

Records Management Policy – Appendix C Other Regulatory Bodies

Regulatory body	Reference information
Federal government	<ul style="list-style-type: none"> ▪ The primary source for record retention periods for federal agencies is the Code of Federal Regulations ▪ Supplemental information can also be found in the Office of Management and Budget Circulars ▪ Several federal agencies with record retention requirements are listed below
Internal Revenue Service (IRS)	<ul style="list-style-type: none"> ▪ Federal tax requirements
Department of Education	<ul style="list-style-type: none"> ▪ Financial Aid at www.ed.gov ▪ Federal loan information at http://studentaid.ed.gov ▪ FERPA, Veterans Administration at www.ed.gov ▪ See grants below also
Grants/partnerships	<ul style="list-style-type: none"> ▪ Dept. of Education ▪ National Science Foundation ▪ National Institute of Health
Department of Health Education and Welfare (DHEW)	<ul style="list-style-type: none"> ▪ Ethical principles and guidelines for Human Subjects
Occupational Health and Safety Administration (OSHA)	<ul style="list-style-type: none"> ▪ www.osha.gov for information on OSHA records
Pensions	<ul style="list-style-type: none"> ▪ Pension Benefit Guaranty Corp. at www.pueblo.gsa.gov/cic_text/employ/pension/pension.html
Family and Medical Leave Act (FMLA) and wage and hours requirements	<ul style="list-style-type: none"> ▪ Record information at: www.dol.gov/esa/whd
Equal Employ. Opportunity Commission	<ul style="list-style-type: none"> ▪ Record information at: www.eeoc.gov
Americans with Disabilities Act (ADA)	<ul style="list-style-type: none"> ▪ Record information at: www.ada.gov
HIPAA (Health Insurance Portability and Accountability Act)	<ul style="list-style-type: none"> ▪ Employee and student medical records ▪ Communication between an employer and health care provider ▪ Obtaining employment related records from an organization covered by HIPAA
Cleary Crime Act	<ul style="list-style-type: none"> ▪ Disclosure of campus security policy and crime statistics
State of Minnesota	<ul style="list-style-type: none"> ▪ State tax requirements ▪ Unemployment insurance ▪ Minnesota State Grant – financial aid
Foundations	<ul style="list-style-type: none"> ▪ As of the writing of this policy record keeping requirements for foundations was in progress