

Drew University
Records Retention & Destruction Policy

July 2008

Table 1
Records Retention Schedule

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Academic, Student		
Academic actions (dismissal, etc.)	Office of the University Registrar	5 years from graduation or date of last attendance
Academic integrity code violations (findings of violation and related case files)	Appropriate School	Permanent
Academic records (including narrative evaluations, competency assessments, etc.)	Office of the University Registrar	Permanent
Change of Course forms-Continuing Education, Summer Sessions,	Office of Continuing Education	5 years from date of enrollment
Change of Grade forms	Office of the University Registrar	Permanent
Child Development Center student records	Child Development Center	One year after no longer enrolled
Child Development Center – other records	Child Development Center	One year after record is created
Change to Student ID number	Office of the University Registrar	Permanent
Class lists (original)	Office of the University Registrar	Permanent
Consent to Release Personally Identifiable Information (requests for non-disclosure)	Office of the University Registrar	Kept until next academic year; signatures kept 5 years
Course offerings	Office of the University Registrar	Permanent
Curriculum Change Authorizations	Office of the University Registrar	5 years from graduation or date of last attendance
Disciplinary records (findings of violation and related case files)	Appropriate School	Permanent where penalty imposed is probation, suspension or expulsion (dismissal)
Enrollment Verifications	Office of the University Registrar	1 year from enrollment date
Faculty grading records	Individual faculty members	10 years from graduation
Financial aid records (applicants who do not enroll)	Office of Financial Aid	3 years from date of graduation
Financial aid records (applicants who enroll)	Office of Financial Aid	5 years from graduation date
Grade sheets	Office of the University Registrar	Permanent
Graduation lists	Office of the University Registrar	Permanent
Hold of Encumbrance Authorizations	Office of the University Registrar	Until released
Name changes	Office of the University Registrar	Permanent
Original grad sheets	Office of the University Registrar	Permanent
Student class schedules	Office of the University Registrar	1 year from graduation date or date of last attendance
Student Registration forms-Continuing Education, Summer Sessions, and Extramural Studies	Office of Continuing Education and Summer Sessions	1 year from registration
Tern reports		5-7 Years
Transcripts	Office of the University Registrar	Permanent
Transcripts requests	Office of the University Registrar	1 year from submissions date
Transfer Credit Evaluations		5 years from graduation
Veteran Administration Certifications	Office of the University Registrar	5 years from graduations or date of last attendance

TYPE OF RECORD

OFFICIAL REPOSITORY

DURATION

Academic, Student, continued

Withdrawal Authorizations/Leaves of Absence	Office of the University Registrar,	2 Years
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Admissions for Applicants Who Do Not Enroll, Whether Accepted or Rejected

Advanced placement records, applications for admissions or readmission, correspondence that is relevant, entrance exam reports (ACT, CEEB, et.al), residency classification forms, letter of recommendation, transcripts – high school and other college	Admissions Office	2 years from date of start of application term
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Admissions for Applicants Who Enroll

Advanced placement records, applications for admission or readmission, correspondence that is relevant, entrance exam reports (ACT, CEEB, et.al.)	Office of the University Registrar	5 years from graduation or date of last attendance
Letters of recommendation	Office of the University Registrar	Until date of admission
Recruitment materials	Office of the University Registrar	Until date of enrollment
Residency certificates	Office of the University Registrar	Until date of enrollment
Residency change documents (non-resident to resident)	Office of the University Registrar	5 years from graduation or date of last attendance
Student Waivers for Right of Access (See Letters of recommendation)	Office of the University Registrar	Until graduation or date of last attendance
Transcripts – high school and other college	Office of the University Registrar	5 years from graduations of date of last attendance

Publications, Statistical Data/Documents, and Reports

Degree, grade, enrollment, and racial/ethnic statistics	Office of the University Registrar	Permanent
Schedule of classes (institutional)	Office of the University Registrar	Permanent
Catalogs	Office of the University Registrar	Permanent
Commencement programs	Office of the University Registrar	Permanent

TYPE OF RECORD

OFFICIAL REPOSITORY

DURATION

Academic Personnel

Academic search records	See Affirmative Action/Equal Opportunity Section	
Annual Conflict of Interest Disclosure Statements	Board Secretary	3 Years
Grievances	Appropriate University officer	No cause findings: 3 years from determination Cause Findings: Permanent
Personnel files, appointment letters and forms	See Human Resources Section	
Tenure or promotion dossiers	Appropriate school office	If action approved, 3 years; if tenure denied, 3 year from the end of term appointment
Trustee decisions regarding academic personnel and designated executives	Board Secretary	Permanent

Accounting and Finance

Accounts reconciliations (balance sheet)	Appropriate department	6 Years
Accounts Payable Vouchers and attachments	Division of Finance	6 Years
Accounts Receivable Statements , centrally generated	Division of Finance	6 Years
Accounts receivable Statements, unit generated	Appropriate Department	6 Years
Accounting reports (monthly reports) Schedules of Department Balances, Transaction Statements, Account Analysis Statements, monthly and year-to-date salary and wage statements	Division of Finance	6 Years
Annual financial reports and work papers	Division of Finance	Permanent
APPS invoices	Division of Finance	6Years
Banking records, including deposit and withdrawal records, bank statements, reconciliation, voided and canceled checks	Appropriate department	6 Years
Capital equipment records	Division of Finance	Life of asset: records of equipment purchased on federal funds must be retained for three years after final disposition
Cash receipts	Division of Finance	6 Years
DCAA audit work papers	Division of Finance	6 Years
Depreciation records	Division of Finance	Life of Assets
Effort Certifications	Division of Finance	6 Years
Indirect Cost Rate Calculations	Division of Finance	6 Years
Inventories	Appropriate Department	Life of Assets
Journal entries and back-up documentation	Division of Finance	6 Years
New account records and back-up documentation	Division of Finance	6 years after account closing
Procurement card charge documentation	Division of Finance	6 Years
Subsidiary ledgers (accounts payable, accounts receivable, etc.)	Division of Finance	6 Years
Summary Analysis Reports, end of year (fund, source, function)	Division of Finance	6 Years
Trial Balances	Division of Finance	6 Years
Transaction Authority cards	Division of Finance	6 Years

TYPE OF RECORD

OFFICIAL REPOSITORY

DURATION

Accounting and Finance, continued

Travel Reimbursements and attachments	Division of Finance	6 Years
University Audit work papers	Division of Finance	6 Years
Records related to bond issuance	Division of Finance	Term of bonds + 3 years

Affirmative Action/Equal Opportunity

Academic search plans and statements	Each School	3 Years
Affirmative action programs	Each School	Permanent
Documents supporting other academic or non-academic selection decisions (e.g., promotion, termination, competition)	Appropriate department	3 years from effective date of decisions
Federal and state-required statistics and reports	Office of Human Resources	Permanent

Affirmative Action/ Equal Opportunity

Nonacademic search and hiring forms	Office of Human Resources	3 years from date of appointment
Nonacademic search materials and documents supporting hiring selection decisions	Appropriate department	3 years from date of appointment
Sexual harassment complains, investigations, and findings	AA officer	No-Cause Findings, 3 years from determinations Cause findings, Permanent

Alumni Affairs and Development

Alumni records	Alumni Affairs	Permanent
Gift records	Development Office	6 years for hard copy records Permanent for electronic records
Original gift letter agreements, signed by the President and the donor	Development Office	Permanent
Original gift letter agreements, all others	Development Office	Permanent
Planned gifts (trusts, life income, agreements, annuities), real estate gifts	Development office	Permanent

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Bursar		
Student loan records	Office of the University Bursar	3 years after the loan has been repaid in full
Tuition and fee charges	Office of the University Bursar	6 Years
Construction		
As-built drawings	Department of Facilities Management	Permanent
Contracts and agreements	Department of Facilities Management	6 Years
Corporate Records		
Accreditation	Office of the President	Permanent
Board of Trustee Minutes	Board Secretary	Permanent
Bylaws	Board Secretary	Permanent
Charter	Board Secretary	Permanent
Environmental Health and Safety		
Evacuation drill records	Office of Public Safety	5 years

TYPE OF RECORD

OFFICIAL REPOSITORY

DURATION

Environmental Health and Safety

Fire protection systems records	Office of Facilities Management	5 Years
Fume hood testing records	Office of Facilities Management	3 Years
Hazardous waster disposal manifests and reports	Office of Facilities Management	3 Years
Incident records	Office of Public Safety	5 Years
Portable extinguisher trainings records	Office of Public Safety	3 Years

Human Resources

Employee personnel files (including application, resume, payroll, appointment/salary forms)	Office of Human Resources	6 years after terminations
Federal reporting requirements: welfare benefits and other fringe benefit plans (i.e. 5500-s)	Office of Human Resources	Permanent
Individuals contracts of employment	Office of Human Resources	6 years after terminations
I-9 Forms (faculty and staff)	Office of Human Resources	3 Years, or 1 year after termination (whichever is greater)
I-9 Forms (students)	Office of Financial Aid and Student Employment	3 Years, or 1 year after termination (whichever is greater)
Occupational injury or illness, Records relating to	Office of Human Resources	5 Years
Performance appraisals	Departmental Personnel files	3 years after separation
Search committee records, including employment applications, resumes, and all applicant search materials	Departmental Personnel files	3 Years
Volunteer registration forms, parental consent forms, and agreements	Appropriate department	3 Years
Workers' compensation claims and insurance policies	Office of Human Resources	18 Years

Legal

Consent orders	Office of VP for Administration	Permanent
Court orders	Office of VP for Administration	Permanent
Judgments	Office of VP for Administration	Permanent
Releases	Office of VP for Administration	Permanent
Settlements	Office of VP for Administration	Permanent

Medical

Gannett Health Centers services for regulatory required medical surveillance and monitoring records	Health Center	30 Years after the person leaves the university
Gannet Health Center patient records (non-regulatory)	Health Center	6 Years

Medical

Outside services for regulatory required medical surveillance and monitoring records	Department Office	6 Years
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Payroll

Annual payment records (W-2 Alpha lists, employee transaction lists)	University Payroll Office	Permanent
Imputed income records (auto usage, CCTS)	University Payroll Office	6 Years
Information returns filed with federal and state authorities (W-2, 941, 1042S, etc.)	University Payroll Office	6 Years
Leave-reporting documents	University Payroll Office	4 Years
Payroll deduction authorization forms (W-4, DBD, credit union)	University Payroll Office	5 years after employment ends
Payroll vouchers	University Payroll Office	3 years
Record of payments and deductions (payroll registers, deduction lists, adjustments)	University Payroll Office	5 years
Time cards, student	Appropriate department	3 years after the date that all students loans are paid
Time cards, other	Appropriate department	3 years
Wage assignment orders	University Payroll Office	5 years after closed

Pension

Employee eligibility for pension	Office of Human Resources	6 years after death of eligible employee and beneficiary
Employee personal information (name, address, social security number, period of employment)	Office of Human Resources	6 years after death of eligible employee and beneficiary
Employee service records	Office of Human Resources	6 years after death of eligible employee and beneficiary
Plan administrator setting forth authority to pay,	Office of Human Resources	Permanent
Pension paid to employees or their beneficiaries	Office of Human Resources	6 years after death of eligible employee and beneficiary
Pension plans and all attached amendments	Office of Human Resources	Permanent
Pensions or pension plans filed with the Department of Labor and the Internal Revenue Service	Office of Human Resources	Permanent

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Planning and Budget		
Plans and projections	Division of Finance	Permanent
Public Safety		
Accident reports	Office of Public Safety	4 years after report date
Crime reports	Office of Public Safety	4 years after report date
Property damage reports	Office of Public Safety	4 years after report date
Purchasing		
Purchase orders, contracts, agreements	Purchasing	6 years
Real Property		
Documents for leases, licenses, construction contracts	Division of Finance	6 years after expiration of lease or contract term
Property deeds, easements, licenses, rights of way, leases, rights of first refusal, remainder interests, mortgages	Division of Finance	Permanent
Property tax returns filed with taxing jurisdiction	Division of Finance	6 Years
Title insurance policies	Division of Finance	10 years after disposal of property
Sponsored Projects Contracts, Grants		
Animal welfare records	Animal welfare officer – College	3 years or contract period
Grant and contract applications, proposals, and supporting documentation	Office of Sponsored Programs	6 years after close of grant (for State) 3 years after close of grant (for federal grants and contracts)
Human subject records	IRB	3 Years or contract period
Tax		
Assets: acquisition/disposition	See Accounting and Finance Section	
Depreciation schedules	See Accounting and Finance Section	
Fringe benefits returns	See Human Resources section	
Income tax returns	Division of Finance	Permanent
Information returns (990, 1099, 8282, 90.22, etc.)	Division of Finance	Permanent
Payroll tax returns (W-2, social security, unemployment tax)	See Payroll section	
Pension tax returns	See Pension section	
Property tax returns	See Real Property section	
Sales tax returns	Division of Finance	6 years