RECORDS RETENTION SCHEDULE

Record Category	Retention Schedule	Responsible Department
Academic Student Records		
Admissions Records	For applicants who did not enroll, 2 years from start of application term. For students who enrolled, for duration of permanent file.	Admissions; Graduate and Continuing Education (GCE) Registrar
Grade Records	Permanent	Registrar
Master Class Schedules	Transfer to Archives after 2 years; permanent	Registrar
Degree Audit Records (for graduated students)	5 years after date of last attendance	Registrar; Graduate and Continuing Education (GCE)
Enrollment Statistics	Transfer to Archives after 2 years; permanent	Planning and Information Management (PIM)
International Student Forms (I-20)	5 years after graduation or date of last attendance	International Student Office
Student Academic Files (departmental)	5 years after graduation	Registrar; Graduate and Continuing Education (GCE)
Transcript Requests	1 year from date of request	Registrar
Academic Code of Honesty Violations	5 years	Deans' Offices
Center for Teaching and Learning Excellence (CTLE) files	5 years after last service	CTLE
Waivers and Releases of Claims – Academic Student Travel	3 years from end of trip	the academic department that gathered the releases and/or sponsored the trip
Academic Faculty and Other Records		
Faculty Senate Meeting Minutes	After 1 year, transfer to Archives	Faculty Senate President
Full-Time Faculty Promotion and Tenure Records, Tenure Review Records, Records of Paid Leaves & Stipends	Permanent. Five years after a full-time faculty member leaves the file is scanned to a disk and stored electronically; the paper file is destroyed	Provost's Office
Part-Time Faculty Records; including original transcripts, employment application and vitae	Records are retained until part-time faculty member has not taught for 5 years; they are then destroyed	Deans' Offices
Dean's Conference Minutes	3 years	Deans' Offices

Academic Search Records	3 years	Academic Departments
Academic Department Meeting Minutes	3 years	Academic Departments
Academic Administrative Search Records (i.e. Deans, Associate Deans, Associate Provost)	3 years	Provost's Office (except for Provost search documents, which are sent to Human Resources)
Grievances	No cause findings, 3 years from determination. Cause findings, permanent	Provost's Office
Collective Bargaining Agreements	Permanent (one copy of each of past agreements)	Provost's Office
Chairperson election forms; chairperson compensation files	Permanent	Provost's Office
Faculty travel applications and records of awards	Permanent part of individual faculty member's file	Provost's Office
Academic Accreditation Documents	Permanent	Provost's Office
Provost Committee Files: Faculty Handbook, Faculty Personnel, Academic Policy Committees, Faculty Development Board, Board on Rank and Tenure	Permanent; retired to storage in Archives after 3 years	Provost's Office
Commencement Files	Permanent; retired to storage in Archives after 3 years	Provost's Office
Correspondence, Financial Accounts, Budget Accounts, University of Success Records	5 years	Library
Animal Welfare Records	3 years after completion of research or other activity	Office of Research & Sponsored Programs (ORSP)
Human Subject Records	3 years after completion of research	Office of Research & Sponsored Programs (ORSP)
Grant and Contract Applications, Proposals & Supporting Documentation	3 years from the date the annual FSR is submitted; for financial, statistical and other records, 3 years from submission of Final Project Report	Office of Research & Sponsored Programs (ORSP)

Student Life Records		
Student Publications	Transfer to Archives as distributed; permanent	Student Life
Counseling Center Files	7 years after last scheduled appointment	Counseling Center
Student Health Services Files	7 years after last scheduled appointment	Student Health Services
Student Groups and Organizations	Permanent	Student Life
Student Handbooks	Transfer to Archives as distributed; permanent	Student Life
Student Discipline Records	Maintained for 7 years after student graduates or withdraws; permanent if record of suspension or expulsion	Office of Student Conduct
Student Housing Contracts	5 years	Residence Life
Team Rosters, Athletic Contest Scores and Statistics; Media Releases and Photo Publications	Transfer to Archives as distributed; permanent	Athletics
Athletic Injury Files	7 years	Athletics/Sports Medicine
Student-Athlete Forms	7 years	Athletics/Sports Medicine
Accident/Incident Reports	7 years	Athletics/Recreation
Career Services Files	4 years after the last date of service	Career Services
Waivers and Releases of Claims – Non Academic Student Travel	3 years from end of trip	the Student Life department that gathered the releases and/or sponsored the trip
Instrument Records, Administrative Records	5 years	Performance Music
Music Library, Historical Programming Records	Permanent	Performance Music
Alcohol Registration Forms, Student Leadership Position Interviews, Student Staff Interviews, Budgets, Reports	4 years	Center for Student Engagement
Mission and Ministry Records		
Ministry Files, Office Finance, Search Retreat	Indefinite	Office of Campus Ministries
Personnel Files, Personnel Information	3 years after employment ends	Office of Campus Ministries

Student Worker Records (budget, time-entry, payroll), Drivers' Training Information, Retreat Registration Cards	1 year	Office of Campus Ministries
Community Outreach Budget	4 years	Center for Service and Social Justice
Community Outreach Personnel Information	3 years after employment ends	Center for Service and Social Justice
Community Outreach SJLA Time Sheets	1 year	Center for Service and Social Justice
Current International Service Program Applicants, Work Orders	1 year	International Service Program
International Service Program Alumni Records	Permanent	International Service Program
International Service Program Evaluations, Scholarship/Fellowship Information	3 years	International Service Program
Waivers and Releases of Claims – Ministry Student Travel	3 years from end of trip	the Ministries department that gathered the releases and/or sponsored the trip
Equity and Diversity Records		
Affirmative Action Plan	2 years	Equity & Diversity
Sexual Harassment and Sexual Misconduct Complaints, Investigations, and Findings	7 years	Equity & Diversity
Audio or Audio Visual Recordings or Transcripts Required by Law	7 years	Equity & Diversity
Disciplinary Actions Imposed on a Respondent	7 years	Equity & Diversity
Remedies Provided to Complainant Designed to Restore or Preserve Equal Access to the Recipient's Education Program or Activity	7 years	Equity & Diversity
Appeals and Resolutions	7 years	Equity & Diversity
Resolutions and Results	7 years	Equity & Diversity

Training Materials for Title IX Coordinators, Investigators, Decision Makers, and any Person who Facilitates and Informal Resolution Process	7 years	Equity & Diversity
Records of any Actions, Including Supportive Measures Taken in Response to a Report or Formal Complaint of Sexual Harassment or Sexual Misconduct	7 years	Equity & Diversity
Records that Document the Basis for the Conclusion that the University's Decision was not Deliberately Indifferent	7 years	Equity & Diversity
Records that Document that the University has taken Measures Designed to Restore or Preserve Equal Access to the University's Education Program or Activity	7 years	Equity & Diversity
Records that Document the Reasons why Supportive Measures were not Provided	7 years	Equity & Diversity
Employee Requests for Reasonable Accommodations	2 years from making the record or taking the personnel action. When a charge or lawsuit is filed, all relevant records must be kept until final disposition.	Equity and Diversity
Planning and Information Resources Records		
Surveys: Assessment	10 years for datasets; 3 years for supporting materials	Planning and Information Management (PIM)
Surveys: Institutional Research (IPEDS, PDE, consortia)	Permanent-paper copy. Transfer to archives after Middle States Self Study (10 year cycle)	Planning and Information Management (PIM)

CDS, Fact Books, Enrollment Reports, Graduation Reports	Permanent-paper copy.. Transfer to archives after Middle States Self Study (10 year cycle). Permanent electronic datasets	Planning and Information Management (PIM)
Enrollment Statistics (STAT01 reports)	Permanent. Transfer to archives after Middle States Self Study (10 year cycle)	Planning and Information Management (PIM)
Studies/Reports: Assessment, Benchmarking, Environmental Scans, Databriefs, Academic Profile, Climate Study. CAP, Strategic Plans, Tactical Plans	Permanent. Transfer to archives after Middle States Self Study (10 year cycle)	Planning and Information Management (PIM)
Middle States: Substantive Changes, MSIP, PRR, Self Study, Statement of Accreditation, Steering Committee Minutes. Academic Program Review & Accreditation Documents (also see Provost).	Permanent. Transfer to archives after Middle States Self Study (10 year cycle)	Planning and Information Management (PIM)
Planning Committee Minutes	Permanent. Transfer to archives after Middle States Self Study (10 year cycle)	Planning and Information Management (PIM)
Telephone Files	1 year, then transfer to Diversified Storage	Infrastructure Services
Voice Mailbox Data	7 day backup saved to server	Infrastructure Services
NICE (NRX) Call Recording for UPD	30 Days	Infrastructure Services
General Counsel Records		
Agreements and Contracts	Duration of contract including all renewals, then put in closed files	General Counsel
Real Estate files (deeds, title insurance policies, agreements of sale, settlement statements)	Permanent, unless property is sold	General Counsel
Sworn Police Officers	1 year after the officer is no longer employed here	General Counsel
Patents and Trademarks	Permanent	General Counsel

Corporate and Governance Records		
Articles of Incorporation and Bylaws	Permanent; amended from time to time	President's Office (current version); Archives (prior versions)
Minutes of Board of Trustees Meetings	Permanent	President's Office (1985 on); Archives (prior years)
Minutes of Board Committee Meetings	Permanent	President's Office
Honorary Degree Files	Permanent	President's Office
University Council Meeting Minutes	After 1 year, transfer to Archives	University Governance Council
Human Resources Records		
Individual Employee Files (including application, resume, payroll, appointment/salary forms)	6 years after employment ends. When a charge or a lawsuit is filed, all relevant records must be kept until final disposition.	Human Resources
Federal Reporting of Fringe Benefit Plans (form 5500)	6 years after employment ends	Human Resources
Individual Employment Contracts	3 years after employment ends	Human Resources
Master Salary Records/Files	5 years (electronic)	Human Resources
Vets 100 Report	1 year (electronic)	Human Resources
PA New Hire Reports	3 years (electronic)	Human Resources
Health Insurance (HIPAA) Records	6 years	Human Resources
I-9 Forms (Faculty and Staff)	3 years, or 1 year after end of employment (whichever is greater)	Human Resources
Occupational Injury or Illness Records	5 years following the end of the calendar year they cover.	Public Safety
Performance Evaluations	3 years after end of employment. When a charge or a lawsuit is filed, all relevant records must be kept until final disposition.	Human Resources
Search Committee Records	3 years	Human Resources
Workers' Compensation Files	5 years	Human Resources
Applicant and Employment Logs	1 year	Human Resources
Non-exempt Time Cards	3 year	Payroll

Family Medical Leave Act Records	3 years	Human Resources
Medical Records	1 year. If related to FMLA, 3 years	Human Resources
Applicant Flow Information	1 year. If adverse impact discovered, records kept until 2 years after adverse impact is eliminated. When a charge or a lawsuit is filed, all relevant records must be kept until final disposition.	Human Resources
Hiring Records (resumes, offers and hiring records, job advertisements, promotion or training opportunities)	1 year (paper)	Human Resources
Benefit-related Records (summary plan descriptions, plan determination letters, benefit billing records, pension records and correspondence)	6 years (electronic for summary plan description; all other paper)	Human Resources
Short-Term Disability Records	1 year. If related to FMLA, 3 years	Human Resources
Records of Employee Disputes	3 years	Human Resources
Employment Actions (promotions, demotions, transfers, layoffs/recalls, rehires, hires, separations, test results)	2 years from making record or taking action. If adverse impact discovered, records kept until 2 years after adverse impact is eliminated. When a charge or a lawsuit is filed, all relevant records must be kept until final disposition.	Human Resources
Medical Exams	30 years	Human Resources
Financial Records		
Board Audit Reports and Management Reports	7 years	Senior Vice President for Finance & Administration

Agreements, Lines of Credit, Letters of Credit, Liquidity Facilities	7 years	Senior Vice President for Finance & Administration
Bond Issue Document Books	20 to 40 years – at least the life of the bonds	Senior Vice President for Finance & Administration
Financial Committee Minutes (Financial Management Committee, Committee on Responsibility in Investing, Mid Atlantic Catholic Risk Management Group, Capital Facilities Committee)	5 years, then transfer to Archives	Senior Vice President for Finance & Administration
Insurance Records (Policies, Claims, Art Collection Records, Auto Fleet and Insurance Consortium Files)	5 years after the insurance is in effect	Senior Vice President for Finance & Administration
Investment Advisor/Manager Agreements and Reports	7 years	Senior Vice President for Finance & Administration
Real Estate Tax Files and Voluntary Contribution Files	Permanent	Senior Vice President for Finance & Administration
Tuition and Fees Records	5 years, then transfer to Archives	Senior Vice President for Finance & Administration
Internal Audit Reports and Supporting Documents	10 years for reports; 3 years for supporting documentation	Senior VP for Finance/Schneider Downs
Grant Documents	3-5 years	Grant Accountant
Financial Analysis Files, Reports and Supporting Documents	10 years	Financial Analyst
School as Lender Files	7 years	Financial Analyst/Financial Aid Director
Student Receivables	7 years	Bursar
Check Vouchers, Travel Expense Reports, and Supporting Documents	7-10 years per direction of Controller	Controller
Budget Reports and Input Sheets from Departments Used to Build Budget	7-10 years	Budget Manager
Payroll Processing Records, Payroll Interface Reports, Taxes and Miscellaneous Deductions Files, Employee Payroll Files, Pension and Tax Shelter Files, Medical Files, COBRA Files, Faculty Payroll Files, and Faculty Compensation Forms	10 years	Payroll Office

Financial Data with supporting Documentation. This includes Financial Statements; Federal and State Returns; reports to third parties such as IPEDS; NACUBO; HEGIS; Banks; Rating Agencies, Peer Institutions; etc. Also included are reports applicable to payroll and various labor statistical reports and applications for permits, licenses, tax refunds, etc.	10 years	Controller
Monthly Investment Reports applicable to endowments; bonds; unitrust; annuities; bank statements and related documents including all supporting documentation applicable to the transactions indicated in the respective report.	7 years with the exception of Investment reports which are retained 10 years excluding Endowment Investments which are permanent.	Controller
General Ledger Activity with all supporting documentation including restricted; unrestricted funds; fixed assets; property and plant accounting records.	10 years	Controller
Alternative Loan Rosters, CT, OH, VT, and DE state Grants, Need Merit List, Pell Grant Information, Student Folders, SWSP Payroll	3 years	Financial Aid
Budgets Reported for State Aid Purposes	5 years	Financial Aid
Fiscal Operations Report, Loan Certification Letters, NETS, PHEAA Documents	Permanent 1 year Until program review	Financial Aid
Purchasing Records		
Bids (not construction related)	Accepted bids – 7 years after bid awarded; rejected bids – 3 years	Purchasing

Construction Contracts, including bids, RFPs, IFBs, specifications, justifications, etc.	Documents related to accepted bids – permanent; documents related to rejected bids – 2 years after completion of the capital improvements	Purchasing
Credit Card Documentation and Receipts Files	Paper and electronic -- completion of an audit or 3 years, whichever is longer	Purchasing
Equipment and Maintenance Records	1 year after disposal or trade-in of equipment	Purchasing
Purchase Orders	7 years; if blanket purchase orders related to an active, open contract, 7 years after completion or termination of contract.	Purchasing
Shipping List and Packing Slips	7 years	Purchasing
Surplus Property Disposal	4 years	Purchasing
Administrative Services Records		
Public Safety Records, Including Incident/Complaint Reports, Accident Reports, Daily Logs, and Public Information Logs	7 years	Public Safety
NCIC Records and Juvenile Records	10 years	Public Safety
Parking Permit Records, Including Sales and Ticket Collection Spreadsheets and Receipts, Parking Permit Applications, Ticket Upload Audit Reports, Payroll Reports, Transaction Reports and Refund Check Vouchers	7 years	Public Safety/Parking
Paid Parking Tickets, Tow Records and PA/NJ DMV Records	4 years	Public Safety/Parking
Parking Ticket Appeals Records, Budget Transfer Requests, and Lost and Found Information	2 years	Public Safety/Parking
Records of Inventory, Use and Control of Radioactive Materials	30 years	Environmental Health & Safety (EHS)

Records of Disposal or Abatement of Toxic and Hazardous Waste	30 years	Environmental Health & Safety (EHS)
Records of Hazardous Waste Generation	Permanent	Environmental Health & Safety (EHS)
Records of Hazardous Substances Exposure	30 years after end of employment	Environmental Health & Safety (EHS)
Records of Disposal or Abatement of Asbestos	30 years	Environmental Health & Safety (EHS)
Records of Testing, Inspection and Repair of Fire Protection Equipment	7 years	Environmental Health & Safety (EHS)
Records Related to Measurement of Noise in Work Environment	30 years after end of employment	Environmental Health & Safety (EHS)
Records of Periodic Inspections of Extinguishing Systems	Until container is re-inspected or its life	Physical Plant
Bucket Truck, Personnel Lifts, and Elevator Standards and Certification Records	5 years	Physical Plant
Records of Inspection, Performance, and Repairs of Emergency Power Equipment and Systems	4 years	Physical Plant
Evidence of Required Hydrostatic Testing on Portable Fire Extinguishers	Until hydrostatically retested at stated intervals or until taken out of service	Physical Plant
Mechanical and Electrical Equipment Checks and Electrical System Inspection Records	10 years	Physical Plant
Operational Manuals	Life of building	Physical Plant
Records of Fire, Internal Disaster and Evacuation Plan Drills	4 years	Physical Plant
Record of Fire Department Inspection	Permanent	Physical Plant

Written Report and Evaluation of External Disaster Plans	4 years	Physical Plant
Roof Warranty	Life of building	Physical Plant
Utility Readings, Tool Issue	Until person leaves	Physical Plant
Office Equipment Files	Until equipment is replaced	Physical Plant
Physical Plant Policies and Procedures	Until equipment is replaced	Physical Plant
Maintenance and Repair Files	Until information is updated	Physical Plant
Building Maintenance Records	Life of building	Physical Plant
Boiler and AC Water Treatment Records	3 years	Physical Plant
Campus House Records	Life of building	Physical Plant/ Resident Hall (RH) Maintenance
Student Damage Records	3 years	Physical Plant/RH Maintenance
Sick/Dock Report	Until person leaves	Physical Plant/RH Maintenance
Equipment Warranties and Manuals	Until equipment is replaced	Physical Plant/RH Maintenance
Vehicle Service Records	Until equipment is replaced	Physical Plant/RH Maintenance
Key Records, Signatures, Receipts	Permanent	Physical Plant/Trades
Shop Personnel Records	Until person leaves	Physical Plant/Trades
Trades Time Cards, Payroll Receipts	3 years	Physical Plant/Trades
Building Work Order Files	2 years	Physical Plant/Trades
Electrical/Mechanical Preventive Maintenance Files	3 years	Physical Plant/Trades
Event Work Orders and Sketches	3 years	Physical Plant/Trades
Radio Inventory	Until equipment is replaced	Physical Plant/Trades
Building Architectural and Space Plans and Specifications	Permanent	Physical Plant
Zoning Permits/Decisions	Permanent	Facilities Operations
Equipment Files	Until equipment is replaced	Printing & Mailing
Job Files, Purchase Orders	5 years	Printing & Mailing
Office Copier Files, Vendor Files	Until vendor affiliation expires	Printing & Mailing

Planning, Production Statistics	Permanent	Printing & Mailing
Bookstore Records	Buyback slips - 2 years Web orders and tuition remission – 6 months	Bookstore
University Relations Records		
Alumni Records (Alumni society files, reunion class files, alumni biographical files)	Permanent – when no longer needed by Alumni office, transfer to Archives	Alumni Relations
Development Records (donor files, gift records, planned gifts, capital campaign files)	Permanent	University Advancement
Photographs, Slides, and Audiovisual Materials Documenting the University	Transfer to Archives when no longer in use; keep releases and permissions as long as pictures are kept	Enrollment Management & External Affairs
Publicity Materials; Press Releases, Publications, Reports	Permanent; copy to Archives when released	Enrollment Management & External Affairs
Catalogs	Copies transferred to Archives annually upon production; maintained permanently	Enrollment Management & External Affairs
Institutional Newspapers; Newsletters	Permanent	Enrollment Management & External Affairs
Commencement Programs	Copies transferred to Archives annually; maintained permanently	Enrollment Management & External Affairs