



***CALIFORNIA UNIVERSITY***

***O F P E N N S Y L V A N I A***

**UNIVERSITY RECORDS  
RETENTION POLICY**

Revised 7/21/2021

**CALIFORNIA UNIVERSITY OF PENNSYLVANIA  
UNIVERSITY RECORDS RETENTION POLICY**

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# **CALIFORNIA UNIVERSITY OF PENNSYLVANIA**

## **UNIVERSITY RECORDS RETENTION POLICY**

### **POLICY STATEMENT**

California University requires that different types of records be retained for specific periods of time, and has designated official repositories for their maintenance. These records must be managed according to procedures that are outlined in this document.

### **REASON FOR POLICY**

The university is committed to effective records retention to preserve its history, meet legal standards, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are destroyed.

### **WHO SHOULD READ THIS POLICY**

- Department Heads, Directors, and Deans
- Administrative staff responsible for the maintenance of university records
- Anyone accessing university records

## **CONTACTS**

Direct any questions about this policy to your department's administrative manager. If you have questions about specific issues, call the following offices:

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>
Electronic Media Storage	Office of Information Technology	X4425
Permanent Storage of Inactive Records	University Records Manager--Dr. John Burnett	X5425
Policy Clarification or Exceptions	University Legal Counsel and University Records Manager	X5425
Records Management	University Records Manager	X5425

## DEFINITIONS

These definitions apply to these terms as they are used in this policy:

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<b>Active Record</b>	A record with current administrative use for the unit that generated it. Records remain active for varying numbers of years, depending on the purpose for which they were created.
<b>Archival Record</b>	A record that is inactive; not required to be retained in the office in which it originated or was received; and has permanent or historic value. Archival records are retained and preserved indefinitely in the University Archives.
<b>Official Repository</b>	The unit designated as having responsibility for retention and timely destruction of particular types of official university records. Such responsibility is assigned to the unit's administrative manager or a designee.
<b>University Archives</b>	This includes permanent retention of official records and reports of the university, its officers and component parts; maps and architectural records; audiovisual materials including still photographs and negatives, motion picture film, oral history interviews, audio and video tapes; and artifacts and ephemera documenting the university's history. See addendum on page 39.
<b>University Archivist</b>	The individual responsible for 1) designating which official university records are archival; and 2) effecting the transfer of archival records from the office in which they originated or were received to the University Archives at such times and in the manner and form prescribed by the Archives and subject to the appropriate retention and disposition schedules that are outlined in this document.
<b>University Record</b>	The original copy of any record. Official repositories for these records are identified in Tables I and II of this document.

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## **OVERVIEW**

### **Introduction to This Policy**

California University requires consistent treatment of records. Maintenance, retention, and disposal procedures for university records (see the "*Definitions*" Section of this document) must be followed systematically by staff in designated official repositories.

In addition, duplicate or multiple copies of these records, retained in locations other than official repositories (see the "*Definitions*" Section of this document), must also be disposed of when they are outdated and no longer useful.

This policy is intended to ensure that the university:

- meets legal standards;
- optimizes the use of space;
- minimizes the cost of record retention;
- preserves the history of the university;
- destroys outdated and useless records.

## **PROCEDURES**

### **Responsibilities for Managing Official University Records**

Departments and units that maintain university records are called "official repositories." These administrative units are responsible for establishing appropriate record retention management practices. Each unit's administrative manager or a designee must:

- implement the unit's and/or office's record management practices;
- ensure that these management practices are consistent with this policy;
- educate staff within the administrative unit in understanding sound record management practices;
- preserve inactive records (see the "*Definitions*" Section of this document) of historic value, and transfer those records to the University Archives;
- ensure that access to confidential files is restricted. Long term restrictions on access to selected archival records should be negotiated at the time of their transfer to the University Archives;
- destroy inactive records that have no archival value upon passage of the applicable retention period.

If you have any questions about your responsibilities, contact the University Records Manager (see the "*Contacts*" Section of this document), who will work closely with you to ensure understanding of this policy and implementation of these responsibilities.

## **PROCEDURES**

### **Preserving or Disposing of Official University Records**

When the prescribed retention period (see Tables I and II, which follow) for official university records has passed, a determination of whether to preserve or dispose of the documents must be made. To decide if the record is of historic value to the university, consult the University Archivist (see the "Definitions" Section of this document) who has the authority to designate which records are archival.

#### **Option A** *Archival Records*

If you have determined that the records are archival, they may be transferred to University Archives (see the "Definitions" Section of this document). Call the University Records Manager to:

1. Review records to be sent to University Archives.
2. Request archival boxes (1 full file drawer=2 boxes).
3. Request a transfer form (See the "Forms" Section of this document).
4. Schedule a time for boxes to be picked up.

#### **Option B** *Non-archival Records*

If you have determined that it is appropriate to dispose of the records, destroy them in one of the following ways:

1. Recycle non-confidential paper records.
2. Shred or otherwise render unreadable confidential records.
3. Erase or destroy electronically stored data.

**Caution:** Periodically review records generated and maintained in university information systems or equipment (including mainframe, mini, and micro computing/storage systems) to ensure that these requirements are met.



## PROCEDURES

### **Records Retention: Location and Duration**

Tables 1 and 2, which follow, list the official repositories for university records as well as how long these records must be retained.

Record retention periods may be increased by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Such modifications supersede the requirements listed in this policy. Suspension of record destruction required by any of these reasons will be accomplished by a notice sent out to affected units by the Office of Legal Counsel, the Office of Administration and Finance, or the Office of Grants and Contracts.

- ❖ **Note:** No document list can be exhaustive. Questions regarding the retention period for any specific document or class of documents not included in these tables should be addressed to the Office of Legal Counsel.
  
- ❖ **Caution:** Departments and units that are not official repositories and that retain duplicate or multiple copies of these university records should dispose of them when they are no longer useful.

**Table 1**

*Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records*

<b>Academic, Student *</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Academic Actions, (Dismissal, etc.)	<i>Office of Academic Records</i>	5 years from graduation or date of last attendance
Academic Integrity Code Violations	<i>Appropriate College</i>	5 Years
Academic Records (including narrative evaluations, competency assessments, etc.)	<i>Office of Academic Records</i>	Permanent
Change of Course Forms-Continuing Education, Summer Sessions, and Extramural Studies	<i>Office of Lifelong Learning</i>	5 years from date of enrollment
Change of Grade Forms	<i>Office of Academic Records</i>	Permanent
Change to Student ID number	<i>Office of Academic Records</i>	Permanent
Class Lists (original)	<i>Office of Academic Records</i>	Permanent
Consent to Release Personally Identifiable Information (Requests for Non-Disclosure)	<i>Office of the University Registrar</i>	Kept until next academic year; signatures kept 5 years
Course Offerings	<i>Office of the University Registrar</i>	Permanent
Curriculum Change Authorizations	<i>Office of the University Registrar</i>	5 years from graduation or date of last attendance
Disciplinary Records	<i>Office of the Judicial Administrator</i>	Generally, 5 years from the date of final obligation
Enrollment Verifications	<i>Office of the University Registrar</i>	1 year from enrollment date

\*For graduate students, records are maintained in the Office of the Graduate Dean

**Table 1, continued**

*Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records*

<b>Academic, Student, continued</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Financial Aid Records (applicants who do not enroll)	<i>Office of Financial Aid</i>	3 years from date of graduation
Financial Aid Records (applicants who enroll)	<i>Office of Financial Aid</i>	5 years from graduation date
Grade Sheets	<i>Office of Academic Records</i>	Permanent
Graduation Lists	<i>Office of the University Registrar</i>	Permanent
Hold or Encumbrance Authorizations	<i>Office of Student Accounts</i>	Until Released
Name Changes	<i>Office of Academic Records</i>	Permanent
Student Class Schedules	<i>Office of the University Registrar</i>	1 year from graduation date or date of last attendance
Student Registration Forms-Continuing Education, Summer Sessions, and Extramural Studies	<i>Office of Lifelong Learning</i>	1 year from registration

**Table 1, continued**

*Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records*

<b>Academic, Student, continued</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Term Reports	<i>Appropriate Department</i>	5-7 Years
Transcripts	<i>Office of Academic Records</i>	Permanent
Transcript Requests	<i>Office of Academic Records</i>	1 year from submission date
Transfer Credit Evaluations	<i>Office of Articulation and Evaluation</i>	5 years from graduation
Veteran Administration Certifications	<i>Office of Veterans Affairs</i>	5 years from graduation or date of last attendance
Withdrawal Authorizations/Leaves of Absence	<i>Office of Academic Records</i>	2 Years

**Table 1, continued**

*Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records*

<b>Admissions for Applicants Who Do Not Enroll, Whether Accepted or Rejected</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Advanced Placement Records, Applications for Admission or Readmission, Correspondence that is relevant, Entrance Exam Reports (ACT, CEEB, et. al.), Residency Classification Forms, Letters of Recommendation, Transcripts — High School and Other College	<i>Admissions Office/Dean of Graduate Studies</i>	2 years from date of start of application term

**Table 1, continued**

*Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records*

<b>Admissions for Applicants Who Enroll</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Advanced Placement Records, Applications for Admission or Readmission, Correspondence that is Relevant, Entrance Exam Reports (ACT, CEEB, et.al.)	<i>Admissions Office</i>	5 years from graduation or date of last attendance
Letters of Recommendation	<i>Admissions Office</i>	Until date of admission
Recruitment Materials	<i>Admissions Office</i>	Until date of enrollment
Residency Certificates	<i>Admissions Office</i>	Until date of enrollment
Residency Change Documents (Non-resident to Resident)	<i>Office of Provost</i>	5 years from graduation or date of last attendance
Student Waivers for Right of Access... (See Letters of Recommendation for Admission)	<i>Office of Academic Records</i>	Until graduation or date of last attendance
Transcripts — High School and Other College	<i>Admissions Office</i>	5 years from graduation or date of last attendance
International Student Forms (visa documentation, etc.)	<i>Admissions Office</i>	5 Years

**Table 1, continued**

*Repositories and Retention Periods for Undergraduate, Graduate, Professional, Continuing Education and Summer Session, Extramural and Special Programs Student-Related Academic Records*

<b>Publications, Statistical Data/Documents, and Reports</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Degree, Grade, Enrollment, and Racial/Ethnic Statistics	<i>Office of Institutional Research</i>	Permanent
Schedule of Classes (institutional)	<i>Office of the University Registrar</i>	Permanent
PASSHE Reports	<i>President's Office</i>	Permanent
Catalogs	<i>Office of the University Registrar</i>	Permanent
Commencement Programs	<i>Office of Provost</i>	Permanent

**Table 2**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Academic Personnel</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Academic Search Records	<i>Social Equity Office</i>	Subject to University Policy
Annual Conflict of Interest Disclosure Statements	<i>Office of Human Resources</i>	3 Years
Grievances	<i>Office of Provost</i>	No Cause Findings, 3 years from determination Cause Findings, Permanent
Personnel Files, Appointment Letters and Forms	<i>President's Office</i>	Subject to University policy
Tenure or Promotion Dossiers	<i>Office of Provost</i>	If action approved, 3 years; If tenure denied, 3 years from end of term appointment
Trustee Decisions Regarding Academic Personnel and Designated Executives	<i>President's Office</i>	Permanent



**Table 2***Repositories and Retention Periods for Non-Student-Related Records*

<b>Administration and Finance</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Account Reconciliations (Balance Sheet)	<i>Office of Comptroller</i>	6 Years
Accounts Payable Vouchers and Attachments	<i>Office of Purchasing</i>	6 Years
Accounts Receivable Statements, Centrally Generated	<i>Office of Student Accounts</i>	6 Years
Accounts Receivable Statements, Unit Generated	<i>Office of Student Accounts</i>	6 Years
Accounting Reports (monthly reports) Schedules of Department Balances, Transaction Statements, Account Analysis Statements, Monthly and Year-to-Date Salary and Wage Statements	<i>Office of Comptroller</i>	6 Years
Annual Financial Reports and Work papers	<i>Office of Comptroller</i>	Permanent
Banking Records, Including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Canceled checks	<i>Office of Comptroller</i>	6 Years
Billing Records	<i>Office of Student Accounts</i>	6 Years

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Administration and Finance, continued</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Capital Equipment Records	<i>Office of Comptroller</i>	Life of Asset: records of equipment purchased on federal funds must be retained for three years after final disposition
Cash Receipts	<i>Office of Student Accounts</i>	6 Years
DCAA Audit Work Papers	<i>Office of Comptroller</i>	6 Years
Depreciation Records	<i>Office of Comptroller</i>	Life of Asset
Effort Certifications	<i>Office of Comptroller</i>	6 Years
Indirect Cost Rate Calculations	<i>Office of Comptroller</i>	6 Years
Inventories	<i>Office of Comptroller</i>	Life of Asset
Journal Entries and Back-up Documentation	<i>Office of Comptroller</i>	6 Years
New Account Records and Back-up Documentation	<i>Office of Comptroller</i>	6 years after account closing
Procurement Card Charge Documentation	<i>Office of Purchasing</i>	6 Years
Subsidiary Ledgers (Accounts Payable, Accounts Receivable, etc.)	<i>Office of Comptroller</i>	6 Years
Summary Analysis Reports, end of year (Fund, Source, Function)	<i>Office of Comptroller</i>	6 Years
Trial Balances	<i>Office of Comptroller</i>	6 Years
Transaction Authority Cards	<i>Office of Comptroller</i>	6 Years

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Administration and Finance, continued</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Travel Reimbursements and Attachments	<i>Office of Purchasing</i>	6 Years
University Audit Work Papers	<i>Office of Comptroller</i>	6 Years

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Affirmative Action/ Equal Opportunity</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Academic Search Plans and Statements	<i>For Forms, Office of the Associate Provost; For Search Materials and Documents Supporting Decision, Social Equity Office</i>	3 Years
Academic Search Waivers	<i>President's Office</i>	For Permanent Waivers, 3 years from date of appointment; For Limited-Term Waivers, 3 years from satisfaction of subsequent search requirements or appointment termination
Affirmative Action Programs	<i>Office of Human Resources</i>	Permanent
Conciliation Agreements/ Orders on Consent	Office of Human Resources	Permanent
Documents Supporting Other Academic or Non-Academic Selection Decisions (e.g., promotion, termination, compensation)	<i>President's Office</i>	3 years from effective date of decision
Federal and State Required Statistics and Reports	<i>Office of Human Resources</i>	Permanent

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Affirmative Action/ Equal Opportunity, continued</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Non-Academic Search and Hiring Forms (OWDELQ copies of requisition forms, applicant flow cards, ACSS forms, search waivers, documentation of hiring decision forms)	<i>Office of Human Resources</i>	3 years from date of appointment
Non-Academic Search Materials and Documents Supporting Hiring Selection Decisions	<i>Appropriate Department</i>	3 years from date of appointment
Sexual Harassment Complaints, Investigations, and Findings	Office of Human Resources	Cause Findings and No Cause Findings--2 years from date of finding.

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Alumni Affairs and Development</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Alumni Records	<i>Alumni Relations</i>	Permanent
Gift Records	<i>Alumni Relations</i>	6 years for hard copy records Permanent for electronic records
Original Gift Letter Agreements, Signed by President and Donor	<i>Foundation for California University of Pennsylvania</i>	Permanent
Original Gift Letter Agreements, All others	<i>Foundation for California University of Pennsylvania</i>	Permanent
Planned Gifts (trusts, life income, agreements, annuities) Real Estate Gifts	<i>Foundation for California University of Pennsylvania</i>	Permanent

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Student Accounts</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Student Loan Records	<i>Office of Student Accounts</i>	3 years after the loan has been repaid in full
Tuition and Fee Charges	<i>Office of Student Accounts</i>	6 Years

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Construction</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
As-built Drawings	<i>Department of Physical Plant</i>	Permanent
Contracts and Agreements	<i>Department of Purchasing</i>	6 Years



**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>University Records</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Accreditation Records	<i>Office of the President</i>	Permanent
Council of Trustees Minutes	<i>Office of the President</i>	Permanent
Official University Actions	<i>Office of the President</i>	Permanent

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Environmental Health and Safety</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Evacuation Drill Records	<i>Office of Environmental Health and Safety</i>	5 Years
Fire Protection Systems Records	<i>Office of Environmental Health and Safety</i>	5 Years
Fume Hood Testing Records	<i>Office of Environmental Health and Safety</i>	3 Years
Hazardous Waste Disposal Manifests and Reports	<i>Office of Environmental Health and Safety</i>	3 Years
Incident Records	<i>University Police</i>	5 Years
Portable Extinguisher Training Records	<i>Office of Environmental Health and Safety</i>	3 Years
Material Safety Data Sheets	<i>Office of Environmental Health and Safety</i>	30 years after chemical is last used on campus
Liquor Control License	<i>Office of Environmental Health and Safety</i>	4 years until a new license is issued
Clean Air Permit	<i>Office of Environmental Health and Safety</i>	5 years until a new license is issued
Spill Prevention Control Plan	<i>Office of Environmental Health and Safety</i>	Plan must be reviewed every 5 years

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Human Resources</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Staff Personnel Files (including application, resume, payroll, appointment/salary forms)	<i>Office of Human Resources</i>	6 years after termination
Faculty Personnel Files (including application, resume, payroll, appointment/salary forms)	<i>Office of the President</i>	6 years after termination
Federal Reporting Requirements: Welfare Benefits and other Fringe Benefit Plans (i.e., 5500-s).	<i>Office of Human Resources</i>	Permanent
Individual Contracts of Employment	<i>Office of the President</i>	6 years after termination
I-9 Forms (Faculty and Staff)	<i>Payroll Office</i>	3 Years, or 1 year after termination (whichever is greater)
I-9 Forms (Students)	<i>Payroll Office</i>	3 Years, or 1 year after termination (whichever is greater)
Occupational Injury or Illness, Records Relating to	<i>Office of Human Resources</i>	5 Years
Performance Appraisals	<i>Office of Human Resources</i>	3 years after separation
Search Committee Records, including employment applications, resumes, and all applicant search materials	<i>Office of Human Resources</i>	3 Years
Union Agreements	<i>Office of Human Resources</i>	Permanent
Volunteer Registration Forms, Parental Consent Forms, and Agreements	<i>Office of Human Resources</i>	3 Years
Workers' Compensation Claims and Insurance Policies	<i>Office of Human Resources</i>	18 Years
Background Checks	<i>Office of Human Resources</i>	25 Years

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Risk Management</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	<i>Purchasing Office</i>	6 years after expiration
Insurance Policies (Liability, Property, and Other Policies)	<i>Purchasing Office</i>	Permanent
Incident Reports, Accident Reports	<i>University Police</i>	4 years after report date
Accident Reports	<i>Office of Environmental Health and Safety</i>	4 years after report date

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Legal</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Consent Orders	<i>University Legal Counsel</i>	Permanent
Court Orders	<i>University Legal Counsel</i>	Permanent
Judgments	<i>University Legal Counsel</i>	Permanent
Releases	<i>University Legal Counsel</i>	Permanent
Settlements	<i>University Legal Counsel</i>	Permanent

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Medical</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Health Center Services for Regulatory Required Medical Surveillance and Monitoring Records	<i>Office of Environmental Health and Safety</i>	30 years after person leaves the university
Health Center Patient Records (Non-regulatory)	<i>Wellness Center</i>	6 Years
Outside Services for Regulatory Required Medical Surveillance and Monitoring Records	<i>Office of Environmental Health and Safety</i>	6 Years

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Patent and Trademarks</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Original Patents, Trademarks, and Related Work Papers	<i>Office of Grants and Contracts</i>	Permanent
Licensing Agreements	<i>University Advancement</i>	6 Years
Royalty Records	<i>University Advancement/Office of Grants and Contracts</i>	Life of Patent or TM plus 6 years
Invention Assignment Forms	<i>Office of Grants and Contracts</i>	Permanent

**Table 2, continued***Repositories and Retention Periods for Non-Student-Related Records*

<b>Payroll</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Annual Payment Records (W2, Alpha lists, employee transaction lists)	<i>Office of Payroll</i>	Permanent
Imputed Income Records (auto usage, CCTS)	<i>Office of Payroll</i>	6 years
Information Returns filed with Federal and State authorities (W-2, 941, 1042S, etc.)	<i>Office of Payroll</i>	6 years
Leave Reporting Documents	<i>Office of Human Resources</i>	4 years
Payroll Deduction Authorization Forms (W4, DBD, CFCU, Bonds)	<i>Office of Payroll</i>	5 years after employment ends
Payroll Vouchers	<i>Office of Payroll</i>	3 years
Record of Payments and Deductions (payroll registers, deductions lists, adjustments)	<i>Office of Payroll</i>	5 years
Time Cards, student	<i>Office of Payroll</i>	3 years after the date that all student loans are paid
Time Cards, other	<i>Office of Payroll</i>	3 years
Wage Assignment Orders	<i>Office of Payroll</i>	5 years after closed



**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Pension</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Employee Eligibility for Pension	<i>Office of Human Resources</i>	6 years after death of eligible employee and beneficiary
Employee Personal Information (name, address, SSN, period of employment)	<i>Office of Payroll</i>	6 years after death of eligible employee and beneficiary
Employee Service Records	<i>Office of Human Resources</i>	6 years after death of eligible employee and beneficiary
Plan Administrator Setting Forth Authority to Pay, Records of	<i>Office of Human Resources</i>	Permanent
Pension Paid to Employees or their Beneficiaries	<i>Office of Human Resources</i>	6 years after death of employee and beneficiary
Pension Plans and All Attached Amendments	<i>Office of Human Resources</i>	Permanent
Pensions or Pension Plans Filed with the Department of Labor and Internal Revenue Service	<i>Office of Human Resources</i>	Permanent

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Planning and Budget</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Plans and Projections	<i>Office of Administration and Finance</i>	Permanent

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Public Safety/University Police</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Accident Reports	<i>Office of Human Resources</i>	4 years after report date
Crime Reports	<i>Office of the University Police</i>	4 years after report date
Property Damage Reports	<i>Office of the University Police</i>	4 years after report date
Complaints, Incident Reports, Initial Activity Reports	<i>Office of the University Police</i>	3 years if not part of a Criminal History Case
Traffic Citations	<i>Office of the University Police</i>	5 years if not part of a Criminal History Case
Non-Traffic Citations	<i>Office of the University Police</i>	5 years if not part of a Criminal History Case
Criminal History/Investigatory Case Files – Homicides/Suspicious Deaths/Missing Persons	<i>Office of the University Police</i>	75 years
Criminal History/Investigatory Case Files – Summary Cases	<i>Office of the University Police</i>	5 years after close of investigation
Criminal History/Investigatory Case Files – Other Cases	<i>Office of the University Police</i>	20 years after close of investigation
Criminal History Dissemination Records	<i>Office of the University Police</i>	Retain same length of time as case file or 2 years if no criminal record is found
Officer activity reports, patrol logs and work schedules	<i>Office of the University Police</i>	2 Years
Daily bulletins/blotters/logs	<i>Office of the University Police</i>	Retain as long as of administrative value
Bicycle registration records	<i>Office of the University Police</i>	2 years

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Public Safety/University Police, continued</b>		
Department firearms and ammunition records/inventories	<i>Office of the University Police</i>	2 years after superseded or obsolete
Internal affairs case files – Incident logs	<i>Office of the University Police</i>	7 years after last entry
Internal affairs case files – Substantiated Charges	<i>Office of the University Police</i>	3 years after termination of employment
Internal affairs case files – Unsubstantiated Charges	<i>Office of the University Police</i>	3 years after close of investigation or comply with union rules
K-9 corps records	<i>Office of the University Police</i>	Retain veterinary and training records 2 years after retirement or death of dog
Accident reports	<i>Office of the University Police</i>	5 years after close of investigation (if not part of criminal history)
Parking violations (tickets)	<i>Office of the University Police</i>	1 year after all fines have been paid
Pennsylvania UCR Program worksheets and printouts	<i>Office of the University Police</i>	2 years
Property records – evidence/found/recovered	<i>Office of the University Police</i>	10 years after property is no longer in custody of the police department if the record is not part of the criminal history case file
Video/audio tapes – Officer activity documentation	<i>Office of the University Police</i>	As long as of administrative and legal value

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Public Safety/University Police, continued</b>		
Video/audio tapes – training documentation	<i>Office of the University Police</i>	2 years
Clery report documents	<i>Office of the University Police</i>	7 years

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Purchasing</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Purchase Orders, Contracts, Agreements	<i>Purchasing Department</i>	6 years

<b>Real Property</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Documents for leases, licenses, construction contracts and other contracts of a temporary nature valued at less than \$50,000	<i>Office of Administration and Finance</i>	6 years after expiration of lease or contract term
Property Deeds, Easements, Licenses, Rights of Way, Leases, Rights of First Refusal, Remainder Interests, Mortgages	<i>Office of Administration and Finance</i>	Permanent
Title Insurance Policies	<i>Office of Administration and Finance</i>	10 years after disposal of property

**Table 2, continued**

*Repositories and Retention Periods for Non-Student-Related Records*

<b>Sponsored Projects Contracts, Grants</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Animal Welfare Records	<i>Office of Grants and Contracts</i>	3 years or Contract Period
Grant and Contract Applications, Proposals, and Supporting Documentation	<i>Office of Grants and Contracts</i>	6 years after close of grant (for New York State) 3 years after close of grant (for Federal Grants and Contacts)
Human Subject Records	<i>Institutional Review Board for Protection of Human Subjects</i>	3 years or Contract Period
Recombinant DNA Research Records	<i>Office of Grants and Contracts</i>	Permanent

<b>Tax</b>		
<b>TYPE OF RECORD</b>	<b>OFFICIAL REPOSITORY</b>	<b>DURATION</b>
Assets: Acquisition/Disposition	<i>See Accounting and Finance Section</i>	
Depreciation Records	<i>See Accounting and Finance Section</i>	
Excise Tax Returns	Office of Comptroller	6 years
Fringe Benefit Returns	<i>See Human Resources Section</i>	
Income Tax Returns	<i>Office of Comptroller</i>	Permanent
Information Returns (990, 1099, 8282, 90.22 etc.)	<i>Office of Comptroller and Purchasing</i>	Permanent

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## Addendum:

The Main Archives is located in the Manderino Library. Items in this Archives consist but is not limited to historical documents and books, Council of Trustee Notes, University Newspapers and Journals, Course Catalogs, Yearbooks, Master Thesis and Doctoral Dissertations.

The Administrative Archives is located in the basement of Dixon Hall. The Administrative Archives holds records that are normally to be kept for ten years or less. However, some permanent files are located there.