

St. Lawrence University
Record Retention Procedures

The purpose of this procedures document is to ensure necessary records and documents are adequately protected and maintained and to ensure records which are no longer needed or of no value are discarded at the appropriate time. This procedure applies to original documents and copies and paper records as well as electronic files.

The disposal process should preserve the confidentiality of documents through the final point of disposition. Records containing personal and confidential information must be shredded. Non confidential paper records may be put into recyclable containers.

If litigation is pending, threatened, or anticipated, records bearing on such litigation must not be destroyed except by permission of the President. Similarly, documents under audit must not be destroyed.

<u>Record Type</u>	<u>Department</u>	<u>Retention Period</u>
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Accounting

Annual general ledger/subs ledger reports	Bus. Office	Perm
Audit workpapers	Bus. Office	5 years
Bank reconciliations	Bus. Office	4 years
Cancelled checks	Bus. Office	4 years
Capital equipment/depreciation records	Bus. Office	Life of asset
Cash receipts	Bus. Office	4 years
Endowment custodian reports	Bus. Office	5 years
Indirect cost rate proposals	Bus. Office	6 years
Audited financial statements	Bus. Office	Perm
Grant files	Bus. Office	End date + 3 yrs
Journal entries	Bus. Office	6 years
Trust & Annuity Statements	Bus. Office	Term + 5 yrs

Accounts Payable

Check registers/accounts payable ledgers	Bus. Office	5 years
Invoices/Disbursement vouchers	Bus. Office	5 years
Expense reports	Bus. Office	5 years

Bond Documents

Bond closing documents	Bus Office	Life of bonds + 3 yrs
Detailed reporting on expenditure of bond proceeds	Bus. Office	Life of bonds + 3 yrs
Calculation of use of bond-finance property	Bus. Office	Life of bonds + 3 yrs
Trustee reports, arbitrage reports	Bus. Office	Life of bonds + 3 yrs

Payroll

IRS W-2 electronic files	Bus. Office	8 yrs
IRS Form W-4	Bus. Office	6 yrs

IRS Form 941	Bus. Office	6 yrs
IRS Forms 1042 & 1042-S	Bus. Office	6 yrs
Electronic payment records (check And dd files)	Bus. Office	3 yrs
Garnishment notices	Bus Office	while active
Payroll ledgers and registers	Bus. Office	6 yrs
Time Sheets	Bus. Office	6 yrs
 <u>Tax</u>		
Form 990 and 990T reports	Bus. Office	Perm
Form 990 and 990T workpapers	Bus. Office	6 yrs
State sales tax returns	Bus. Office	6 yrs
 Academic, Student		
Academic records	Registrars	Perm
Course catalogs	Registrars	Perm
Course drop/add slips	Registrars	4 yrs
Class rolls	Registrars	2 yrs
NSLC Reports	Registrars	2 yr after semester
Pass/fail requests	Registrars	5 yrs after attendance
Transcript requests	Registrars	1 yr
Degree audit records	Registrars	5 yrs after attendance
Withdrawal forms	Registrars	5 yrs after attend
 Admissions		
<u>For students who enroll</u>		
Acceptance letters, test scores (if submitted) applications, official final transcript(s)	FYP 1 st yr, then Student Life	5 yrs after attendance
 <u>For students who do not enroll</u>		
Applications, transcripts, test scores (if submitted), recommendations	Admissions	1 year
 University Advancement		
Life Income Agreements	Planned Giving	10 yrs after matured
Expendable gift fund language	Advancement	10 yrs after expended
Endowment fund language	Advancement	Perm
Pledge documents	Advancement	10 yrs after paid
Life insurance policies	Planned Giving	10 yrs after matured
Wills & estates	Planned Giving	10 yrs after receipt
 Budget		
Budget Planning Workpapers	Budget	3 yrs
Capital Budget Work papers	Budget	5 yrs
Position Control Work papers	Budget	10 yrs
Salary Increase Workpapers	Budget	10 years
Year End Management Financial Rpts	Budget	Since 1985

Corporate Records

Accreditation records	Pres. Office	Perm
Articles of Incorporation	Bus. Office	Perm
Charter	Bus. Office	Perm
By-laws	Univ. Comm.	Perm
Minutes of Trustee meetings	Univ. Comm.	Perm
Trustee Conflict of Interest Stmts.	Business Office	Perm

Facilities

As-built drawings	Facilities	Perm
Building permits	Facilities	Perm
Building blueprints	Facilities	Perm
Construction contracts & agreements	Facilities	6 yrs
Motor vehicle records	Facilities	Active

Environmental Health & Safety

Fire protection system records	EH&S	5 yrs
Material Data Safety Sheets	EH&S	30 years
Hazardous waste disposal reports	EH&S	5 yrs
Radioactive materials license & Safety Committee records	Biology	Perm
OSHA Records	EH&S	3 to 30 years

Financial Aid

Enrolled Students

Aid applications	Financial Aid	4 yrs
Aid awards	Financial Aid	4 yrs after grad.

Nonenrolled Students

Aid applications	Financial Aid	1 yr
FIISAP report	Financial Aid	6 yrs

Grants & Contracts

Animal welfare records	Psychology	5 yrs
Applications, proposals	Grants & Contracts	6 yrs after end date
Human subject records	Psychology	Perm

Human Resources

Pre-employment/Hiring

Search files (exempt & faculty)	Human Resources	4 years
Applications (for those not hired)	Human Resources	4 years
Job postings (non-exempt)	Human Resources	4 years

Employment & Separation

Personnel file (appl., payroll, appt./ salary forms, beneficiary)	Human Resources	Permanent
Employee medical file	Human Resources	Employment +30 yrs
Training record	Human Resources	Permanent

I-9 form	Human Resources	4 yrs from DOH or 2 yrs after termination
Unemployment claims	Human Resources	4 years
Severance agreements	Human Resources	Permanent
<u>Benefits</u>		
Federal reporting of benefit plans (5500)	Human Resources	Permanent
Workers comp/disability claims	Human Resources	Longer of 20 yrs or 10 past injury
Occupational injury records	Human Resources	Length of employ.
Employee COBRA file	Human Resources	7 yrs
<u>Other</u>		
Collective Bargaining Agreements	Human Resources	Permanent
AA/Discrimination Formal Complaints	Human Resources	4 yrs after termination
Affirmative action program	Human Resources	Permanent
<u>Faculty Files</u>		
Faculty evaluation forms	Acad. Affairs	10 yrs
Tenure records	Acad. Affairs	Active employees
<u>Student Files</u>		
Department Hire Info	Financial Aid	1 year
I-9 form	Financial Aid	3 yrs/1 past separation
IRS Form W-4	Business Office	6 years
<u>Nonstudent Employee Files</u>		
Application/resume	Human Resources	Active employees
Appointment & salary letters	Human Resources	6 yrs after separation
Beneficiary designation/emergency contacts	Human Resources	Active employees
Performance appraisals/discipline warnings	Human Resources	3 yrs after separation
Occupational injury records	Human Resources	5 yrs
Layoff/termination documents	Human Resources	3 yrs
<u>General files</u>		
5500 reports on pension/welfare plans	Human Resources	Perm
Union agreements	Human Resources	Perm
<u>Pension Records</u>		
Pension plans and amendments	Human Resources	Perm
<u>Insurance</u>		
Certificates of insurance	Risk Mgt	6 yrs after expiration
Insurance policies	Risk Mgt	Perm
Incident reports	Risk Mgt.	4 yrs after report date
Workers' comp policies	Risk Mgt.	18 yrs
<u>International Programs</u>		
Foreign student (I-20) forms	Student Life	3 yrs after grad

International student files	Student Life	3 yrs after grad
Abroad program contracts	International Studies	5 yrs
Study abroad applications	International Studies	5 yrs
Legal		
Consent orders	VP of Finance	Perm
Court orders	VP of Finance	Perm
Judgments	VP of Finance	Perm
Settlements	VP of Finance	Perm
Medical		
Patient records	Student Health Svc	7 yrs
Purchasing		
Purchase Orders	Purchasing	4 yrs
Safety & Security		
Accident reports	Safety & Security	10 yrs
Incident reports	Safety & Security	10 yrs
Property damage reports	Safety & Security	10 yrs
Dispatch logs	Safety & Security	10 yrs
Fire Alarm reports	Safety & Security	10 yrs
Clery Act Stats	Safety & Security	10 yrs
Student Billing		
1098T tax forms	SFS	3 yrs
1098E tax forms	SFS	3 yrs
Accounts receivable ledgers	SFS	5 yrs
Perkins/college loan files	SFS	5 yrs after loan P.I.F.
Student records	SFS	5 yrs after grad
Tuition & fee charges	SFS	5 yrs
TAP records	SFS	6 yrs after cert
Real Property		
Property deeds, easements, licenses	VP of Finance	Perm