

Document Retention & Destruction Policy

I. Introduction

This policy provides for the systematic review, retention and destruction of records received or created by Colgate University (“university”) in connection with the transaction of university business. The attached Guidelines for Record Retention was prepared in light of all federal, state and legal requirements. Because the university does not have a centralized records management office, each department is responsible for the retention, disposal, and transfer of the records it generates.

The Guidelines for Record Retention will assist faculty and staff in identifying those portions of their files that are appropriate for retention and for transfer to the university Archives. Original materials (see Sections III and IV below for details) should be retained in the office of origin according to the Guidelines for Record Retention. When the retained records become of historical interest only, they should be sent to the Archives with an explanation of their importance.

II. Definition of Records

Official records consist of recorded information that are created or received by university employees in the course of performing official functions on behalf of the university. These may include items related to policies, decisions, procedures, operations, and external or internal transactions. These records are the property of the university. See Section III for items that are not official records.

Official records can be recorded on any physical form or medium, including paper or electronic. Examples of official records include accounting documents, payroll records, memoranda, letters, reports, books, plans, maps, diagrams, photographs, film, recordings, e-mail, word-processed documents, spreadsheets, databases, and imaging systems.

III. Retention Schedules

Records should be retained according to the Guidelines for Record Retention. It is important to note that there is only one official record. Duplicate copies may exist in several different departments. The custodian of that record is responsible for the retention and destruction of that record. Duplicate copies should not be retained for any longer than what is prescribed in the Guidelines for Record Retention.

The Guidelines for Record Retention summarize many of the common university records and their respective retention period. Each office that generates official records must develop, update,

and adhere to the official retention schedule pertinent to the responsibilities carried out in that office. These schedules include:

- Description of Official Record
- Recommended minimal retention period (Note that guidance on retention times for many types of official records are provided by law and/or professional associations)
- Retention period (which may be longer than mandated by law)
- Location of records
- Method of disposal or records transfer
- Departmental responsibility for maintenance and destruction of records
- Whether these records should be transferred to the Archives at the end of the retention period
- Whether these records are confidential, and if so, how long the restriction should last.

It is important to retain critical documents, but many items do not need to be retained. Records that should be disposed of at the end of their retention period include:

- Records of specific financial transactions
- Routine letters of transmittal and acknowledgment
- Memoranda that are not personally addressed—except for one record copy from the issuing senior staff member
- Requests for publications or information after the requests have been filled
- Replies to questionnaires if the results are recorded and preserved either in the Archives or in a published report (which also should come to the Archives).

Items without a retention period, which may be discarded directly from the office when they are no longer needed for administrative purposes, include:

- All blank forms and unused printed or duplicated materials
- All other duplicate material, including received e-mail messages from other offices on campus: the originating office should keep only the original; keep annotated copies
- Papers, reports, working papers, and drafts that have been published
- Artifacts and memorabilia. The Archives does not collect non-paper objects except in cases of great importance to the history of the university and manageable physical size and condition. Please contact the Archivist to discuss options for preservation of such objects.

Where a record may fit into one or more categories with different retention periods, the record should be maintained for the longer retention period.

If any person subject to this policy believes, or is informed by or on behalf of the university, that the university records are relevant to actual or potential litigation (whether the university is suing or being sued by a third party) or an actual or potential governmental investigation or audit, then those records must be preserved until the university's legal advisors determine the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records.

IV. Transfer to Archives

After the specified retention period in the office of origin, items of historical value should be transferred to the Archives. Space may not be immediately available; please consult with the Archivist about retaining these documents in the office of origin for an additional period.

Records commonly transferred to the Archives:

1. Constitutions and bylaws, minutes and proceedings, transcripts, lists of officers and university committees, offices, and departments
2. Office and department files: correspondence and memoranda (incoming and outgoing), annual reports, subject files concerning projects, activities, and functions
3. Historical files documenting policies, decisions, committee and task force reports, questionnaires
4. Publications issued by the university or its subdivisions
5. Audiovisuals: photographs, films, and sound and video recordings
6. Personal papers of students, faculty, and staff that relate to the university's work.

When materials are transferred, they should be kept in the order in which they were created and maintained in the campus office. A letter briefly identifying the material and describing the activity to which it relates should accompany the transfer.

V. Disposal

Disposal of records which have been maintained pursuant to this Policy and which need not be archived or kept should be destroyed regularly, at least annually. It should not be deferred until records become a pressing storage problem. When there is doubt about whether a record may be destroyed, the office of record should review the Guidelines for Record Retention and consult with the Archivist. New York law requires that any sensitive or identifying personal information existing in such records (such as social security number, driver's license number, mother's maiden name, account number or code, or personal financial information) be disposed of in a manner that will prevent unauthorized individuals from accessing the information.

When the required retention period of a record has passed, the record must be destroyed as follows:

Paper records: Paper records should be either (a) discarded, preferably in recycle bins if the records do not contain confidential or personal information or (b) securely shredded or otherwise rendered unreadable if the records contain any confidential or personal information.

Electronic records: Electronic records should be destroyed in the manner prescribed by the university's Chief Information Officer.

VI. Responsibility

1. It is the responsibility of every employee to comply with this policy
2. It is the responsibility of any individual who supervises, manages, or directs a department or function to ensure their employees are aware of the policy and adhere to it
3. It is the responsibility of each Dean and Vice President to ensure their respective areas are in compliance with this policy so that the university may meet its operational and legal obligations and preserve its historical record.
4. The Office of Accounting & Control is delegated the authority to amend the Guidelines for Record Retention as changes surface.

I. President & Secretary to the Board of Trustees

<i>Type of Record</i>	<i>Office of Record</i>	<i>Retention (runs from end of Fiscal Year in which record is created unless otherwise noted)</i>
Board workbook	Secretary/President's Office	Permanent
Charter and bylaws		Permanent
Commencement program		Permanent
Correspondence-with to/cc to the Board Secretary that discusses policies and procedures		Member's term plus three years after ending active Trustee service
Meeting notices		Permanent
Meeting handouts		At the discretion of the Chair/Committee Chair to include as part of the Minutes
Meeting minutes – approved minutes including sub committees		Permanent
Resolutions adopted by written consent in lieu of a meeting		Permanent
Trustee roster and committee assignments		Permanent

II. Dean of the Faculty

<i>Type of Record</i>	<i>Office of Record</i>	<i>Retention (runs from end of Fiscal Year in which record is created unless otherwise noted)</i>
<i>Academic Personnel</i>		
Grievances	Appropriate Department	No Cause Findings; 10 years from determination/ Cause Findings: Permanent
Tenure or promotion dossiers (TYR, Tenure, & Full)		If action approved: Electronic & hard copy documents should be destroyed after announcement If tenure denied: Retain until case is resolved, then destroy both electronic and hard copy documents. (Copies will be available in Dean of Faculty's Office indefinitely)
<i>Equity & Diversity</i>		
Academic search documents	Appropriate Department	4 years from decision to hire
Non-Academic search materials and documents supporting hiring selection decisions		4 years from date of appointment
A record (list) of complaints of prohibited discrimination and protected status (including sexual) harassment		Permanent
Records generated in the investigation of protected status (including sexual) harassment complaints or complaints of discrimination that are dismissed, or where parties do not pursue		4 years from date of determination or dismissal
Records generated in the investigation of protected status (including sexual) harassment complaints or complaints of discrimination that result in a finding of merit		Permanent
Affirmative Action plan for staff		7 years
Affirmative Action plan for faculty		7 years
<i>Academic Support and Disability Services</i>		
Student accommodations/documentation records	Academic Support and Disability Services	7 years
<i>Dean of the Faculty – General</i>		
Academic search waivers		For permanent waiver, 4 years from date of appointment; for limited-term waivers, 4

	Dean of the Faculty	years from satisfaction of subsequent search requirements or appointment termination
Conciliation agreement/order		Permanent
Nonacademic search and hiring forms		4 years from date of appointment
A record (list) of reported bias activity		Most recent 4 years
Records generated in the reporting of bias activity		4 years
Applications from individuals not hired (faculty)	Dean of the Faculty	4 years from hiring decision
Personnel records for faculty		10 years after retirement and then transferred to Human Resources
Individual contracts of employment (faculty)		6 years after termination
Records generated in the reporting of bias activity		4 years
Federal and state required statistics and reports		Permanent
Annual reports		10 years
Faculty set forms		10 years
Leave requests		4 years
Research appointment		7 years from the end of the appointment
<i>Curriculum and Programming</i>		
Program planning documents	Dean of the Faculty	5 years
Program evaluations		4 years
Reference letters		4 years from departure from Colgate (graduation, withdrawal, dismissal)
<i>Patent & Trademarks & Intellectual Property</i>		
Invention disclosures and assignments	Principal Investigator or their respective department	Permanent
Foreign patent/application-related work papers		Permanent
United States patent and trademark information		Permanent
<i>Animal Welfare</i>		
Research protocols, modifications, and continuations	Principal Investigator or their respective department	3 years after the close of an award
<i>Administrative</i>		
Research monthly reports	Principal Investigator or their respective department	6 years
Research annual reports		Permanent
Various compliance reports (minutes & agendas)		7 years
Training records		Permanent
Document control records		Permanent
<i>Office of Off Campus Study</i>		
Student evaluation of programs	Off-Campus Study	10 years
Director's reports		Permanent
Study group proposals		5 years
Study group self-study & full review		Permanent
Student applications (study groups, extended study, approved programs)		3 years after date submitted
Visa application and supporting documents		1 year after date submitted
Memoranda of understanding		7 years after terms of MOU completed
Travel registration supporting documents		1 year after date submitted
Affiliation agreements		7 years after terms of Agreement completed
<i>Registrar</i>		
Academic action authorizations	Registrar	7 years from graduation or date of last attendance
Academic calendar		Permanent
Advanced placement and other placement tests records/scores		7 years from graduation or date of last attendance
Advising notes/emails		7 years from graduation or date of last attendance
Catalogue		Permanent
Change of adviser		1 year after date submitted
Changes of course (add/drop)		1 year after date submitted

Change of grade forms (update documents)	Registrar	Permanent
Class roster (original grade sheets)		Permanent
Class schedules (students)		Permanent
Correspondence, relevant		7 years from graduation or correspondence
Degree audit records		Permanent
Degree statistics		Permanent
Departmental honors list		Permanent
Disciplinary action documents		5 years from graduation or date of last attendance
Enrollment statistics		Permanent
Enrollment verification		1 year after validation
FERPA documents (consents to release, records of releases, etc.)		7 years from later of (a) graduation or date of last attendance, or (b) date of creation
Grade reports (registrar's copies)		1 year after date distributed
Graduate credit agreement form		7 years from graduation or date of last attendance
Graduation lists		Permanent
Hold or encumbrance authorizations		Until released
Incomplete grade approval		1 year after date submitted
Independent study form		7 year after graduation or date of last attendance
Major/Minor declaration		7 years from graduation or date of last attendance
Name change authorizations		5 years from graduation or date of last attendance
Personal data information forms		1 year after graduation or date of last attendance
Race/ethnicity statistics		Permanent
Rank in class reports		Permanent for graduation class
Registration booklet/schedule of courses		Permanent
Registration forms		1 year after date submitted
Replacement diploma request		Permanent
Satisfactory/Unsatisfactory grade request		1 year after date submitted
Student degree, enrollment and racial/ethnic reports and publications		Permanent
Transcripts		Permanent
Transcript requests (student)		1 year after date submitted
Transfer credit application/evaluation		7 years from graduation or date of last attendance
Transfer credit transcript (from other institutions)	7 years from graduation or date of last attendance	
Withdrawal authorizations	7 years from graduation or date of last attendance	
Library		
Circulation records, excluding special collections	University Libraries	Retained until items are returned and discharged
SCUA material request and circulation records		Permanent
SCUA registrations records		Permanent
SCUA accession records		Permanent
SCUA material loan records		Permanent
Library catalog		Permanent
License agreements		7 years from expiration or termination of agreement

III. Finance & Administration

<i>Type of Record</i>	<i>Office of Record</i>	<i>Retention (runs from end of Fiscal Year in which record is created unless otherwise noted)</i>
Accounting & Control		
Accounts payable invoices		7 years

Accounts receivable statements	Office of Accounting & Control	7 years
Annual financial reports and work papers		Permanent
Banking records, including deposit and withdrawal records, bank statements and reconciliations, voided and canceled checks	Office of Accounting & Control	7 years
Billing records		7 years
Cancelled checks (Accounts Payable and Payroll)		7 years
Cash receipts		7 years
Contracts		7 years after termination of contract
Deed of gift (MOU)		Permanent
Depreciation records		Life of asset plus 7 years
Effort certifications		7 years after completion of research/close of an award
Facilities and administrative cost and benefit rate calculations		7 years
Grants-contracts, awards, audits, proposals and official correspondences		7 years after close of an award
IRS determination letter		Permanent
Journal entries and back-up documentation		7 years
Licensing agreements		7 years after termination of agreement
Procurement card charge documentation		7 years
Procurement card information		7 years after user becomes inactive
Subsidiary ledgers (accounts payable, accounts receivable, etc.)		7 years
Royalty records		7 years after termination of agreement
Sponsorships	7 years after termination of agreement	
Travel reimbursements and attachments	7 years	
Capital Project Authorization (CPA) forms	Investment/Treasurers Office	Life of project plus 10 years, life of bond plus 7 years if bond funded
Debt offerings		Life of bond plus 7 years
Tax exempt bond bank statements (deposit with trustee statements)		Life of bond plus 3 years
Trust held by other investment statements		7 years
Inventories	Appropriate Department	7 years
Budget Office		
Annual budget performance reports	Budget Office	10 years
Budget adjustments		3 years
Budget worksheets		3 years
Budgets plans and projections		Permanent
General surveys		7 years
Interim (quarterly) budget reports		3 years
US News & World Report survey data		Permanent
Tax		
1099s	Office of Accounting & Control	7 years
FBAR		5 years
Income tax returns (990, 990-T, CT-13, etc.)		Permanent
Life income (pooled & trusts) tax returns		7 years
NYS DOI filing		Permanent
NYS 5 year gift annuity audit		Permanent
Sales tax returns		7 years
Real Property		
Abstracts of title	Office of Accounting & Control	7 years after disposal of property
Property deeds, easements, licenses, rights of way, leases, right of first refuse, remainder interests, mortgages, survey maps		7 years after disposal of property
Real property tax exemption applications and renewal forms filed with assessors		7 years
Rental agreements and housing loans		7 years after termination
Title insurance policies		10 years after disposal of property
Endowment		
Annual reports	Investment/Treasurers Office	Life of investment plus 7 years
Annual conflict of interest disclosure forms		7 years
Annual managers financial statements		Life of investment plus 7 years
Custody statements		7 years
Endowment performance appraisal reports		Permanent

Endowment spending calculations	Investment/Treasurers Office	10 years	
Funding/distribution notices		Life of investment plus 7 years	
K-1s		7 years	
Monthly managers statements		Life of investment plus 7 years	
Planned gifts (trusts, life income, agreements, annuities) & real estate gifts		15 years after termination	
Reconciliations		7 years	
Subscription and termination agreements		Life of investment plus 7 years	
Surveys		7 years	
<i>Student Accounts</i>			
Disclosure statements	Student Accounts	7 years after account has been paid in full	
IRS Form 1098T and 1098E		7 years	
NY Higher Education Service Corporation Scholarship Information		7 years	
Perkins Loan Reconciliations		7 years	
Student Account records		7 years	
Student insurance waiver forms		1 year	
Student loan records		7 years	
Tuition and fee charges		7 years	
<i>Payroll</i>			
Annual payment records (payroll registers)		Payroll	7 years
Federal Work Study payroll records	7 years		
Information returns filed with Federal and State authorities (W-3, W-2, 941, NYS-45, NJ-927, WR-30, NJ-W3, 1042, 1042S, etc.)	7 years		
Labor distribution adjustments	7 years		
Leave reporting records, nonexempt employees	7 years		
Leave reporting records, exempt employees	7 years		
Payroll vouchers	7 years		
Record of payments and deductions (deduction list, adjustments)	7 years		
Time cards	7 years		
<i>Financial Aid</i>			
Student financial aid records-never attended	Financial Aid Office	6 years	
Wage rate notices-student employment		7 years	
NYS Tap		2 years	
Class files		3 years after graduation	
I-9s-student employment		4 years after graduation	
Direct Loan records relating to program participation		7 years after the end of the award year in which the records were submitted	
Direct Loan confirmation for each academic year		7 years after the end of the award year in which the records were submitted	
Student records related to Direct Loan eligibility		7 years from the end of the award year in which the student last attended	
Campus based program records-Pell, ACG, SMART grant records		7 years from the end of award year for which aid was awarded	
Foreign Gift and Contract Reporting over \$250K with Department of Education		7 years	
Fiscal Operations Report (FISAP) and supporting documentation		5 years from the end of the award year in which the report was submitted	
<i>Purchasing/Receiving</i>			
Purchase orders, purchasing contracts & agreements with supporting documentation such as requisitions, justifications, and bid documentation for PO's, bids, and contracts conducted by Purchasing	Purchasing	7 years	
Purchasing supplier qualifications/Vendor profile		7 years after vendor becomes inactive	
Receiving documents		7 years	
<i>Capital Project Management</i>			
Bids	Facilities Office	Permanent	
Blueprints, studies and drawings		Permanent	
Capital project meeting minutes & materials		7 years	

Construction invoices – funded with tax exempt bonds	Investment/Treasurers Office	Life of the bond plus 7 years	
Construction documentation	Facilities Office	Permanent	
Construction contracts and agreements		Permanent	
Work orders		7 years	
Insurance			
Insurance policies	Risk Manager	Permanent	
Insurance certificates		7 years after expiration of contract	
Reports (e.g. security) of accidents or incidents		4 years after report date	
Certificates of insurance issued by University		7 years	
Indemnification agreements, hold-harmless agreements, contracts		If no claim is presented, 7 years after activity is completed	
Human Resources - General			
Employee, faculty personnel files (including application, resume, payroll, appointment/salary forms, deduction forms, contracts, performance appraisals)	Office of Human Resources	7 years after termination	
Application from individuals not hired (staff)		4 years from hiring decision	
Personnel records for retired individuals (staff)		Until death of employee plus 1 year	
Federal reporting requirements: welfare benefits and other fringe benefit plans (i.e. 5500's)		7 years	
Employee change of status forms		7 years	
Garnishments		7 years	
I-9 forms (Faculty and Staff)		4 years from date of hire or 1 year from termination, whichever is greater	
Union agreements		Permanent	
Workers compensation claims filed		7 years	
Employee medical records		40 years or 30 years from cessation of employment, whichever is greater	
Incident reports (with or without injury)		5 years following the year in which they relate	
Search committee records (including employment applications, resumes and all applicant search materials) (staff)		4 years from hiring decision	
Human Resources – Pension/Post-Retirement Benefit			
Benefit committee meeting minutes		Office of Human Resources	Permanent
Benefit plans & amendments	Permanent		
Retirement plans and amendments	Permanent		
Postretirement benefit valuations	7 years		
Retirement plans filed with the Department of Labor and Internal Revenue Service	Permanent		
Auxiliary Operations (Seven Oaks/Bookstore/C-Store/Print Shop/Mailroom/Athletics)			
Billing records	Appropriate Department	7 years	
Bulk mail statements		2 years	
Certified mail receipts		30 days	
Credit Card reports		7 years	
Daily sales reports		6 years	
Deposit Slips		6 years	
Inventory counts		7 years	
Registered mail receipts		60 days	
US Postal Form 4412		4 years	
Membership information		7 years	
Contracts & agreements		Office of Accounting & Control	Permanent

IV. Institutional Advancement

<i>Type of Record</i>	<i>Office of Record</i>	<i>Retention (runs from end of Fiscal Year in which record is created unless otherwise noted)</i>
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Alumni records	Alumni Relations and Advancement	Permanent
Alumni events		3 years
Binding gift agreements	Alumni Relations and Advancement	Permanent
Correspondence regarding donor intent to create a restricted fund		Permanent
Estate & bequest information unrelated to donor intent		7 years after settlement
Final campaign reports		Permanent
Gift documentation		7 years after receipt
Gift receipts		Permanent
Gift in kind reports		10 years
Reunion records		75 years
Stewardship & usage reports		10 years
Statement of intents (Pledges)		10 years
8283/8282		7 years
Career Center		
Internships for credit	Career Center	5 years
Letters of recommendation/credential files		10 years after graduation
Online application materials		Removed after 3 years of inactivity
Publications/Annual reports		10 years
Student contact records		Until death of student
Standardized test reports		5 years
Grants		
Grant audits and reports	Grants Office	Maintained online by reporting authority, and electronic copy submitted to Grants Office
Accepted proposals		10 years
Rejected proposals		3 years after rejection notification received.

V. Admissions

Type of Record	Office of Record	Retention (runs from end of Fiscal Year in which record is created unless otherwise noted)
Admissions for Applicants		
Application materials for enrolled first year and transfer students	Admissions Office	7 years from start of enrolled term
Letters of recommendation		7 years
Application materials for applicants who do not enroll (First Year Students)		7 years from start of application
Application materials for applicants who do not enroll (Transfer & International)		7 years from start of application term
Inquiry materials for those who do not apply for admission		3 years from application term they inquired for

VI. Dean of the College

Type of Record	Office of Record	Retention (runs from end of Fiscal Year in which record is created unless otherwise noted)
Discipline letters	Dean of the College	7 years after student's departure from Colgate (graduation, withdrawal, dismissal) or date of incident, whichever is longer
Academic integrity code violations (findings of violation and related case files)		7 years after student's departure from Colgate (graduation, withdrawal, dismissal) or date of incident, whichever is longer
Change of status notices		7 years after student's departure from Colgate (graduation, withdrawal, dismissal) or date of incident, whichever is longer
CSAS petition		1 year after submission
Incidents reports		7 years from departure from Colgate (graduation, withdrawal, dismissal) or date of incident, whichever is longer

Disciplinary records (findings of violation and related case files), where penalty imposed is suspension or expulsion	Dean of the College	Permanent
Disciplinary records (finding of violation and related case files), where penalty imposed is probation		Permanent
Disciplinary records (findings of violation and related case files), where penalty imposed is NOT probation, suspension, or expulsion, but includes a reprimand		Until the Student's Graduation
Disciplinary records (findings of violation and related case files), where penalty imposed is NOT probation, suspension, or expulsion, but includes a warning		Until the student's graduation
Staff annual report		Permanent
Student handbook		Permanent
<i>Campus Safety & Security</i>		
Accident reports	Campus Safety	4 years
Annual security and fire safety reports		7 years
Crime reports		7 years
Property damage reports		4 years
<i>Residential Life</i>		
On-campus residence of students	Residential Life	Permanent
Occupancy reports		5 years
<i>Student Organizations</i>		
Bid rosters (collected each semester)	Dean of the College	6 years after collection date
Statement of positive new member Advancement (collected each semester)		6 years after collection date
Recognition policy acknowledgement (collected each semester, signed by chapter officers)		7 years after collection date
Chapter insurance documents (collected annually for proof of liability insurance)		7 years after collection date
CORE reports (Greek Life)		8 years after collection date
Scholarship release forms (so grades can be released to the chapter) collected once at bid day		7 years
<i>Colgate Recognized Organizations</i>		
Constitutions	Dean of the College	Permanent
Financial info sheets		1 year
Sports club waivers		7 years
Travel waivers (off campus)		7 years
<i>International Student Services</i>		
International students' immigration forms (visa documentation, etc.)	Office of International Student Services	5 years
SEVIS reporting		5 years
<i>Wellness</i>		
Program reports and evaluations	Wellness Outreach Coordinator	Permanent
Waivers for all activities		7 year
Workshop presentations		1 year
<i>Athletics & Recreation</i>		
NCAA required documentation/records	Athletics	7 years
<i>Health Services</i>		
Health records for minor patients	Student Health Center	7 years and until one year after the minor patient reaches the age of 18 years
<i>Environmental Health & Safety</i>		
Blood borne pathogen training	EHS Office	Permanent
Radiation dose reports		Permanent
Other training records not covered elsewhere		While employed plus 4 years
Radioactive materials license and safety committee records		Permanent
Driver authorization/MVR consent forms		2 years
Radioactive material receiving and inventory records		3 years

Respirator inspection records	EHS Office	1 year
Respirator fit testing records		While employed plus 4 years
Occupational hazard analysis		Until new analysis is conducted
Vaccination forms		While employed plus 4 years
Ergonomic evaluations		While employed plus 4 years
Hazardous/Medical/Asbestos manifests and reports		Permanent
Training on personal protective equipment		Duration of employment plus 4 years
Chemical monitoring		Duration of employment plus 4 years
Environmental safety surveys		4 years
Evacuation drills		4 years
Fire protection systems inspection and test records		Required to be maintained until the next test and 4 years thereafter
OSHA training records & logs		Until end of employment plus 5 years
Confined space entry-completed permits		3 years
Confined space inventory		Permanent
Hot work permits		1 year
SCBA inspections		2 years
SPCC tank inspections		Permanent
Water systems reports		3 years
Soil analysis results		Permanent
IAQ surveys		Permanent
AED Prescription/Locations		Monthly
Exposure monitoring records		30 years
Fire protection systems records		5 years
Swimming pool chemical samples		3 years after sample is taken
Lead/PCB/Radon samples & test results		Permanent
Fume hood testing records		3 years
Chemical inventory records		2 years
Tier II reports		Permanent
Pesticide labels/MSDS		1 year
Injury and illness reports		5 years
Licenses		While active plus 5 years
Pest control activity logs	4 years	
Radiation dose reports	Permanent	
Radiation safety training records	Permanent	
Safety committee records	3 years	
Radioactive material receiving and inventory records	Permanent	

VII. Litigation

<i>Type of Record</i>	<i>Office of Record</i>	<i>Retention (runs from end of Fiscal Year in which record is created unless otherwise noted)</i>
Consent orders	Institutional Planning & Research	Permanent
Court orders		Permanent
Judgments		Permanent
Releases		Permanent
Settlements		Permanent

VIII. Communications

<i>Type of Record</i>	<i>Office of Record</i>	<i>Retention (runs from end of Fiscal Year in which record is created unless otherwise noted)</i>
Photographs/Videos	Communications	Keep 10 years and transfer to Archives for review
University publications/brochures		As needed - Send 2 copies to Archives for review

