

Department	Category	Retention Period
Academic Affairs (maintained by the Provost Office unless otherwise stated)	Accreditation records for institutional or program accreditation including but not limited to correspondence, reports, questionnaires, guides and related documents between the college and such accrediting bodies as the Middle States Commission on Higher Education or other organizations responsible for accrediting specific programs. Middle States reports are maintained by the Provost's office and school program accreditation reports by the appropriate dean's office.	PERMANENT
	Academic program proposals including request for approval of changes in program title, HEGIS (Higher Education General Information System -- Federal Code) content, credit hours, curricular content, format, and/or resource commitment.	
	<ul style="list-style-type: none"> For successful registration of program 	PERMANENT
	<ul style="list-style-type: none"> For failed proposal 	0 after no longer needed
	Curriculum/program registration records including approvals and registration letters from the State Education Department.	PERMANENT
	Institutional evaluation files including institutional self-study documents sent to State Education Department or other accrediting bodies such as the Middle States Commission on Higher Education, reports and determination resulting from on-site visits for evaluation, and also including the college's response (plan or progress report) to deficiencies noted in determination letter.	PERMANENT
	Official copy of the Catalogues of UG and Grad study (maintained by Registrar)	PERMANENT
	Curriculum and Instruction	
	<ul style="list-style-type: none"> Course syllabus (maintained in Deans offices) 	7 years
	<ul style="list-style-type: none"> Grade book or listing including class number and title, location, date and time class meets, student last date of attendance for F grade or withdrawal, , and final grade 	5 years after course completion
	<ul style="list-style-type: none"> Class schedule including class title, location, dates, and time of meeting (maintained by the registrar) 	7 years
	<ul style="list-style-type: none"> Comprehensive examinations (completed) 	1 year
	<ul style="list-style-type: none"> Comprehensive examination questions 	10 years
	<ul style="list-style-type: none"> Course Evaluations 	4 years after termination
School and departmental meetings are maintained by the Dean's Office for each School	Permanent	
Admissions (for other Student Academic records, see Registrar)	Enrolled applicants - application materials (undergraduate and/or graduate admissions)	
	<ul style="list-style-type: none"> Upon matriculation, applications and copies of high school transcripts and test scores if applicable (and college transcripts for transfers) are transferred to the Registrar's Office from the Office of Admission. 	PERMANENT
	<ul style="list-style-type: none"> Upon matriculation, copies of graduate transcripts and relevant letters are transferred to the Registrar's Office from the Office of Graduate Admissions. 	PERMANENT
	<ul style="list-style-type: none"> Supporting credentials including confidential letters of recommendation supplied for admission purposes, interview notes and decision notes are destroyed. 	Upon enrollment

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	Non-enrolled applicants - All application material (undergraduate and/or graduate admissions)	3 years following year of application unless reactivated
Athletics	Player recruitment/scouting file concerning recruitment of student athletes for college sports programs, including but not limited to scouting reports, lists of prospects, recruitment proposals, and correspondence	7 years
	Athletic health information report determining student eligibility to participate in campus sports activities	7 years
	Special event file	
	<ul style="list-style-type: none"> Official copy of any program or promotional literature or photograph of events or games 	7 years
	<ul style="list-style-type: none"> Background materials and supporting documentation 	7 years
	Athletic program records NOTE: These records may have continuing value for historical or other research, subject to the access restrictions of the Family Educational Rights and Privacy Act.	7 years
	Parental consent record	7 years
Bursar	Billing records covering "chargeback's" or services provided by the college	
	<ul style="list-style-type: none"> Student's individual account 	6 years after last entry
	<ul style="list-style-type: none"> Vendor's account 	6 years after last entry
Counseling Services	Student File: request for assistance relating to emotional psychological, personal, social, academic, or vocational concerns. Date of sessions included in counselors notes.	7 years from completion of planned services or from date of last contact WITH Counseling Center
	Academic termination record containing information about transfer to another college, reason for termination or future plans of student	0 after no longer needed
	Statistical compilation or reports of students served	0 after no longer needed
Disabled Students	Student file including but not limited to information on disability, copies of accommodation memos to faculty, correspondence with student's sponsoring agency, records of accommodations which were utilized	7 years after graduation or date of last attendance
	Staff development materials relating to instructor orientation to disabled students and general disabilities	0 after obsolete
Discrimination and Harassment	Individual complaint or problem case file involving discrimination, equal employment or sexual harassment	PERMANENT
	All applications and other pertinent search materials (e.g. rating forms, interview schedules, references, etc.) are destroyed three years from the date the successful applicant is hired or from the date the search is closed if no one is hired.	3 years from the date successful applicant is hired or from the date the search is closed
Environmental Programs	Records of employee exposure to hazardous chemicals are maintained by the Risk Management department. In addition, the Risk Management department maintains the following additional records: master list of any chemical used by each work group, training records of employees who have received training in the hazards associated with chemicals, and all requests and replies for safety data sheets	30 years
	Contingency Plan/SPCC Plan/Emergency Response	5 years
	Hazardous Waste	3 years
	Waste Characterization Plan – reports received from vendor	3 years

Department	Category	Retention Period
	Manifest Systems Plan – reports received from vendor	3 years
	Asbestos Management	30 years
	Inspections – DEC and OSHA	10 years
	Training	3 years
	EPCRA	3 years
	Backflow Prevention	3 years
	Lead Based Paint Management	5 years
Financial Aid	Student financial aid folder including but not limited to a Financial Aid(FAF), applications for assistance, copies of income tax forms, financial aid transcripts from other schools, award and declination notices, verifications for nontaxable income, instructor requests for Work Study Student, student job description, and copies of time sheets to verify hours with student schedule	7 years
	Records of students receiving Federal Loans	7 years after final payment is made
	Applications for student employment	7 year after student is notified of the employment decision
	Materials pertaining to student employment (TRFs, disciplinary letters, etc.)	7 years after the student's employment ends
	Statistical reports relating to enrollment, ethnicity, degrees and grades	PERMANENT
	Scholarship file including but not limited to applications, recommendations, authorization of awards, financial statements, accounting data, and correspondence	7 years
Financial Services	General ledger showing summary receipts and disbursements from all funds and accounts	6 years
	Subsidiary ledger providing details of the general ledger accounts	6 years after last entry
	Journal recording chronological entries of all fiscal transactions	
	<ul style="list-style-type: none"> With detailed entries that include information on payee or payor and purpose 	6 years after last entry
	<ul style="list-style-type: none"> Citing only receipt or voucher number 	6 years after last entry
	Accounting register, including but not limited to check register, transfer of funds register, encumbrance register, and register of claims presented for payment and paid claims	6 years after last entry
	Cash transaction record showing cash received from collection of various fees and petty cash disbursed	6 years
	Notice of encumbrance indicating funds encumbered and amount remaining unencumbered	6 years
	Past due account fiscal records and summaries	6 years after account satisfied or otherwise closed
	Intermediary fiscal record of receipts and disbursements, including but not limited to detail record, analysis, proof sheet or trial balance worksheet,	6 years
	Abstract of receipts, disbursements, or claims	6 years
	Employee expense reports are maintained by the Comptroller's office. They are maintained in check number order and can also be retrieved by employee name. Individual departments have access to departmental expense reports on request and need not maintain departmental copies beyond the completion of the annual audit.	6 years

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	Documents related to Tax Exempt Obligations including closing transcripts, documents relating to capital expenditure, itemization of property, copy of all contracts and arrangements, copy of all expenditures for project expenses and records of all investments, copy of expenditure reimbursements financed or refinanced by obligation proceeds, and financial statements.	Term of each issue of Obligation
	Banking <i>NOTE: Section 239.7 of the Banking Law contains a 20 year statute applies to certain records of monies held in any account in a "savings bank" (as defined in Section 2.4, Banking Law).</i>	
	<ul style="list-style-type: none"> Banking communications, including but not limited to bank statement, reconciliation, notification of voiding or return of check, cancellation of payment, or other notice for checking or savings account 	6 years
	<ul style="list-style-type: none"> Canceled check, or other instrument of payment, such as bank check, warrant check, order check, or order to fiscal officer to pay when used as a negotiable instrument, including voided check. Long term electronic storage of checks is maintained by our current banking partner. The college no longer receives the cancelled checks. <p>NOTE: It is recommended that a list of destroyed unused checks be created and maintained for legal or audit purposes.</p>	6 years
	<ul style="list-style-type: none"> Copy of check or check stub 	6 years
	<ul style="list-style-type: none"> Deposit book for checking account 	6 years after date of most recent entry
	<ul style="list-style-type: none"> Deposit book for savings account 	6 years after closing the account
	<ul style="list-style-type: none"> Deposit slip 	6 years
Health Services	Medical Records (stored in paper format or electronically) including: <ul style="list-style-type: none"> Diagnostic and Treatment Records Visit Logs Patient and/or Parental Consent and Authorization Forms Disclosure of Protected Health Information 	7 years
	Individual Immunization Records	7 years
	Laboratory Services Certificate	PERMANENT
	Credentialing Certificates for Licensed Health Care Providers	PERMANENT
HEOP/SED Requirements (program stopped- remove from schedule in 2021)	Fiscal records should be maintained for nine full years. This would include anything documenting the expenditure of HEOP funds	7 years after end of fiscal year
	Student records should be maintained for 5 years after the student graduates. If a student leaves before graduation, but there is some chance that the student will return, records should be maintained for 5 years from the time the student leaves.	7 years
Human Resources	Pre-employment records:	
	<ul style="list-style-type: none"> Resumes, applications and related employment materials, including interview records and notes, for applicants not hired 	3 years
	<ul style="list-style-type: none"> Resumes, applications and related employment materials, including interview records and notes, for employees 	4 years after date of termination

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	<ul style="list-style-type: none"> Background checks, drug test results, driving records, company employment verifications, letters of reference and related documents 	5 years	
	<ul style="list-style-type: none"> Search material for non- faculty searches: All materials pertaining to searches for non-faculty employees are retained in the Human Resources Department. After that time, materials are reviewed and portions of the materials are retained move to personnel renaming HR 	PERMANENT	
	Employee Records		
	<ul style="list-style-type: none"> Terminated employee I=9 forms 	The later of 3 years from date of hire or 1 year following termination of employment	
	<ul style="list-style-type: none"> Compensation, job history and timekeeping records 	4 years after termination	
	<ul style="list-style-type: none"> FMLA and USERRA and related leave records 	3 years after termination	
	<ul style="list-style-type: none"> Performance appraisal and disciplinary action records 	4 years after termination	
	<ul style="list-style-type: none"> Benefit records 	6 years after the filing date of the documents, based on the information they contain, or 6 years after the date on which such documents would have been filed but got an exemption or simplified reporting requirement	
	<ul style="list-style-type: none"> Disputed issues (records relating to issues 2 years after resolution of dispute involving external agencies or parties, wage hour investigation by DOL, EOC charge, arbitrations, court actions, etc.) OSHA and employee safety records 	5 years after termination	
	<ul style="list-style-type: none"> Workers compensation claims 	30 years after date of injury/illness	
	<ul style="list-style-type: none"> Investigative records and disciplinary proceedings, including but not limited to statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedure, and correspondence 	6 years after employee separates from the College	
	Compliance reports and records		
	<ul style="list-style-type: none"> State new hire reports 	1 year after report was filed	
	<ul style="list-style-type: none"> EEO=1 	2 years after report was filed	
	<ul style="list-style-type: none"> OSHA 300/300A 	5 years after posting	
	<ul style="list-style-type: none"> Form 5500 	6 years after report was filed	
	<ul style="list-style-type: none"> Federal/state tax reports 	4 years after report was filed	
	Labor Unions		
	<ul style="list-style-type: none"> Contracts 	Permanent	
	<ul style="list-style-type: none"> Grievance documentation, labor management minutes and other union related documents 	7 years after contract ends	
	Institutional Advancement	Alumni association file containing records concerning its relations with the college	

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	<ul style="list-style-type: none"> Significant correspondence or records relating to decision-making or policy 	PERMANENT
	<ul style="list-style-type: none"> Routine correspondence and related materials 	1 year
	Alumni directory including but not limited to name, address, occupation, degree attained, marital status, and financial contributions of alumni	0 after superseded or obsolete
	Special gifts file documenting each non-routine gift to the college including but not limited to correspondence, agreements, stipulations, descriptions of gifts, and accession information	PERMANENT
	Summary donor file containing lists of individuals, organizations or corporations that have donated funds, works of art, or property to the college	0 after superseded
Institutional Effectiveness	Federal, State and Accreditor files stored for seven years. Paper files stored in locked filing cabinet in Institutional Research offices. Any digital work-product stored on College-owned drives. Note: other portions of the College's records retention policy may apply to documents produced by Institutional Research.	No legal requirement
International Students	Identification of the school, to include name and full address	3 years after graduation or date of last attendance
	Identification of the student, to include name while in attendance (record any legal name change), date and place of birth, country of citizenship, and school's student identification number	3 years after graduation or date of last attendance
	Current address where the student and his or her dependents physically reside. In the event the student or his or her dependents cannot receive mail at such physical residence, the school must provide a mailing address in SEVIS. If the mailing address and the physical address are not the same, the school must maintain a record of both mailing and physical addresses and provide the physical location of residence of the student and his or her dependents to DHS upon request.	3 years after graduation or date of last attendance
	Whether the student has been certified for practical training, and the beginning and end dates of certification.	3 years after graduation or date of last attendance
	SEVIS termination date and reason.	3 years after graduation or date of last attendance
	Record of coursework - See Student Academic Records section	
	Record of transfer credit - See Student Academic Records section	
	Academic status - See Student Academic Records section	
	Statement of graduation (if applicable) - See Student Academic Records section	
Legal and Litigation	Legal case file, including logs, complaints, court orders, motions, notes, briefs and closing sheets	
	<ul style="list-style-type: none"> Significant cases which have importance or which set legal precedents 	PERMANENT
	<ul style="list-style-type: none"> Routine cases 	7 years
	Claim files with notices of intention to file a legal action	7 years after closure of case or expiration of statute of limitations

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	Individual complaint case file of human rights, economic opportunity, equal employment, community relations or similar agency, whether filed at federal, state or local level (includes cases referred to New York State Division of Human Rights but returned to local agency for adjudication).	20 years after last entry
	Summary record for individual case and/or master summary record of all cases	PERMANENT
	Contracts All contracts must be in writing.	7 years following the termination or expiration of the contract (If the contract has a longer records retention period elsewhere in this Schedule, then the contract shall be maintained for that period of time.)
	Minutes from formal Committee meetings shall be maintained by the Committee electronically or by the Committee's Secretary or Chair who shall be responsible for obtaining prior minutes when there is a change in the Secretary or Chair position. Formal Committees include those Committees with Constitutions including, but not limited to, the Academic Grievance Committee, Academic Technology Committee, Faculty Review Committee (FRC), Graduate Academic Committee (GAC), Institutional Review Board (IRB), Library Committee, Security Advisory Committee, Strategic Planning and Priorities Committee, and Undergraduate Academic Committee (UAC).	Permanent
	Consent forms:	
	<ul style="list-style-type: none"> • Authorization and consent for use of name, photograph, images, recordings and comments • Trip release and permission forms 	<p>PERMANENT</p> <p>PERMANENT</p>
Library/Library System (http://www.nysa.nysed.gov/a/records/mr_pub_genschedule_part4.shtml#library)	Interlibrary Loan Files Requests from patrons and requests from a library to borrow or photocopy materials from other libraries, receipts for materials, photocopy logs, accounting records, and circulation records.	Destroy 3 years after completion of transaction (i.e., receipt or issuance of photocopies or return of borrowed materials), except destroy records concerning duplication of materials protected under U. S. Copyright Law 5 years after order is completed.
	Catalogs of Holdings Manual and automated catalogs and lists of books, journals, reports, serials, and other published materials.	Destroy catalog record when associated material is permanently removed from the collection or after record is revised or superseded.
	Circulation and Use Records Logs, charge-out cards, and related records documenting the loan of library materials to patrons or use of materials by patrons in the library.	Destroy after patron completes use or returns borrowed item or after efforts to retrieve are abandoned.

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	Reference Requests Records Call slips, requests for database searches, requests for research services, and related records created by patrons to request services such as database searches or retrieval of material from library stacks.	PERMANENT
	Collection Acquisition Records Copies of purchase requests, orders, vouchers, receipts, invoices, and related correspondence documenting the acquisition of books, serials, database services, brochures, and other publications for a library collection.	Destroy when obsolete or superseded.
	Serials Subscription Records Logs, card files, databases, and other records used to check in serials and to prompt or plan subscription renewals.	Destroy when obsolete or superseded.
	Library Subject and Correspondence Files Correspondence, reports, studies, surveys, copies of internal policies and procedures, articles, vendor materials, and related materials used to support library operations, arranged by subject, covering such topics as library methods, information services, library automation, relations with the New York State Library and other agency libraries, the American Library Association, and similar subjects.	Destroy when obsolete or superseded.
Payroll (Archives Recommendation: Restricted Access to all materials)	Summary report, record of payroll, or time information covering all employees or an individual employee	6 years
	Summary record of employee's payroll changes for terminated employees	6 years after termination of employment
	Employee's time cards (electronic)	6 years
	Record of employee absences or accruals. NOTE: This item does not apply to an employee's time cards or sheets.	6 years
	Employee request for and/or authorization given to employee to use vacation, personal or other leave, or to work overtime	6 years
	Record of assignments, attachments, and garnishments of employee's salary	
	<ul style="list-style-type: none"> • When employment was terminated prior to satisfaction 	6 years after termination of employment
	<ul style="list-style-type: none"> • When satisfied 	5 years after satisfaction
	Employee's voluntary payroll deduction request form	5 years after superseding form is filed, authorization expires, or employment is terminated
	Employee's personal earnings record used to prove end-of-year total earnings, retirement or other deductions and taxes withheld	6 years
	Quarterly report of wages paid prepared for Social Security, and report of any adjustments or corrections	4 years after year in which wages were reported
	Copy of Federal determination of error in wage reports (Form OAR-S30 or equivalent record)	6 years after determination received
Employee's Withholding Exemption Certificate (Form W-4), or equivalent form	4years after a superseding certificate is filed or employment is terminated	
Employer's copy of New York State income tax records relating to employees	4years after tax was paid	

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Physical Plant	Logs of service requests and computer record of requested and completed service requests	PERMANENT
	Original and current blueprints of all buildings on campus	PERMANENT
	Drawings, specs, inspections logs, O&M manuals, etc.	PERMANENT
	Records/inspection logs for elevator, fire alarms, underground fuel storage tanks, etc.	PERMANENT
	Tank Management	Life of Tank
	Air Management – registration	5 years
	Site Remediation	Life of Facility
	Pesticide Management	30 years
President	Chartering documents concerning the college's corporate status and degree-granting authority	PERMANENT
	Board of Trustees minutes and other materials pertaining to the Board of Trustees are maintained permanently by the secretary to the Board of Trustees.	PERMANENT
Property Records	Tax Exempt Application and approval	PERMANENT
	Deeds and City related records (i.e.: Zoning, Planning)	PERMANENT
	Insurance Endorsements	PERMANENT
Purchasing/Accounts Payable	Purchase order or purchase requisition, or similar record, used to submit purchase requirement or obtain materials, supplies, or services	6 years
	Purchasing file, including but not limited to bid (successful, unsuccessful), documentation supporting the evaluation of the proposals, contract and specifications for purchase of materials, supplies and services not connected with capital construction	6 years after expiration or termination or 6 years after final payment under contract whichever is later
	Vendor file, including but not limited to list of vendors doing business with the college, vendor evaluation forms, price lists or other information received from vendors	6 years
	Performance guarantee or written warranty for products or similar record	6 years after expiration
	Invoice, statement or similar notification by vendor of supplies, materials, or equipment sent	6 years
	Invoice register, or similar record used to list invoices	6 year after last entry
	List of abstract of purchase orders, claims or contacts	6 years
	Registrar/Student Academic Records – Other than Admissions (restricted access to all materials)	Grade submission sheets/data (original record) Graduation lists Transcripts
	Student File, including but not limited to:	

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	<ul style="list-style-type: none"> ● Academic deficiency notices ● Academic petitions/substitutions/waivers ● Academic integrity code violations (with sanctions) ● Degree applications ● Degree audits ● Disciplinary action records (academic or conduct, including sanctions) ● Leave of absence notices ● Major/minor/curriculum change forms ● Name or personal data change documentation ● Registration & enrollment records ● Student correspondence ● Teacher certifications ● Transfer credit evaluations ● VA certification records ● FERPA related items: <ul style="list-style-type: none"> ○ Requests for and disclosures of personally identifiable information ○ Requests for nondisclosure of directory information ○ Written consent for records disclosure 	7 years after graduation or date of last attendance
	Grade change requests/forms Transcript requests	Until administrative need is satisfied
Residence Life	Residency occupancy records including but not limited to room and board contracts and room assignment and room change request forms	7 years
	Damage records pertaining to room and furnishings or structure	7 years
Safety and Security	Emergency call receipt and/or dispatch record	
	<ul style="list-style-type: none"> ● When record contains no information on emergency medical treatment of an individual 	7 years
	<ul style="list-style-type: none"> ● When record contains information on emergency medical treatment of an individual 	7 years, or 3 years after individual attains age 18, whichever is longer
	Communications log (radio, telephone, alarm or other) recording each communication between caller and receiving unit or between dispatch unit and mobile unit or field personnel, for law enforcement agency	7 years after last entry
	Recordings of serious incidents may warrant longer retention for legal reasons. These recordings should be retained until legal action is resolved. Such communications should be transferred onto a separate tape.	retained as needed
	Security Officer's record of training course completed, including information on course content	7 years after individual leaves service
	Record of equipment (other than firearms) issued to campus safety personnel	1 year after equipment returned or otherwise disposed of receipt and/or equipment dispatch record
	Blotter (desk record book) containing chronological record of campus safety office activities	PERMANENT
	Case investigation record, including but not limited to complaint, investigation report, arrest report, property record, and disposition of the case.	

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	<ul style="list-style-type: none"> • When offense involved was a Class A felony or arson 	PERMANENT
	<ul style="list-style-type: none"> • When offense involved was a crime (misdemeanor or felony), except Class A felony or arson 	10 years after case closed
	<ul style="list-style-type: none"> • When offense involved was a violation 	1 year after case closed
	Security reports	
Student Affairs	<ul style="list-style-type: none"> • Daily activity, daily communications or other routine internal reports of security activity 	7 years
	Judicial records - Student Conduct Code violating records including, but not limited to, grievance, investigative records, hearing proceedings, decision rendered, student appeal, final decision, and correspondence	7 years after graduation or date of last attendance
	Student Association Minutes and other related materials	PERMANENT
	Student Association Financial Records	7 years