

Effective Date: **June 1, 2009**

## PROCEDURE

EMPLOYMENT, FINANCE AND ADMINISTRATION, INFORMATION MANAGEMENT

# Record Retention Table

RESPONSIBLE OFFICE

**Office of the Controller**

A searchable, sortable table for the types of records kept by the University.

### **SORT by Column**

Click on the column header to sort by that field. Click again to reverse sort order.

### **SEARCH entire table**

Type a keyword or phrase in the search box below. Clear the search box to view all entries again.

Category	Record Type	Record Description	Repository	Duration
Academic/Student Records	Academic Integrity Code Violations		School / College of Enrollment	Record of final disposition for offenses that result in suspension or expulsion: permanent. All other records: 7 years.

Category	Record Type	Record Description	Repository	Du
Academic/Student Records	Academic Personnel		Academic Search Records	Se Ac Op Se
Academic/Student Records	Admissions Data for Applicants Who Enroll		Admissions Office, Individual Graduate Admissions Offices	5 y gra da att
Academic/Student Records	Admissions Data for Applicants Who Do Not Enroll, Whether Accepted or Rejected		Admissions Office, Individual Graduate Admissions Offices	2 w the of se wh ap so ad
Academic/Student Records	Advanced Placement Records and other Placement Test Records / Scores		Registrar, Office of the University	5 y gra da att
Academic/Student Records	Annual Conflict of Interest Disclosure Statements		Office of Research Compliance	3 y
Academic/Student Records	Applications for Graduation		School / College of Enrollment	1 y gra da att

Category	Record Type	Record Description	Repository	Du
Academic/Student Records	Audit Authorizations and Records		Registrar, Office of the University	1 y da
Academic/Student Records	Catalogs		Registrar, Office of the University (exceptions: MED, SDM, LAW keep theirs)	Pe
Academic/Student Records	Change of Course Forms-Continuing Education, Summer Sessions, and Extramural Studies		Office of Continuing Education and Summer Sessions	1 y sul
Academic/Student Records	Change to Student University ID number (UID)		Registrar, Office of the University	Pe
Academic/Student Records	Class Lists (original)		Registrar, Office of the University	Pe
Academic/Student Records	Consent to Release Personally Identifiable Information (Requests for Non-Disclosure)		Registrar, Office of the University	Ke ac sig 5 y

Category	Record Type	Record Description	Repository	Du
Academic/Student Records	Correspondence, relevant		Admissions Office, Individual Graduate Admissions Offices	5 y gra da att
Academic/Student Records	Course Offerings		Registrar, Office of the University	Pe
Academic/Student Records	Credit/No Credit Approvals (Audit, Pass/Fail, etc.)		Registrar, Office of the University	1 y da
Academic/Student Records	Credit by Examination Records		Registrar, Office of the University	5 y gra da att
Academic/Student Records	Curriculum Change Authorizations		School / College of Enrollment	5 y gra da att
Academic/Student Records	Degree, Grade, and Enrollment Statistics		Registrar, Office of the University	Pe

Category	Record Type	Record Description	Repository	Du
Academic/Student Records	Disciplinary Records – Students (findings of violation and related case files)		Office of the Dean of Students for Student Records	Re dis off res su exp Pe All rec ye gra da att
Academic/Student Records	Enrollment Verifications		Registrar, Office of the University	1 y en
Academic/Student Records	Entrance Exam Reports		Admissions Office, Individual Graduate Admissions Offices	5 y gra da att
Academic/Student Records	Financial Aid Records (applicants who enroll)	Including Federal Perkins Loan Records	Financial Assistance, Office of	5 y the aw
Academic/Student Records	Grade Change Forms		Registrar, Office of the University	Pe

Category	Record Type	Record Description	Repository	Du
Academic/Student Records	Grade Sheets	Visa documentation, etc.	Registrar, Office of the University	Pe
Academic/Student Records	Grade Books (Professors)		School/College of Enrollment	5 y
Academic/Student Records	Graduation Lists		Registrar, Office of the University	Pe
Academic/Student Records	International Student Forms		International Students and Scholars Office	5 y
Academic/Student Records	Letters of Recommendation (enrolled students)		School/College of Enrollment	5 y gra da att
Academic/Student Records	Name Changes		Registrar, Office of the University	5 y gra da att
Academic/Student Records	Original Grade Sheets		Registrar, Office of the University	Pe

Category	Record Type	Record Description	Repository	Du
Academic/Student Records	Patient Medical Records		Student Health Services	20 fin (C wit ret BU un
Academic/Student Records	Personnel Files, Appointment Letters, and Forms		See Human Resources Section	Se Re Se
Academic/Student Records	Racial/Ethnic Statistics		Office of Institutional Research	Pe
Academic/Student Records	Recruitment Materials (enrolled students)		School/College of Enrollment	5 y gra da att
Academic/Student Records	Residency Certificates (enrolled students)		School/College of Enrollment	Un en
Academic/Student Records	Residency Change Documents (Non-resident to Resident)		TBD	5 y gra da att
Academic/Student Records	Schedule of Classes (institutional)		Registrar, Office of the University	Pe



Category	Record Type	Record Description	Repository	Du
Academic/Student Records	Student Class Schedules		Registrar, Office of the University	1 y gra da las
Academic/Student Records	Student Waivers for Right of Access (enrolled students)		Admissions Office Individual Graduate Admissions Offices	Un gra da att
Academic/Student Records	Suspensions and Dismissals		School/College of Enrollment	5 y gra da att
Academic/Student Records	Tenure or Promotion Dossiers		Office of the Provost	If a ap ye de ye of ap
Academic/Student Records	Transcripts		Registrar, Office of the University (exceptions: MED, SDM, LAW keep theirs)	Pe

Category	Record Type	Record Description	Repository	Du
Academic/Student Records	Transcripts – High School and Other College (applicants who enroll)		School/College of Enrollment	5 y gra da att
Academic/Student Records	Transfer Credit Evaluations		Registrar, Office of the University	5 y gra
Academic/Student Records	Trustee Decisions Regarding Academic Personnel and Designated Executives		Office of the Trustees	Pe
Academic/Student Records	Veteran Administration Certifications		Registrar, Office of the University	5 y gra da att
Academic/Student Records	Withdrawal Authorizations/Leaves of Absence – Graduate and Professional School Students		Graduate School Professional School Registrar	Aft gra da att
Academic/Student Records	Withdrawal Authorizations/Leaves of Absence – Undergraduate Students		University Service Center for Undergraduate Students	2 y

Category	Record Type	Record Description	Repository	Du
Academic / Student Records	Admissions Data: Official Mid-Semester census snapshots	Record level data for applicants and admitted undergraduate and graduate students imported into the Academic Data Warehouse	Academic Data Warehouse (ADW)	Pe
Academic / Student Records	Admissions Data: Daily Admissions Snapshots	Record level data for applicants and admitted undergraduate and graduate students imported into the Academic Data Warehouse	Academic Data Warehouse (ADW)	All with late ad cyc acc plu thr acc
Academic / Student Records	Student Enrollment: Official Mid-Semester and Official Final census snapshots	Record level data for enrolled students imported into the Academic Data Warehouse	Academic Data Warehouse (ADW)	Pe

Category	Record Type	Record Description	Repository	Du
Academic / Student Records	Student Enrollment: Weekly Enrollment Snapshots	Record level data for enrolled students imported into the Academic Data Warehouse	Academic Data Warehouse (ADW)	All for en se wh reg op pre ac
Academic / Student Records	Faculty Data: Official census snapshots for key reporting periods	Record level data for faculty or instructional staff imported into the Academic Data Warehouse	Academic Data Warehouse (ADW)	Pe
Academic / Student Records	Faculty Data: Bi- Monthly Snapshots	Record level data for faculty or instructional staff imported into the Academic Data Warehouse	Academic Data Warehouse (ADW)	All for fisc pri fisc
Accounting and Finance	Account Reconciliations (Balance Sheet)		Appropriate Department	7 y
Accounting and Finance	Accounts Payable Vouchers and Attachments		Accounts Payable Department	7 y
Accounting and Finance	Accounts Receivable Statements, Centrally Generated		Miscellaneous Receivable	7 y

Category	Record Type	Record Description	Repository	Du
Accounting and Finance	Accounts Receivable Statements, Unit Generated		Appropriate Department	7 y
Accounting and Finance	Annual Conflict of Interest Disclosure Statements		Office of the Trustees	7 y
Accounting and Finance	Annual Financial Reports and Work Papers		General Accounting	Pe
Accounting and Finance	Banking Records	Including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Canceled checks	General Accounting	7 y
Accounting and Finance	Billing Records		Appropriate Department	7 y

Category	Record Type	Record Description	Repository	Du
Accounting and Finance	Bond and Debt External Reporting – Final Executed Copies	Final Statements and reports issued for debt issuance and maintenance of the financial instrument and/or captured in the Bond Transcript (including final POS and OS). Includes regulatory and ongoing disclosures for life of the financial instrument and Bond Pricing Information. Bank documents include final executed documents.	Treasury Office	Lif bo ins 7 y
Accounting and Finance	Bond Issuance or Financial Analysis – Not Approved	Projects which do not move forward and are not revived	Treasury Office	No 2 y las sub rev

Category	Record Type	Record Description	Repository	Du
Accounting and Finance	Capital Equipment Records and Equipment Inventories		Post Award Financial Operations	Re eq pu fec mu ret ye fin dis 20 an are cla liti mu ret the se
Accounting and Finance	Cash Receipts		University Cashier	7 y
Accounting and Finance	Depreciation Records		General Accounting	Lif

Category	Record Type	Record Description	Repository	Du
Accounting and Finance	Effort Certifications		Post Award Financial Operations	3 Y the sul the exp rep lon rec gra ag 20 rec un au liti mu ret the se
Accounting and Finance	Final Supporting Documentation for Bond or Debt Issuance (includes bond issuance, bank agreements, and swaps)	Allocation of bond proceeds, earnings of bond proceeds, rebate calculations and payments	Treasury Office	Lif bo ye



Category	Record Type	Record Description	Repository	Du
Accounting and Finance	Financial Reports produced for the purposes of Management Oversight (e.g. Daily Indicator Report, etc.)		Treasury Office	3 y on of ma ret pe ext
Accounting and Finance	Indirect Cost Rate Calculations		Post Award Financial Operations	3 Y the sub UC (f) rec un au litig mu ret the se
Accounting and Finance	Internal Financial Agreements	Reports created to analyze projections needed for internal decision making	Treasury Office	2 y the ag rep the wh so
Accounting and Finance	Inventories		Property Management	Lif

Category	Record Type	Record Description	Repository	Du
Accounting and Finance	Journal Entries		General Accounting	7 y
Accounting and Finance	Material Information Supporting Journal Entries		Treasury Office	7 y the jou
Accounting and Finance	New Account Records and Backup Documentation		General Accounting	7 y ac
Accounting and Finance	Non-final Bond or Debt Issuance Working Documents (includes bond issuance, bank agreements, and swaps)		Treasury Office	Lif bo ye
Accounting and Finance	Procurement Card Charge Documentation		Departmental P-Card Administrator	7 y

Category	Record Type	Record Description	Repository	Du
Accounting and Finance	Service Center Rate Calculations		Post Award Financial Operations	3 Y the Fis co rat cal 20 (2) rec un au liti mu ret ma se
Accounting and Finance	Swap External Reporting – Final Executed Copies		Treasury Office	Lif sw ye
Accounting and Finance	Travel Reimbursements and Attachments		Accounts Payable Department	7 y
Accounting and Finance	University Audit Work Papers		Internal Audit	7 y
Alumni Affairs and Development	Alumni Records		Development Gifts & Records	Pe

Category	Record Type	Record Description	Repository	Du
Alumni Affairs and Development	Gift Records		Development Gifts & Records	7 y
Alumni Affairs and Development	Original Gift Letter Agreements, All Others		General Accounting/ Development	Pe
Alumni Affairs and Development	Planned Gifts (trusts, life income, agreements, annuities), Real Estate Gifts		Development Gift & Records	Pe
Construction and Facilities Management	As-built Drawings		Facilities Management and Planning	Pe
Construction and Facilities Management	Contracts and Agreements		Facilities Management and Planning	14
Construction and Facilities Management	Electronic facilities card access records	Including building card swipe access records	IS&T	4 y
Construction and Facilities Management	Records of Repairs		Facilities Management and Planning	7 y
Corporate Records	Accreditation Records		Office of the President	Pe
Corporate Records	Articles of Incorporation		Office of the Trustees	Pe

Category	Record Type	Record Description	Repository	Du
Corporate Records	Board of Trustees Minutes		Office of the Trustees	Pe
Corporate Records	Bylaws		Office of the Trustees	Pe
Corporate Records	Charter		Office of the Trustees	Pe
Equal Opportunity/ Affirmative Action	Affirmative Action Plans		Equal Opportunity Office	7 y
Equal Opportunity/ Affirmative Action	Federal and State Required Statistics and Reports		Equal Opportunity Office	7 y
Equal Opportunity/ Affirmative Action	Non-Academic Search Materials and Documents Supporting Hiring Selection Decisions		Appropriate Department	3 y da ap
Equal Opportunity/ Affirmative Action	Academic Search Materials and Documents Supporting Hiring Selection Decisions		Appropriate Department	3 y da ap
Equal Opportunity/ Affirmative Action	Complaints of Unlawful Discrimination and Harassment		Equal Opportunity Office	Pe

Category	Record Type	Record Description	Repository	Du
Human Resources	Certificates of Insurance, Indemnification agreements, Contracts and Insurance Policies for Benefits		Human Resources	Pe
Human Resources	Deceased Employee Claims		Human Resources	7 y da

Category	Record Type	Record Description	Repository	Du
Human Resources	Employee (Staff) Personnel File, Non-faculty	<p>Including hire paperwork (application, cover letter, resume, offer letter), job descriptions, legacy document, onboarding records, appointment/salary forms, salary and compensation records, status changes (promotion, transfer, temporary assignment, layoff, Resignation / Termination), performance appraisals (performance evaluations, performance correspondence, corrective action, accolades), and position-related correspondence (relating to job, discrimination claims, unfair pay, etc.)</p> <p><i>Official Employee File does <b><u>not</u></b> include: Reference check records, background check records, Release forms.</i></p>	Human Resources	7 y se

Category	Record Type	Record Description	Repository	Du
Human Resources	Employee (Faculty and staff) Benefits Files	Including Long-Term Disability Forms	Human Resources	7 y se
Human Resources	Faculty Personnel Files	Including hire paperwork, salary records, status changes, tenure/promotion, retirement/termination, and appointment recommendations	School/College of Employment	7 y se
Human Resources	Faculty and Staff Benefits Files	Including enrollment forms, application forms, beneficiary designations, worker's compensation claims, MLOA/FMLA paperwork, Long-Term Disability Forms	Human Resources	Pe
Human Resources	Federal Reporting Requirements: Welfare Benefits and other Fringe Benefit Plans	i.e., 5500-s	Human Resources	Pe
Human Resources	Files for Disabled Employees		Human Resources	Pe



Category	Record Type	Record Description	Repository	Du
Human Resources	I-9 Forms (Faculty and Staff)		Human Resources	3 y ye se (w gre
Human Resources	I-9 Forms (Students)		Human Resources	3 y em da aft ter (w gre
Human Resources	Individual Contracts of Employment		Human Resources or appropriate department	7 y se
Human Resources	Occupational Injury or Illness, Records Relating to employment		Human Resources	5 y
Human Resources	Personnel Files for Retirees		Human Resources	7 y se

Category	Record Type	Record Description	Repository	Du
Human Resources	Protection of Minors Records		Human Resources	35 the vic dis rea sh dis an or psy inj co ca act
Human Resources	Records Covered Under HIPAA		Human Resources	7 y em ter
Human Resources	Search Committee Records	Including employment applications, resumes, and all applicant search materials	Human Resources	7 y
Human Resources	Severance Agreements		Human Resources	7 y exp
Human Resources	Union Agreements		Human Resources	Pe

Category	Record Type	Record Description	Repository	Du
Human Resources	Workers' Compensation Claims and Insurance Policies		Human Resources	18
Information Security & Technology	Call Center logs	Logs of employees logging into and out of the call manager application that enables them to handle call center-routed calls	Information Security & Technology	1 y rec ten sh ne ret me op ne de
Information Security & Technology	Call Center Analytics	Analytics regarding the Call Center Logs	Information Security & Technology	10 the wil un un an ev tec sup ov

Category	Record Type	Record Description	Repository	Du
Insurance	Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts		Office of Risk Management	7 y exp
Insurance	Insurance Policies (Liability, Property, and Other Policies)		Office of Risk Management	Pe
Insurance	Incident Reports, Accident Reports		Office of Risk Management	7 y exp
Legal	Consent Orders		Office of the General Counsel	Pe
Legal	Court Orders		Office of the General Counsel	Pe
Legal	Judgments		Office of the General Counsel	Pe
Legal	Releases		Office of the General Counsel	Pe
Legal	Settlements		Office of the General Counsel	Pe

Category	Record Type	Record Description	Repository	Du
Medical Records	Patient Medical Records		All units, centers or other entities that provide medical care, other than Student and Occupational Health Services	20 fin (10 14
Medical Records	Employee Medical Records		Occupational Health Services – including the Occupational Health Center (OHC) and the Research Occupational Health Program (ROHP)	Du em plu (O Sa He Sta (O Su To Ha Su 19
Patent, Trademark, and Copyright Records	Copyright and Trademark Registrations		Office of the General Counsel or Office of Technology Development	Pe

Category	Record Type	Record Description	Repository	Du
Patent, Trademark, and Copyright Records	Invention Assignment Forms	W-2, 941, 1042S, etc.	Office of Technology Development	Pe
Patent, Trademark, and Copyright Records	Licensing Agreements		Office of Technology Development	7 y ten
Patent, Trademark, and Copyright Records	Original Patents and Related Work Papers		Office of Technology Development	Pe
Patent, Trademark, and Copyright Records	Royalty Records		Office of Technology Development	Lif or ye
Payroll	Annual Payment Records		University Payroll Office	Pe
Payroll	Information Returns filed with Federal and State authorities		University Payroll Office	7 y
Payroll	Payroll Deduction Authorization Forms (W4, ACH, Bonds)		University Payroll Office	5 y em en
Payroll	Payroll Vouchers		University Payroll Office	3 y

Category	Record Type	Record Description	Repository	Du
Payroll	Record of Payments and Deductions	Payroll registers, deductions lists, adjustments	University Payroll Office	5 y
Payroll	Time Cards, student		Appropriate Department/ Electronic, Student Employment	3 y pa
Payroll	Time Cards, non-student		Appropriate Department	3 y
Public Safety Environmental Health and Safety	Accident Reports		University Police	7 y rep
Public Safety Environmental Health and Safety	Crime Reports		University Police	7 y rep
Public Safety Environmental Health and Safety	Daily Log		University Police	Pe
Public Safety Environmental Health and Safety	Property Damage Reports		University Police	7 y rep
Public Safety Environmental Health and Safety	Fume Hood Testing Records		Environmental Health and Safety	3 y

Category	Record Type	Record Description	Repository	Du
Public Safety Environmental Health and Safety	Hazardous Waste Disposal Manifests and Reports		Environmental Health and Safety	3 y
Public Safety Environmental Health and Safety	Incident Records		Environmental Health and Safety	5 y
Public Safety Environmental Health and Safety	Radiation Safety Training Records		Environmental Health and Safety	3 y
Purchasing	Purchase Orders, Contracts, Agreements		Purchasing Department	7 y
Real Property	Property Deeds, Easements, Licenses, Rights of Way, Leases, Rights of First Refusal, Remainder Interests, Mortgages		Office of the General Counsel	Pe
Real Property	Property Tax Returns filed with taxing jurisdiction		General Accounting	7 y



Category	Record Type	Record Description	Repository	Du
Sponsored Projects, Contracts, and Grants	Grant and Contract Applications, Proposals, and Supporting Documentation		Sponsored Programs	3 Y the sul the exp rep lon rec gra ag 20 For and Co rel or inc suc uns pro doc be yea pay CF any unc auc liti mu unt is s

Category	Record Type	Record Description	Repository	Du
Sponsored Projects, Contracts, and Grants	Records Concerning Human Subject Records		Office of Research Compliance	7 y co stu if r stu
Taxes	Excise Tax Returns		General Accounting	7 y
Taxes	Information Returns	990, 1099, Form PC, etc.	Financial Affairs	20
Taxes	Sales Tax Returns		General Accounting	7 y

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END OF POLICY TEXT

## Additional Resources Regarding This Policy

### Related Policies and Procedures

- [Record Retention Policy](#)
- [Data Protection Standards](#)

### Related BU Websites

- Compliance website [topic resources](#) - [Record Retention and Management](#)

## BU Resources

- [Additional Guidance on Data Protection Standards](#)
  - [1.2.D.1 – Destruction of Paper Records and Non-Erasable Media -CD-ROMs, DVDs \(Data Protection Standards Guidance\)](#)
  - [1.2.D.2 – Destruction of Individual Files on Reusable Media \(Data Protection Standards Guidance\)](#)
  - [1.2.D.3 – Securely Erasing Entire Reusable Storage Devices \(Data Protection Standards Guidance\)](#)
  - [1.2.D.4 – Physically Destroying Reusable Storage Devices \(Data Protection Standards Guidance\)](#)

Categories: Employment, Finance and Administration, Information Management, Information Technology Use, Access, and Security, Workplace Keywords: adjust, cache, continuation, dossier, duration, edit, hold, inventory, keep, organize, preserve, record, record retention, Record Retention Table, record schedule, recordkeeping, records, records management, report, reserve, retention, transaction