

ST. JOHN FISHER COLLEGE

Record Retention Policy

1. Purpose

The College implements this Record Retention Policy in order to have more effective record management, meet legal and regulatory standards, preserve its history, optimize the use of space, and minimize the cost of record retention.

The College requires that College records, as defined herein, regardless of format, be retained for specific periods of time and disposed of in accordance with legal or other institutional requirements. The College has designated official repositories and procedures to manage the retention and disposal of College records as set forth in this Policy.

2. Record Retention Schedule

Attached to this Policy is a Records Retention Schedule (the "Schedule"). The Schedule se

hasS(ts)0.00hnaglheyseq()JTnd diotories aordaocedures-4(o1)-2(ds)10(c)4(o)idthpe Ret1(oe)4(ne)4(m)-2A sires t

7.

Records Retention Schedule

Note: No document list can be exhaustive. When in doubt, questions regarding the retention period for any specific document or class of documents not included in these tables should be addressed to the Department administrative manager (who in turn may contact the Vice President for Finance & Business).

A. Corporate Records

Item

Equipment files & maintenance records

7 years after
disposition

Office of Vice
President for
Finance and
Business

Journal entries with backup

Permanent

Office of Vice
President for
Finance and
Business

Subsidiary Ledgers

Press clippings	N/A	Office of Vice President for Enrollment, Advancement, and Planning (Marketing/Comm)
Press releases	7 years	Office of Vice President for Enrollment, Advancement, and Planning (Marketing/Comm)
Research reports/surveys	3 years	Office of Vice President for Enrollment, Advancement, and Planning (Admissions)
Year-end reports	10 years	Office of Vice President for Enrollment, Advancement, and Planning

H. E

Contracts with employees (faculty)	7 years from date of termination	Office of the Provost
Disability & sick-benefit records	7 years from date of termination	Office of Vice President for Finance and Emp Business 5736 32 15e
Employee handbooks	Permanent	Office of Vice President for Finance and Business
Employee (lo)- d2 0.72 2(lo)raion		

Search Committee Records, including employment applications, resumes and all applicant search materials	3 years	Office of Vice President for Finance and Business
Notice and Acknowledgement of Pay Rate and Payday forms	6 years	Office of AVP for Human Resources
Volunteer Registration Forms, Parental Consent Forms and Agreements	3 years	Office of Vice President for Finance and Business

Time Sheets, student	6 years	Office of Vice President for Finance and Business
Time Cards, other	6 years	Office of Vice President for Finance and Business
Wage Assignment Orders	5 years after closed	Office of Vice President for Finance and Business

K. Retirement Plan

Item	Minimum Retention Period	Official Repository
Employee Eligibility for Retirement Plan	6 years after death of eligible employee or beneficiary	Office of Vice President for Finance and Business
Employee Personal Information	6 years after death of eligible employee or beneficiary	Office of Vice President for Finance and Business

President for Finance and

L. Medical

Item	Minimum Retention Period	Official Repository
Health Center Services Patient Records	7 years	Office of Vice President for Student Affairs & Diversity Initiatives

M. Patents & Trademarks

Item	Minimum Retention Period	Official Repository
Invention Assignment forms	Permanent	Office of Vice President for Finance and Business
Licensing Agreements	7 years	Office of Vice President for Finance and Business
Original Patents, Trademarks and Related Work Papers	Permanent	Office of Vice President for Finance and Business
Royalty Records	Life of Patent or TM plus 7 years	Office of Vice President for Finance and Business

N. Technology

Item

Software licenses & support agreements	7 years after all obligations end	Office of Vice President for Finance and Business
--	-----------------------------------	---

O. Safety and Security

Item	Minimum Retention Period	Official Repository
Accident Repots	4 years after report date	Director of Safety & Security
Campus Crime Reports	Permanent	Director of Safety and Security
Clery Report (compliance file, timely notices, Campus Security Authorities)	Permanent	Director of Safety and Security
Crime Reports	7 years after report date	Director of Safety & Security
Daily Activity Logs	7 years	Director of Safety & Security
Incident reports	7 years after report date	Director of Safety and Security
Policy and Procedure Manual	7 years	Director of Safety & Security
Property Damage Reports	7 years after report date	Director of Safety & Security
Security Guard files	7 years after employment ceases	Director of Safety and Security

P. Sponsored Projects, Contracts Grants

Item	Minimum Retention Period	Official Repository
Grant and Contract Applications, Proposals and Supporting Documents	7 years after close of grant	Office of Corporate Foundations & Govt. Relations
Human Subject Records	3 years or contract period	Office of Asst. Vice President for Institutional Advancement

Q. Legal

Item	Minimum Retention Period	Official Repository
Contracts	Permanent	Office of the President
Consent Orders	Permanent	Office of the President
Court Orders	Permanent	Office of the President
Judgments	Permanent	Office of the President
Releases	Permanent	Office of the President
Settlements	Permanent	Office of the President

R. General Administration

Item	Minimum Retention Period	Official Repository
Directories	2 years	Office of Vice President for Enrollment, Advancement, and Planning
Periodicals	2 years	Office of Vice President for Enrollment, Advancement, and Planning
Correspondence - President	7 years	Office of the President
Correspondence – general	7 years	Each Department or Office
Appointment calendars – President	7 years	Office of the President

S. Admissions Data for Applications Not Enrolling (Whether Accepted or Rejected)

For students who apply to the College, but do not enroll OR prospects who do not apply:

All documents are kept in BS-Admin area of BDMS for a period of one year from the term of their application or the term for which they are a prospect. OIT will purge all documents after one year.

The Official Repository for these records will be kept under the EVP for Enrollment, Advancement, and Planning for BS-Admin documents and the Provost for BS-ID documents - once OIT moves the official documentation over.

Item	Minimum Retention Period	Official Repository
Advanced Placement Records, Applications for Admissions or Readmission, Correspondence that is relevant, Entrance Exam Reports, Residency Classification Forms, Letters of Recommendation, Transcripts	3 years after application terms	Office of Vice President for Enrollment, Advancement, and Planning

T. Admissions Data for Applicants Who Enroll

For all students who apply to the College, are accepted, and enroll:

Prior to the start of the term in which the student enrolls, OIT will move the "official documents" (records) from BS-Admin to BS-ID within BDMS (Banner Document Management Suite). The Registrar's Office will oversee retention policies for these documents. Any remaining documents in BS-Admin will be purged within one year or less.

The Official Repository for these records will be kept under the EVP for Enrollment, Advancement, and Planning for BS-Admin documents and the Provost for BS-ID documents - once OIT moves the official documentation over.

Item	Minimum Retention Duration	Official Repository
Acceptance letters	5 years after graduation/date of last attendance	Office of Vice President for Enrollment, Advancement, and Planning
Advanced Placement Records, Applications for Admission or Readmission, Correspondence that is relevant, Entrance Exam Reports	5 years after graduation/date of last attendance	Office of Vice President for Enrollment, Advancement, and Planning
International students	5 years after graduation/date of last attendance	Office of Vice President for Enrollment, Advancement, and Planning

Course change records	1 year after date submitted	Provost/Registrar's office
Credit/no credit approvals (audit, pass/fail, etc.)	5 years after graduation/8 years after date of last attendance	Provost/Registrar's office
Certification of Graduation	5 years after graduation	Provost/Registrar's office
Disciplinary Records	5 years after date of final obligation	Provost/Registrar's office

