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# Records Retention Schedule

The Records Retention Schedule lists records commonly found in many divisions throughout the University, indicating their respective retention periods and other instructions for the disposition of those records. To identify the record or record category, check the schedule's functional headings on the left side of the page, or use the search box.

Remember to determine whether you have the official version of the record. Unofficial, convenience copies of a record have no retention requirement and, therefore, can be destroyed when no longer administratively useful.

If you do not see a particular record type in the schedule, or if you are having trouble identifying a record in hand, please contact the [University Records Manager](#), Michael Dello lacono.

## Recently Updated

[1552 Student Education Records](#)

Mar 31, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[1564 Student Disability Records](#)

Mar 31, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[0585 Student Record File](#)

Mar 31, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[1548 Student Health Records](#)

Mar 22, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[1582 Student Housing Administration Records](#)

Feb 08, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[1568 Student Organization Records](#)

Feb 08, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[1566 Student Grievance and Complaint Files](#)

Feb 08, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[1535 Title IV Program Records](#)

Feb 08, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[1518 Audit Records](#)

Feb 08, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[1514 Career Services Placement Records](#)

Feb 08, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[1512 Tuition and Fee Policy Records](#)

Feb 08, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[1506 Student Admissions Records, Admitted](#)

Feb 08, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[0570 Disciplinary File\\_Conduct Reports](#)

Feb 08, 2023 • updated by [Michael Dello lacono](#) • [view change](#)

[0560 Research Records](#)

Dec 20, 2022 • updated by [Michael Dello lacono](#) • [view change](#)

[0680 Contracts](#)

Aug 12, 2022 • updated by [Michael Dello lacono](#) • [view change](#)

# Records Retention Schedule v 3.0

PLEASE NOTE:

1. **Legal Holds:** Do not follow the Records Retention Schedule to destroy records that are currently part of--or you are aware that they are going to be part of--any legal action or proceeding, litigation, audit, investigation, or review. For more information, consult the Legal Hold Policy and Procedures, or contact the Office of the General Counsel.

2. **Personal Information:** Some records contain personally identifiable or sensitive information (social security numbers, account numbers, personal data, proprietary university data, etc), and must be destroyed securely by shredding, incinerating, pulping, or pulverization. Please contact the [University Records Manager](#) if you need assistance with proper destruction of these records. For more information on information security, consult Suffolk University's [Written Information Security Program](#).

3. **Offsite Records Storage:** Some records will become inactive before they are eligible for destruction or transfer to the Archives. Inactive records that must be retained for two years or more should be transferred to offsite storage. The facility's primary responsibility is to serve the storage and retrieval needs of Suffolk's libraries, archives, departments, and offices. Active records, however, should not be sent offsite where their retrieval incurs a charge. If you would like to transfer records to offsite storage, please refer to the detailed instructions on the [Records Management web page](#), or contact the [Records Manager for assistance](#).

4. **Record Destruction:** Once a record has reached its required retention date, please request authorization for destruction and document your actions before destroying any records, you must complete a [Document Destruction Form](#), which must be endorsed by your Department Head, and submitting it to the Records Manager. Records that do not contain Personal Information can be recycled or otherwise disposed of in your office. For records that contain Personal Information, please contact the Records Manager to arrange for secure onsite or offsite destruction. In both cases, the Records Manager will permanently maintain the Document Destruction Form in the University Archives.

5. **Special Schedules:** If you don't see your record type listed in the Schedule, please contact the [University Records Manager](#). Some functions are specific or unique to a particular office, and these activities generate records that have not yet been scheduled or for another reason have been left out of the general Schedule.

6. **Electronic Records:** Please note that this schedule applies to all records, regardless of form. This includes paper, electronic, and email records. If a paper record is destroyed according to the schedule, any electronic versions of the record must be destroyed as well, and vice-versa. If you are digitizing records, the original paper record can be destroyed when no longer needed, as long as the electronic version is retained for the required period of time.

**0100-0199 Administrative**

# 0100 Calendars

*Description:* Electronic or paper copies of calendars that document the daily activities of a department, office, or staff member. Event calendars document events at a department, office, school, or campus.

*Examples:* Records may include desk calendars, daily planners, appointment schedules, and electronic calendar systems.

*Retention Period:* **Retain for 5 years, and then destroy.**

# 0115 General Office Support Records

*Description:* Transitory document used to support general clerical functions, including data entry, word processing, transcription, photocopying/duplication, postal services, telephone and telecommunications, courier service, and other general administrative tasks.

*Examples:* Records may include memos, contact information, vendor promotional materials, distribution lists, notes and messages, worksheets, and preliminary drafts.

*Retention Period:* **Retain until administrative use ceases or 1 year, whichever comes first, and then destroy.**

# 0130 Policies, Procedures, and Standards

*Description:* Documents the development of policies, procedures, and overall governance for an office, department, or school.

*Examples:* Records may include meeting minutes, notes, working papers, and final version documentation.

*Retention Period:*

- a. Final documentation: **Retain for 10 years after supersession, and then transfer to Archives for review.**
- b. All other records: **Retain for 10 years after supersession, and then securely destroy.**

# 0145 Project Files

*Description:* Documents the initiation and development of work, including all supporting documentation not included in a more specific record series.

*Examples:* Records may include meeting agendas and minutes, correspondence, guidelines and instructions, working papers, project summaries, and project deliverables including plans, proposals, and reports.

*Retention Period:* **Retain for 2 years after project completion, and then contact Archives for review.**

# 0160 Contracts and Agreements

*Description:* Records pertaining to contracts entered into by the University or on behalf of the University, or one of its units, including vendor and consultant agreements, grant agreements, memorandum of understanding and sponsored research agreements.

*Examples:* Records may include Requests for Proposals (RFPs), agreements, contracts, amendments, archival deeds of gift, terms and conditions, billing and payment records, and related correspondence.

*Retention Period:* **Retain for 6 years following expiration or termination of the contract or agreement, and then securely destroy, unless a longer period is specified by the contract or funding agency.**

*Authority:* 260 M.G.L. § 1-2

**0200-0299 Advancement and Alumni**

# 0200 Alumni Association Program Administration Records

*Description:* Records associated with the administration of various Alumni Association programs and events including alumni seminars, reunions, and social gatherings. *Examples:* Records may include event planning and arrangement documents, announcements, programs and flyers, attendance and participation lists, and invitations.

*Retention Period:*

- a. Program books, photographs and audio-visual materials: **Retain for 5 years, and then transfer to Archives for review.**
- b. All other records: **Retain for 5 years, and then destroy.**

# 0215 Alumni Association Volunteer and Communication Records

*Description:* Records documenting the organization and management of the University's Alumni Association volunteer program.

*Examples:* Records may include meeting minutes, volunteer appointments, and correspondence.

*Retention Period:* **Retain permanently, once administrative use ceases contact Archives.**

## 0230 Alumni Contact Information

*Description:* Records containing information about Suffolk alumni, including current address and phone number, demographic data, family information, and employment information.

*Examples:* Records may include notes, memos, worksheets, Datatel records, directories, and correspondence.

*Retention Period:* **Retain until superseded, and then securely destroy.**

## 0245 Donor Files

*Description:* Records maintained on individuals, corporations, and foundation donors, documenting gifts and donations made to the University.

*Examples:* Records may include correspondence, contact information and donor profiles, biographical information, contact logs and notes, copies of wills and estates, planned giving files, stewardship reports, records of donations, clippings, and notes.

*Retention Period:* **Retain permanently, and once administrative use ceases transfer to Archives.**

## 0260 Gift Processing Records

*Description:* Documents the receipt of gifts and donations to a department or program.

*Examples:* Records may include gift/receipt and batch proofing reports, and matching gifts.

*Retention Period:* **Retain for 7 years, and then securely destroy.**

## 0275 Giving Analysis Records

*Description:* Documents the planning and administration of the University's annual and special giving campaigns, and covers the activities of identification, cultivation, and solicitation of donated funds.

*Examples:* Records may include campaign plans and proposals, strategies, special appeals, financial and statistical reports, acknowledgments, and special letters of solicitation.

*Retention Period:* **Retain for 6 years, and then securely destroy.**

## 0290 Prospect and Entity Files

*Description:* Records relating to fundraising and other development-related efforts and communications with prospective donors and supporters.

*Examples:* Records may include affiliations and relationships, phone-a-thon records, CR and GG, online community records, prospect tracking, research and profiles, biographical information, and clippings.

*Retention Period:* Records of donors should be kept with donor files. (See retention period for Schedule Number 0245). All other records: **Retain for 3 years, and then securely destroy.**

**0300-0399 Executive and Management**

## 0300 Accreditation Records

*Description:* Documents the formal review of the University by outside accrediting bodies, and the subsequent maintenance of accreditation for a program, department, or school. *Examples:* Records may include visit arrangements and schedules, school preparation and response documentation, accreditation reports, and correspondence.

*Retention Period:*

- a) Final accreditation reports, school preparation and response documentation, and substantive correspondence: **Retain permanently, and once administrative use ceases, transfer to Archives.**
- b) Visit arrangements and all other records: **Retain records from current and previous review, and then destroy all others.**

## 0310 Annual Reports

*Description:* Documents the activities and work completed by the university and by each department and the University as a whole.

*Examples:* Records may include working papers and final annual reports.

*Retention Period:* **Retain permanently, and once superseded transfer 2 mint copies of final report to Archives.**

## 0320 Articles of Incorporation

*Description:* Documents the filing of the University's Articles of Incorporation and Organization with the State of Massachusetts. This group contains any other records that empowers the University with the ability to confer degrees.

*Examples:* Records may include reports, amendments, mergers, applications, certificates and charters, and correspondence.

*Retention Period:* **Retain permanently, and once administrative use ceases transfer to Archives.**

## 0330 Committee Records

*Description:* Documents the activities of various University committees, including the Board of Trustees, standing committees (such as the Administrative Council), inter- departmental committees, departmental committees, ad hoc committees, working groups, and task force groups.

*Examples:* Records may include establishment and charge, meeting preparation materials, strategic planning, meeting minutes and notes, membership lists, agendas, reports, working papers, arrangement documentation, dockets, and attachments.

*Retention Period:*

a) Standing committees' records: **Retain for 10 years after creation, and then transfer to Archives for review.**

b) All other committees' records: **Retain until dissolution of committee, and then transfer to Archives for review.**

## 0340 Executive Administrative Files

*Description:* Documents the management, interaction, and communication activities of the University's executive leadership—President, Provost, Officers of the Board of Trustees, Vice Presidents, Deans, and Directors—and are most often arranged as subject files.

*Examples:* Records may include policy and procedure development materials; planning and proposal documents; program establishment, development, and review records; reports; meeting minutes; resource and reference files; working papers; correspondence; memos and notes.

*Retention Period:* **Retain for 10 years, and then transfer to Archives for review.**

## 0360 External Relations Records

*Description:* Documents the coordination, administration, interaction, and communication activities between a department and external individuals and organizations, government entities, or other institutions of higher education. *Examples:* Records may include memos, reports, meeting minutes, correspondence, publications, legal documents, and joint proposals.  
*Retention Period:* **Retain for 5 years, and then contact Archives for review.**

# 0400-0499 Facilities

*Environmental Health and Safety*  
*See Special Schedule A*  
*Planning and Management*

## 0435 Abutter Agreements

*Description:* Documents agreements and proposals between the University and adjacent properties.

*Examples:* Records may include contracts, agreements, and related correspondence.

*Retention Period:* **Retain until termination of agreement plus 6 years, and then securely destroy.**

*Authority:* 260 M.G.L. § 2

## 0440 Building Drawings

*Description:* Documents architectural plans and graphical representations produced related to University buildings, facilities, and land.

*Examples:* Records may include blueprints, sketches, models, reports, plans and proposals, and any related correspondence.

*Retention Period:* **Retain for life of building, and once administrative use ceases transfer to Archives for review.**

## 0445 Building Systems Data

*Description:* Documents operation and maintenance information on buildings, facilities, and land.

*Examples:* Records may include operation and maintenance manuals, preventive maintenance manuals, surveys and audits, equipment inventories, and vendor lists.

*Retention Period:* **Retain until superseded, and then destroy.**

# 0450 Construction Project Records

*Description:* Documents plans and proposals for construction projects on University buildings, facilities, and land.

*Examples:* Records may include plans and proposals, building certificates, consent documents, construction plans, occupancy permits, space planning documents, reports, and related correspondence.

*Retention Period:* **Retain until project completion plus 6 years, and then destroy.**

*Authority:* 260 M.G.L. § 2

## 0460 Floor Plans

*Description:* Documents the layout of each floor of a building, showing relationships between rooms, spaces and other physical features.

*Examples:* Records may include drawings, diagrams, and supporting documentation.

*Retention Period:* **Retain until superseded, and then destroy.**

## 0470 Dining Hall Inspections

*Description:* Documents inspections of dining halls.

*Examples:* Records may include complaints, inspection reports, certificates, and related correspondence.

*Retention Period:* **Retain for 3 years, and then destroy.**

## 0480 Leases

*Description:* Documents occupancy agreements of properties leased by the University.

*Examples:* Records may include signed leases and supporting documentation.

*Retention Period:* **Retain until expiration of lease plus 6 years, and then securely destroy.**

*Authority:* 260 M.G.L. § 2

## 0480 University Master Plans

*Description:* Documents long-term plans regarding University enrollment, buildings and facilities.

*Examples:* Records may include 10-year plans and proposals, reports, committee records, and related correspondence.

*Retention Period:* **Retain permanently and once superseded, transfer to Archives.**

## 0490 Usage Certificates and Permits

*Description:* Documents regulatory and legal approval for use of University buildings and facilities by the general public.

*Examples:* Records may include annual certificates of use and assembly permits issued by the City of Boston.

*Retention Period:* **Retain until superseded, and then securely destroy.**

# 0500-0599 Faculty and Academic Departments

*Courses and Curriculum Development*

## 0500 Academic Advising Records

*Description:* Documents undergraduate and graduate students' academic progress and advice provided by University faculty within a specific department and/or college program.

*Examples:* Records may include notes and memos, correspondence, recommendations, and any related course planning materials.

*Retention Period:* **Retain for 1 year after graduation, transfer, or separation, and then destroy.**

## 0505 Academic Program Administration Records

*Description:* Records that document the organization and daily administration of academic courses and programs for a department or office.

*Examples:* Records may include add/drop records, enrollment reports and class lists, handouts and informational binders, general advising material, international program records, placement information, and registration reports.

*Retention Period:* **Retain for 2 years following close of item, and then destroy.**

## 0510 Academic Program Agreements

*Description:* Records pertaining to agreements entered into by the University or on behalf of the University, or one of its units related to academic programs such as inter- institutional partnerships, study-abroad programs, and service-learning programs, including clinical programs.

*Examples:* Inter-Institutional provider agreements; international program provider agreements; student and faculty participation agreements, consent forms, waivers and releases; experiential or service-learning agreements, including clinical affiliation and clinical site agreements.

*Retention Period:* **Retain for 6 years following expiration or termination of the agreement, or program cessation, whichever is longer, and then securely destroy.**

# 0515 Course Catalogs

*Description:* Documents courses offered for each academic year, as well as academic and administrative policies and procedures.

*Examples:* Records may include both paper and electronic catalogs.

*Retention Period:* **Retain permanently, and once administrative use ceases transfer to Archives.**

## 0520 Curriculum Development Records

*Description:* Documents the planning, development, review, and implementation of new courses or substantive curriculum and course changes within an academic department. *Examples:* Records may include proposals, reports, planning committee records, course descriptions and syllabi, meeting minutes, and related correspondence.

*Retention Period:* **Retain permanently, and once administrative use ceases transfer to**

**Archives.**

**Faculty**

## 0525 Faculty File

*Description:* Documents an individual faculty member's employment. Includes faculty appointment, promotion, and development during the faculty member's employment at the university.

*Examples:* Records may include appointment letters and contracts, performance management records, sabbatical leave records, CVs, letters of recommendation, offer letters, contracts, correspondence, performance evaluations, tenure decision records, sabbatical leave requests, awards, recommendations, and letters of resignation.

*Retention Period:* **Retain until separation or termination plus 10 years, and then contact Archives for review.**

*Authority:* 29 CFR § 1602.49, 29 CFR § 516

## 0530 Recruitment

*Description:* Documents the process of faculty recruiting at the university.

*Examples:* Records may include advertisements for positions, requisition for employment, and resumes.

*Retention Period:* **Retain for 2 years, and then securely destroy.**

*Authority:* 29 CFR § 1602.14, 1602.49, 1607.15, and 1627.3

## 0535 Tenure Records

*Description:* Records documenting the consideration of faculty for tenure.

*Examples:* Records may include committee findings, CVs, aggregate course reactions/evaluations, current position descriptions, decisions and related correspondence, letters of recommendation, offer letters, contracts, correspondence, performance evaluations, tenure decision records, sabbatical leave requests, awards, recommendations, and letters of resignation.

*Retention Period:* **Retain until separation or termination plus 10 years, and then transfer to Archives.**

*Authority:* 151 M.G.L. § 15; 149 M.G.L. § 24D

### **Research and Grants**

## 0540 Human Subjects Research Records

*Description:* Records that contain required documentation of human research subjects.

*Examples:* Board review records, consent forms, HIPAA authorizations, protocols, proposals, report of injuries, scientific evaluations, statements of significant new findings, progress reports, and related correspondence.

*Retention Period:* **Retain for 5 years after grant completion and closing (unless a longer period is specified by the granting agency), and then securely destroy.**

*Authority:* 21 C.F.R. § 50, 56.115; 45 C.F.R. § 46-115

## 0542 Human Subjects Research Policies and Procedures

*Description:* Records that contain required documentation of human research subjects. *Examples:* Board review records, consent forms, HIPAA authorizations, protocols, proposals, report of injuries, scientific evaluations, statements of significant new findings, progress reports, and related correspondence.

*Retention Period:* **Retain for 10 years after grant completion and closing (unless a longer period is specified by the granting agency), and then securely destroy.**

*Authority:* 21 C.F.R. § 50, 56.115; 45 C.F.R. § 46-115

## 0545 Institutional Research Records

*Description:* Documents the internal and external reporting requirements of the University. The data, topical research, and analyses assist University leadership in program evaluation, informed strategic planning, and decision making.

*Examples:* Records may include student, human resources, tuition, and finance data or statistics; surveys, fact sheets, planning committee records, statement of objectives or mission, leadership directives, proposals, reports, and correspondence.

*Retention Period:* **Retain permanently, and once administrative use ceases transfer to Archives.**

# 0550 Institutional Review Board Office Records

*Description:* Documents the activities and decisions of the Suffolk University IRB, which evaluates all research proposals involving human participants with respect to the Federal government's Office for Human Research Protections established ethical guidelines.

*Examples:* Records may include agendas, decisions, IRB member lists, IRB correspondence and reports, RAR forms, meeting minutes, IRB applications, and research proposals submitted to IRB.

*Retention Period:* **Retain for 10 years after grant completion and closing, and then securely destroy.**

*Authority:* 21 C.F.R. § 56.115; 45 C.F.R. § 46-115

# 0560 Research Records

*Description:* Scientific, technical and program records related to sponsored and non-sponsored research and programs.

*Examples:* Financial Records, Research data, project reports and deliverables, sponsored research agreements, program agreements, sub-agreements, progress reports, regulatory certifications.

*Retention Period:* **Retain for 3 years from the date of submission of the final expenditure report, and then securely destroy (unless a longer period is specified by the granting agency or litigation or audit notice prior to the 3 year retention date).**

*Authority:* 78 FR 78589 §200.333

## 0565 Scientific Misconduct Proceeding Records

*Description:* Includes records related to research misconduct proceedings. *Examples:* Records may include allegations; evidence; correspondence; findings, recommendations and decisions of institutional officials or committees; and appeal related documents.

*Retention Period:* **Retain for 7 years from conclusion of last institution of federal agency proceeding concerning the alleged misconduct, and then securely destroy.**

**Students**

# 0570 Disciplinary File\_Conduct Reports

*Description:* Documents individual student academic and non-academic disciplinary actions.

*Examples:* Records may include written complaints, appeals documentation, decision statements, disciplinary reports, evidence, formal hearing notes, incident reports, and any other supporting documentation or correspondence

*Retention Period:* **Retain for 10 years after graduation, separation or transfer, and then securely destroy.**

## 0575 Graded Work

*Description:* Faculty and instructor records regarding grades and graded papers, assignments and other work on which students are evaluated or graded.

*Examples:* Records may include examinations and tests, homework records, dissertations and theses, and term papers.

*Retention Period:*

- a) Graduate theses and dissertations: **After graduation, transfer 1 copy to Archives for review.**
- b) All other records: **Retain for 1 year, and then securely destroy.**

## 0580 Registration and Class Lists

*Description:* Documents the official record of students enrolled in courses taught.

*Examples:* Records may include class lists and other documents related to course registration.

*Retention Period:* **Retain permanently and transfer to Archives.**

# 0585 Student Record File

*Description:* Documents undergraduate and graduate student acceptance into academic programs, their subsequent progress, related activities, and **unofficial** copies of academic standings and reports. These records are generally filed in academic departments and Dean's offices. Any records transferred to the permanent [Student Educational Record](#) (maintained by Office of the Registrar) must be retained according to schedule number [1552](#).

*Examples:* Records may include academic audit requests, academic standing letters, awards and honors, advanced placement documentation, address changes, change of major/minor forms, diploma reorders, excess course petitions, graduation audits, leave of absence and withdrawal forms, outside course authorizations, petitions to late register, reference and recommendation letters, transfer credit validation, correspondence, and any other records related to work and activities pursued by individual students. Additionally, files from students in the law school may contain law school certificates and character or fitness letters.

*Retention Period:*

a) Academic standing letters, advanced placement documentation, change of major/minor forms, graduation audits, leave of absence and withdrawal forms, outside course authorizations, petitions to late register, law school certificates and character or fitness letters, waivers and substitutions: **Retain for 5 years after graduation or separation, and then securely destroy.**

b) All other records: **Retain for until administrative use ceases, and then securely destroy.**

*Authority:* 603 CMR § 23.06

# 0600-0699 Financial

*Budget*

## 0600 Budget Records

*Description:* Documents the analysis and planning related to the University or department's finances and budget needs.

*Examples:* Records may include workbooks, budget projections, financial review documents, reports, and strategic planning documents.

*Retention Period:* **Retain for 7 years, and then transfer to Archives for review.**

**General Accounting**

## 0605 Accounts Payable Records

*Description:* Documents expenditures and payments for vendor transactions, employee travel and expense reimbursements, and other department and employee purchases. *Examples:* Records may include invoices, receipts, packing slips, petty cash documents, tuition reimbursement records, moving and travel reimbursements, credit card monthly statements and use summaries, master credit card bills, check and payment records, balance sheets, and departmental purchase orders.

*Retention Period:* **Retain for current year plus 6 years, and then securely destroy.**

*Authority:* 26 C.F.R. § 31.6001-1, 301.6501; 34 C.F.R. §74.53; OMB Circular A-110; M.G.L. c62C § 24; M.G.L. c.260 § 2

## 0610 Accounts Receivable Records

*Description:* Documents the receipt of funds and the billing and collections activities of departments and offices.

*Examples:* Records may include invoices, receipts, bank deposit slips, bank statements, cash register tapes, credit card payment forms, and related correspondence.

*Retention Period:* **Retain for current year plus 6 years, and then securely destroy.**

## 0615 Administrative Credit Card Issuance Records

*Description:* Documents the issuance of credit cards to the University staff and units.

*Examples:* Records may include original applications, approval letters, and any related correspondence.

*Retention Period:* **Retain until employee separation, termination or relinquishment of card, and then securely destroy.**

## 0620 Annual Fiscal Reports

*Description:* Documents the reporting of fiscal year-end status of accounts.

*Examples:* Records may include annual operating statements, schedules of rates, and related correspondence.

*Retention Period:* **Retain for current year plus 6 years, and then destroy.**

## 0625 Cash Records

*Description:* Records related to cash transactions by an office, both received and disbursed.

*Examples:* Records may include bank deposit slips, cash receipt slips, cash received records, cash/deposit match records.

*Retention Period:* **Retain for current year plus 6 years, and then destroy.**

## 0630 Cashier's Daily Summary Records

*Description:* Records that document all of a teller's daily activities.

*Examples:* Records that summarize the following the amount of checks, beginning and ending daily cash, cash receipts, daily cash register tapes.

*Retention Period:* **Retain for current year plus 6 years, and then destroy.**

## 0635 Check and Payment Records

*Description:* Records related to the issuance and receipt of checks for payments in exchange for goods and services.

*Examples:* Records may include check stubs, collection records, payments, returned check records, revolving fund check records.

*Retention Period:* **Retain for current year plus 6 years, and then destroy.**

## 0640 Correspondence, Fiscal

*Description:* Documents communication with government agencies, vendors, or the public regarding the University's fiscal policies.

*Examples:* Records may include correspondence and supporting documentation.

*Retention Period:* **Review annually, and then contact Archives for review.**

## 0645 Development and Endowment Records

*Description:* Documents revenue earned on gift accounts.

*Examples:* Records may include earnings statements, fee amounts, gift amounts, account establishment documentation, and any related correspondence.

*Retention Period:* **Retain for current year plus 6 years, and then securely destroy.**

## 0650 Employee Receivables Records

*Description:* Documents employee receivables.

*Examples:* Records may include moving expense records, travel/airfare records, and tuition reimbursement.

*Retention Period:* **Retain for current year plus 6 years, and then securely destroy.**

## 0655 General Ledger Records

*Description:* Documents monthly records of final postings of University financial transactions and reconciliations of the general ledger.

*Examples:* Records may include monthly reconciliation reports, working papers, and supporting documentation and correspondence.

*Retention Period:* **Retain for current year plus 6 years, and then destroy.**

## 0660 Refund and Disbursement Records

*Description:* Documents requests and disbursement for overpayment or refunds.

*Examples:* Records may include canceled course lists, refunds for loan overpayment, tuition and fee refunds, and supporting documentation.

*Retention Period:* **Retain for current year plus 6 years, and then destroy.**

# 0663 Sponsored Research and Project Financial Records

*Description:* Records associated with the accounting for funds received by the University for sponsored research, and records pertaining to proposed and approved projects, including grant applications, award letters, financial and technical reports and all other financial records required to be maintained.

*Examples:* Records may include proposals, grant applications, working papers, required financial and technical reports, property reports, equipment disposition records, accounting reports, accounts payable records, cash records, meeting minutes and notes, project reports and summaries, salary certification reports, and any substantive correspondence.

*Retention Period:* **Retain for 6 years after grant completion and closing (unless a longer period is specified by the granting agency), then securely destroy.**

*Authority:* OMB Circular A110-53

## 0664 Tax-Exempt Bonds

*Description:* Records documenting all resources received and expended by the University for bond-funded projects.

*Examples:* Records may include invoices, payment receipts, journals, ledgers, work papers, and correspondence related to expenditures for the construction of bond financed buildings. They also include records that document operational activities that are conducted in bond financed facilities, including research activity or use authorized by management contracts.

*Retention Period:* **Retain for 6 years following final bond payment, and then securely destroy.**

*Authority:* 26 USC 6001; 26 CFR 1.6001-1(a),(c), and (e); 26 CFR 1.148-5(d)(6)(iii)(E)

**Payroll**

## 0665 Employee and Student Payroll Files

*Description:* Records relating to all employees and student workers, including name, address, sex, DOB, occupation, hours worked, wages paid, hourly rate, additions and deductions from wages, garnishment records, etc. Also, records relating to employee authorizations for payroll deductions and timekeeping records. Includes forms completed by employees and supporting documentation.

*Examples:* Records may include deduction authorization records, individual employee pay records, timekeeping records, payroll check and adjustment records, student timesheets, time off tracking documentation, and withholding transmittals.

*Retention Period:* **Retain for 6 years, and then securely destroy.**

*Authority:* 29 C.F.R. § 1627.3; 29 C.F.R. § 516; 48 C.F.R. § 4.7; 149 M.G.L. §105A; 151 M.G.L. § 15

# 0670 Payroll Administration Records

*Description:* Documents the administration of payroll and time reporting processes.

*Examples:* Records may include employment summary reports, forecast and actual pay reports, basic time and earning cards, and tables or schedules used to compute wages.

*Retention Period:* **Retain for 3 years, and then destroy.**

## ***Procurement***

## 0675 Bid Documents

*Description:* Documents the process of the invitation to bid.

*Examples:* Records may include price quotes, specifications, and timelines.

*Retention Period:* **Retain for 6 years after the close of the contract, and then destroy.**

*Authority:* 260 MGL § 2

## 0680 Contracts

*Description:* Documents the binding agreement between the university and third parties.

*Examples:* Records may include Requests for Proposals (RFPs), agreements, contracts, amendments, archival deeds of gift, terms and conditions, billing and payment records, and related correspondence.

*Retention Period:* **Retain until expiration of the contract plus 6 years, and then securely destroy.**

*Authority:* 260 MGL § 2

## 0685 Purchase Orders

*Description:* Documents the authorization of a purchase transaction.

*Examples:* Records may include purchase orders and any related documentation or correspondence.

*Retention Period:* **Retain until expiration of contract plus 6 years, and then securely destroy.**

*Authority:* 260 MGL § 2

*Tax*

## 0690 Federal and State Tax Records

*Description:* Documents the collection and distribution of federal and state income taxes and social security.

*Examples:* Records may include requests for taxpayer identification number and certificate (W-9), and IRS form 990.

*Retention Period:* **Retain for 6 years, and then securely destroy.**

*Authority:* 26 C.F.R. §31.6001; 830 C.M.R. § 62C.25.1

# 0695 Tax Statements Withholding Authorization Forms

*Description:* Documents data reported on annual wage and tax statements and the amounts withheld by payroll from employees' checks for tax purposes.

*Examples:* Records may include IRS forms 1099, W-2, W-3, W-4, and W-5.

*Retention Period:* **Retain for 6 years, and then securely destroy.**

*Authority:* 26 C.F.R. §31.6001; 830 C.M.R. § 62C.25.1

# 0700-0799 Human Resources

*Compensation and Benefits*

## 0700 Benefit Plan Records

*Description:* Records related to the administration of Suffolk University's employee benefit plans.

*Examples:* Records may include retirement, health, disability and life insurance plan documents, contracts with vendors, SPDs, seniority and/or merit systems records, ERISA

compliance records, and summary plan descriptions.

*Retention Period:* **Retain for the life of the plan plus 7 years, and then securely destroy.**

*Authority:* 29 C.F.R. § 1627.3; 29 C.F.R. § 516.5

## 0710 Compensation Records

*Description:* Records related to the administration of Suffolk University's employee compensation plans.

*Examples:* Records may include job descriptions, salary schedules, pay grade structure records, amendments, and any supporting documentation or correspondence.

*Retention Period:* **Retain until separation or termination plus 6 years, and then securely destroy.**

*Authority:* 29 C.F.R. § 1602.14; 29 C.F.R. § 516.5

## 0720 Employee Benefit Records

*Description:* Documents employee participation in Suffolk University's benefits programs.

*Examples:* Records may include life and disability insurance applications, cancellations of payroll deduction, life insurance and LTD enrollment cards and claims; COBRA records; transit, tuition, and parking benefit records, and any supporting documentation or correspondence.

*Retention Period:* **Retain until separation or termination plus 6 years, and then securely destroy.**

*Authority:* 29 C.F.R. § 1627.3

## 0730 Employee Retirement Records

*Description:* Records related to the administration of Suffolk University's employee retirement plans.

*Examples:* Records may include deferred compensation records (401-k), eligibility forms, investment plan records, plan consultancy records, fund withdrawal records, non-discrimination testing records, and any supporting documentation or correspondence.

*Retention Period:* **Retain until term plus 6 years, and then securely destroy.**

*Authority:* 29 U.S.C. §§ 1027, 1113

## 0732 Information for Determining Employee Benefits

*Description:* Records pertaining to each employee "sufficient to determine the benefits due or which may become due" to such employees.

*Examples:* Records regarding dates of employment, leaves of absences and payroll and compensation records.

*Retention Period:* **Retain for as long employee may make claim for benefit under the benefit plan, generally the life of the plan plus 7 years, and then securely destroy.**

*Authority:* 29 U.S.C. § 1059 (a) (1)

## 0734 Employee Retirement Plans

*Description:* Records relating to payments to the Pension Benefit Guarantee Corporation ("PBGC") for any employee pension benefit plan covered by Section 4021 of ERISA.

*Examples:* Records to support or validate premium payments to PBGC.

*Retention Period:* **Retain 6 years after premium due date, and then destroy.**

*Authority:* 29 CFR § 4007.10; 29 USC §1321

**General**

## 0740 Affirmative Action and Equal Opportunity Records

*Description:* Documents University, department, and college compliance with US Equal Employment Opportunity laws, including Affirmative Action.

*Examples:* Records may include statistical and demographic reports, documents relating to personnel actions, documents needed to complete EEO-6 or IPEDs forms, plans, supporting documentation and notes, and correspondence.

*Retention Period:* **Retain for 5 years, and then destroy.**

*Authority:* 29 C.F.R. §§ 1608.4, 1602.48, 1627.3; M.G.L. 260 § 5B

## 0743 Employment Eligibility Verification Records

*Description:* Documents maintained for employees, including work study students.

*Examples:* Records may include I-9 forms.

*Retention Period:* **Retain from date of hire plus 3 years, or until termination plus 1 year (whichever is longer), and then securely destroy.**

*Authority:* 8 C.F.R. § 274a.2; 8 U.S.C. § 1324a

## 0745 Employee Records

*Description:* Documents the work history of regular and temporary employees. These records are related to staff and are kept in the Human Resources department.

*Examples:* Records may include applications, resumes, background checks, conditions of employment, drug testing records, job descriptions, job performance records, records regarding appointments, terminations, wage increases, promotions and demotions, letters of recommendation and resignation, notices of disciplinary action, offer letters, and work time adjustment records.

*Retention Period:* **Retain until separation or termination plus 7 years, and then securely destroy.**

*Authority:* 149 M.G.L. § 52C; 151 M.G.L. § 15; 29 C.F.R. §§ 516.5, 1602.14

*See also:*

**0525 Faculty File** (*Faculty employee records*)

**1536 Work Study Program Records** (*Student employee records*)

## 0750 Employment Eligibility Immigration Records

*Description:* Documents immigration and naturalization requirements for work in the United States in compliance with the Immigration Reform and Control Act of 1986. *Examples:* Records may include I-9 forms, H-1B forms, and permanent resident application audit files.

*Retention Period:* **Retain for 3 years following separation or termination, and then securely destroy.**

*Authority:* 8 C.F.R. § 274a.2; 8 U.S.C. § 1324a

## 0755 Unemployment Claim Compensation Records

*Description:* Documents employees' claims submitted for unemployment compensation.

*Examples:* Records may include claims, claim determinations, appeals of claim determinations, notices, working notes, and correspondence.

*Retention Period:* **Retain until resolution plus 8 years, and then securely destroy.**

## 0760 Workers' Compensation Records

Description: Records related to employee claims for workers' compensation.

*Examples:* Records may include claim documentation, eligibility records, injury reports, and related correspondence.

Retention Period: **Retain from date of claim plus 6 years, and then securely destroy**

*Authority:* 152 M.G.L. § 41

## 0765 Search and Recruitment Records

*Description:* Documents the process for advertising and selecting for open positions for faculty or staff in the department or office.

*Examples:* Records may include job postings, applications, resumes and CVs, references, applicant and interview lists, temp agency requests, notes, rating sheets, and correspondence.

*Retention Period:* **Retain for 2 years following the date of decision, and then securely destroy.**

*Authority:* 29 C.F.R. §§ 1602, 1607, 1627

# 0770 Training and Development Program Records

*Description:* Documents the office's administration of special programs such as orientation, health and wellness events, training and development courses, awards and honors, recreational activities, and any other job enrichment programs.

*Examples:* Records may include training program development, publications, arrangement and logistical records, participant lists, evaluation sheets, plans, and reports.

*Retention Period:* **Retain permanently, and once administrative use ceases contact Archives for review.**

***Health and Safety***

# 0780 Employee Medical Records

*Description:* Documents individual employee medical histories.

*Examples:* Records may include medical examination records, first aid records, records of occupational illnesses or injuries, disability documentation (including accommodation requests), health insurance claims records, medical leave records, and doctor's reports.

*Retention Period:* **Retain until separation or termination plus 30 years, and then securely destroy.**

*Authority:* 29 C.F.R. §§ 1602, 1627, 1630.14, 1910.20; 45 C.F.R. §§ 164.528, 164.530

## 0785 Family and Medical Leave Records

*Description:* Documents individual employee family and medical leave requests and decisions, in compliance with the U.S. Department of Labor's Family and Medical Leave Act of 1993.

*Examples:* Records may include leave request forms, records of disputes, leave designation records, leave benefit or policy statements, doctor's reports, and any substantive related correspondence.

*Retention Period:* **Retain until separation or termination plus 3 years, and then securely destroy.**

*Authority:* 29 C.F.R. § 825.500

## 0795 Drug Prevention Program Records

*Description:* Records documenting the university's program, the results of its biennial reviews, and any other records required to be kept by the Federal Drug Free Schools and Communities Act of 1989.

*Examples:* Program description records, biennial review records, standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with AOD use; and a description of available treatment programs.

*Retention Period:* Retain for 3 years, and then destroy.

*Authority:* 34 C.F.R. § 86.100

# 0800-0899 Information Technology

# 0800 Application Source Code

*Description:* Programming language for computer programs, applications, and systems.

*Examples:* Records may include computer programming codes, notes, flow charts, layouts, network diagrams, reports, planning documents, and data structure records.

*Retention Period:* **Retain for the life of the system, and then destroy.**

## 0820 Application Data

*Description:* These records provide protection in the event of lost or damaged files, or otherwise irretrievable files or programming code.

*Examples:* Records include data from system back-ups, including online data files, tapes, disks or other media, and any hardcopy printouts.

*Retention Period:* **Retain until superseded, then destroy or recycle. Supersession should be based on an IT back-up cycle schedule.**

*Please note:* System back-ups should be used only for file or system restoration and recycled as soon as a new back-up is produced, and not used for long-term preservation of content. For the full retention period, the format and media of the back-ups should be stable, so that the information is accessible and useable. It is also recommended that at least one back-up copy be maintained off-site.

## 0830 Enterprise Architecture Documentation

*Description:* Records documenting the inventory of computer hardware and software including equipment and applications. Also identifies standard configurations installed on equipment and tools.

*Examples:* Records may include specifications, schematics and configurations, architectural standards, purchase documents, licensing agreements and renewals, service contracts, warranties and maintenance logs, compliance documentation,

*Retention Period:* **Retain until superseded, and then destroy.**

## 0850 Operation and Maintenance

*Description:* Documents application and server operation, performance, and maintenance performed.

*Examples:* Records may include change logs, firewall logs, requests, scripts, system event logs, reports, system backup schedule records, and notes.

*Retention Period:* **Retain for 1 year, and then destroy.**

# 0870 Project Management Records

*Description:* Documents the initiation and development of special IT projects, including all supporting documentation.

*Examples:* Records may include meeting agendas and minutes, correspondence, guidelines and instructions, working papers, project summaries and interim reports, templates, project request forms, plans, proposals, final reports, project deliverables, and testing records.

*Retention Period:* **Retain until project completion plus 3 years, and then destroy.**

## 0890 Work Requests and Problem Reporting

*Description:* Documents requests for installation and maintenance of computer hardware, software, network access, user identification, problem reporting, and helpdesk assistance. *Examples:* Records may include work tickets/orders, response logs, installation notes, ticket system logs, and support call notes.

*Retention Period:* **Retain for 2 years following resolution, and then destroy.**

**0900-0999 Libraries and Archives**

## 0900 Borrowers Records

*Description:* Records of students, faculty, staff, and other patrons of the library or archives with the privilege to use library resources which are used to control the circulation of library holdings.

*Examples:* Records may include library cards, barcodes, and other patron registration records.

*Retention Period:* **Retain until patron is no longer registered at the University and the account is cleared, and then destroy.**

## 0920 Circulation Records

*Description:* Documents the borrowing of circulating library and archives materials by faculty, students, staff, and other qualified patrons. Records are generally maintained electronically and transaction resolution may delete the active on-line record.

*Examples:* Records (primarily in electronic form) may include name and identification of the borrower; titles of material borrowed; due date; overdue and fine payment notation; if item lost, or temporarily removed from circulation for repair; and related information.

*Retention Period:* **Retain until transaction is completed, and then securely destroy.**

# 0940 Collection Management Records

*Description:* Records related to the description and intellectual control of library and archival holdings and resources.

*Examples:* Records may include accession records, Archives transmittals, accession reports, electronic cataloging records, catalogs of holdings, archival and manuscript finding aids, de-accession records, requests for permission to publish or reproduce images, and any related documentation and correspondence.

*Retention Period:* **Retain for life of the item, and then destroy.**

## 0960 Interlibrary Loan Records

*Description:* Documents materials borrowed and loaned by the library through an inter- library loan program in response to requests from patrons for materials in the college library.

*Examples:* Records may include ALA request forms, copies of citations, ILL request forms, lender and borrower request records generated from electronic sources such as OCLC, tracking logs, and related documentation.

*Retention Period:* **Retain for 3 years after item returned, and then destroy.**

## 0970 Library and Archives Acquisition Records

*Description:* Documents the process of requesting, ordering, acquiring and receiving books, periodicals, audio-visual, and other library and archives materials. This series provides a record of all items added and withdrawn to the library's collections. *Examples:* Records may include purchase orders, gift records, bibliographic and accession data, serials check-in and control records, *Retention Period:* **Retain for 3 years from date of purchase, and then destroy.**

## 0980 Records Management Records

*Description:* Documents the retention and disposition of University records and other documents related to the administration of the University's Records Management Program.

*Examples:* Records may include records destruction authorizations, records inventory worksheets, special records disposition schedules, records transmittal lists, electronic records guides, guides to microfilmed records, and related documentation and correspondence.

*Retention Period:* **Retain permanently. Once there is a resolution or final action then transfer to Archives.**

# 0990 Reference Request Records

*Description:* Documents the activities of the library and archives reference staff.

*Examples:* Records may include instructional request forms and scheduling data, library orientation records, periodic reports on reference usage and activities, and related documentation.

*Retention Period:* **Retain until resolution of request, and then destroy.**

**1000-1999 Legal Affairs**

# 1000 Intellectual Property Records

*Description:* Records associated with University owned copyrights, trademarks, and patents.

*Examples:* Records may include applications, disclosures, infringement records, registrations, transfer documents, and any supporting documentation.

*Retention Period:* **Retain permanently, and once administrative use ceases transfer to Archives.**

# 1005 Legal Case Records

*Description:* Documents communications from the campus community of a potential legal nature related to campus programs and functions.

*Examples:* Includes legal counsel opinions, notes, and related correspondence.

*Official Record Holder/Retention Period:* Office of the General Counsel/**Retain permanently in the Office of the General Counsel.**

*Unofficial Record Holder/Retention Period:* Individual Departments/**Retain until administrative use ceases, then securely destroy.**

# 1010 Civil Investigation Records

*Description:* Documents the investigation of civil complaints that are filed on behalf of the university or a university employee; documents the role of the campus relating to state, federal, municipal, or other investigations into fraud, breaches of contract, neglect, or other potential criminal activity, or into other abuses of matters of the state for potential prosecution

*Examples:* Includes complaints, research and background support materials, evidence, investigative reports, actions taken, attorney's notes, and any related correspondence.

*Official Record Holder/Retention Period:* Office of the General Counsel/**Retain for 6 years after final action, unless a longer retention period is required by University Legal Counsel, then securely destroy.**

*Unofficial Record Holder/Retention Period:* Individual Departments/**Retain until administrative use ceases, then securely destroy.**

# 1020 Litigation Case Files

*Description:* Records associated with litigation in which Suffolk University is a party.

*Examples:* Records may include pleadings, statements of position, investigatory papers and reports, legal memoranda and briefs, depositions and court documents, settlements, agreements, court orders, and related correspondence.

*Official Record Holder/Retention Period:* Office of the General Counsel

1020.a: *Complaint, Answer, Dispositive Order(s) including through any appeal, Settlement Agreement (if any):* **Retain permanently in the Office of the General Counsel.**

1020.b: *Historically Significant Policy Setting or Newsworthy Cases:* **The General Counsel in consultation with the University Archives will review records in addition to 1020.a and determine which records will be retained permanently.**

1020.c: *Litigation Log/ Summary Case Lists:* **Retain permanently in the Office of the General Counsel.**

1020.d: *All Other Records not otherwise specified:* **Retain for 6 years after final case closure (including payment collection) unless a longer period is required by agency legal counsel/University Legal Counsel, then securely destroy.**

*Unofficial Record Holder/Retention Period:* Individual Departments/**Retain until administrative use ceases, then securely destroy. If a legal hold has been issued, records must be preserved until notification of hold release.**

*Authority:* 17 USC § 507; 35 USC § 28

# 1030 Litigation Hearings Case Exhibits

*Description:* Provides a record of exhibits presented as supporting documentation or evidence for litigation, hearings, board docket cases, or other cases.

*Examples:*

*Official Record Holder/Retention Period:* Office of the General Counsel

1030.a: *Exhibits that will not be a factor in appeals:* **Retain until case closure, then securely destroy.**

1030.b: *All other records:* **Follow retention period as stated in [Records Schedule entry 1020.d](#)**

*Unofficial Record Holder/Retention Period:* Individual Departments/**Retain until administrative use ceases, then securely destroy.**

# 1035 Discrimination Investigation Case Files

*Description:* Documents complaints and subsequent investigations into charges of discrimination by members of the campus community.

*Examples:* Includes charges, interrogatories and responses, investigative notes, position statements and rebuttals, complainants' withdrawals or notices of deposition, public hearing documentation, and final determinations/orders.

*Official Record Holder/Retention Period:* Office of General Counsel

1035.a: Landmark or policy-setting cases: **Retain permanently in the Office of the General Counsel.**

1035.b: Cases with findings: **Retain for 10 years, then securely destroy.**

1035.c: All other records: **Retain for 3 years, then securely destroy.**

*Unofficial Record Holder/Retention Period:* Individual Departments/**Retain until administrative use ceases, then securely destroy.**

# 1039 Legal Briefs and Testimony Records

*Description:* Documents individual staff or campus representatives' testimony before the courts, at hearings or any other legal forum.

*Examples:* Includes case background materials, formal written statements, and related correspondence.

*Official Record Holder/Retention Period:* Office of the General Counsel/**Retain until administrative use ceases if not included in litigation case files (see Records Schedule entry 1020.d), then securely destroy.**

*Unofficial Record Holder/Retention Period:* Individual Departments/**Retain until administrative use ceases, then securely destroy.**

# 1040 Settlement Agreements

*Description:* Records associated with final agreements and court orders.

*Examples:* Records may include pleadings, statements of position, investigatory papers and reports, legal memoranda and briefs, depositions and court documents, settlements, agreements, court orders, and related correspondence.

*Retention Period:* **Retain permanently, and once administrative use ceases transfer to the Archives.**

*Authority:* 260 MGL § 2

# 1060 Clinical Client Case Files

*Description:* Records associated with litigation through Suffolk Law School's Clinical Programs, certified under Supreme Judicial Court Rule 3:03.

*Examples:* Records may include court pleadings, legal memoranda and briefs, depositions, judgments, drafts, client documents, and relevant notes and correspondence..

*Official Record Holder/Retention Period:* Suffolk Law School's Clinical Programs Department

***Civil Cases:* Retain for 7 years after final case settlement, and then securely destroy; provided, however, records relating to the representation of a minor shall be retained until at least six years after the minor reaches the age of majority.**

***Criminal and Juvenile Cases:* Retain for 10 years after the latest date of the completion of the representation, the conclusion of all direct appeals, or the running of an incarcerated defendant's maximum period of incarceration, but in no event longer than the life of the client, then securely destroy.**

**NOTE:** Where appropriate in the judgment of the attorney responsible for the case file or the Director of Clinical Programs, a case file in a civil, criminal or juvenile case may be retained for a longer period of time than prescribed above. *Case files may be fully scanned and preserved in electronic format, and the paper file may then be destroyed, provided the retention period is applied to the electronic version.*

*Authority:* M.R.P.C. 1.15A, 1.6(c); Mass. Gen. Laws c. 93H; HIPAA Privacy Rule, 45 C.F.R. Parts 160 and 164; 17 USC § 507; 35 USC § 286.

# 1100-1199 Public Safety and Risk Management

# 1100 Claim Files

*Description:* Documents insurance claims made to the University.

*Examples:* Records may include claim forms, police reports, determinations and referral letters, and any supporting documentation or correspondence.

*Retention Period:* **Retain until final resolution plus 6 years, and then securely destroy.**

# 1105 Criminal Offenses on Campus

*Description:* Records documenting crime statistics.

*Examples:* Reports and other documents that record crime statistics.

*Retention Period:* **Retain for 3 years, and then destroy.**

*Authority:* 20 USC § 1092 (f)(1)(F)

# 1110 Emergency Preparedness Records

*Description:* Documents University preparedness and directives in the event of an emergency or disaster.

*Examples:* Records may include policies, procedures, and protocols, emergency and disaster plans, business continuity recovery plans, FEMA certifications, AED location lists, training materials, and training attendance rosters.

*Retention Period:* **Retain until superseded, and then destroy.**

# 1120 Incident and Investigation Records

*Description:* Documents incident reports and accident investigations resulting from grievances by students, staff, and faculty.

*Examples:* Records may include accident investigations, accident reports, incident reports, security reports, photographs, and any supporting documentation or correspondence.

Retention Period: **Retain for 3 years after the case is closed, and then securely destroy.**

# 1130 Insurance Records

*Description:* Documents the University's insurance coverage.

*Examples:* Records may include insurance certificates, policies, and renewals.

*Retention Period:* **Retain permanently.**

# 1140 Motor Vehicle Permit Records

*Description:* Documents requests and approvals needed to allow staff and faculty vehicles on campus.

*Examples:* Records may include requests for permits, police approvals, copies of permits, and license plate and vehicle lists.

*Retention Period:* **Retain for 3 years after expiration, and then destroy.**

# 1150 Subpoenas

*Description:* Documents subpoenas for records or information regarding staff, prior staff, students, or prior students.

*Examples:* Records may include subpoenas, responses to subpoenas, delivery certification, and any accompanying documentation or correspondence.

*Retention Period:* **Retain for 2 years, and then securely destroy.**

# 1160 Security Files

*Description:* Records generated from the activities of building security guards.

*Examples:* Records may include phone lists, Datatel reports, guest sign-in sheets, security logs, incident reports, and training materials.

*Retention Period:* **Retain for 1 year, and then securely destroy.**

**1200-1299 Public Affairs**

# 1200 Marketing and Communications Records

*Description:* Records related to projects and events sponsored by the University. *Examples:* Records may include plans and proposals, advertisements, flyers, and outreach materials, agendas and schedules, and correspondence.

*Retention Period:* **Retain until project close plus 3 years, and then destroy.**

# 1210 Media Files

*Description:* Records related to announcements, news items, and statements released to the media or public, containing information about the University, or its programs and events.

*Examples:* Records may include brochures, photographs of facilities, faculty, staff, and students, press releases, prospect cards, release forms, slides, videos, and any other promotional materials.

*Retention Period:* **Retain permanently, and once administrative use ceases contact Archives for Review.**

# 1220 Speeches

*Description:* Documents speeches given by the University's faculty, staff, and leadership.

*Examples:* Records may include transcripts, correspondence, memos and notes, audiovisual and presentation materials, and acknowledgments.

*Retention Period:* **Retain for 5 years, and then contact Archives for review.**

# 1230 Student Media Productions

*Description:* Documents online (Suffolk Voice), WSUB, and Suffolk Free Radio (SFR) productions.

*Examples:* Records may include audiovisual master recordings, online news reports, licensing and purchase records, photographs, and any other multimedia productions.

*Retention Period:* **Retain permanently, and transfer 2 mint copies to the Archives.**

*Please note:* **Contact the Archives for guidance on transferring born-digital or electronic records.**

## 1300-1399 Publications

# 1300 University Publications

*Description:* Hard copy publications produced by University departments, offices, or institutes.

*Examples:* Records may include books, journals, catalogs, brochures, newsletters, internal publications, and newspapers.

*Retention Period:* **Retain permanently, and transfer 2 mint copies to the Archives immediatly upon creation.**

# 1310 Student Publications

*Description:* Hard copy publications produced by student groups.

*Examples:* Records may include newspapers, magazines, internal publications, and reports.

*Retention Period:* **Retain permanently, and transfer 2 mint copies to the Archives immediately upon creation.**

# 1400-1499 Special Events

# 1400 Academic Conference Records

*Description:* Documents conferences, colloquia, symposia, seminars, and workshops of an academic nature, sponsored or co-sponsored by a University department or office. *Examples:* Records may include planning and arrangement records, announcements, program flyers and brochures, participant registration and attendee lists, agendas, presentation materials, photographs or videos, evaluations, minutes and notes, and any substantive correspondence.

*Retention Period:* **Retain for 5 years after event, and then transfer to Archives.**

# 1420 Special Events Records

*Description:* Documents events sponsored or co-sponsored by the university or individual departments and offices. This may include commencements, convocations, lectures, dinners, ceremonies, visits, tours, retreats, and other social events.

*Examples:* Records may include planning and arrangement records, announcements, program flyers and brochures, participant registration and attendee lists, agendas, presentation materials, photographs or videos, evaluations, minutes and notes, and any substantive correspondence.

*Retention Period:*

- a) Planning and arrangement records, registration and attendee lists, and transitory correspondence: **Retain until administrative use ceases, and then destroy.**
- b) All other records: **Retain for 2 years after event, and then transfer to Archives.**

# 1500-1599 Students and Student Services

*Admissions*

# 1500 Admissions Reports

*Description:* Summary report used to support the admissions process. This series provides documentation on the status of the admissions process.

*Examples:* Records may include lists of admitted students by geographic location.

*Retention Period:* **Retain for 3 years, and then securely destroy.**

# 1502 International Student Records

*Description:* Records related to international students admitted to the University and enrolling under F-1, M-1 or other visas.

*Examples:* Records may include copies of Visas, I-20s, transcripts from previous academic work, certification of finances, and scholarship information.

*Retention Period:* **Retain for 5 years after graduation, transfer or separation, and then securely destroy.**

*Authority:* 8 CFR §§ 214.2, 214.3

# 1504 Prospective Student Information Records

*Description:* Documents contact and demographic information about prospective students.

*Examples:* Records may include contact information.

*Retention Period:* **Retain for 2 years, and then securely destroy.**

# 1506 Student Admissions Records, Admitted

Description: Records of individual student who applied for admission and were accepted.

*Examples:* Records may include acceptance letters, standardized testing results (SAT, GMAT, GRE, ACT, etc), evaluations, letters of recommendation, transcripts from previous academic work, rejection letters, TOEFL scores, and related correspondence.

*Retention Period:* **Retain for 5 years after graduation, transfer, or separation, and then securely destroy.**

*Authority:* 260 M.G.L § 5B; 610 C.M.R. § 2.07

*Please note:* Once records of accepted students have been transferred to [Student Record File \(Schedule # 0585\)](#), destroy any convenience/use copies when no longer administratively needed.

# 1508 Student Admissions Records, Declined or Withdrawn

*Description:* Records of individual students who applied for admission but were declined.

*Examples:* Records may include acceptance letters, standardized testing results (SAT, GMAT, GRE, ACT, etc), evaluations, letters of recommendation, transcripts from previous academic work, rejection letters, TOEFL scores, and related correspondence.

*Retention Period:* **Retain for 3 years, and then securely destroy.**

*Authority:* 260 M.G.L § 5B; 610 C.M.R. § 2.07

# 1509 Student Admissions Records, Incomplete

*Description:* Records of individual students who applied for admission but did not complete the application process.

*Examples:* Records may include acceptance letters, standardized testing results (SAT, GMAT, GRE, ACT, etc), evaluations, letters of recommendation, transcripts from previous academic work, rejection letters, TOEFL scores, and related correspondence.

*Retention Period:* **Retain for 3 years, and then securely destroy.**

**Bursar**

# 1510 Student Account Records

*Description:* Documents individual student accounts and payments.

*Examples:* Records may include payment receipts, deposits, invoices, vouchers, and any other supporting documentation or correspondence.

*Retention Period:* **Retain for 6 years, and then securely destroy.**

*Authority:* 34 CFR § 668.24

# 1512 Tuition and Fee Policy Records

*Description:* Records related to the establishment and administration of University tuition, fees, and room and board.

*Examples:* Records may include policy establishment documentation and final policy.

*Retention Period:* **Retain for 6 years, and then transfer to Archives.**

# 1514 Career Services Placement Records

*Description:* Records associated with placement services and job counseling provided to individual students.

*Examples:* Records may include correspondence, meeting notes, job descriptions, resumes and cover letters, employer relationship records, student job placement lists, placement surveys and reports, and any supporting documentation regarding student job placement assistance.

*Retention Period:*

- a) Student job placement lists: **Retain until administrative use ceases, and then destroy.**
- b) All other records: **Retain for 5 years after graduation, transfer or separation, and then securely destroy.**

# 1518 Audit Records

*Description:* Audit reports and supporting documentation associated with audits of Federal funds and expenditures.

*Examples:* Records may include audit reports, correspondence and other supporting documentation.

*Retention Period:* **Retain for 3 years, and then securely destroy.**

*Authority:* OMB Circular A-133

# 1520 Credit Bureau Reports

*Description:* Documents the process of reporting delinquent student loan accounts to national credit bureaus.

*Examples:* Records may include Memoranda of Understanding, monthly and/or quarterly reports, transmittal of account information, loan and student data, and correspondence.

*Retention Period:* **Retain for 6 years after final attempted or actual collection, and then securely destroy.**

# 1522 Financial Aid Activity Records

*Description:* Documents the administration of student loans and grants, including students who have been delinquent in financial assistance payments.

*Examples:* Records may include loan agreements, adjustments, applications for aid (including FIASP), cancellations, deferments, outstanding loan summaries, official funding level notices, payments, Pell Grant and Perkins Loan records, status of past due accounts, truth in lending statements, powers of attorney, and related correspondence.

*Retention Period:* **Retain for 10 years after close of the award (cancelled or repaid), and then securely destroy.**

*Authority:* 34 C.F.R. § 668.24; 34 C.F.R. § 674.19

# 1524 Financial Aid Reports

*Description:* Documents the cumulative loan activity reporting for the fiscal year as required by Title IV of the Higher Education Act.

*Examples:* Records may include findings, schedules and instructions, working papers, statistical and fund totals reports, and summaries.

*Retention Period:* **Retain for 5 years, and then securely destroy.**

*Authority:* 34 C.F.R. § 668.24

# 1526 Loan Repayment Assistance Program (LRAP) Records

*Description:* Records associated with LRAPs, which provide help in repaying student loans for those who work in public service occupations or in areas with unmet needs. *Examples:* Records may include applications, employer certification forms, promissory notes, student W-9 forms, and any related correspondence.

*Retention Period:* **Retain for 10 years after close of the award (cancelled or repaid), and then securely destroy.**

# 1530 Scholarship Records

*Description:* Records related to individual scholarship recipients, including information on student eligibility.

*Examples:* Records may include applications, eligibility reports, scholarship count sheets, transcripts, letters of recommendation, CVs, and related correspondence, including offer and acceptance letters.

*Retention Period:* **Retain for 5 years after graduation, transfer, or separation, and then securely destroy.**

*Authority:* Rev. Rul. 56-304, 1956-2 C.B. 306

# 1532 Student Financial Aid Records

*Description:* Records related to individual student eligibility and activity for all federal student financial assistance programs.

*Examples:* Records may include applications, account activity records, disbursement amounts, transfer history, SAR and ISAR eligibility records, student certification and supporting documentation, work-study award notification and correspondence.

*Retention Period:* **Retain for 5 years after graduation, transfer, or separation, and then securely destroy.**

*Authority:* 34 C.F.R. § 668.24

# 1534 Student Loans

*Description:* Records associated with individual student accounts with national Direct Student Loans.

*Examples:* Records may include promissory notes, statement of rights, and any other supporting documents.

*Retention Period:* **Retain for 10 years after close of the award (cancelled or repaid), and then securely destroy.**

*Authority:* 20 U.S.C § 1087C, 34 CFR § 674.19, 34 CFR §668.24

# 1535 Title IV Program Records

*Description:* Records relating to and documenting University eligibility for and administration of Federal Title IV funds and related programs, including Perkins loans, Pell grants and other Title IV student aid programs.

*Examples:* Records may include institutional applications for HEA and Title IV program funds, eligibility-related documents, fiscal and accounting documents, SAR and ISIR reports, and borrower eligibility documentations.

*Retention Period:* **Retain for 3 years after the end of the award year for particular years, and then securely destroy.**

*Authority:* 34 C.F.R. § 668.24

# 1536 Work Study Program Records

*Description:* Documents the administration of the federal Work-Study Program, as well as regular student employment.

*Examples:* Records may include job descriptions, time sheets, supervisor certifications, payroll vouchers, earnings summaries, reports, performance evaluations, off-campus contract position records, and related correspondence.

*Retention Period:* **Retain for 5 years, and then securely destroy.**

*Authority:* 34 C.F.R. § 675.19, 34 CFR § 668.24 (e)

***Health, Wellness, and Counseling***

# 1542 Health Education Records

*Description:* Documents the development, administration, and implementation of health education programs for Suffolk University students, staff, and community.

*Examples:* Records may include arrangement records, training session outlines, activity and event records, peer health education records, newsletters, handouts, and manuals.

*Retention Period:* **Retain until superseded, and then destroy.**

# 1544 Licensure Records

*Description:* Documents required licensure for legal operation of University health centers.

*Examples:* Records may include applications, licenses, and any substantive correspondence.

*Retention Period:* **Retain until expiration of license plus 5 years, and then destroy.**

# 1548 Student Health Records

*Description:* Documents enrolled students' medical histories, and covers all health clinical records in both paper and digital formats kept by the Department of Counseling, Health, and Wellness, including counseling psychiatric records.

*Examples:* Records may include provider notes, referral letters, release of information agreements, drug test records, immunization records, prescription medication and drug dosage records, diagnosis and treatment documentation, disabilities documentation, medical leave documents, and any related correspondence.

*Retention Period:* **Retain for 7 years from date of last enrollment, and then securely destroy.**

*Authority:* 20 U.S.C. § 1232g

# 1550 Enrollment Verification Records

*Description:* Records related to individual student registration transactions.

*Examples:* Records may include course registration and proof of enrollment documents.

*Retention Period:* **Retain for 1 year, and then securely destroy.**

# 1552 Student Education Records

*Description:* Documents the official, full academic history of each student registered and enrolled in University courses, as retained by the Office of the Registrar. This does not include any student health records as defined in Schedule 1548. See [Schedule #1548-Student Health Records](#) for retention rules related to student health records, which must be separately maintained

*Examples:* Records retained by the Registrar's Office may include, for example, records related to admission, enrollment status, degree requirements, transfer credit, degree conferral, student privacy, demographics, and academic standing. Additionally, files from students in the law school may contain law school certificates and character or fitness letters.

*Retention Period:* **Retain permanently in the Registrar's Office.**

*Authority:* 603 C.M.R. § 23.06; 20 U.S.C. § 1232g; 34 CFR Part 99

# 1554 Transcript Requests

*Description:* Documents students' requests for official transcripts.

*Examples:* Records may include written transcript requests and responses.

*Retention Period:* **Retain for 3 years after request, and then securely destroy.**

# 1556 Veteran's Records

*Description:* Documents the enrollment and status of veterans at the University.

*Examples:* Records may include attendance reports, bill authorizations, veteran's educational benefit entitlement records, and related correspondence.

*Retention Period:* **Retain for 5 years after graduation, transfer or separation, and then securely destroy.**

## **Student Affairs**

**1558 Family Educational Rights and Privacy Act (FERPA) Documents** *Description:* Records documenting student requests for release of educational records in accordance with the Family Educational Rights and Privacy Act of 1974.

*Examples:* Records may include written inquiries and responses to inquiries, copies of requested records, and any other supporting documentation or correspondence.

*Retention Period:* **Retain for 5 years after separation, transfer or graduation, and then securely destroy.**

*Authority:* 34 C.F.R. § 99

# 1562 Grievance Records

*Description:* Documents grievances brought forward against the University that do not result in litigation.

*Examples:* Records may include academic issues, formal hearing notes, and housing grievances.

*Retention Period:* **Retain until final resolution plus 10 years, and then destroy securely.**

# 1564 Student Disability Records

*Description:* Records related to students with disabilities and Suffolk University disability support services, including classroom services, accessibility, transliteracy, and transportation.

*Examples:* Records may include disability services request forms, disability verifications, health services records, notes, meeting minutes, and student correspondence.

*Retention Period:* **Retain for 5 years after graduation, transfer or separation, and then destroy securely.**

*Authority:* 28 C.F.R. § 36; 260 M.G.L. § 5B

# 1566 Student Grievance and Complaint Files

*Description:* Documents complaints filed by individual students.

*Examples:* Records may include complaint forms, and any related documentation or correspondence.

*Retention Period:* **Retain for 10 years after graduation, transfer or separation, or until final resolution of complaint, whichever is longer, and then securely destroy.**

# 1568 Student Organization Records

*Description:* Records generated from the administrative activities of Suffolk University's student clubs and organizations.

*Examples:* Records may include budgets, financial guidelines and manuals, memos, meeting minutes, reports, legislation, constitutions, agendas, attendance and membership records, events records, election materials, website management records, photographs, memorabilia, media files, and any other supporting documentation.

*Retention Period:* **Retain for 5 years, and then contact Archives for review.**

# 1570 Student Publications Administration Files

*Description:* Records associated with the development of student publications such as student newspapers.

*Examples:* Records may include administrative records, advertisements, and artwork.

*Retention Period:* **Retain for 3 years, and then contact Archives for review.**

***Student Athletics***

# 1572 Athletic Eligibility Records

*Description:* Records documenting individual student eligibility to participate in athletics programs.

*Examples:* Records may include health questionnaires, Suffolk Physical Exam Forms, Athletic Pre-Participation Personal Information, Athletic Pre-Participation Medical Questionnaires, Acknowledgement of Insurance Requirements Forms, Emergency Contact & Insurance Information Forms, and Shared Responsibility Forms

*Retention Period:* **Retain for 5 years after graduation, transfer or separation, and then securely destroy.**

# 1574 Athletic Event Records

*Description:* Documents the scheduling, planning, and organization of athletic events.

*Examples:* Records may include schedules, ticket sales, planning and arrangement documents, announcements, programs and flyers.

*Retention Period:* **Retain for 3 years, and then destroy.**

# 1576 Athletic Injury Records

*Description:* Records documenting injuries that occur during Suffolk University athletic events.

*Examples:* Records may include accident reports, claim forms, insurance documentation, notes, and correspondence.

*Retention Period:* **Retain for 6 years after graduation, transfer or separation, and then securely destroy.**

# 1578 Catastrophic Plan

*Description:* Records documenting what to do if there is a catastrophic event or injury.

*Examples:* Documents outline the steps to take during a catastrophic event or injury.

*Retention Period:* **Retain until superseded, and then destroy.**

*Authority:* 20 U.S.C. § 1232g

# 1580 Student Athlete Medical Records

*Description:* Documents student athletes' medical history and health information.

*Examples:* Records may include doctor's notes, drug testing authorization forms, medical history files, physical examination records, yearly health reports, and any related correspondence.

*Retention Period:* **Retain for 20 years after graduation, transfer or separation, and then securely destroy.**

*Authority:* 20 U.S.C. § 1232g

## ***Student Residences***

# 1582 Student Housing Administration Records

*Description:* Records associated with the administration and management of student housing.

*Examples:* Records may include RA information records, residence hall association records, housing assignments, billing records, food and housing petitions, meal plan records, and any related forms or correspondence.

*Retention Period:* **Retain for 3 years, and then securely destroy.**

# 1584 Student Housing Contracts

*Description:* Records associated with student housing agreements and assignments for student housing.

*Examples:* Records may include appeal records, dorm damage records, housing assignments, contracts and leases, and any related forms or correspondence.

*Retention Period:* **Retain for 6 years after termination of agreement, and then securely destroy.**

*Authority:* 260 MGL § 2

**1600-1699 Other**

# 1600 Memorabilia

*Description:* Material of intrinsic or special value to the University, a department, or a person.

*Examples:* Records may include scrapbooks, photographs, albums, clippings, slides, videos, buttons, flags, banners, badges, and objects. Particular value is placed on objects associated with ceremonial, historical, or symbolic functions.

*Retention Period:* **Retain until administrative use ceases, then contact Archives for review.**

# Special Schedule A\_ Environmental Health and Safety Records

0400	40 CFR 262.40	Hazardous Waste Manifests, Trans and Disposal, Reports (Exception, Biennial, Waste Analysis, etc.)	Retain for 5 years, then destroy.
0402	40 CFR 268.7	Land Disposal Restrictions (LDR's)	Retain for 5 years, then destroy.
0405	40 CFR 262.15	General Inspection Records	Retain for 5 years, then destroy.
0408	40 CFR 262.16	Personnel Training	Retain while active plus 5 years, then destroy
0410	40 CFR 372.10	Form R Recordkeeping	Retain for 5 years, then destroy.
0412	40 CFR 370.25	Inventory Reporting Record	Retain until superseded, then destroy
0415	40 CFR 761.180	Records/Monitoring	Retain while active plus 3 years, then destroy
0418	40 CFR 112.7	SPCC Plan and Inspection Records	Retain for 5 years, then destroy.
0420	40 CFR 122.21	Permit Application and Recordkeeping	Retain for 5 years, then destroy.
0422	40 CFR 122.22	Permit Conditions Monitoring	Retain for 5 years, then destroy.
0425	40 CFR 70.6	Air Permit/Nonpermit Documentation Requirements	Retain until superseded, then destroy
0428		NESHAP	Retain for 2 years, then destroy
0430	310 CMR 7.0	Aggregated Air Emissions Survey	Retain until superseded, then destroy
0432		Phase I and II ESA's	Retain for 3 years, then destroy
0435		Tank service records, permits, testing, closure reports	Retain for Life of Tank, then destroy
0438	ASHRAE 1101995	Fume Hood Testing Records	Retain for 3 years, then destroy

0440	40 CFR 262.40	Infectious and Biohazardous Waste records	Retain for 5 years, then destroy
0442	29 CFR 1910.1030	Infectious and biohazardous Waste Training	Retain while active plus 3 years, then destroy
0445	IBC	Fire Protection Systems and Equipment	Retain for 5 years, then destroy
0448	29 CFR 1904.33	OSHA 300 Logs	Exempt or 5 years
0450	29 CFR 1910.120	Personnel Exposure Records	Retain for duration of employment plus 30 years, then destroy
0452	29 CFR 1910.120	Employee Medical Records	Retain for duration of employment plus 30 years, then destroy
0455	29 CFR 1910.120	Material Safety Data Sheets	Retain for 30 years, then destroy
0458	29 CFR 1910.146	Confined Space Entry Permits	Retain for 1 year, then destroy
0460	29 CFR 1919.134	Respiratory Protection Fit Testing, Training	Retain while active plus 5 years, then destroy
0462	29 CFR 1904.33	Occupational Injury/Illness Reports	Retain while active plus 5 years, then destroy
0470	29 CFR 1904.33	Accident/ Incident Reports	Retain for 5 years, then destroy
0480	29 CFR 1919.1001	Asbestos and Lead Sampling, Inspection IAQ	Retain for 30 years, then destroy
0490	29 CFR 1910.120	OSHA Job Related Training Records	Retain while active plus 5 years, then destroy