

COLLEGE of SAINT ELIZABETH

Records Retention and Disposition Schedule

June 1, 2018

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Vice President for Academic Affairs

Document	Retain in Department	Disposition
Academic Advancement		
Assessment	7 years	archives
Capital Campaign	7 years	archives
Committee meeting notes	5 years	destroy
Department meeting notes	5 years	destroy
Faculty meeting notes	5 years	destroy
Grant proposal acceptances	5 years	archives
Grant proposal denials	5 years	destroy
Grant proposals	5 years	destroy
International exchange	5 years	destroy
International recruiting	5 years	destroy
Middle States Association correspondence	7 years	forward to Dean
New program notes	5 years	destroy
New program review committee documents	5 years	archives
New program rules	5 years	archives
Program announcements	5 years	archives
Academic Affairs		
Academic Life committee minutes	5 years	archives
Accreditation records	while active	archives
Annual Reports from academic depts & administrators	3 years	archives
CASAS committee minutes	5 years	archives
Course Outlines	5 years	destroy
Curriculum committee minutes	5 years	archives
Faculty Affairs committee minutes	3 years	archives
Faculty meeting minutes	3 years	archives
Faculty/Staff personnel records	permanent	permanent
Final Exams	3 years	destroy
GPOC committee minutes	5 years	archives
Middle States reports	10 years	archives
New Major/Minor programs/Commission on Higher Ed	5 years	archives
New Programs-Official approval documents	5 years	archives
Personnel records of full-time faculty and part-time adjuncts	permanent	permanent
Promotion and Tenure committee minutes	5 years	archives
Sabbatical Leave committee minutes	5 years	archives

Scholarship committee minutes	5 years	archives
Self study reports	10 years	archives
Student course evaluations	3 years	destroy
Student Grievance committee minutes	5 years	archives
Student Life committee minutes	5 years	archives
Admissions		
CSE Connections (no longer printed)	5 years	archives
Enrolling students counselor notes	4 years	destroy
Enrolling students letter of recommendation	4 years	destroy
Events	5 years	destroy
Non-enrolling students documents	1 year	destroy
Non-enrolling students financial aid folders	1 year	destroy
Photographs	3 years	archives
Procedure Manuals	current	destroy
Regulations Governing Admissions	current	destroy
Retention Coordinator		
Academic Advisor's Handbook	while active	destroy
CASAS actions	5 years or graduation	destroy
Disciplinary file	5 years	destroy
Athletics		
Athletic event files/contracts	2 years	destroy
Athletic years information	5 years	destroy
Budget/bills/requisitions	10 years	destroy
Coaches contracts	10 years	destroy
Health information-athletes	permanent	permanent
Incident forms-athletes	permanent	permanent
Insurance information-athletes	10 years	destroy
Medical information-athletes	permanent	permanent
NCAA records	6 years	destroy
Officials contracts	2 years	destroy
Scorebooks	permanent	permanent
Sport roster	permanent	permanent

ECAC and NEAC records	6 years	destroy
Business Office		
Accounts Payable Invoices/Requests	7 years	destroy
Audit Workpapers	7 years	destroy
Bank Statements	7 years	destroy
Budget Workpapers	7 years	destroy
Cancelled Checks	7 years	destroy
Cash Receipts Backup	3 years	destroy
Deposit Slips	7 years	destroy
Financial Statements	permanent	archive
General Ledger	permanent	archive
Journal Entry Documents	7 years	destroy
Payroll Reports and Backup	7 years	archive
Student Accounts Receivable Files	7 years after final payment	destroy
Tax Returns	permanent	archive
Time Cards	7 years	destroy
Trial Balance	permanent	archive
Unclaimed Property Files	5 years after reporting to State	destroy
W-2s	7 years	destroy
1099s	7 years	destroy
Campus Ministry		
Baccalaureate Mass	5 years	archives
Budget	5 years	destroy
Club files	5 years	destroy
Liturgical files	5 years	destroy
Program files	5 years	destroy
Sacramental records	permanent	permanent
Career Services		
Employment application-student	while active student	destroy
Employment contracts	1 year	destroy
Federal Work Study applications-off campus	while enrolled	destroy
Federal Work Study applications-on campus	while enrolled	destroy

Federal Work Study payroll records		while enrolled	destroy
Graduate files (references/resumes/evaluations)		10 years	destroy
I9 form		while active student	destroy
Job descriptions		while current	destroy
Paysheets		1 year	destroy
Supervisor evaluation		1 year	destroy
Central Duplicating			
Duplicating job requests		3 years	destroy
Duplicating statistics, fall and spring semesters		3 years	destroy
College Relations			
Awards made by the College		2 years	archives
Congratulatory messages received by the College		1 years	archives
Gifts and contributions made in the name of the College		3 years	destroy
Counseling Center			
Student counseling files		10 years after graduation	destroy
Annual reports		3 years	destroy
Budgets		5 years	destroy
Communications & Marketing			
Advertising book		3 years	destroy
Advertising log		3 years	destroy
Faculty information card		while actively engaged	archives
Faculty/administration/staff file		while actively engaged	archives
News release book		3 years	destroy
News release log		3 years	archives
Photo/slide files		5 years	archives
Student information card		until student leaves college	destroy
Environmental Health and Safety			
Administration/Occupational Health Program (OSHA)			

<u>Occupational Accident/Injury/Illness Records</u> - Employee and student employee reports resulting from work-related accidents, injuries or illnesses. Accident injury investigations including photos (where applicable). NOTE: Only work-related accidents are reported to OSHA.		5 years	destroy - OSHA 29 CFR 1910.120
<u>Non-Occupational Accident/Injury/Illness Records</u> - Employee, student and visitor reports resulting from non-work-related occupational accidents, injuries or illnesses: Accident Injury Investigations, including photos (where applicable). Note: Only work-related accidents are reported to OSHA.		2 years	destroy - OSHA 29 CFR 1910.120
<u>Inspection Records-Facility</u> - Air Sampling/Bulk Sampling Studies, Asbestos Records, Facility Inspection Checklists (includes laboratories), Exposure Assessments, Indoor Air Quality Studies		permanent	permanent - OSHA 29 CFR 1910.120
<u>Inspection Records-Internal</u> - Biological safety cabinet assessments, exposure values for chemicals, fume hood surveys, lab assessments		permanent	permanent - OSHA 29 CFR 1910.120
<u>Material Safety Data Sheets (MSDS)-OSHA</u> - Data sheets for all chemicals used on campus		permanent	permanent - OSHA 29 CFR 1910.120
<u>Occupational Health Program Records-OSHA</u> - Medical records related to exposure or possible exposure to hazardous or toxic substances including testing (required physicals, immunizations and other exams for employees and student employees under OSHA Guidelines).		permanent	permanent - OSHA 29 CFR 1910.120
<u>Training OSHA Sign Up Sheets-Employee</u> - Completed sign-up sheets for required OSHA training		Retain for 30 years after employee leaves and then destroy	Retain for 30 years after employee leaves and then destroy
<u>Environmental Health/Compliance</u>			
<u>Chemical Waste Disposal Records</u> - Manifests, disposal records, orphan chemical records, chemical analysis, EPA reports etc. NOTE: AMS Access database has been used since 2000 to track chemical waste disposal information.		permanent	permanent - Resource Conservation and Recovery Act

	EPA-required training - Spill Prevention Control & Couate measures; Resource Conservation & Recovery Act. This series includes sign-up sheets that lists names of employees trained, dates of training and type of training received. NOTE: Current training required by the Resource Conservation and Recovery Act is internet-based.		Retain for 30 years after employee leaves and then destroy	Retain for 30 years after employee leaves and then destroy. <i>Clean Water Act and Resource Conservation and Recovery Act</i>
	<u>Hazardous Material Spills/Release</u>		permanent	permanent - <i>Comprehensive Environmental Response, Compensation and Liability Act</i>
	<u>Inspection Records-Regulatory Agencies -</u>		3 years	destroy
Facilities				
	Environmental Health/Compliance			
	<u>EPA Registration Permit Records -</u> Infections waste, underground storage tanks, air, storm water		Retain for not less than 10 years	Retain for not less than 10 years. OAC 3745-81-33
	<u>Underground Storage Tanks -</u> Closure reports, corrective actions, compensatory boards.		permanent	permanent
	Building repair and capital project work log		permanent	permanent
	Deferred maintenance report		permanent	permanent
	Department of Health reports		3 years	destroy
	Drawings for buildings (architectural, mechanical, etc.)		permanent	permanent
	Fire and fire alarm reports		3 years	destroy
	Inspections reports		3 years	destroy
	Maintenance, cleaning, and training procedures		as updated	destroy
	Supply inventory report		3 years	destroy
	Title related data (ownership, leasehold interest, etc.)		permanent	permanent
	Work order requests		3 years after completion	destroy
	Recycling reports and procedures		update annually	permanent
	Facilities usage correspondance		3 years	destroy
EOF/HLP				
	Contracts/budgets/expenditure reports		7 years	destroy
	Correspondence		7 years	destroy
	EOF supplemental rosters		2 years	destroy
	Program reports		7 years	destroy

Student applications	7 years after termination of grant	destroy
Student information	3 years after graduation or termination	destroy
Financial Aid		
Audits-federal and internal	7 years	destroy
Authorization level awards	5 years	destroy
Budgets	7 years	destroy
CFR 34	7 years	destroy
Endowed scholarships	permanent	permanent
Fiscal operations report (FISAP)	7 years	archives
Pell rosters (IPS)	5 years	destroy
Perkins records	until paid in full	archives
Promisory notes	10 years or until paid in full	archives
State disbursement rosters	5 years	destroy
State regulations	7 years	destroy
Student Files	3 years after final audit	destroy
Student files with loans	5 years after paid in full	destroy
Third party contracts	7 years	archives
Finance & Administration		
Bond financing documents	3 years	archives
Budget Committee material	permanent	permanent
Departmental Correspondence	3 years	destroy
Divisional Annual Report	3 years	destroy
Employee Right to Know Report	30 years	destroy
Finance & Infrastructure committees' minutes	permanent	permanent
General operating procedures	updated annually	permanent
Incident reports (administration and staff)	5 years	destroy
Organizational charts	updated annually	permanent
Annual Security and Fire Safety Report (crime statistics)	4 years	destroy
Budget data	7 years	permanent
Contracts & Warranty Information	while active, then 6 years	destroy
Grant applications and requests for reimbursement	7 years	destroy
Insurance material and coverage data	update	permanent

Technology master plan	update	permanent
Any change order, contract increase	7 years after the disposal of the building	destroy
Architectural plans and modifications or specifications	3 years after move	archives
Architectural, engineering and construction contracts	7 years after the disposal of the building	destroy
Campus facilities master plan	retain until new master plan	archives
Campus facilities master plan, supporting documentation	retain until new master plan	destroy
Original invoices from architect, engineer and contractor	7 years after the disposal of the building	destroy
RFP's for architectural, engineering and construction services	7 years after the disposal of the building	destroy
Wellness Center		
Immunization records	10 years	destroy
Incident reports (other than OSHA)	10 years	destroy
OSHA employee exposure records	30 years	destroy
OSHA employee medical records	30 years	destroy
OSHA employee training records	30 years	destroy
OSHA incident reports	30 years	destroy
Standing physician orders	10 years	destroy
Standing physician protocols	10 years	destroy
Student health records	10 years	destroy
Human Resources		
Benefit files	10 years	archives
Benefit plan information material	5 years	destroy
Employee files	10 years	archives
Instructional material	current	destroy
Incident Reports (Staff & Faculty)	5 years	destroy
Salary data	5 years	destroy
Information Systems		
Academic Computing equipment reservation forms	2 years	destroy
Administrative Computing Users Group minutes	3 years	archives
Computer Lab reservation forms	3 years	destroy

Lucent Technologies project documentation		4 years	archives
RFP, RFQ, etc vendor responses		3 years	destroy
Service and maintenance contracts		1 year after completion	destroy
Telephone requisition forms		1 year	destroy
Formal vendor proposals		1 year	destroy
E-mail		10 years in Department	Delete
Information Systems Policies		while current + 4 years	Review for historical value before deleting
Strategic Plan for Technology		while current + 4 years	Review for historical value before deleting
System: PowerCampus (student information system)		Backed up nightly & weekly. Three months backup offsite.	All data retained indefinitely
System Power FAIDS (Financial Aid System)		Backed up nightly & weekly. Three months backup offsite.	All data retained indefinitely
System: Raiser's Edge (CRM & Development System)		Backed up nightly & weekly. Three months backup offsite.	All data retained indefinitely
Institutional Advancement			
Alumnae/i correspondence and files		permanent	permanent
Check/stock/bond/letter or card of intent copies		4 years	destroy
Christmas gift list		5 years	destroy
Foundation records		permanent	permanent
Scholarship agreements & files		permanent	permanent
Solicitation samples		10 years	archives
Thank you response letters		3 years	destroy
Institutional Research (AF=Assessment File, CFB=College Fact Book)			
Academic Vice President	AF	5 years	archives
Accelerated Certification for Teaching (ACT)	CFB	5 years	archives
ACT statistics	CFB	10 years	archives
ACT/COMP test results	CFB	10 years	archives
Admission office	AF	5 years	archives
Adult Undergraduate Degree Program (AUDP)	AF	5 years	archives
Age distribution	CFB	10 years	archives
Alumnae/ni	AF	5 years	archives
Annual reports-IR office		5 years	archives

AP/4 Dietetic Internship-summary	CFB	10 years	archives
Awards and honorary degrees-summary	CFB	5 years	archives
Bishops of Paterson-summary	CFB	permanent	permanent
Buildings-size and ownership-summary	CFB	permanent	permanent
Campus climate study	CFB	5 years	archives
Career Services	AF	5 years	archives
Center for Theological and Spiritual Development	AF	5 years	archives
Certificate awards		10 years	archives
Certificates statistics-summary	CFB	permanent	permanent
CIRP reports	AF	5 years	archives
Class section sizes-summary	CFB	5 years	archives
Class size by semester	CFB	5 years	archives
Classroom and laboratory capacity	CFB	while active	destroy
Classroom and laboratory usage	CFB	10 years	destroy
Common Data Set survey		5 years	archives
Cost study by department and program	CFB	10 years	archives
Counseling Center	AF	5 years	archives
Credit hours generated (annual)	CFB	5 years	archives
Cross campus registration-summary	CFB	5 years	archives
Dean's list-summary by class	CFB	5 years	archives
Degree statistics	CFB	10 years	archives
Dietetic Internship statistics	CFB	10 years	archives
Diploma signatures	CFB	permanent	permanent
Enrollment and residence comparison	CFB	5 years	archives
Enrollment by class and status	CFB	10 years	archives
Enrollment projections		5 years	destroy
Enrollment total	CFB	5 years	archives
EOF student summary	CFB	5 years	archives
EOF/HLP reports	CFB	5 years	archives
Ethnic distributions	CFB	5 years	archives
Ethnicity statistics	CFB	permanent	permanent
Faculty information-summary	CFB	5 years	archives
Faculty-by ethnicity-summary	CFB	5 years	archives
Faculty-frequency & percentage distrib by highest degree	CFB	5 years	archives
Faculty-full time by academic rank and degree	CFB	5 years	archives
Faculty-number of instructors-Sisters of Charity & lay	CFB	5 years	archives

Faculty-salary analysis	CFB	5 years	archives
Faculty-tenure-summary	CFB	5 years	archives
Federal Register-excerpts		10 years	destroy
Financial aid-summary	CFB	5 years	archives
Focus on student project	AF	5 years	archives
Freshman-distribution by age	CFB	5 years	archives
Freshman-enrollment	CFB	10 years	archives
Freshman-ethnic background	CFB	10 years	archives
Freshman-from schools staffed by Sisters of Charity	CFB	5 years	archives
Freshman-percent of Roman Catholic	CFB	5 years	archives
Freshman-profiles	CFB	6 years	archives
Freshman-ranks	CFB	5 years	archives
Freshman-SAT mean scores	CFB	5 years	archives
Geographic distribution-NJ/Non-NJ	CFB	5 years	archives
Governance committee report	AF	5 years	archives
Graduate Programs	AF	5 years	archives
Graduate Program statistics	CFB	5 years	archives
Health Center	AF	5 years	archives
HLP student summary	CFB	5 years	archives
Honors statistics-summary	CFB	permanent	permanent
Independent College Fund of NJ survey		5 years	archives
Institutional Advancement	AF	5 years	archives
Institutional Research	AF	5 years	archives
International students		10 years	archives
Inventory/guidelines/recommendations	AF	permanent	permanent
IPEDS surveys		5 years	archives
Leadership Training Program	AF	5 years	archives
Library collection-summary	CFB	10 years	archives
Major enrollment-summary	CFB	5 years	archives
Majors-new with CIP codes	CFB	permanent	permanent
Matriculated student percentages	CFB	5 years	archives
Middle States institutional profile surveys	CFB	5 years	archives
Minor enrollment-summary	CFB	5 years	archives
Minority/International graduates		permanent	permanent
Mission statements and outcomes	AF	10 years	archives
National study of instructional costs & productivity		5 years	archives

Nat'l Assn of Independent Colleges & Universities (NAICU)		5 years	archives
NCAA information requests (surveys)		5 years	archives
NJ Commission on Higher Education		5 years	archives
NJ Aid to Independent Colleges		10 years	archives
NJ Department of Higher Education		5 years	archives
NJ Department of Higher Education nursing appropriations		10 years	archives
NJ State surveys		5 years	archives
Planning materials		5 years	destroy
Policies		10 years	archives
Presidents-summary	CFB	permanent	permanent
President's reports statistics		10 years	archives
Procedures		10 years	archives
Questionnaires-miscellaneous		3 years	destroy
Religious distribution-summary	CFB	5 years	archives
Residence Life	AF	5 years	archives
Roman Catholic students-summary	CFB	5 years	archives
Schedule L enrollment completion		7 years	archives
Schools staffed by Sisters of Charity-summary	CFB	5 years	archives
Staff statistics-summary	CFB	5 years	archives
Student Life (general)	AF	5 years	archives
Student right to know		10 years	archives
Student/faculty ratios	CFB	5 years	archives
Title IV application, Post-Baccalaureate		5 years	archives
Title IV reapplication (1999)		5 years	archives
Volunteer Center	AF	5 years	archives
Withdrawal studies		10 years	archives
Women's College Coalition survey		5 years	archives
International and Multicultural Affairs			
Budget records		5 years	destroy
First year academic folders		until transfer to academic department	forward
Host family records		3 years afer cessation of involvement	destroy
USCIS forms or other US Immigration Documents		10 years after graduation or terminaiton	archives
Student files (non-immigration)		7 years after graduation	destroy

Center for Leadership Development	Visa/passport copies	7 years after graduation	destroy
	AlumNetwork information sheets	while active	destroy
	Applications-student	5 years	destroy
	Budget reports	1 year	destroy
	Graduate evaluations	10 years	archives
	Proposal for Excellence	permanent	permanent
	Self evaluations-student	10 years	destroy
Conklin Academic Skills Center			
	Basic skills testing	at graduation or 5 years after termination	destroy
	Tutoring documentation	at graduation or 5 years after termination	destroy
	Tutoring requests	at graduation or termination	destroy
	Employment applications - student	1 year	destroy
	Employment contracts	while enrolled	destroy
	Paysheets	2 years	destroy
Mahoney Library			
	Annual report	permanent	permanent
	Application for courtesy library card	while active	destroy
	AV requests	2 years	destroy
	Book acquisition requests	2 years	destroy
	Book and AV orders	2 years	destroy
	Budgets	10 years	destroy
	Card catalog	while active	destroy
	Computer software	while active	destroy
	CoolCAT operating committee files	permanent	permanent
	Government documents	5 years	return
	Higher Education General Information Survey (HEGIS) survey	permanent	permanent
	Interlibrary loan borrowing requests	4 years	destroy
	Interlibrary loan lending requests	4 years	destroy
	Invoice copies	2 years	destroy
	IPEDS Surveys	permanent	permanent

Journal articles requests	4 years	destroy
Lenny collection files	permanent	permanent
Library architectural drawings	permanent	permanent
Material circulation statistics	1 month	destroy
Middle States reports	permanent	permanent
Monthly statistics	5 years	destroy
Patron statistics	1 month	destroy
Periodical information	while active	destroy
Personnel records	permanent	permanent
Phillips library files	permanent	permanent
Reference information	while active	destroy
Reserved book lists	2 semesters	destroy
Statistics	permanent	permanent
Strategic plan documents	permanent	permanent
Tech services department report	1 year	destroy
Technical statistics	1 month	destroy

President

Annual reports of all departments (instructional & admin)	10 years	destroy
Board of Trustee files	permanent	permanent
Commencement files	permanent	permanent
Educational Association files	5 years	destroy
ExCorde files	5 years	destroy
Middle States policies, pamphlets, reports	permanent	permanent
NJ annual report filing	permanent	permanent
NJ Commission of Higher Education	permanent	permanent
NJ degree program approvals	permanent	permanent
NJ EOF	10 years	destroy
NJ new program review commission	5 years	destroy
NJ Presidents Council	1 year	destroy
NJ tax exemption	permanent	permanent
President's Cabinet files	permanent	permanent
Sisters of Charity administration building	permanent	permanent
Sisters of Charity articles of incorporation	permanent	permanent
Sisters of Charity financial policy	permanent	permanent
Sisters of Charity general	10 years	destroy

Sisters of Charity promissory note	permanent	permanent
Student general	1 year	destroy
US Dept of Education affirmative action	permanent	permanent
US Dept of Education alcohol & drug policy	permanent	permanent
US Dept of Education civil rights compliance	permanent	permanent
US Dept of Education copy rights	permanent	permanent
US Dept of Education handicapped compliance	permanent	permanent
US Dept of Education internal revenues	permanent	permanent
US Dept of Education SPRE	permanent	permanent
US Dept of Education student right to know	permanent	permanent
US Dept of Education Title IV	permanent	permanent
US Dept of Education Title IX	permanent	permanent
Volunteer Center-Riordan	permanent	permanent
Publications		
Job request form	3 years	destroy
Printing log	7 years	destroy
Publications file	5 years	archives
Registrar		
Academic records/transcripts	permanent	permanent
Address change forms	1 year	destroy
Audit a course forms	5 years after graduation or Ida**	destroy
Change of major/minor	1 year	destroy
Change of status/withdrawal/loa	5 years after graduation or Ida	destroy
Class lists		permanent
College catalogs	permanent	permanent
Drop/Add course forms	2 years after submission	destroy
Grade change forms	permanent	permanent
Grade sheets	permanent	permanent
Graduation Applications and Degree Audits	5 years after graduation or Ida	destroy
Graduation list	permanent	permanent
Master class schedules	permanent	permanent
Name change		permanent
Off campus study approvals	5 years after graduation or Ida	destroy
Pass/fail application	5 years after graduation or Ida	destroy

Record inspection requests	5 years after graduation or Ida	permanent
Record release requests	1 year after submission	destroy
Registration for course forms	2 years	destroy
Room schedules	1 year	destroy
Student files (application, acceptance, transcripts, etc.)	at graduation or 5 years after termination	destroy
Transcript requests (official and unofficial)	1 year after submission	destroy
Transcripts from other colleges for transfer of credits	5 years after graduation or termination	destroy
Veterans file	3 years after termination of enrollment	destroy
Withdrawal from course forms	2 years	destroy
Note: ** Ida refers to "last day of attendance"		
Residence Life		
Assistant director manual	permanent	permanent
Community Assistant manual	permanent	permanent
Conference information	4 years	destroy
Facilities information	4 years	destroy
Guest sign-in log	4 years	destroy
Incident disposition	7 years	destroy
Incident reports	7 years	destroy
Judicial files	7 years	destroy
Occupancy roster	4 years	destroy
Personnel files-residence staff	4 years	destroy
Receptionist manual	permanent	permanent
Security & Safety		
Appeal information	2 years	destroy
Daily patrol report, call log, and buildings/grounds check list	3 years	destroy
Motor vehicle accident file	6 years	destroy
Motor vehicle violation file	3 years	destroy
Municipal and State Police crime statistics	3 years	destroy
Security correspondence	3 years	destroy
Security, Student Right to Know Report	4 years	destroy
Towed vehicle information	2 years	destroy

Vehicle check-in log		3 years	destroy
Visitor sign-in sheet		3 years	destroy
Transport Log Sheet		2 years	destroy
Sisters of Charity - Unlocked/Open Office Report		3 years	destroy
Patrol Activity Sheet		3 years	destroy
Lighting Outage Reports		2 years	destroy
Security Incident Reports		5 years	destroy
Emergency Call System Tests		2 years	destroy
Deteriorating Condition Reports		2 years	destroy
After Hours Visitors		3 years	destroy

Student Activities

Annual reports of activities		10 years	destroy
Budget expenditures-office		5 years	destroy
Club budgets		5 years	destroy
Contracts-DJs/speakers/entertainment		5 years	destroy

Elizabethan		5 years	archives
Informer calendar		5 years	archives
Memberships		1 year	destroy
Rathskeller files-alcohol license/Bd of Health cert/tax records)		5 years	destroy
Receipt books		3 years	destroy
Waiver forms		1 year	destroy
University Relations Committee Information		1 year	destroy
College Activities Board Information		1 year	destroy

V.P for Student Life and Dean of Students

ADA accommodation files for students with disabilities		1 yr after graduation	destroy
Annual campus event files		5 years	destroy
Annual reports for departments & committees		5 years	archives
Athletic department handbook (NCAA)		5 years	archives
Calendar and updates		5 years	archives
Campus ban file		until ban lifted	destroy

Commencement procedures handbook	1 year while current	destroy
Constitutions for student clubs/organizations	5 years	archives
Disciplinary files	1 year after graduation	destroy
Emergency contact information-students	duration of enrollment	destroy
Emergency plan	while current	destroy
Employee performance reviews/goals	7 years after separation	destroy
Fire drill records	permanent	permanent
Food committee minutes	4 years	archives
Home address of students	duration of enrollment	destroy
Incident report forms	5 years	destroy
Music license agreements (BMI, ASCAP, SESAC)	5 years	destroy
Organization fundraiser registration/approval forms	1 year	destroy
Orientation program files	5 years	destroy
School newspapers	5 years	archives
Student Activity Fund	7 years	destroy
Student files	1 year after duration of enrollment	destroy
Student government minutes	5 years	archives
Student handbook	5 years	archives
Title IV forms	duration of enrollment	destroy
Volunteer Center		
Annual reports	5 years	archives
Budgets-departments	5 years	destroy
Community agency information	permanent	permanent
General information files	permanent	permanent
Meeting attendance	1 year	destroy
Project files	5 years	destroy
Van file-maintenance/registration/insurance/waivers	permanent	permanent
Service-Learning	5 years	destroy
Students Take Action Committee	4 years	destroy
Immersion Programs	5 years	destroy
Volunteer Placement Information	4 years	destroy
Volunteer Recognition	4 years	destroy

Personnel on the CSE Records Retention and Disposition Committee

Registrar

College Archivist

Assistant Controller

Finance Dept Representative

Student Life Representative

Academic Affairs Representative

Chief Information Officer