



Records Retention, Schedule and Disposition Policy

Effective Date: July 8, 2026

Statement

In accordance with applicable federal, state, local applicable laws, rules, and regulations, Saint Joseph's College requires that College records be retained for specific periods of time, and be maintained in specific repositories. The records will be properly and diligently upheld in accordance with this policy. This policy relates to original, tangible, hard-copy documentation, and electronic records.

Purpose

Saint Joseph's College is committed to achieving accurately and legally responsible record retention to allow us to be historically accountable. The policy's purpose is to include any hard copy or electronic record made, produced, or received by any department, employee, or office of the College.

The intention of the policy is to provide the College with an organized procedure and schedule that will comprise:

- Meeting legal standards
- Optimizing the use of electronic and physical storage space
- Ensuring adequate protection and maintenance of records
- Minimizing costs related to record retention
- Maintaining the history of the College
- Properly destroying outdated and useless records at the appropriate time

Scope

This policy applies to all records, data, or information that are created or received in the course of the College's operations. This policy applies to all College faculty and staff, volunteers, and Board of Trustee members that are responsible for the accurate creation, placement, or usage of any record for Saint Joseph's College and anyone else who creates, receives or maintains records in the scope of conducting College business or while working on behalf of the College. Records can be in many different formats and this policy applies to all records regardless of physical, written, printed, graphic, mechanical, or electronic form or format. Examples of records include but are not limited to financial data, agreements, correspondence and communications, electronic mail, images, photographs, video or sound recordings, logs, plans, research, and any other writing or image containing information. Records also include both originals and reproductions, and facsimile produced documents.

Record Retention Schedule

The College has developed a Record Retention Schedule, attached as Appendix A (the "Schedule"). This Schedule covers the vast majority of all records of the College. All Records must be retained and destroyed in accordance with the Schedule. The Schedule is representative, but not exhaustive, of the record types to be maintained. For any record not listed, contact Human Resources. If the record is not covered by an item on this Schedule, it must be retained until a revised edition of or addendum to this Schedule is issued containing an item covering the record in question and providing a minimum legal retention period for it.

Electronic documents will be retained as if they were paper documents, and, therefore, any electronic documents that fall into one of the document types on the Schedule will be maintained for the designated retention period.

The Schedule does not apply to duplicate copies of originals used for short-term reference purposes. Such duplicate copies of originals are retained for as long as administratively needed and may be discarded when the business use has terminated. Please review the Retention of Email section in this policy regarding guidance on email retention.

Definitions

- **Active Record:** An original College Record currently used by the office, department or other area of the College that generated it. Active Records remain active for varying numbers of years, depending on the purpose for which they were created and regulatory requirements. Active Records may be retained in the originating office.
- **College Record:** The original or official copy of any record/document. Official records may be in any media form, and may include policies, procedures, and records of internal or external transactions. The Official Repositories for some of these records are identified in the Schedule. There is no need for offices and departments that are not the Official Repository for a College Record to retain copies of those records.
- **Disposition of Records:** The terminal treatment of records, either through destruction or permanent storage.
- **Electronic Record:** A College Record kept in a non-tangible electronic format. Electronic Records include but are not limited to: word processor documents, spreadsheets, databases, HTML documents, scanned or imaged documents, and any other type of file warehoused online, on a mainframe, on a computer hard drive, or on any external storage medium. The same retention standards that apply to tangible College Records also apply to Electronic Records, and the retention periods outlined in the Schedule apply equally to College Records in all formats.
- **Historical Record:** Materials made or acquired and preserved solely for reference or exhibition purposes.
- **Inactive College Records:** An original College Record that is not an Active Record but still must be maintained pursuant to the Schedule.
- **Litigation Hold:** A communication issued as the result of current or anticipated litigation, audit, government investigation, or other similar matter that suspends the normal process regarding the retention and disposition of College records.
- **Permanent Record:** Document which is retained permanently because of its administrative, historical, or legal value.
- **Personal Information:** Records that include an individual's name together with that individual's demographic information, date of birth, Social Security Number; drivers' license number or state identification card number; financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password that would permit access to an individual's financial account; or biometric indicator. Personal Information is highly sensitive, and must be safeguarded and secured at all times.
- **Property Rights:** All records generated, maintained, and received are the property of Saint Joseph's College. No employee, by virtue of their position, has any personal or property right to such records even though they may have developed or compiled them.

- **Record Retention Schedule:** The document identifying types of records that, for business and/or legal reasons, are subject to mandatory retention for a specific period of time.
- **Unauthorized Destruction:** The unauthorized destruction, removal, alteration, or use of information and records is prohibited.
- **Workforce Responsibility:** All employees are responsible for ensuring that the College's information and records are created, used, maintained, preserved, and destroyed in accordance with this policy.

Management of Records: Administration

The College has a decentralized system of managing records beyond the Archives. Therefore, functional units (e.g. College departments) will be responsible for supervising the administration of this policy, including but not limited to the proper retention, disposal, and transfer of records, as well as the implementation of processes and procedure to ensure that the Schedule is followed. College departments are expected to coordinate with other departments when key records are shared among groups.

Specifically, each department of the College has primary legal and operational responsibility for the proper care and management of its records. In addition, the individual(s) listed below are designated with having specific responsibilities in connection with this Policy.

1. **The President (or other designated official)**– The President or other designated official are responsible for notifying all **relevant** members of the College community where a litigation hold is being implemented. The President or other designated official will, in consultation with the relevant members of the College community, determine the scope of the hold, will determine when the hold is no longer required, and will communicate the lifting of the hold on an as needed basis to members of the College community.
2. **The President** is the top-level/final decision maker regarding the retention, disposition and confidentiality of records for the College.

Accessibility and Safekeeping of Records

- Records, especially financial records, must be easily retrievable for examination by authorized individuals, including auditors. Access to electronic records is subject to College rules regarding information security. Employees should work with the IT department to ensure that electronic documents are maintained in a format that preserves accessibility.

Retention of Email

Email sent or received over the College's computer system may constitute a form of College record. While not all emails are business records, all College emails are property of the College and are subject to discovery in the event of litigation against the College or any of its faculty, staff, or students. Consequently, the administration has the ability and the right to view the email of all members of the College community for these purposes. Employees of the College are not obligated to retain all emails indefinitely; such a policy would clearly impose an impossible burden both on the College community and on the College's computer system. Rather, individual employees are expected to exercise judgement regarding the content and purpose of the email in

determining whether it needs to be retained as a College record, and, if so, the length of the retention period.

Retention periods applicable to email messages are as follows:

- Ordinary emails, including routine communications, internal meeting notices, and cover letters or transmittal memorandum, need be retained only so long as is necessary to complete the action or resolve the issue that is the subject of the email.
- Administrative documents – To the extent that email is being used to document, either internally or outside the College community, the formulation, planning, implementation, interpretation, or modification of a College program, policy, or service, any such email constitutes a College record and should be retained in accordance with the retention periods set forth in the Schedule.

Emails can be retained in the following ways:

1. Emails can be printed out and filed and saved as paper documents; or
2. Emails can be saved into electronic archive folders, which permit the long-term management of emails.

Regardless of the format in which the emails are saved, the employees for each department have an obligation to preserve and safeguard the information in the email as if it were a paper document. Once the email is saved in another format, however, there is no obligation additionally to retain the email in an active mail folder.

Litigation Holds

Where the College has actual notice of litigation or of a government investigation or audit, or has reason to believe that such events are likely to occur, it has the obligation to take steps to preserve documents that might be implicated in such litigation or investigation. In such an event, the College will take steps to identify all paper and digitally maintained files that may contain documents relevant to the case, including emails, and the President and/or other designated official will notify members of the College community, in writing, to preserve such documents indefinitely. If an employee receives such a preservation notice, it does not necessarily mean that they are involved in the litigation or investigation. Rather, it means that the evidence that the College is required to preserve may be in the employee's possession or control, and that the employee has an obligation to preserve such information effective immediately.

In the event of a litigation hold, all policies for the disposition of documents must be suspended with respect to those matters that are the subject of the hold. Electronic information should be preserved in its original electronic form on the media on which it is stored. Electronic information should not be transferred from the media on which it is stored to a different media for the duration of the litigation hold unless such transfer is necessary to preserve the integrity of the information for the duration of the hold, and such transfers should be made only after consultation with the Information Technology department to preserve the integrity of the electronic data. In addition, the employee that receives the notice should similarly preserve any new information that is generated that may be relevant to the litigation or investigation by saving it in a segregated file. An employee's failure to preserve documents after having received a preservation notice can have extremely serious consequences for the College. Accordingly, a

failure to comply with a litigation hold may subject employees to discipline as set forth in the Discipline section below.

No one shall knowingly alter, destroy, conceal or falsify any document or tangible object with the intent to impede, obstruct or influence such audit, investigation, legal proceedings involving law enforcement, or pending litigation. In addition, the President or other designated official should be informed of any situation that might give rise to legal action as soon as the situation becomes apparent. Record destruction after any suspension shall be resumed only at the written direction of the President or other designated official, after consultation with the College's legal counsel.

Transfer of Records to Archives

1. Employees should follow the processes outlined in the [Archives Transfer Policy](#).
 - For questions regarding the Archives Transfer Policy, please reach out to: Lynn Bivens, Head Librarian, lbivens@sjcme.edu.

Important Note: Records in the Archives are subject to research and review. As such, under no circumstances should materials containing FERPA-protected or personally identifying information (e.g., social security #'s, banking or credit information, etc.) be transferred to the Archives unless all privacy-protected information has been permanently redacted.

Disposition of Records

1. Employees should consult with the Human Resources department regarding the destruction of physical documents,
 - Non-confidential paper records may be placed in containers for recycling.
 - Confidential paper records must be shredded or other arrangements must be made for the documents to be destroyed.
2. Employees should consult with the Information Technology department regarding the destruction of electronic documents.

Audits

Program and fiscal audits and other needs of state and federal agencies are taken into account when retention periods are established in this Schedule. However, in some instances agencies with audit responsibility and authority may formally request that certain records be kept beyond the retention periods. If such a request is made, these records must be retained beyond the retention periods until the College receives the audit report or until the need is satisfied.

Confidential Information Received from a Third-Party

After receipt of confidential information from a third party, if the third party requests return or disposal of such confidential information, the College will, to the extent reasonably practicable, either destroy or promptly return to the disclosing party all confidential information, provided, however, that the College and its employees may retain a single copy of any confidential information for legal, regulatory, corporate governance, or accounting purposes.

Discipline

Failure to follow this policy may subject employees to disciplinary action up to and including termination of employment, in accordance with applicable College rules, procedures, and Handbooks.

The College may make modifications to this policy as well as the Schedule from time to time to ensure that it is in compliance with applicable law.

Appendix A

RECORDS RETENTION SCHEDULE

TABLE OF CONTENTS

1. ATHLETICS
2. PRESIDENT'S OFFICE
3. FACILITIES/MAINTENANCE
4. FINANCIAL AID
5. HUMAN RESOURCES
6. INFORMATION TECHNOLOGY
7. STUDENT FINANCIAL SERVICES
8. TREASURER'S OFFICE
9. ACADEMIC AFFAIRS
10. REGISTRAR
11. CORPORATE AND FOUNDATION RELATIONS
12. ON-CAMPUS ADMISSIONS
13. ONLINE ADMISSIONS
14. STUDENT LIFE
15. CAMPUS SAFETY
16. COUNSELING
17. HEALTH AND WELLNESS CENTER

NOTE

- For the purpose of the retention period, from/after "separation" means the specified time period from/after: (a) graduation, withdrawal, or expulsion (if student); or (b) voluntary or involuntary termination of employment (if employee).
- Where a retention period does not have any qualifier, the period generally runs from the time that the record was first created or received by the College.

1. ATHLETICS

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Athletic Eligibility Reports/Health Information	7 Years	
Athletic Injury Medical Records	7 Years	
Athletic Program Records	7 Years	
Athletic Scholarship File	7 Years	
Athletic Training Records	7 Years	
Financial Files	7 Years	
Game Contracts	7 Years	
Investigations/Substantiated Allegations	Permanent	
Official Squad Lists	Permanent	
Photos and Press Clippings	Permanent	
Player and Game Statistics	7 Years	
Player Recruitment Scouting File	7 Years	
Practice Log Records	7 Years	
Records of Gender Equity in Athletics	7 Years	
Substance and Alcohol Abuse Testing Records	7 Years	
Ticket Records	7 Years	

2. PRESIDENT'S OFFICE

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Articles of Incorporation / Restated Articles of Incorporation	Permanent	Printed Copies Sent to Archives
Board of Trustee Minutes	Permanent	Printed Copies Sent to Archives
Bylaws	Permanent	Printed Copies Sent to Archives
Certification, Licensing and Accreditation Records (President and Academic Affairs Offices)	Permanent	Electronic Copies of Accreditation Certifications/Letters are Posted on mySJC Printed copies sent to Archive.
Charter	Permanent	Printed Copies Sent to Archives
Conflict of Interest Disclosures: Trustees	Permanent	Electronic Copies Shared with Controller
Contracts (President and Finance and Administration Offices)	7 years after contract termination/completion of work	Electronic Copies Sent to Office of Academic Affairs
Executive Committee Meetings Minutes	Permanent	Printed Copies Sent to Archives
Standing Committee Meeting Minutes	Permanent	Electronic Copies are posted on the Board of Trustees portal site.
Survey, evaluation and inspection records covering review of institution or programs by accreditation organizations (President and Academic Affairs Offices)	Permanent	Electronic Copies of materials are posted on site(s) shared with appropriate parties.

3. FACILITIES/MAINTENANCE

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
As-Built Drawings	Permanent	Hardcopy in Facilities
Building Plans, Blueprints and Design plans	Permanent	Hardcopy in Facilities
Construction & Renovation Contracts	Permanent	Hardcopy in Facilities & housed on Facilities Google drive
Contracts of Negotiation Records, Executed Contracts	Permanent	Hardcopy in Facilities & housed on Facilities Google drive
Fume Hood Testing Records	Permanent	
Hazardous Waste Disposal Manifests and Reports	Permanent	Hardcopy in Facilities
Inspection Reports (fire alarms, emergency lighting, fire extinguishers)	Permanent	
Records of Preventive Maintenance, Service or Repairs	Permanent	Housed in Brightly Computer Management System and hard copy in Facilities
Survey, evaluation and inspection records covering review of facilities by state or federal agency	Permanent	Hardcopy in Facilities & housed on Facilities Google drive

4. FINANCIAL AID

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Authorization/Allocation Letters	Permanent	
Disbursement Files	7 years	Disbursement files are stored on Google drive - provided by Financial Aid office
FAFSA	7 years	FAFSA arrives electronically via PowerFaid
Federal Perkins Loan	Permanent	Paper, kept in fireproof safe in Fin Aid office
FFEL and Direct Loans eligibility and participation records	3 years from the end of the award year in which the student last attended.	Everything is electronic through the Dept of Education
Financial Aid Records	7 years	
Financial Aid Reports	7 years	
FISAP Reports	3 years from end of the award year in which report submitted	
Pell Grant records	7 years	
Scholarship Records	7 years	
Student & Parent Tax Information	7 years	Housed in student's Financial aid file
Admissions Files	3 years after graduation or last day of attendance	
Admissions Files- Unenrolled Students	3 years from date of decision not to enroll	
Applicant/Admission Statistics	Permanent	
Applications	3 years after graduation or last day of attendance 3 years from date denial decision was made	
Enrollment Statistics	Permanent	
Recommendation Letters	7 years	

5. HUMAN RESOURCES

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Accident Reports, Injury/Illness Claims, Settlements	30 years after settlement	
Certificates of Insurance, Indemnification agreements, Contracts and Insurance Policies for Benefits	Permanent	
Background Checks	7 years after separation	
Deceased Employee Claims	7 years after date of death	
Discrimination/Harassment – Investigation Files (all records except landmark or policy setting cases)	7 years after separation	
Discrimination/Harassment – All Records Relevant to Any Charges	Final disposition of charge or 7 years after separation, whichever is longer	
Employee Handbook; Personnel Policies	Permanent	
Employee Conduct Internal Investigation Files	6 years after case closed, unless a longer period is recommended by College counsel	
EEO-1 Reports	10 years	
Employee Medical and Exposure Records	30 years after separation	
Employee (Faculty and Staff) Personnel File	7 years after separation	
Employee Safety Training Record (OSHA)	5 years after separation	
Faculty and Staff Benefits Files	Permanent (or 7 years after separation if benefit claims records become too voluminous)	
Federal Reporting Requirements: Welfare Benefits and other Fringe Benefit Plans	Permanent	
Federal and State Required Statistics and Reports	Permanent	
FMLA Records	3 years	
Files for Disabled Employees	7 years after separation	
I-9 Forms (Faculty and Staff)	3 years after hire or 1 year after separation, whichever is longer	
I-9 Forms (Students)	3 years from the hire date or 1 year after separation, whichever is longer	

Individual Contracts of Employment	7 years after separation	
Non-Gender Based Misconduct and other forms of Discrimination and Harassment Records (landmark or policy setting cases)	Permanent	
OSHA Injury Logs	5 years	
Personnel Action Records (all records except landmark or policy setting cases)	7 years after final resolution	
Personnel Files for Retirees	7 years after separation	
Records Covered Under HIPAA	7 years after separation	
Requests for Reasonable Accommodation	7 years after separation	
Search Committee Records	7 years	
Severance Agreements	7 years after expiration	
Time and Attendance Records	3 years after separation	
Workers' Compensation Claims and Insurance Policies	Permanent	
Copyright, patent, and trademark registrations	Permanent	

6. INFORMATION TECHNOLOGY

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Application development project files & records	Permanent	Maintained in Google Drive
Computer system security records, including records used to control or monitor the security of a system	Permanent	Managed through FortiGate firewalls.
Data documentation and records	Permanent	
Data processing operating procedures	Permanent	Department specific and managed by the individual departments
Data systems specifications, user and operational documentation	Permanent	Maintained in Google Drive
Help desk logs and reports, including records used to document requests for technical assistance and responses to these requests	Permanent	Requests for technical assistance are maintained through the IT ticketing system, Track-IT.
IT Policies, including access, security, systems development, data retention & disposition	Permanent	All systems are backed up using Druva
Operating system and hardware conversion plans	Ad hoc	IT does not keep historical records of o/s or hardware conversion plans
System backup files, including copies of master files or databases, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction	Permanent	All systems are backed up using Druva. In addition to full back-ups, we also archive email history on a Barracuda email archiver appliance.
System users access records created to control or monitor individual access to a system and its data, including but not limited to user account records and password files	Permanent	Account access is maintained in Active Directory. Most systems are accessed through SSO in Google which is synched to AD through GADS (Google Active Directory Synch).

7. STUDENT FINANCIAL SERVICES

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Bankruptcy matters (students)	Permanent	Located in the Saint Joseph's Hall Basement
Correspondence, relevant to student's SFS record	5 years after graduation or last date of attendance	
Final Financial Aid Awards Listing	Enrolled + 6 years	
International Students	3 years after graduation or last date of attendance	
Residency Classifications	3 years after graduation or last date of attendance	
Tuition and Fee Charges	7 years	Located in the Saint Joseph's Hall Basement

8. TREASURER'S OFFICE-ACCOUNTING

RECORD TYPE	FINAL RETENTION PERIOD	
1099 Reports	7 years after termination of independent contractor services	
Accounts Payable Check Registers	7 years	
Accounts Payable Subsidiary Reports	7 years	
Accounts Payable Vouchers and Attachments	7 years	
Accounts Payable Year-end Subsidiary Reports	7 years	
Accounts Receivable Fiscal Year End Report	7 years	
Accounts Receivables Statements	7 years	
Audit Reports	Permanent	
Bank Reconciliations and Support	7 years	
Bank Statements including Deposit and Withdrawal Records	7 years	
Bond Debt Supporting Materials	7 years after the final redemption date of the bond repayment terms	
Cancelled Checks	7 years	
Cash Receipts	7 years	
Depreciation Records	Life of Asset plus 7 years	
Financial Statements and Work Papers	Permanent	
General Ledger	7 years	
Inventories	Life of Asset plus 7 years	
Investment Reports	7 years	
IRS Determination Letter; IRS Correspondence	Permanent	
Journal Entries	7 years	
Purchase Orders, Contracts & Agreements	7 years	
State Sales Tax Records	7 years	
Travel Reimbursements and Attachments	7 years	
Tuition & Registration Fees	7 years	
Unclaimed Property Filings	7 years	
Vendor Payments	7 years	
Wire & ACH Transfers	7 years	

Grant Draw-downs	3 years after close of grant or longer if required by granting agency	
Grant Federal Financial Reports (FFRs) and Milestone Reports	3 years after close of grant or longer if required by granting agency	
Annual Payment Records (W-2 Forms)	7 years after separation	
Information Returns filed with Federal and State authorities (W-2, 941, etc.)	7 years	
Payroll Deduction Authorization Forms	7 years	
Payroll Vouchers	7 years	
Record of Payments and Deduction (payroll registers, deduction lists, adjustments)	7 years	
Time Records (student and non-students)	7 years	
Property Tax Returns filed with taxing Jurisdiction	Permanent	
Excise Tax Returns	Permanent	
Federal & State Tax Filings	Permanent	
Information Returns	Permanent	
Sales Tax Returns	Permanent	

9. ACADEMIC AFFAIRS

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Academic Dismissal	Permanent	
Academic Integrity Code Violations with sanctions	Permanent	
Academic Probation	Until status changes	
Academic Warning or Suspension	Permanent	
Accreditation Documentation	Permanent	https://my.sjcme.edu/resources/administrative/accreditation-process
Course Evaluations	Permanent	Course evaluations are held in the Office of Academic Affairs Google Drive
Course Syllabus or Lesson Plan	Permanent	Course syllabi are collected each semester and held in an the Office of Academic Affairs Google Drive
Curriculum Development Records	Permanent	Curriculum Development records are compiled by the Educational Policies Committee, submitted to the Faculty Senate and preserved in the Office of Academic Affairs
Faculty Senate Minutes	Permanent	
Final/graded coursework	Permanent	BrightSpace

10. REGISTRAR

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Academic Dismissal	Permanent	
Admissions Files- Registered Students	7 years after graduation or last day of attendance	
Application for Graduation	7 Years	
Applications of Transfer of Credit	7 Years	
Audit Authorizations	Permanent	
Changes of Course(add/drop)	Permanent	
Changes of Grades	7 Years	
Class Lists	Permanent	
Course registration records	Permanent	
Credit by Examination Reports	7 Years	
Credit/no Credit Approvals (Audit, pass/fail, etc.)	7 Years	
Curriculum Change Authorizations	Permanent	
Degree audit records	Permanent	
Enrollment forms	Permanent	
Enrollment verification request forms	7 Years	
FERPA	Permanent	
Grade submissions from faculty	Permanent	
Graduation Lists	Permanent	
Holds	Permanent	
List of graduates	Permanent	
Major/Minor certification records	7 Years	
Major/Minor declaration and change forms	7 Years	
Name Changes and changes to Personally Identifiable Information	7 Years	
Readmission materials	7 Years	
Residence status records	7 Years	
Schedule of Classes	Permanent	
Transcript request forms	Permanent	
Transcripts	Permanent	
Transcripts (High schools & other colleges)	7 Years	
Withdrawal Authorizations & Leave of Absences	7 Years	

11. CORPORATE AND FOUNDATION RELATIONS

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Alumni Records	Permanent	Scanned into NXT (Raisers Edge in Blackbaud)
Annual Reports	Permanent	Archives, Permanent on IA Shared Drive
Commencement Program	Permanent	Archives
Donor (and Prospective Donor) Information	Permanent	Scanned into NXT (Raisers Edge in Blackbaud)
Endowment Records	Permanent	Scanned into NXT (Raisers Edge in Blackbaud)
Gift Letter Agreements	Permanent	Scanned into NXT (Raisers Edge in Blackbaud)
Gift Records	Permanent	Scanned into NXT (Raisers Edge in Blackbaud)
Grants	Permanent	Scanned into NXT (Raisers Edge in Blackbaud)
Original Gift Letter Agreements, All others	Permanent	Scanned into NXT (Raisers Edge in Blackbaud)
Planned Gifts (trusts, life income, agreements, annuities) & Real Estate Gifts	Permanent	Scanned into NXT (Raisers Edge in Blackbaud)

12. ON-CAMPUS ADMISSIONS

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Admissions Files	3 years after graduation or last day of attendance	
Admissions Files- Unenrolled Students	3 years from date of decision not to enroll	
Applicant/Admission Statistics	Permanent	
Applications	3 years after graduation or last day of attendance 3 years from date denial decision was made	
Enrollment Statistics	Permanent	
Recommendation Letters	3 years	

13. ONLINE ADMISSIONS

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Applicant/Admission Statistics	Permanent	
Applications	2 years minimum, 5 years maximum	Upon the expiration of the two-year retention period, Personal Information —specifically SSN, DOB, Citizenship Status, admissions documents, street name and number —will be cleared from all applications. Upon the expiration of the five-year retention period, Personal Information —specifically name, email, phone number, gender, and age—will be cleared from all applications.
Enrollment Statistics	Permanent	

14. STUDENT LIFE

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Disciplinary and Administrative Student Conduct Case Files	7 years after Graduation or last date of attendance Suspension, dismissal, or expulsion: Permanent	
Student Complaints	10 years	
Title IX Records	7 years, except for those cases that result in suspension or dismissal which would be kept permanently	

15. CAMPUS SAFETY

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Accident Reports	7 years after report date	
Daily Assignment Sheet	Permanent	
Daily Crime Log	Permanent	
Incident Reports	7 years after report date	
MVR Applications	7 years	
Parking Citation Records	7 years after graduation or last date of attendance	
Supporting Records	3 years following the publication of the last annual campus security report	

16. COUNSELING

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Clinical Records	7 years	Hard copy of confidential records must be securely stored and include two layers of protection (use of a locking file cabinet and housed in a locked room).
Treatment Summary	15 years	Hard copy of confidential records must be securely stored and include two layers of protection (use of a locking file cabinet and housed in a locked room).

17. HEALTH & WELLNESS CENTER

RECORD TYPE	FINAL RETENTION PERIOD	NOTES
Declination Form	30 years after last date of employment	
Employee Immunization Records	Permanent	
Patient/Client Records	7 years from graduation or last date of attendance	
Student Immunization Records	7 years from graduation or last date of attendance	