

UTICA COLLEGE GENERAL RECORD RETENTION SCHEDULE

Date Last Revised: April 27, 2016

FINANCIAL RECORDS:

Accounts Payable Records	Record Holder	Retention Period	Disposition
Official Copy	Purchasing Department	Fixed Asset: Life of Asset; Grant Disbursements: 6 years after end of grant; Tax-exempt Bond Disbursement: 6 years after bond is paid off	Confidential Destruction
Unofficial Copy	All Other Departments/Offices	2 years	Confidential Destruction

Accounts Receivable Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Student Financial Services	7 years	Confidential Destruction
Unofficial Copy	All other Departments/Offices	2 years	Confidential Destruction

Banking Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Financial Affairs	7 years	Confidential Destruction
Unofficial Copy	All other Departments/Offices	2 years	Confidential Destruction

Budget Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Financial Affairs	Final 5 year Summary Reports: Permanent	Confidential Destruction
Unofficial Copy	All other Departments/Offices	All other records: As needed	Confidential Destruction

Investment Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Financial Affairs	Annual Fund Manager Reports: Permanent Monthly Fund Manager Reports: 1 year Fiscal Year-End Reports: Permanent	N/A - permanent secure storage Confidential Destruction N/A - permanent secure storage

Tax Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Financial Affairs	7 years	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Audit Reports	Record Holder	Retention Period	Disposition
Official Copy	Office of Financial Affairs	Permanent	N/A - permanent secure storage
Unofficial Copy	N/A	N/A	N/A

Debt Financing	Record Holder	Retention Period	Disposition
Official Copy	Office of Financial Affairs	6 years following date of final repayment	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Warranty Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Financial Affairs	7 years after date of purchase or 7 years after end of warranty period, whichever is longer	Confidential Destruction

Unofficial Copy	N/A	N/A	N/A
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Contracts	Record Holder	Retention Period	Disposition
Official Copy	Office of Financial Affairs	7 years after obligation ends	Confidential Destruction

Gifts Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Advancement	Permanent	N/A - permanent secure storage
Unofficial Copy	All others	As needed	Confidential Destruction

STUDENT RECORDS

Undergrad. Student Records	Record Holder	Retention Period	Disposition
Official Copy	Office of the Registrar	Final Transcript: Permanent All Other Materials: 6 years from date of graduation or last attendance	N/A - permanent secure storage Confidential Destruction
Unofficial Copy	Academic Depts; all other student offices	6 years from date of graduation or last attendance	Confidential Destruction

Graduate Student Records	Record Holder	Retention Period	Disposition
Official Copy	Office of the Registrar/Academic Program	Final Transcript: Permanent All Other Materials: 6 years from date of graduation or last attendance	N/A - permanent secure storage Determined by School or Program
Unofficial Copy	Academic Depts; all other student offices	6 years from date of graduation or last attendance	Confidential Destruction

Student Records: Financial Aid	Record Holder	Retention Period	Disposition
Official Copy: Financial Aid Records	Office of Student Financial Services	7 years from date of graduation or last attendance	Confidential Destruction
Official Copy: Financial Aid Waivers	Office of VP of Student Affairs	7 years from date of graduation or last attendance	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Student Records: Campus Safety	Record Holder	Retention Period	Disposition
Official Copy	Office of Campus Safety	Indefinitely (process of being reevaluated)	N/A
Unofficial Copy	N/A	N/A	N/A

Student Records: Career Services	Record Holder	Retention Period	Disposition
Official Copy	Office of Career Services	Minimum of 6 years	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Student Records: Counseling/Student Development	Record Holder	Retention Period	Disposition
Official Copy	Office of Counseling/Student Dev.	7 yrs. From graduation/date of last attendance	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Student Records: Learning Services	Record Holder	Retention Period	Disposition
Official Copy	Office of Learning Services	6 yrs from date of graduation or last meeting with OLS, whichever comes first	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Student Records: Opportunity Programs	Record Holder	Retention Period	Disposition
Official Copy	Office of Opportunity Programs	under review	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Student Records: Student Health Center	Record Holder	Retention Period	Disposition
Official Copy	Student Health Center	8 years from start date at Utica College	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Student Records: Student Conduct	Record Holder	Retention Period	Disposition
Official Copy	Office of Student Affairs	6 years from last incident (with exceptions)	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Student Records: Residence Life	Record Holder	Retention Period	Disposition
Official Copy	Office of Residence Life	6 years from date of graduation or last attendance	Confidential Destruction
Unofficial Copy	All other departments/offices	While Active	Confidential Destruction

Student Records: Student Activities	Record Holder	Retention Period	Disposition
Official Copy	Office of Student Activities	Indefinite	N/A
Unofficial Copy	All other departments/offices	While Active	Confidential Destruction

Student Records: Student Success	Record Holder	Retention Period	Disposition
Official Copy	Office of Student Success	under review	N/A
Unofficial Copy	All other departments/offices	While Active	Confidential Destruction

Student Records: Advising	Record Holder	Retention Period	Disposition
Official Copy	Faculty Advisor/Academic Department	6 years from date of graduation or last attendance	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

EMPLOYMENT RECORDS

Employee Personnel Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Human Resources	7 years from date of employee separation	Confidential Destruction
Unofficial Copy	All other departments/offices	Date of Employee Separation	Confidential Destruction

Employment Search Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Human Resources	3 years from close of search	Confidential Destruction
Unofficial Copy	All other departments/offices	Close of Search	Confidential Destruction

Faculty Employment Search Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Human Resources	3 years from close of search	Confidential Destruction
Unofficial Copy	All other departments/offices	Close of Search	Confidential Destruction

Payroll Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Human Resources/Payroll	7 years	Confidential Destruction
Unofficial Copy	All other departments/offices	2 years	Confidential Destruction

Time Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Human Resources/Payroll	7 years	Confidential Destruction
Unofficial Copy	All other departments/offices	2 years	Confidential Destruction

Employee Benefits Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Human Resources	30 years after the life of benefit	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Student Employment Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Human Resources/Office of Student Employment	5 years	Confidential Destruction
Unofficial Copy	All other departments/offices	1 year	Confidential Destruction

ACADEMIC RECORDS

Accreditation Records	Record Holder	Retention Period	Disposition
Official Copy	Office of the President, Office of the Provost, Academic/Dean's Offices, Office of Institutional Research	Permanent	N/A - permanent secure storage
Unofficial Copy	All other departments/offices	As needed	Confidential Destruction

Program Review Records	Record Holder	Retention Period	Disposition
Official Copy	Office of the Provost, Academic/Dean's Offices	Permanent	N/A - permanent secure storage
Unofficial Copy	All other departments/offices	As needed	Confidential Destruction

Faculty Tenure and Promotion Records	Record Holder	Retention Period	Disposition
Official Copy	Academic Deans' Offices/Office of the Provost	Permanent	N/A - permanent secure storage
Unofficial Copy	Committee members	As needed	Confidential Destruction

Faculty Peer Review Records	Record Holder	Retention Period	Disposition
Official Copy	Academic Deans' Offices/Office of the Provost	Until Tenure Decision is Made	N/A - permanent secure storage

Unofficial Copy	Committee members	As needed	Confidential Destruction
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Course Catalogues	Record Holder	Retention Period	Disposition
Official Copy	Office of the President, Office of the Provost, Office of Institutional Research	Permanent	N/A - permanent secure storage in College Archives
Unofficial Copy	All other departments/offices	As needed	Confidential Destruction

Class Schedules	Record Holder	Retention Period	Disposition
Official Copy	Office of the Registrar, Academic/Dean's Offices	Published Class Schedule: Permanent Documents Supporting Schedule Creation: retain until no longer needed	N/A - permanent secure storage Confidential Destruction
Unofficial Copy	All other departments/offices	As needed	Confidential Destruction

Course Materials	Record Holder	Retention Period	Disposition
Official Copy	Academic Departments	Couse Descriptions: Permanent; Syllabi: 10 years All Other Materials: Retain until no longer needed	N/A - permanent secure storage Confidential Destruction
Unofficial Copy	All other departments/offices	As needed	Confidential Destruction

Theses, Dissertations, and Capstone Projects	Record Holder	Retention Period	Disposition
Official Copy	Schools and/or Academic Departments	Theses and Doctoral Dissertations: Permanent All other work: to be determined by School	N/A - permanent secure storage To be Determined by School
Unofficial Copy	N/A	N/A	N/A

Student Work (tests, papers, projects, etc.)	Record Holder	Retention Period	Disposition
Official Copy	Academic Departments	1 year	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Course Evaluations	Record Holder	Retention Period	Disposition
Official Copy	Determined by School	Permanent	Confidential Destruction
Unofficial Copy	All others	As needed	Confidential Destruction

ADMINISTRATIVE RECORDS:

Policies and Procedures	Record Holder	Retention Period	Disposition
Official Copy	Office of the President	Current versions of policies/procedures: Permanent	N/A - permanent secure storage
Unofficial Copy	All others	As needed	Confidential Destruction

Board of Trustee Records	Record Holder	Retention Period	Disposition
Official Copy	Office of the President	Permanent	N/A - permanent secure storage
Unofficial Copy	All others	As needed	Confidential Destruction

Institutional Research Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Institutional Research	Permanent	N/A - permanent secure storage
Unofficial Copy	All others	As needed	Confidential Destruction

RESEARCH RECORDS

Funded Grant Proposals	Record Holder	Retention Period	Disposition
Official Copy	Office of Government Programs	Permanent	N/A - permanent secure storage
Unofficial Copy	All others	As needed	Confidential Destruction

Grant Accounting Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Government Programs	7 years from close of funding period	Confidential Destruction
Unofficial Copy	All others	As needed	Confidential Destruction

Unfunded Grant Proposal Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Government Programs	3 years	N/A - permanent secure storage
Unofficial Copy	All others	As needed	Confidential Destruction

OPERATIONS RECORDS:

Building, System and Land Plans	Record Holder	Retention Period	Disposition
Official Copy	Office of Facilities Management	Permanent	N/A - permanent secure storage
Unofficial Copy	All others	As needed	Confidential Destruction

Construction Project Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Facilities Management	Permanent	N/A - permanent secure storage
Unofficial Copy	All others	As needed	Confidential Destruction

Real Property Leasing & Rental Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Facilities Management	7 years after expiration of lease or agreement	Confidential Destruction
Unofficial Copy	All others	As needed	Confidential Destruction

LEGAL RECORDS:

Contract Records (includes labor contracts)	Record Holder	Retention Period	Disposition
Official Copy	Office of Legal Affairs and General Counsel	7 years after contract expiration	Confidential Destruction
Unofficial Copy	N/A	N/A	N/A

Litigation Records	Record Holder	Retention Period	Disposition
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Official Copy	Office of Legal Affairs and General Counsel	Permanent	N/A - permanent secure storage
Unofficial Copy	N/A	N/A	N/A

Grievance Records	Record Holder	Retention Period	Disposition
Official Copy	Office of Legal Affairs and General Counsel/Office of Human Resources	Permanent	N/A - permanent secure storage
Unofficial Copy	N/A	N/A	N/A