution pursuant to Section 106.3(c)(2) and any remedial action taken pursuant to Section 106.3(c)(3).	3 years -- Retention period begins from the date of alleged discrimination.
16.3 Any records relating to alleged violations of Title VI.	3 years
16.4 General Compliance Records	3 years -- It is recommended that records of complaints of Title VI violations with the Department that are true administratively resolved be retained for at least one (1) year following final resolution.
16.5 Any records relating to alleged violations of the Rehabilitation	3 years
16.6 Records on the medical condition or history of any applicant or employee in compliance with the Americans with Disabilities Act (ADA).	3 years -- It is recommended that records of complaints of Title VI violations with the Department that are administratively resolved be retained for at least one (1) year following final resolution. 3 years after application date or date of termination
17 Research Administration Records	
17.1 Administration records	7 years after completion of research *as specified by individual agency requirements
17.2 Financial Records	7 years after completion of research*

17.3 Scientific Records	7 years after completion of research*
17.4 Protocols and related documents (including consents and indemnification) on grants and contracts covering use of human subjects and animals in research.	Permanent
17.5 Sponsored research	7 years unless a longer period is required by sponsor contract.
17.6 Research involving investigational drugs	7 years after completion of research*
17.7 IRB records; minutes, agendas, other records	7 years after completion of research*
17.8 Research involving medical devices	7 years after completion of research*
17.9 Contracts (Research)	10 years from expiration or termination of contract
*Completion of research refers to the period after the final close out of the grant and after all final documents have been submitted.	
18 Electronic Record Retention	
18.1 Unofficial E-mail	Immediately deleted by both receiver and sender
18.2 Historic E-mail	Automatically purged within 14 days
18.3 Official E-mail	Treated as a paper document and subject to regular document retention policies. Subject to regular document retention policies but must be migrated to a new software and storage media as the upgrades occur.
a. Printed in Hard Copy and filed.	
b. Stored Electronically	