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Owner:	<b>Vice President – Finance and Administration</b>	Effective:	<b>May 4, 2009</b>
Department:	<b>All departments</b>	Latest revision:	<b>07/30/2013</b>

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## **1. Purpose**

St. Catherine University (the “institution”) establishes this policy to ensure that necessary records are adequately protected and maintained, that records no longer needed are adequately destroyed at the appropriate time and that the history of the institution is preserved. Records management and the related retention policies apply to all records regardless of format, whether these are in paper, electronic or other media. The institution encourages records retention in electronic format wherever possible. This policy delegates responsibility for the management of the records of St. Catherine University. It is approved by the President.

## **2. Scope**

This policy governs the retention, preservation and disposal of all St. Catherine University records regardless of storage media. It includes those records which may be viewed as “personal file copies”. This policy supersedes any previous policies.

## **3. Objectives**

- Safeguard the records of St. Catherine University
- Provide accurate and timely retrieval of information to meet the needs of the constituents of St. Catherine University
- Comply with the applicable requirements of donors, sponsors, regulatory bodies, the academic community and the public including legal regulations governing the retention of records
- Protect confidential, proprietary and legally privileged records
- Provide adequate storage of institution records
- Preserve and protect vital records and facilitate recovery in the event of a disaster
- Identify potentially archival records to preserve the history and context of the institution
- Provide consistent records management procedures and practices across the institution
- Ensure that retention and destruction of institutional records occurs within St. Catherine University authorized records management guidelines
- All objectives to be achieved in a cost effective manner

## **4. Definitions**

- **Records** – institutional records are documentary material, regardless of physical form or media, generated or received in transacting the business of St. Catherine University. These may include information of a historical nature and can be produced internally or externally. Records exist in many forms. The term “records” does not include books, newspapers, or other reference materials generated outside the institution. “Records” do include personal file copies regardless of location when the records meet the description above.
- **Vital records** - Any record necessary to the resumption or continuation of operations in the event of an emergency, theft, or disaster. These records must be protected by



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duplication and off-site storage. Vital records typically constitute a small portion of the institution's records – generally ten percent or less.

- **Archival records** – records with potential archival status will be indicated as such in the Records Retention Schedule. The Archivist of St. Catherine University will review all such records for archival value as part of the destruction authorization process.
- **Master record holder** – the Records Retention Schedule will designate a master record holder for all records to be preserved beyond the end of the current fiscal year. The master record holder shall, in most cases, retain one copy of the designated record. The only official copies of a St. Catherine University record are those held by the designated master record holder. To eliminate redundant storage, all others who hold copies of designated records shall keep such records for a maximum of the current and one future fiscal year. Disposal of unofficial copies prior to the two fiscal year period is permitted.
- **Records destruction freeze** – upon notification from the Vice President of Finance and Administration, of pending investigation, litigation or other designated event, the destruction of all specified documents shall stop immediately until further notice. Departments must immediately notify the Office of the Vice President of Finance and Administration if they receive notice of such litigation, subpoena, or investigation.
- **Retention periods** – the Records Retention Schedule states the period that given record series will be maintained in fiscal years, unless otherwise noted. Retention periods are calculated from the end of the fiscal year in which the record was created.
- **Record series** – a generic name for a designated group of records such as transcripts, or annual reports.
- **Active records** – records needed to support the current business activity of a department or institutional office.
- **Inactive records** – records accessed less than once a month.

### 5. Electronic records and e-mail

Generally institutional records are not to be kept in e-mail. The St. Catherine University e-mail system is not intended for record keeping or storage purposes. Back-ups are overwritten periodically. If an e-mail or attachment contains a record that must be retained according to the Records Retention Schedule, the Master Record Holder must ensure that the record is kept in an authorized file or database using a supported storage medium.

Any e-mail whose function or content does not require retention for any period of time and is not important to on-going institutional business should be routinely disposed of as soon as possible after it is read. Exclusive use of outside e-mail services to conduct institutional business is prohibited.

St. Catherine University does not recognize the use of unsupported technologies such as Instant Messaging (IM), text messages, or voice mails for storing institutional records. The same restrictions listed above for e-mail apply to these and all unsupported technologies.



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Written approval of the Director of Information Technology to the designated Master Record Holder is required to document supported electronic technologies for institutional record storage. Storage of institutional records listed on the Records Retention Schedule on unsupported media is not allowed. Due to the rapid changes in technology, annual review of any previously approved supported electronic system is recommended. This is the responsibility of the designated Records Manager and the Director of Information Technology.

### 6. Research methodology for developing records retention periods

The justification for all retention periods and the related research that led to those conclusions will be decided and documented by the Records Management Oversight Committee and will be available to those with a “demonstrated need to know”. In establishing and revising retention periods, the Records Management Oversight Committee will endeavor to facilitate compliance with demonstrated constituent needs, material and applicable statutory and regulatory requirements and to otherwise promote the maintenance of records for periods reasonably necessary to support the business, constituent, and legal needs of the institution.

Retention periods for record series will be established and revised by the Records Management Oversight Committee after consideration of relevant factors which may include the following:

- applicable federal retention requirements as published in the Code of Federal Regulations
- reasonably identifiable statutory requirements of the applicable retention requirements of the State of Minnesota and other states in which St. Catherine University is subject to
- information published by nationally recognized records retention services such as the American Association of Collegiate Registrars and Admissions Offices (AACROA) and their Retention of Records: Guide for Retention and Disposal of Student Records
- retention periods established by other colleges and universities for comparable record series where applicable and feasible
- retention requirements from Accrediting Bodies listed in Appendix B and other regulatory bodies listed in Appendix C
- input from functional managers within the institution regarding business reasons for retention beyond statutory periods
- input from legal counsel relative to anticipated evidentiary needs.

Records retention periods shall be regularly reviewed by the Records Management Oversight Committee upon the receipt of a demonstrated business need, notice of change in statutory requirements or urgent constituent, business or legal need.



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If there is any doubt that a document, regardless of media, is a record of St. Catherine University, the matter should be referred to the designated Records Manager who will consult institutional policy and if necessary will address the matter with the Records Management Oversight Committee.

### 7. Records Retention Schedule

The Records Retention Schedule documents the approved retention periods from the Records Management Oversight Committee as an outcome of the methodology described above. The Records Retention Schedule supports the records management policy of the institution.

It is the policy of St. Catherine University to:

- promptly dispose of all records that have outlived their usefulness for legal, financial, administrative or academic reasons as determined by the Records Management Oversight Committee and documented in the Record Retention Schedule,
- identify records that may be of archival value so the Archivist may make a timely determination of potential archival value of a record in advance of its authorized destruction as designated in the Records Retention Schedule and in consideration of any pending records destruction freezes,
- identify records that are considered necessary to the resumption or continuation of operations in the event of an emergency, theft, or disaster as designated in the Records Retention Schedule.

Please refer to the definition above of “records” for information about what is considered a record of the institution and what is not considered a record of the institution. Only records of the institution are subject to the Records Retention Schedule. Reference materials, for example, that are generated outside the institution are not considered records of the institution and accordingly would not be stored in a designated repository. Records scheduled for destruction according to this policy must be destroyed promptly according to the Records Retention Schedule and other provisions of this policy, unless subject to a records destruction freeze, regardless of location – this includes any personal file copies that may exist regardless of their location. Failure to comply with these provisions may be grounds for disciplinary action.

The Records Retention Schedule can be found in Appendix A of this policy. Designated personnel and all faculty and staff are required to comply with this policy and it’s components including the Records Retention Schedule.



## **8. Storage standards, locations and custodial care of records**

The steps below outline the typical life cycle of an institutional record up to the point of transfer to the archives, or final disposition (see below) and the responsibilities of designated individuals for these records, as well as the expectations of the institution regarding their custodial care.

- **safeguarding of institutional records** – all records, regardless of media, shall be stored in a manner that will survive the storage period in the Records Retention Schedule while maintaining the integrity of the records. Records, regardless of media, must be clearly labeled with a description of the contents, the origination date and the disposal date. For advice on the proper storage of records consult your designated Records Manager.
- **active records** – the Master Record Holder is responsible for the safe storage, ready access as authorized, and accurate labeling, identification and filing of active records to support institutional needs.
- **duplicate copies of records not in the possession of the Master Record Holder** – these are to be retained for short-term business or academic purposes only on an as needed basis. It is the responsibility of the designated Master Record Holder to retain the official record as designated by this policy. Other copies are not to be retained, except for short term use, typically not to exceed two years, unless there is a compelling academic, or business requirement, but under no conditions are these to be stored beyond the periods in the Records Retention Schedule, unless subject to a records destruction freeze. It is the intent of the institution that all official records be maintained only by the designated Master Record Holder.
- **inactive records** –once records become inactive, regardless of location, a regular review of disposal dates must be made by the Master Record Holder to ensure that, barring a records destruction freeze, records are maintained only for the periods in the Records Retention Schedule. Before records are placed in inactive storage, these must be recorded in a registry or database maintained by the designated Records Manager that is backed-up for recovery in the event of disaster. Prior to authorized destruction, the designated Record Manager is also responsible to notify the Archivist of pending upcoming destruction according the Records Retention Schedule if a record series is marked to indicate that it may contain potentially archival material
- **back-up of vital records** – vital records must be protected by duplication and off-site storage and back-up systems tested at least once every 6 months to ensure that the institution is able to access and use records needed for recovery in the event of a disaster and that designated personnel know where these records are and have current access rights to these and the back-up site where these are maintained. Vital records are not to be stored in the same building as the originals.



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- **archival records** – the Archivist will make the determination of what is archival based on established Archives policies and in accordance with this policy. Generally, records are not to be delivered to Archives without the advance approval of the Archivist.

### 9. Access to records

Access to records, regardless of storage location or media, shall be restricted to authorized persons. Records taken from active or inactive storage must be acknowledged by a receipt according to institutional policy. If there is any doubt about who has access to institutional records, contact your designated Records Manager. Records marked confidential or proprietary cannot be accessed without the written permission of the designated Master Records Holder. Records marked “attorney/client privileged” or “attorney work product” cannot be accessed without the written approval of the Office of the Vice President of Finance and Administration. Vital records and the related back-up copies may only be accessed by an authorized test or recovery team.

- **Students** – see LeGuide: Student Policies for policies applicable to students as shown in the Referenced Documents section below.
- **Faculty** - see The Constitution and By-Laws of the Faculty of St. Catherine University, the Faculty Evaluation Manual and the Employee Handbook.
- **Staff** – see the Employee Handbook policies applicable to faculty and staff as shown in the Referenced Documents section below.
- **Board of Trustees** – contact the Office of the President.

### 10. Disposition of records

- **Authorized destruction** – completed by the designated Records Manager within 2 months before the scheduled destruction date according the Records Retention Schedule, assuming that no applicable records destruction freeze is in effect. A Records Destruction Authorization Form begins this process. It is sent by the designated Records Manager to the designated Master Record Holder who is responsible to notify the Archivist in writing if any records scheduled for destruction are marked on the Records Retention Schedule as being potentially archival. Destruction is not to take place until the date on the Records Retention Schedule. It is the responsibility of the Master Record Holder to ensure that if she or he knows of any persons who may have copies of a record in addition to the original, that such person(s) is notified of the scheduled destruction date.
- **Archival review of all requests for records destruction** – upon receipt of a form notifying of pending destruction from the designated Master Record Holder, the Archivist will review the contents described on the form and the records themselves, if deemed necessary, and make a determination if the record pending destruction is archival and how, if at all, it is to be stored in the Archives.



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- **Records destruction freeze** – completed by the Office of the Vice President of Finance and Administration upon receipt of notification of pending legal action, a subpoena or notification of an investigation which warrants the freeze on the destruction of designated records that are scheduled for destruction according to the Records Retention Schedule. This form is sent to the respective Records Managers who are responsible to immediately notify all applicable Master Record Holders upon receipt of an approved form. Please note that as the document in the custody of the Master Record Holder is the only official copy of the designated record, the records destruction freeze notification need only be sent to the designated Master Record Holder.
- **Supervised destruction** – the Master Record Holder is responsible to supervise the destruction or recycling of institutional records once these have reached the designated retention period in the Records Retention Schedule and authorization for destruction has been made. The Master Record Holder is responsible to ensure that confidential records are not disposed of in a manner that make it easier for non authorized persons to access these records, such as by placing these in common recycling bins without first shredding the records. When records marked confidential, proprietary or attorney/client privileged, and/or attorney work product are destroyed, the designated Master Record Holder is responsible to ensure the destruction of these records under supervised conditions that do not allow these to be accessed by another party. Supervised destruction may include the use of sealed/locked confidential destruction bins. When hardware, such as computers with hard drives, is de-commissioned, and any records that need to be stored have been stored, the hard drive needs to be cleaned using a utility approved by the designated security officer. At the writing of this policy, the recommended utility was a NISP compliant disk wipe utility. CDs and DVDs that contain records authorized for destruction, assuming no records destruction freeze that would apply is in force, are to be physically destroyed under supervised destruction as stated above.

### 11. Use of Records Management Forms mentioned in this policy

The forms referenced in this policy will be used by all records storage areas to document, track, and authorize the flow of records through the institution. Please note that these forms and related instructions will not be available until after the initial publication date of this policy.

### 12. Maintenance and long term preservation

To ensure that active digital records are readable for future use it is recommended that proactive maintenance plans be implemented. The maintenance plan should involve consideration of migrating records when operating systems and/or software applications are changed or upgraded. Documentation should include: systems and software specifications, date of migration, and description of any loss or transformation of information that might have occurred during the migration. All migrations of institutional records need to be





reviewed to ensure that the records were successfully migrated and or documentation of any discrepancy is made.

### **13. Digital Storage Media**

For digital records stored off-line, the type of storage requires regular monitoring and guarding against degradation. Changes in technology may also render institutional records unreadable. Digital records stored on physical media should be periodically reviewed and if there is a need refreshing to new media should be considered. It is recommended that digital media be refreshed every 3 -5 years. This may entail, for example, ensuring that the software and hardware necessary to read any magnetic media are available in working order for the duration of the required retention period. Master record holders are responsible to work with Information Technology to ensure continued usability of stored records for the duration of the required retention period.

### **14. Use of Document Imaging**

Departments proposing such systems must demonstrate to the designated Master Records Holder and the designated Records Manager that the following requirements will be met:

- Electronic records must exhibit a high degree of legibility and readability;
- Paper copies or computerized records must be transferred to electronic storage media in an accurate and complete manner;
- Procedures must be developed to ensure the integrity, accuracy, and reliability of the electronic records;
- Controls must be developed to prevent and detect the unauthorized creation, alteration, addition, deletion, or deterioration of electronically stored records, and;
- An inspection and quality assurance program must be developed which must include regular evaluations of the system and periodic checks of stored records.
- Records subject to a records destruction freeze should be retained in their paper form until further notice.

If document imaging systems that meet the above requirements are implemented, original paper records may be destroyed with the approval of legal counsel.

### **15. Records provided for accreditation teams**

Accreditation teams will be furnished with “read only” links or copies to original records to facilitate the completion of their work in a timely manner. Generally, original records will not be removed from their designated storage area by the Master Record Holder. Should it be necessary to provide official records the Master Record Holds will issue a receipt acknowledging the transfer of the official record.



**16. Summary of roles and responsibilities**

- **Records Manager for Academic records** - person with delegated responsibility and accountability for managing all Academic records for the institution. Responsible for establishing standards to label and describe Academic records and safeguard Academic records in accordance with this policy, in coordination with designated Master Record Holders. This is also the central “point person” for Academic departments responsible to train, oversee functional area/department compliance and report to the oversight committee.
- **Records Manager for Financial/Administrative records** - person with delegated responsibility and accountability for managing all Financial/Administrative records for the institution. Responsible for establishing standards to label and describe Financial/Administrative records and safeguard Financial/Administrative records in accordance with this policy, in coordination with designated Master Record Holders. This is also the central “point person” for Financial/Administrative departments responsible to train, oversee functional area/department compliance and report to the oversight committee.
- **Records Manager for Enrollment Management and Student Affairs records** - person with delegated responsibility and accountability for managing all Enrollment Management and Student Affairs records for the institution. Responsible for establishing standards to label and describe Enrollment Management and Student Affairs records and safeguard Enrollment Management and Student Affairs records in accordance with this policy, in coordination with designated Master Record Holders. This is also the central “point person” for Enrollment Management and Student Affairs departments responsible to train, oversee functional area/department compliance, and report to the oversight committee.
- **Records Manager for External Relations records** - person with delegated responsibility and accountability for managing all External Relations records for the institution. Responsible for establishing standards to label and describe External Relations records and safeguard External Relations records in accordance with this policy, in coordination with designated Master Record Holders. This is also the central “point person” for External Relations departments responsible to train, oversee functional area/department compliance and report to the oversight committee.
- **Records Manager for the Office of the President and Board of Trustees records** - person with delegated responsibility and accountability for managing all Office of the President and Board of Trustees records for the institution. Responsible for establishing standards to label and describe Office of the President and Board of Trustees records and safeguard Office of the President and Board of Trustees records in accordance with this policy, in coordination with designated Master Record Holders. This is also the central “point person” for Office of the President and Board



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of Trustees departments responsible to train, oversee functional area/department compliance and report to the oversight committee.

- **Records Management Oversight Committee** – committee that the President has delegated institutional authorization to for the review and approval of records management and related policies and practices including the investigation, reviewed and determination of all retention periods in the Records Retention Schedule.
- **Master Record Holders** – designated holders of official copies of the institution's records - example: there might be 5 to 10 copies of a given record but the only official record is the one held by designated master record holder - only the designated master record holder keeps the record for the full time period in the Record Retention Schedule. Copies held by other sources for for lesser periods of time are not considered official records of the institution.
- **Archivist** – is a standing member of the Records Management Oversight Committee and assists that committee by identifying record series that are potentially archival. Reviews all requests for records destruction in advance for those record series identified as potentially archival and determines if any of such records should be included in the Archives.
- **Legal Counsel** – provides legal advice on a contract basis for policy matters to the Records Management Oversight Committee.
- **Office of the Vice President for Finance and Administration** – receives and evaluates all notifications of pending investigation, litigation or other such events in a timely manner, and where applicable, issues communication to all Records Managers regarding the freezing of the destruction of specified records for specified time periods or until further notice. Departments must immediately notify the Office of the Vice President of Finance and Administration if they receive notice of such notice of litigation, subpoena, or investigation.

### 17. Compliance with this policy

The designated Records Managers are responsible for active monitoring and compliance of this policy and for addressing compliance issues with supervisors in accordance with the employment and student policies of St. Catherine University and for informing the Records Management Oversight Committee of violations and corrective action.

### 18. Appendixes/Attachments

- Appendix A – Records Retention Schedule
- Appendix B – Accrediting Bodies
- Appendix C – Other Regulatory Bodies
- Attachment #1 – Inactive Records Transfer Form - this form will not be available until after the publication date of this policy.
- Attachment #2 – Records Destruction Freeze Notification Form - this form will not be available until after the publication date of this policy.



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- Attachment #3 – Request for Document Destruction Authorization Form - this form will not be available until after the publication date of this policy.

### 19. Reference documents:

- Employee handbook – section on University Property and Facilities
- Le Guide: Student Policies – section on Policies and Procedures Regarding Education Records
- The Constitution and By-Laws of the Faculty of St. Catherine University
- Faculty Evaluation Manual

### 20. Revision history

Document Revision	Edited By	Date Edited	Reason
A	Controller	April 9, 2009	Original document
B	Information Technology	Sept. 11, 2012	Replace College of St. Catherine with St. Catherine University
C	Academic Affairs	Feb. 25, 2013	Appendix B – updated list of accrediting bodies
D	Archivist	July 30, 2013	Appendix A – updated record series and retention periods Attachment #1 – added inactive records transfer form

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
ALL	Issuing Office	Continuing Education Records				
ALL	Issuing Office	Correspondence - General				Archives
ALL	Issuing Office	Correspondence - Vice Presidents and Deans		Program development is permanent		Archives
ALL	Issuing Office	Departments and Office Heads - annual reports				Archives
ALL	Issuing Office	Minutes - departmental meetings		permanent		Archives
ALL	Issuing Office	Photographs/Negatives				Archives
ALL	Issuing Office	Annual Reports	Reports of Major Accomplishments of the prior Academic Year	permanent		Archives
ALL	Issuing Office	Safety training records				
Academic Affairs	Academic Affairs	Academic Actions & Dismissals	Includes academic integrity violations and sactions, disciplinary action records of students, course or exam complaints by students	7 years	Yes, but only the electronic data	
Academic Affairs	Academic Affairs	Grade appeal/complaint	Student final grade disputes	1 year	no	
Academic Affairs	Academic Affairs	Petitions (academic)	Exceptions to academic rules	4 years	no	
Academic Affairs	Academic department	Exams (final)/graded course work		1 year		
Academic Affairs	Academic Department	Grade book (faculty)		5 years after course completed		
Academic Affairs	Art Gallery	Artist Correspondence	These are historical records frequently used by art historians.	25 years	no	Archives
Academic Affairs	Art Gallery	Exhibition brochure/handout.	This document is a summary of the exhibition and in some cases carries images of the work exhibited.	25 years	no	Archives
Academic Affairs	Art Gallery	Exhibition Invitation	This is a record of the invitation that is mailed out to announce the time, dates and events for the exhibition.	25 years	no	Archives
Academic Affairs	Art Gallery	Gallery Visitor Tally	This document summarizes who and how many visitors came to the gallery including classes.	25 years	no	Archives?

Master Record Holders are responsible for retention of the official copy of the all records. See the Records Management Policy for procedures.

**Appendix A: Records Retention Schedule**  
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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	Art Gallery	Media Coverage	This is a record of public response to the exhibition.	25 years	no	Archives?
Academic Affairs	Art Gallery	Misc. materials documenting the programs and events.	I retain these documents as a record of programs and events connected to the exhibition.	25 years	no	Archives?
Academic Affairs	Art Gallery	Price lists	This is a historical record of artists' prices.	25 years	no	Archives?
Academic Affairs	Art Gallery	Registration Forms	This document gives personal information about the artists & artwork.	25 years	no	Archives
Academic Affairs	Faculty Contracts	Contract conversion letters				
Academic Affairs	Faculty Contracts	Emeriti letters				
Academic Affairs	Faculty Contracts	External contracts - agreements	Contracts with external institutions for their people to teach for SCU	permanent	Yes	
Academic Affairs	Faculty Contracts	External contracts -addendums				
Academic Affairs	Faculty Contracts	Faculty appointment letters		permanent	no	
Academic Affairs	Faculty Contracts	Faculty Contract - Adjunct or Overload		permanent	Yes - the current academic year's records	
Academic Affairs	Faculty Contracts	Faculty contract requests - Annual		permanent	Yes - the current academic year's records	
Academic Affairs	Faculty Contracts	Faculty Contracts - Annual		permanent	Yes - the current academic year's records	
Academic Affairs	Faculty Contracts	Faculty CVs or Resumes	Most recent - up to 3 years	permanent - last one on file	no	
Academic Affairs	Faculty Contracts	Faculty Evaluations		permanent	no	
Academic Affairs	Faculty Contracts	Faculty transcripts		permanent	no	
Academic Affairs	Faculty Contracts	Faculty contract requests - Adjunct or Overload		permanent	Yes - the current academic year's records	

Master Record Holders are responsible for retention of the official copy of the all records. See the Records Management Policy for procedures.

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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	Faculty Contracts	Not in payroll information sheets - bio/demographic info		permanent		
Academic Affairs	Faculty Contracts	Special studies payments				
Academic Affairs	Faculty Contracts	Faculty search advertising	Transferred to faculty file once hired	permanent	No	
Academic Affairs	Institutional Research	Institutional Research reports	This is so broad that it's impossible to make one accurate statement about all reports. The majority are ad hoc and not stored anywhere formally on campus.	flexible	yes	Archives
Academic Affairs	Institutional Research	Institutional Research surveys (this is so broad that it's impossible to make one accurate statement about all reports)	We have a variety of surveys, on different schedules, that change from year to year.	flexible	yes	Archives
Academic Affairs	Institutional Research	IPEDS reports - Finance	Finance IPEDS Report is submitted annually in spring. Paper and electronic copies are stored in IRPA. All data are available to all users on IPEDS site.	permanent	yes	Archives?
Academic Affairs	Institutional Research	IPEDS reports - HR	HR IPEDS Report is submitted annually in spring. Paper and electronic copies are stored in IRPA. All data are available to all users on IPEDS site.	permanent	yes	Archives?
Academic Affairs	Institutional Research	IPEDS reports - Student	Student IPEDS Reports (5 separate reports) are submitted annually throughout the academic year. Paper and electronic copies are stored in IRPA. All data are available to all users on IPEDS site.	permanent	yes	Archives?
Academic Affairs	Institutional Research	Enrollment Statistics	Fact Book published annually in November and posted online and in limited paper quantity. Census published each semester and posted online.	permanent	yes	Archives

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	Myser Initiative	Annual Award Publications	Awardee's lecture as published	Continual	Yes	Archives
Academic Affairs	Myser Initiative	Annual Reports	Summary of Activities	Continual	Yes	Archives
Academic Affairs	Myser Initiative	Annual Workshop Records	Participants, Projects, Evaluations	Continual	Yes	
Academic Affairs	Myser Initiative	Committee Minutes	Record of Planning Activities	5 years?		Archives
Academic Affairs	Myser Initiative	Financial Records	Check Requests/Annual Summary	7 years	Yes	
Academic Affairs	Registrar	Academic catalogs - graduate		permanent	yes	Archives
Academic Affairs	Registrar	Academic catalogs - undergraduate		permanent	yes	Archives
Academic Affairs	Registrar	Admission letters	Enrolled students	7 years	no	
Academic Affairs	Registrar	Applications for admission or readmission	Enrolled students	7 years	no	
Academic Affairs	Registrar	Athlete Eligibility Reports		1 year after certification	no	
Academic Affairs	Registrar	Athlete records	Initial and continuing eligibility information, academic information, documentation of participation, tutor evaluation and assessment.	10 years	no	
Academic Affairs	Registrar	Biographic information change	Change of address, phone, race, name change, sex change, other demographic data	7 years	no	
Academic Affairs	Registrar	Class lists	Record of class rosters for each term	permanent	yes	Archives?
Academic Affairs	Registrar	Class schedules	Student schedules for each term	1 year after graduation or non-attendance		
Academic Affairs	Registrar	Correspondence (student)	Related to registration, academic records, inquiries	1 year	no	
Academic Affairs	Registrar	Correspondence, relevant		7 years	no	
Academic Affairs	Registrar	Course substitution/waiver	Approvals to meet program requirements with administrative action	7 years	no	
Academic Affairs	Registrar	Credit by examination forms	Reports/scores on AP, CLEP, etc.	7 years	no	
Academic Affairs	Registrar	Curriculum change authorizations	Changes approved by University committee	???	no	

Master Record Holders are responsible for retention of the official copy of the all records. See the Records Management Policy for procedures.



Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	Registrar	Data change logs	Electronic log of changes to enrollment and other data, including date/time stamp information and user that changed data if that data is maintained separately in system	10 years		
Academic Affairs	Registrar	Declaration of major	Student's declaration of major	5 years	no	
Academic Affairs	Registrar	Declaration of minor	Student's declaration of minor	5 years	no	
Academic Affairs	Registrar	Diplomas (returned)	diplomas with insufficient address or hold	permanent	no	
Academic Affairs	Registrar	Enrollment data	Electronic record of enrollment in classes, including records of drop, add and enrollment change activity	10 years		
Academic Affairs	Registrar	Enrollment records and enrollment changes	Initial registration, add/drop, special registration (ACTC, Ind Study, Dir Study, etc.). Excludes complete withdrawals.	1 year	no	
Academic Affairs	Registrar	Enrollment verifications/Tuition remission	Verifications of enrollment, graduation, GPA and other related academics	1 year or electronic	no	
Academic Affairs	Registrar	Entrance examination reports/test scores for students who enroll	Standardized test scores such as ACT/SAT, GRE, TOEFL	7 years	no	
Academic Affairs	Registrar	FERPA documents	documents related to FERPA law - written consent, formal hearing request, etc	7 years	no	
Academic Affairs	Registrar	Grade change forms	record of authorization to change grade	permanent	no	
Academic Affairs	Registrar	Grade rosters	record of submitted grades and grade changes, including date/time stamp and user data	permanent	no	
Academic Affairs	Registrar	Graduate degree authorization	degree clearance from academic department	7 years	no	

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	Registrar	Graduation degree evaluation	degree evaluation to determine status for graduation	7 years	no	
Academic Affairs	Registrar	Incomplete grade requests	electronic request for an incomplete grade	1 year	no	
Academic Affairs	Registrar	Intent to graduate form	Degree application, record of degree name, etc.	permanent	no	
Academic Affairs	Registrar	Leave of absence form	Record of request to withdraw from all classes and be placed on leave of absence	2 years	no	
Academic Affairs	Registrar	Permission to add a course/Override form	Student's request for override or approval to add a class - electronic	1 year	no	
Academic Affairs	Registrar	Requests for non disclosure of directory information	Student request to opt-out of directory information disclosure - electronic	permanent		Archives?
Academic Affairs	Registrar	<b>Schedule of classes</b>	Per term listing of all courses offered including time/day and seat limits	permanent	yes	Archives
Academic Affairs	Registrar	Student demographic data	Electronic student data including student characteristics, date of birth, former names, address information, photo ID, and ethnic information, etc.	50 years	no	
Academic Affairs	Registrar	Student name change authorizations		7 years	no	
Academic Affairs	Registrar	Student pass/fail requests		1 year	no	
Academic Affairs	Registrar	Transcript requests	Official transcript requests by student	1 year	yes	
Academic Affairs	Registrar	Transcripts - high schools (or GED) for students who enroll		7 years	yes	
Academic Affairs	Registrar	Transcripts - other colleges for students who enroll		7 years	yes	
Academic Affairs	Registrar	Transcripts - St. Catherine	Permanent academic record	permanent	yes	Archives

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	Registrar	Transfer course pre-approval	Online form undergraduate students complete to request approval to take a course elsewhere and transfer to St.Kate's. Also indicates how the course will apply to student's program requirements.	5 years	yes	
Academic Affairs	Registrar	Transfer credit authorization			yes	
Academic Affairs	Registrar	Transfer credit evaluations	Evaluations performed by transfer evaluators in registrar's office that indicate how student's course work from another institution applies to St. Kate's degree program.	7 years after graduation or non-attendance	yes	
Academic Affairs	Registrar	VA certification records	Certifying documents for federal VA benefits	3 years after graduation or non-attendance	no	
Academic Affairs	Registrar	Withdrawal form	Record of request to withdraw from all classes	5 years	no	
Academic Affairs	Registrar	Written consent for records disclosure	Student signed (electronic) authorization for disclosure of education record	permanent or until terminated by student	no	Archives?
Academic Affairs	Registrar Academic Affairs	Academic dismissal	Reports tracking academic standing as well as letter to student notifying him/her of dismissal	permanent	no	
Academic Affairs	Registrar Academic Affairs	Academic probation	Reports tracking academic standing as well as letter to student notifying him/her of academic probation	7 years	no	
Academic Affairs	Registrar Academic Affairs	Academic suspension	Reports tracking academic standing as well as letter to student notifying him/her of suspension	7 years	no	
Academic Affairs	Registrar or departments?	Teacher certifications		1 year	no	

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	School of Business and Professional Studies	Correspondence - General	letters to/from/about faculty	kept electronically since 2011	?	Archives
Academic Affairs	School of Business and Professional Studies	Correspondence - Vice Presidents and Deans				Archives
Academic Affairs	School of Business and Professional Studies	Minutes - departmental meetings	SBPS School meetings and CHADS meetings	Kept since 9/2011 electronically only	Yes	Archives
Academic Affairs	School of Business and Professional Studies	SBL / SBPS Events	Documents relating to events in the SBI / SBPS	Electronically since 2010	?	Archives
Academic Affairs	School of Business and Professional Studies	School Concept papers and strategic plans		electronically since 11/2009	yes	Archives
Academic Affairs	School of Humanities, Arts, & Sciences	Departments and Office Heads - annual reports	In TaskStream starting in 2011-12. Prior years are held in the Assessment drive.			Archives
Academic Affairs	School of Humanities, Arts, & Sciences	International ACDC Faculty Travel Grants	Kept by Barb Gritzmacher (international and national); hard copies kept in Derham 113			Archives
Academic Affairs	Sponsored Programs/Research	Award Documentation	Includes electronic and hard copy of application, cover page, award letter, budget, grant agreement, post award financial, contract and report/performance documents. Electronic copies will be stored within IT WORKS software, on the ORSP drive, and hard copies will be maintained in the ORSP office grant files.	A period of up to 7 years as required by the grant or contractual agreement, as well as state and federal law.	Application, cover page, budget, post award form, grant agreement or contractual agreement.	Archives

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	Sponsored Programs/Research	Compliance related documents	Includes electronic copies of policy, procedure related completed forms, management plans, and mandatory education documentation that will be stored on the ORSP drive, hard copies of all documents will be stored in ORSP files if available.	Kept for a period of up to 7 years, as required by law.	Policy and procedural documents such as Financial Conflicts of Interest, RCRS documents, Research Misconduct Documents, management plans, mandatory education.	
Academic Affairs	Sponsored Programs/Research	Intellectual Property	Policy, procedure, related and completed agreements.	Kept in a separate file for a period of up to 7 years, as required by law.		Archives
Academic Affairs	Sponsored Programs/Research	IRB Applications	Includes all applications, sample consent documents, correspondence between the IRB and the researchers, progress reports, statements of significant new findings provided to subjects, complaints and reports of injuries to subjects.	All records will be retained on IRB Management Software and hard copy documents will be retained in the Office of Research and Sponsored Program files for at least three years after completion of the research.	Applications, sample consent documents, correspondence, progress reports, statements of significant new findings, complaints and reports of injuries to subjects.	

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	Sponsored Programs/Research	Meeting Minutes	The IRB will prepare and maintain adequate documentation of its activities in accordance with Section 46.115 and in conformance with any other requirements the committee may develop for itself. Meeting minutes will be distributed to IRB members and the Vice President of Academic Affairs.	All records will be retained on IRB Management Software and hard copy documents will be retained in the Office of Research and Sponsored Program files for at least three years after completion of the research.	Meeting Minutes - includes attendance of members; actions taken by IRB; vote on actions including number of members voting for, against, and abstaining; basis for requiring changes in or disapproving research; written summary of discussions of issues and recommendations for their resolutions.	Archives

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	Sponsored Programs/Research	Membership Records	The chair or co-chairs will be responsible for maintaining a list of current IRB members as required by 46.103(b)(3).	All records will be retained on IRB Management Software and hard copy documents will be retained in the Office of Research and Sponsored Program files for at least three years after completion of the research.	membership records include the correspondence between the IRB and the President regarding appointments of members. The list will identify by name, earned degree,s, representative capacity, indications of experinece such as board certifications, licenses, etc. sufficeient to describe each member's chief anticipated contributions to IRB deliberations, and any employment or other relationship between each member and the institution.	Archives
Academic Affairs	Sponsored Programs/Research	Placement scores	We don't save these.	n/a	n/a	
Academic Affairs	Sponsored Programs/Research	Revenue Contracts	Written contractual agreements.			

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Academic Affairs	Student Compliance	Student immunization & background studies		Physical files - one year after graduation; electronic is permanent	No	
Enroll Mgmt/Stu Affairs/IT	Access and Success	Student Case Records	records are stored in Banner	7 years	yes	
Enroll Mgmt/Stu Affairs/IT	Admissions	Acceptance letters - entering students		permanent	until 10th day	
Enroll Mgmt/Stu Affairs/IT	Admissions	Acceptance letters - non-entering students		permanent		
Enroll Mgmt/Stu Affairs/IT	Admissions	Admissions - applications				
Enroll Mgmt/Stu Affairs/IT	Admissions	Admissions - letters of recommendation				
Enroll Mgmt/Stu Affairs/IT	Admissions	Admissions files - correspondence				
Enroll Mgmt/Stu Affairs/IT	Admissions	Advanced placement records - entering				
Enroll Mgmt/Stu Affairs/IT	Admissions	Advanced placement records - non-entering				
Enroll Mgmt/Stu Affairs/IT	Admissions	Applications for re-admission				
Enroll Mgmt/Stu Affairs/IT	Admissions	Entrance examination - reports ACT/SAT				
Enroll Mgmt/Stu Affairs/IT	Admissions	Medical records - admissions				
Enroll Mgmt/Stu Affairs/IT	Admissions	Military records - admissions				
Enroll Mgmt/Stu Affairs/IT	Admissions	Race/ethnicity reporting				Archives?
Enroll Mgmt/Stu Affairs/IT	Admissions	Readmissions forms				
Enroll Mgmt/Stu Affairs/IT	Admissions	Student military records				
Enroll Mgmt/Stu Affairs/IT	Admissions	Transcripts - high school				
Enroll Mgmt/Stu Affairs/IT	Athletics	# of student-athletes year-by-year	Student-Athletes	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	# of student-athletes year-by-year, sport-by-sport	Student-Athletes	Permanent		Archives

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Athletics	Abigail Quigley-McCarthy-Center for Women Awards	St. Catherine Awards/Honors	Permanent		
Enroll Mgmt/Stu Affairs/IT	Athletics	Academic All-America	all-time list for each sport	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Academic All-Conference	MIAC Award, season by season list for each sport	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Academic All-District	all-time list for each sport	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	All Sport Competition	MIAC Award, yr by yr finish list	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	All-America	all-time list for each sport	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	All-Conference	MIAC Award, season by season list for each sport	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Any other NCAA awards		Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Assistant Athletic Directors	Staff History (name, yrs)	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Assistant Coaches	Staff History (name, yrs, by sport)	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Athlete of the Year Award		Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Athletic Directors	Staff History (name, yrs)	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Athletic Trainers	Staff History (name, yrs)	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Brady Williams Spirit Award		Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Hall of Fame Award		Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Head Coaches	Staff History (name, yrs, by sport)	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	NCAA Elite 89 Award		Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	NCAA Post-graduate scholarship		Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	NCAA Tournament appearances	all-time list for each sport	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Other support staff	Staff History (name, yrs)	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Playoff appearance	MIAC Award, all-time list for each sport	Permanent		Archives

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Athletics	Rookie of the Year Award		Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Sheila Brown Wildcat Award	Previously called Wildcat Award	Permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Athletics	Special Awards	St. Catherine Awards/Honors	Permanent		
Enroll Mgmt/Stu Affairs/IT	Athletics	Special Department Awards/Scholarships	St. Catherine Awards/Honors	Permanent		
Enroll Mgmt/Stu Affairs/IT	Athletics	Top of Class (valedictorian or salutatorian)	St. Catherine Awards/Honors	Permanent		
Enroll Mgmt/Stu Affairs/IT	Campus Ministry	Internal Wedding Documents	Permission from the Archdiocese, St. Kate's forms	7 Yrs	yes	
Enroll Mgmt/Stu Affairs/IT	Career Development	Career counseling records	Stored in KatieClick (Experience company software)	NA		
Enroll Mgmt/Stu Affairs/IT	Career Development	Internship evaluation records	Hard copies maintained in Career Development - IF student submits - sometimes students do not submit these	NA		
Enroll Mgmt/Stu Affairs/IT	Career Development	Internship learning contracts	Hard copies maintained in Career Development Office		Indefinite: This is helpful for us to have in case of future problems/questions that sometimes arise. There is no legal precedent for us maintaining this info, though	
Enroll Mgmt/Stu Affairs/IT	Career Development	Internship registration records	Career Development collects documents via Qualtrix, and data is stored there - HOWEVER, this is for department purposes only - official University records are maintained by Registrar	NA		
Enroll Mgmt/Stu Affairs/IT	Community Work & Learning	Off-campus student employment contracts				

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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Counseling	Counseling schedule	stored in Titanium software			
Enroll Mgmt/Stu Affairs/IT	Counseling	Personal counseling records	stored in Titanium software	7 years	yes	
Enroll Mgmt/Stu Affairs/IT	Early Childhood Center	Childcare program documentation				
Enroll Mgmt/Stu Affairs/IT	Early Childhood Center	Childcare staffing documentation				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	ACTC ACTC Exchange				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	ASSETS Statement of Assets				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	AWD Letter	Paper award letter that FA/Admissions sends out			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	AWD Revision Letter	Paper revision letters that FA/Admissions sends out			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Birth Certificate Child	BIRTHC			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Birth Certification Student	BIRTHS			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Vet Loan Discharge	CC247			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Fraud Resolution Req	CC272			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Parent Info Missing	CC295			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Child Care App 1213	CCAP13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Child Care Ver Letter	CCVERL			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	2011 Child Supp Recd	CHLD13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Proof of Citizenship	CITIZN			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Confidential Waiver	CONWVR			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	DD214				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Death Certificate	DEATH			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Default Resolution	DEFAULT			

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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Dependent Override	DEPOVR			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Direct Loan Electronic Statement of Accounts				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	DIV/Sep Doc-Parent	DIVSPP			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	DIV/Sep Doc-Student	DIVSPS			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Drug Eligibility	DRUG			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Early Estimate	EARLY			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	eCampus-Based Statement of Accounts				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Emancipated Minor	EMINOR			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Loan Entrance Interview	ENTGP			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Loan Entrance Interview	ENTINT			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SELF Entrance Interview	ENTSLF			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Teach Entrance Interview	ENTTCH			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Exit Interview	EXIT			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	TEACH Exit Interview	EXTTCH			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Institutional App 12	FAAP13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Farm/Business Asset	FARM			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Financial Aid Departmental Budget	purchase order invoice from Staples			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Financial Information Worksheet	form from stu for us to complete & return to county medical/housing assistance			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Financial Literacy	Budget Spreadsheet	5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Financial Literacy	Peer Money Mentor Evaluations and staff files	4 years?		

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Financial Literacy	Program Evaluations	5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Financial Literacy	Sign in sheets	4 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Financial Literacy	End of the Year Reports	4 years?		Archives?
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Financial Literacy	Publications	4 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	FISAP filed				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Health Care Costs or HLTHCC?	HLTH13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Housing Status	HOUSE			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Household # in College	HSHLD			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Independent Appeal	INDA13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Institutional Monthly Awards and Payment Reporting for state funds				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Alternative Loan	LALT			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	GRAD PLUS 2012-2013	LGPL13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Summer GRAD PLUS '13	LGPS13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Legal Guardianship	LGUARD			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Loan Return Information for Title IV loans				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Loan Eligibility could be different documents?	LONELG			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Unusually Low Income	LOWINC			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	PLUS App 2012-13	LPLS13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Summer PLUS 2013	LPPS13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Self Loan	LSELF			

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Fed Direct Auth 1213	LSTF13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Fed Direct Auth Su13	LSUS13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Marriage Certificate	MARLIC			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN Child Care Grant Applications	periods with State of Mn requirements	5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN Child Care Grant calculation worksheets		5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN Child Care Grant Conflicting Information Forms		5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN Child Care Grant county or state social service system documents		5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN Child Care Grant Letter to the Student		5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN Child Care Grant Letters of Explanation		5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN Child Care Grant Provider Verification Letter		5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN GI Bill Applications	is budget sheet part of it?			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN Indian Scholarship Program Applications				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN State Grant Roster of Rejected Awards/Payments				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MOHE Refund Forms				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MSG Questionnaire	MSGQST determines MSG eligibility			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	MN State Grant Wkst	MSGWKT comes from Admissions, units calculated from prev. schools			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Notification Letter	NMTF letter re at risk of not completing w/in MTF			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Elig Noncitizen Doc	NONCIT			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	NSLDS report of federal aid rec'd/borrowed				

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Online Revision Request Form	form from stu re credit load/housing change or declines/reduces loan			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Orphan, Ward, Foster	ORPHAN			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Other Income	OTHINC			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Outside Aid Form	OUTSAF			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Fed Overpay Res	OVRPAY			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Paper Promissory Notes	Direct Loan PN			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Probation/Appeal Approved Letter BOTH	PBOTH			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Probation Continued	PCONT Academic Plan reviewed, not meeting SAP but following plan			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Probation/Appeal Approved Letter CRCMP	PCRCMP			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Pell Electronic Statement of Account	lists net disbursement accepted & cash on hand			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Pell Grant Disbursement Reports				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Pell Grant Multiple Reporting Record	PGMR Files- student receiving Pell @ multiple schools			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Pell Grant Origination Reports	currently saved to network drive... need to image?			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Pell Grant Verification Status Report	PGVR Files			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Probation/Appeal Approved Letter	PGPA			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Probation/Appeal Approved Letter MTF	PMTF			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Power of Attorney	POWATT			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Prof. Judgment Doc	PROFJD			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Program Participation Agreement				

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Financial Aid	2011 Parent 1040	PTAX13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Parent Signed 1040X	PTXAR			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Par Tax Account Transcript	PTXAT			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	2011 Parent Tax Return Transcript	PTXT13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Parent 2011 W2	PW2-13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	R2T4 Calculation Information				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Remission Application	REM			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Remission 2012-13	REM13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Study Abrd 2012-13	SABD13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Academic Suspension = SAP Suspension	SACAD Since academically suspended, we also suspend for SAP			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Appeal Denied Letter				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP GOOD Off Probation/Off Suspension	Letter sent to student once meeting SAP requirements			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Appeal Form 1213	SAP13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Statement of Assets	SASSET			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Savings Statement	SAVING			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Suspension Letter	SBOTH - suspended GPA & CRCMP			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Special Circ Misc.	SCFMIS			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Scholarship Contract	SCHCON			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Tax Schedules 2011	SCHL13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Suspension Letter BOTH	SCRCMP suspended due to CRCMP			

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SCU Tuition Remission Forms				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Selective Serv Reg	SELSRV			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Summer App 2013	SFAP13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Special Circ Income	SFINC			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Suspension Letter - GPA	SGPA suspended due to GPA			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Suspension Letter -MTF	SMTF suspended due to MTF			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Special Circ Appeal	SPCIRC			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Spouse Signed 1040X	SPTAR			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Sps Tax Account Transcript	SPTAT			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	2011 Spouse Tax Return Transcript	SPTT13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	2011 Spouse 1040	SPTX13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Spouse 2011 W2	SPW213			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Social Security Match Verification	SSMATCH			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	State Grant On-line Hold Report	students on child support, SELF default, unit warning			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	2011 Student 1040	STAX13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Student Employment Paperwork-CHECK W KAREN	priority application - should be student employment application	5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Student Employment Paperwork-CHECK W KAREN	KatieClick Instructions	5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Student Employment Paperwork-CHECK W KAREN	Acceptance/ Decline Letters	5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Student Employment Paperwork-CHECK W KAREN	Placement Spreadsheet	5 years?		
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Student Employment Paperwork-CHECK W KAREN	End of the Year Reports	5 years?		Archives?

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Student Signed 1040X	STXAR			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Stu Tax Account Transcript	STXAT			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	2011 Student Tax Return Transcript	STXT13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Summer Child Care Application	SUCCAP			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Student 2011 W2	SW2-13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Teach Agmt to Serve	TCHATS			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Teach Grant Electronic Statement of Account				
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Tuition Ex Agreement	TEAGMT			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	College Transcript	TRANSC			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	HS Transcript	TRANSH			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	Veteran's Documents received regarding payment of chapter benefits	is budget sheet part of it?			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	1213 Dep Ver Wksht	VWDP13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	1213 Ind Ver Wksht	VWIN13			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Warning Letter - BOTH	WBOTH			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Warning Letter - CRCMP	WCRCMP			
Enroll Mgmt/Stu Affairs/IT	Financial Aid	SAP Warning Letter - GPA	WGPA			
Enroll Mgmt/Stu Affairs/IT	Health and Wellness Center	Health service - student medical records				
Enroll Mgmt/Stu Affairs/IT	Health and Wellness Center	Medical records- students				
Enroll Mgmt/Stu Affairs/IT	Information Technology	Computer maintenance agreements				
Enroll Mgmt/Stu Affairs/IT	Information Technology	Computing records, electronic backup tapes				

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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Information Technology	IT technical diagrams and systems architecture				
Enroll Mgmt/Stu Affairs/IT	Information Technology	Software licensing agreements				
Enroll Mgmt/Stu Affairs/IT	Information Technology	Software maintenance agreements				
Enroll Mgmt/Stu Affairs/IT	MIPS	Immigration papers related to international students	F-1 Student Visa	7 years	vital - while VISA is current	
Enroll Mgmt/Stu Affairs/IT	O'Neil Center for Academic Dev	Disability compliance/accommodation certificates		permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Residence Life	Background checks - Resident Advisors (Ras)	Stored in Human Resources			
Enroll Mgmt/Stu Affairs/IT	Residence Life	Incident Reports and Resident student conduct records	Stored in RMS system		Five Years (RMS records begin for academic year 2009-10, records before 2009 are paper copies stored in Residence Life Office) - - more serous incidences are saved up to 10 years depending on situation	
Enroll Mgmt/Stu Affairs/IT	Residence Life	Resident student emergency contact forms	Stored in Lotus database		Record is kept until student leaves on-campus housing	

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Residence Life	Resident student Housing & Dining Applications (single record, there isn't a dining and then a housing record, just one)	Stored in RMS system	Five Years (RMS records begin for academic year 2009-10, records before 2009 are paper copies stored in St. Mary Hall storage room) - mpls resident records are also stored in RMS starting in academic year 2009-10		
Enroll Mgmt/Stu Affairs/IT	Residence Life	Resident student medical accommodation forms	Stored in Residence Life Office, HAIS file drawer	Record is kept until student leaves on-campus housing		
Enroll Mgmt/Stu Affairs/IT	Residence Life	Summer Housing records and payments	Stored in Google and Excel on Dept shared drive	Five Years (Google records begin for summer 2012, records before 2012 are paper copies stored in St. Mary Hall storage room) some records are non-student residents		
Enroll Mgmt/Stu Affairs/IT	Student Affairs Admin.	Grievances/Complaints - students			yes	
Enroll Mgmt/Stu Affairs/IT	Student Affairs Admin.	Handbooks - Le Guide: Student Practices				Archives
Enroll Mgmt/Stu Affairs/IT	Student Affairs Admin.	Student disciplinary action documents				

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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Student Affairs Admin.	Student discipline files - exonerated				
Enroll Mgmt/Stu Affairs/IT	Student Affairs Admin.	Student discipline files - non-exonerated				
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Campus events - on various media				Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Correspondence - Student Organizations				Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Employee ID card records				
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Key access/cards - student center activities - CDC				
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Orientation Leader and Orientation Group Rosters		permanent?		Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student events				Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student Governing Group funding allocations		permanent	probably	Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student ID card records			current	
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student newspapers		permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student Organization - annual reports		permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student Organization - annual reports	Senate	permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student Organization - annual reports	Graduate Student Advisory Board	permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student Organization - annual reports	E/W/O Student Advisory Board	permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student Organization - annual reports	Minneapolis Student Advisory Board	permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student organization - minutes				Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student organization - publications				Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student Organization constitutions/chartering information		permanent	Maybe	Archives
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student Organization handbooks		permanent	Yes	Archives

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**Appendix A: Records Retention Schedule**  
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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Enroll Mgmt/Stu Affairs/IT	Student Center & Activities	Student Organization rosters of membership		permanent		Archives
Enroll Mgmt/Stu Affairs/IT	Student Life- Minneapolis					
Enroll Mgmt/Stu Affairs/IT	Student Retention	Parent Update				Archives
Enroll Mgmt/Stu Affairs/IT	Student Retention	Parents Association				
Enroll Mgmt/Stu Affairs/IT	Student Retention	reports and statistics				Archives
Enroll Mgmt/Stu Affairs/IT	Student Retention	Student Appeals/Student Contact				
External Relations	Alumnae Relations	Alumnae records	biographical cards	Permanent	permanent	Archives
External Relations	Alumnae Relations	Alumnae Association records	incorporation and dissolution documents, minutes - from separate corporation prior to being part of the Univ.	Permanent	permanent	Archives
External Relations	Development	Annuity Gift Agreements				
External Relations	Development	Credit Card transaction record- gift receipts				
External Relations	Development	Restricted contribution notification letters				
External Relations	Development	Support for endowment contributions				
External Relations	Development	Unrestricted contribution notification letters				
External Relations	Development	Constituent records	correspondence, biographical info for alums, donors, friends	Permanent	permanent	Archives
External Relations	Development	Prospect Research		Permanent	permanent	
External Relations	Development	Gift receipts		Permanent	10 years	
External Relations	Development	Life insurance	where we are the owner and beneficiary	Permanent	permanent	
External Relations	Development	Gift proposals	CFR and individual	Permanent	permanent	
External Relations	Development	Fund agreements/gift instruments		Permanent	permanent	Archives
External Relations	Development	Trust agreements	where we are the trustee	Permanent	permanent	
External Relations	Development	Annuity documentation		Permanent	permanent	
External Relations	Development	Development policies and procedures		Permanent	permanent	Archives

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
External Relations	Development	capital and comprehensive campaign records		Permanent		Archives
External Relations	MarComm	Advertising		Permanent	permanent	Archives
External Relations	MarComm	University publications	SCAN, Donor Tributes, Annual Reports	Permanent	permanent	Archives
External Relations	MarComm	Community relations documentation		Permanent	permanent	Archives?
External Relations	MarComm	News releases		Permanent	permanent	Archives
External Relations	MarComm	Recruitment materials		Permanent	permanent	Archives
Finance and Administration	Bookstores	Bookstore - sales transaction records				
Finance and Administration	Business Office	Accounts Payable - invoices and credit memos		7 Years		
Finance and Administration	Business Office	Accounts Receivable Invoices- Non Student		7 Years		
Finance and Administration	Business Office	Amortization records		permanent		Archives
Finance and Administration	Business Office	Appraisals - Gifts				
Finance and Administration	Business Office	Bank reconciliations		3 Years		
Finance and Administration	Business Office	Bank statements		3 Years		
Finance and Administration	Business Office	Brokerage statements		permanent		Archives?
Finance and Administration	Business Office	Capital asset disposals and sales		permanent		Archives?
Finance and Administration	Business Office	Capital asset records		permanent		Archives?
Finance and Administration	Business Office	Check registers - accounts payable		7 Years		
Finance and Administration	Business Office	Check registers - payroll		7 Years		
Finance and Administration	Business Office	Checks cancelled		7 Years		
Finance and Administration	Business Office	Common stock certificates		permanent		Archives?
Finance and Administration	Business Office	Correspondence - Tax related		permanent		Archives?
Finance and Administration	Business Office	Credit card transaction record - gift receipts		3 Years		

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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Business Office	Credit card transaction record - merchandise		3 Years		
Finance and Administration	Business Office	Credit card transaction record - P Cards		7 Years		
Finance and Administration	Business Office	Depreciation Schedules		permanent		Archives?
Finance and Administration	Business Office	Direct Deposit Forms		3 Years		
Finance and Administration	Business Office	Electronic Payments		7 Years		
Finance and Administration	Business Office	Employee reimbursements		7 Years		
Finance and Administration	Business Office	Financial - budget - capital plan		5 Years		
Finance and Administration	Business Office	Financial - account reconciliations		3 Years		
Finance and Administration	Business Office	Financial - Annual Audit reports		permanent		Archives?
Finance and Administration	Business Office	Financial - Annual Audit work papers		7 Years		Archives?
Finance and Administration	Business Office	Financial - budget - operating		5 Years		
Finance and Administration	Business Office	Financial - budget authorizations		5 Years		
Finance and Administration	Business Office	Financial - Budget modification forms		5 Years		
Finance and Administration	Business Office	Financial - Budget preparation files		5 Years		
Finance and Administration	Business Office	Financial - budget- Budget to Actual Analysis		5 years		
Finance and Administration	Business Office	Financial - General Ledgers		permanent		Archives?
Finance and Administration	Business Office	Financial - institutional cost analysis		5 Years		
Finance and Administration	Business Office	Financial - internal management reports		1 Year		
Finance and Administration	Business Office	Financial - Unaudited financial reports		3 Years		
Finance and Administration	Business Office	G5 Drawdown documents		7 Year		
Finance and Administration	Business Office	Garnishments/Attachments		7 Years		

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**Appendix A: Records Retention Schedule**  
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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Business Office	Government Grants (Quarterly Reporting)		Varies		
Finance and Administration	Business Office	Grant Drawdowns		Varies		
Finance and Administration	Business Office	Grant Invoices		Varies		
Finance and Administration	Business Office	Indirect Cost Rate				
Finance and Administration	Business Office	Information return - Form 941		7 Years		
Finance and Administration	Business Office	Information return - Tax form 1042-S (International students)		7 Years		
Finance and Administration	Business Office	Information return - Tax form 1099 - M (miscellaneous AP vendors)		7 Years		
Finance and Administration	Business Office	Information return - Tax form 1099 - R (annuity distribution)		7 Years		
Finance and Administration	Business Office	Information return - Tax form W-2 (earnings statements)		7 Years		
Finance and Administration	Business Office	Insurance Claims		permanent		
Finance and Administration	Business Office	Insurance policies - accident		5 Years		
Finance and Administration	Business Office	Insurance policies - liability insurance		5 Years		
Finance and Administration	Business Office	Internal Charges		5 Years		
Finance and Administration	Business Office	Journal Entry forms		3 Years		
Finance and Administration	business Office	Non government grant reporting		varies		
Finance and Administration	Business Office	Payroll - payment records		7 Years		
Finance and Administration	Business Office	Payroll - time sheets		7 Years		
Finance and Administration	Business Office	Payroll benefit deductions		7 Years		
Finance and Administration	Business Office	Payroll bonus data		7 Years		
Finance and Administration	Business Office	Payroll Employee W-4 forms				

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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Business Office	Payroll rate authorizations		7 Years		
Finance and Administration	Business Office	Payroll Union Documents				
Finance and Administration	Business Office	Payroll withholding records		7 Years		
Finance and Administration	Business Office	Restricted account documentation		7 Years		
Finance and Administration	Business Office	Sales Tax Return		7 Years		
Finance and Administration	Business Office	State Grants (Quarterly reporting)		Varies		
Finance and Administration	Business Office	Tax exempt organization documents e.g. 990, 990T, 1023		permanent		Archives?
Finance and Administration	Business Office	Travel Advances		3 Years		
Finance and Administration	Business Office	Unclaimed Property		Ten Years		
Finance and Administration	Business Office	Unemployment Insurance (MN)				
Finance and Administration	Business Office	US Bank Credit Card (AP)		7 Years		
Finance and Administration	Business Office	Vehicle records - titles		One year after disposal		
Finance and Administration	Business Office	Vehicle records - transfers/sales		One year after disposal		
Finance and Administration	Facilities Management	Appraisals - building, property, plant		permanent		Archives
Finance and Administration	Facilities Management	Blueprints - extant buildings		permanent		
Finance and Administration	Facilities Management	Blueprints - razed buildings		permanent		Archives?
Finance and Administration	Facilities Management	Building construction files		5 years		
Finance and Administration	Facilities Management	Building inspection files		5 years		
Finance and Administration	Facilities Management	Building permits		7 years		
Finance and Administration	Facilities Management	Buildings on campus - construction specifications		Life time of the building		
Finance and Administration	Facilities Management	Buildings on campus - inspections		3 years		

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Facilities Management	Contracts - construction		5 years		
Finance and Administration	Facilities Management	Easements/Rights of Way		permanent		Archives?
Finance and Administration	Facilities Management	Environmental impact studies		permanent		Archives
Finance and Administration	Facilities Management	Environmental monitoring reports		7 years		
Finance and Administration	Facilities Management	Equipment maintenance agreements		permanent		
Finance and Administration	Facilities Management	Facilities safety checklist/files		permanent		
Finance and Administration	Facilities Management	Geological reports		permanent		Archives
Finance and Administration	Facilities Management	Hazardous waste records		permanent		Archives?
Finance and Administration	Facilities Management	Maintenance work orders		2 years		
Finance and Administration	Facilities Management	Maps/plats - campus		permanent		Archives?
Finance and Administration	Facilities Management	Physical plant work orders		2 years		
Finance and Administration	Facilities Management	Vendor/contractor ID card records				
Finance and Administration	Facilities Management	Zoning documents		permanent		Archives?
Finance and Administration	Human Resources	403(b) Salary Reduction Forms				
Finance and Administration	Human Resources	Additional Faculty Payment Forms				
Finance and Administration	Human Resources	Additional Staff Payment Forms				
Finance and Administration	Human Resources	Affirmative action programs				
Finance and Administration	Human Resources	Annual Increase letters				
Finance and Administration	Human Resources	Awards/Commendations				Archives
Finance and Administration	Human Resources	Beneficiary Forms				
Finance and Administration	Human Resources	Benefit Deduction Change Forms				

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Human Resources	Benefit Enrollment Forms				
Finance and Administration	Human Resources	Certificate of age.				
Finance and Administration	Human Resources	Cobra Information				
Finance and Administration	Human Resources	Conflict of interest disclosure forms				
Finance and Administration	Human Resources	Contracts - Union				
Finance and Administration	Human Resources	Correspondence				
Finance and Administration	Human Resources	Criminal/Driving Background Checks				
Finance and Administration	Human Resources	Data Standards Form				
Finance and Administration	Human Resources	Dental Enrollment Forms				
Finance and Administration	Human Resources	Directories - Faculty and Staff				Archives
Finance and Administration	Human Resources	Disclosure of ERISA plan descriptions and reports.				
Finance and Administration	Human Resources	Drivers Training verification				
Finance and Administration	Human Resources	Drivers Van Orientation verification				
Finance and Administration	Human Resources	Earnings records (time cards, rate tables, work schedules).				
Finance and Administration	Human Resources	EEO-1 reports (100+ employees)				
Finance and Administration	Human Resources	Employee training records				
Finance and Administration	Human Resources	Employee biography files				Archives?
Finance and Administration	Human Resources	Employee disciplinary action documents/Counseling forms				
Finance and Administration	Human Resources	Employee medical records regarding exposure. Include MSDS sheets.				
Finance and Administration	Human Resources	Employee safety records				

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Human Resources	Employment Agreements				
Finance and Administration	Human Resources	Employment and aptitude tests.				
Finance and Administration	Human Resources	Employment Discrimination charges				
Finance and Administration	Human Resources	Employment Verifications				
Finance and Administration	Human Resources	Faculty Contracts				
Finance and Administration	Human Resources	FMLA Claims				
Finance and Administration	Human Resources	Grievances/Complaints - labor unions				
Finance and Administration	Human Resources	Handbook Acknowledgement form				
Finance and Administration	Human Resources	Handbooks - Employee				Archives
Finance and Administration	Human Resources	I-9 Form				
Finance and Administration	Human Resources	Injury frequency reports				
Finance and Administration	Human Resources	Insurance claims - group insurance - health/dental				
Finance and Administration	Human Resources	Insurance claims - worker's compensation				
Finance and Administration	Human Resources	Insurance policies - employees				
Finance and Administration	Human Resources	Job advertisements and job orders to employment agencies for recruitment.				
Finance and Administration	Human Resources	Job Classification records				
Finance and Administration	Human Resources	Layoff and termination records				
Finance and Administration	Human Resources	Life/ADD Insurance Forms				
Finance and Administration	Human Resources	LTD Claims				
Finance and Administration	Human Resources	Medical Enrollment Forms				

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Human Resources	Military Records				
Finance and Administration	Human Resources	Military records - employees				
Finance and Administration	Human Resources	New Employee Information Sheet				
Finance and Administration	Human Resources	New Employee Orientation Form				
Finance and Administration	Human Resources	Organization charts - departmental				Archives
Finance and Administration	Human Resources	OSHA reporting records				
Finance and Administration	Human Resources	Payroll records.				
Finance and Administration	Human Resources	Pension Estimates				
Finance and Administration	Human Resources	Performance Appraisals				
Finance and Administration	Human Resources	Personnel Action Form				
Finance and Administration	Human Resources	Personnel Correspondence				
Finance and Administration	Human Resources	Position Description				Archives
Finance and Administration	Human Resources	Records of additions to or deductions from wages paid.				
Finance and Administration	Human Resources	Recruitment/Search Committee Files				Archives? for key employees
Finance and Administration	Human Resources	Results of physical exams for hiring.				
Finance and Administration	Human Resources	Resume/CV/Application				Archives
Finance and Administration	Human Resources	Salary Surveys (AAUP/CUPA/HR Section of IPEDS)				
Finance and Administration	Human Resources	Seperation Checklist				
Finance and Administration	Human Resources	STD Claims				
Finance and Administration	Human Resources	Student Employment Certifications - AY				

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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Human Resources	Student Employment Certifications - Summer				
Finance and Administration	Human Resources	Student Stipends				
Finance and Administration	Human Resources	TIAA/Fidelity Enrollment Forms				
Finance and Administration	Human Resources	Tuition Remission Forms				
Finance and Administration	Human Resources	Vehical/Fleet Policy Acknowledgement				
Finance and Administration	Human Resources	Welcome Letter				
Finance and Administration	Human Resources	Whistleblower investigation files				
Finance and Administration	Human Resources	Work Comp Claims				
Finance and Administration	Procurement & Auxill. Services	Annual Dept. Financial Operation Summary Rpts				Archives
Finance and Administration	Procurement & Auxill. Services	Bids - accepted				
Finance and Administration	Procurement & Auxill. Services	Bids - requested				
Finance and Administration	Procurement & Auxill. Services	Book and textbook orders				
Finance and Administration	Procurement & Auxill. Services	Central Stores Inventory Records				
Finance and Administration	Procurement & Auxill. Services	Contracts - copy/mailling services		5 years		
Finance and Administration	Procurement & Auxill. Services	Contracts - correspondence				
Finance and Administration	Procurement & Auxill. Services	Contracts - food service operations		5 years		
Finance and Administration	Procurement & Auxill. Services	Contracts - general purchase contracts				
Finance and Administration	Procurement & Auxill. Services	Contracts - renegotiated		5 years		
Finance and Administration	Procurement & Auxill. Services	Contracts - vending machines				
Finance and Administration	Procurement & Auxill. Services	Contracts - waivers/notarized		5 years		
Finance and Administration	Procurement & Auxill. Services	Contracts and leases - equipments				

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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Procurement & Auxill. Services	Maintenance Agreements				
Finance and Administration	Procurement & Auxill. Services	Procurement, Shipping and Receiving Records				
Finance and Administration	Procurement & Auxill. Services	Purchase history reports				
Finance and Administration	Procurement & Auxill. Services	Purchase orders				
Finance and Administration	Procurement & Auxill. Services	Requests for Proposal - (RFP)				
Finance and Administration	Public Safety	Accident reports		7 Years		
Finance and Administration	Public Safety	Buildings on campus - key/access records for non-residential		7 Years		
Finance and Administration	Public Safety	Campus Crime Log		7 Years		
Finance and Administration	Public Safety	Campus Crime Report		7 Years		
Finance and Administration	Public Safety	Crime reporting and statistics		7 Years		Archives?
Finance and Administration	Public Safety	Fingerprints - safety and security staff				
Finance and Administration	Public Safety	Incident reports - safety and security		7 Years		
Finance and Administration	Public Safety	Public Safety - fingerprints				
Finance and Administration	Public Safety	Public Safety - incident reports		7 Years		
Finance and Administration	Public Safety	Vehicle records - accident file		7 Years		
Finance and Administration	Public Safety	Vehicle records - driver license records				
Finance and Administration	Public Safety	Vehicle records - mileage logs				
Finance and Administration	Public Safety	Vehicle records - operations & maintenance				

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Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Student Accounts	1098-T Student Records and IRS Records		3 years from reporting due date (February 28 paper filing or March 31 electronic filing) or have the ability to reconstruct the data		
Finance and Administration	Student Accounts	Advance payments - student housing		7 Years		
Finance and Administration	Student Accounts	Annual Operating Report(s)		CY + 7 years		Archives?
Finance and Administration	Student Accounts	Appeals Committee Documentation		6 years from date of decision		
Finance and Administration	Student Accounts	Cash Deposit Slips		CY + 3 years		
Finance and Administration	Student Accounts	Cash Disbursements		CY + 3 years		
Finance and Administration	Student Accounts	Cash Receipts		CY + 7 years		
Finance and Administration	Student Accounts	Cash Reconciliation Work Papers		CY + 3 years		
Finance and Administration	Student Accounts	Correspondence		CY + 3 years		
Finance and Administration	Student Accounts	Credit card transaction record - student accounts		CY + 7 years		
Finance and Administration	Student Accounts	Credit reports & ratings		3rd party/are not retained by University		
Finance and Administration	Student Accounts	Daily Cashier Reconciliation		CY + 7 years		
Finance and Administration	Student Accounts	Fee Assessment forms				
Finance and Administration	Student Accounts	Information return - Tax form 1098 T		7 Years		
Finance and Administration	Student Accounts	Nursing Approved and Internal Write-Offs		Permanent		

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Student Accounts	Nursing Loan Student Records		5 years from date loan was assigned, cancelled, or repaid		
Finance and Administration	Student Accounts	Perkins Loan Student Records		3 years from date loan was assigned to the gov, cancelled, or repaid		
Finance and Administration	Student Accounts	Perkins or Nursing Loans repaid by the school		Permanent		
Finance and Administration	Student Accounts	Petty cash records		7 Years		
Finance and Administration	Student Accounts	Record of Student Account Data		Permanent (25 years)		Archives?
Finance and Administration	Student Accounts	Student Accounts Bank Deposit Slips		CY + 3 years		
Finance and Administration	Student Accounts	Student AR Inactive / Written Off		CY + 7 years		
Finance and Administration	Student Accounts	Student AR - write-offs				
Finance and Administration	Student Accounts	Student AR 3rd Party Billing Authorizations & Invoices		CY + 7 years		
Finance and Administration	Student Accounts	Student AR Bankruptcy Discharge		7 years		
Finance and Administration	Student Accounts	Student AR Bankruptcy Notification		7 years from date of Discharge		
Finance and Administration	Student Accounts	Student AR Billing Statements		CY + 7 years		
Finance and Administration	Student Accounts	Student AR Collection Accounts		CY + 7 years		
Finance and Administration	Student Accounts	Student AR Delinquency Notifications		CY + 7 years		
Finance and Administration	Student Accounts	Student AR FYE Aging Report(s)		Permanent		Archives?
Finance and Administration	Student Accounts	Student AR Internal Student Contracts		7 years		
Finance and Administration	Student Accounts	Student AR NSF checks		CY + 7 years		

Master Record Holders are responsible for retention of the official copy of the all records. See the Records Management Policy for procedures.

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Student Accounts	Student AR Outside Contracts/3rd Party Vendors		3 fiscal years after the expiration or termination of the contract or the last payment date, whichever occurs last		
Finance and Administration	Student Accounts	Student AR Refund Documentation		CY + 7 years		
Finance and Administration	Student Accounts	Student AR Refund Documentation		CY + 3 years		
Finance and Administration	Student Accounts	Student AR Scholarship Gift Reports		CY + 7 years		
Finance and Administration	Student Accounts	Student Loans - paid in full notifications				
Finance and Administration	Student Accounts	Tuition and Fee Charges		Permanent		Archives?
Finance and Administration	The O'Shaughnessy	Space/event rentals/contracts		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Abstracts - Land or Court		permanent		Archives
Finance and Administration	Vice President - Fin. & Admin.	Bonds - cancelled		7 Years		
Finance and Administration	Vice President - Fin. & Admin.	Bonds - coupons		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Bonds - registers		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Bonds - reporting		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Court papers - litigation		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Debt		? Permanent		
Finance and Administration	Vice President - Fin. & Admin.	Deeds		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Investment		? Permanent		
Finance and Administration	Vice President - Fin. & Admin.	Legal affidavits		permanent		Archives?

**Appendix A: Records Retention Schedule**  
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Updates as of July 29, 2013

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Finance and Administration	Vice President - Fin. & Admin.	Legal claims - closed - no legal action		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Legal claims - litigated		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Legal claims - pending		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Options - Property				
Finance and Administration	Vice President - Fin. & Admin.	Options - Stock				
Finance and Administration	Vice President - Fin. & Admin.	Patent and Trademark records		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Property titles		permanent		Archives?
Finance and Administration	Vice President - Fin. & Admin.	Refinance		? Permanent		
Finance and Administration	Vice President - Fin. & Admin.	Trademarks/Logo files		permanent		Archives?
Office of the President	Presidential Admin.	ACTC Charter and By-Laws		permanent		Archives
Office of the President	Presidential Admin.	Amicus Curiae Briefs		permanent		Archives
Office of the President	Presidential Admin.	Articles of incorporation - College		permanent		Archives
Office of the President	Presidential Admin.	Board of Trustees - endowment fund reports		permanent		Archives
Office of the President	Presidential Admin.	Board of Trustees - investment reports		permanent		Archives
Office of the President	Presidential Admin.	Board of Trustees - minutes		permanent		Archives
Office of the President	Presidential Admin.	Board Resolutions		permanent		Archives
Office of the President	Presidential Admin.	Bylaws - College		permanent		Archives
Office of the President	Presidential Admin.	Charitable Organization registration statements		permanent		Archives

Master Record Holders are responsible for retention of the official copy of the all records. See the Records Management Policy for procedures.

Organizational Unit	Master Record Holder	Document Title	Supplemental Description	Retention Period	Vital	Disposition
Office of the President	Presidential Admin.	Commencement programs		copies to archives annually, retention in Pres. Ofc needs to be redefined/refined		Archives
Office of the President	Presidential Admin.	Convocations		TBD		Archives
Office of the President	Presidential Admin.	Correspondence - Officers		TBD		Archives
Office of the President	Presidential Admin.	Correspondence - President's Office		TBD		Archives
Office of the President	Presidential Admin.	Meeting events, services, space rentals		not permanent - yrs to keep tbd		Archives?
Office of the President	Presidential Admin.	Organization charts - institutional		permanent		Archives
Office of the President	Presidential Admin.	Policy statements		permanent		Archives
Office of the President	Presidential Admin.	Strategic plans - long term - institutional		permanent		Archives

**Health related accrediting bodies:**

- Accreditation Council for Education in Nutrition and Dietetics (ACEND)
- Accreditation Council for Occupational Therapy Education (ACOTE)
- Accreditation Review Commission on Education for the Physician Assistant
- American Orthoptic Council (AOC)
- Commission for the Accreditation of Allied Health Education Programs
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- Commission on Accreditation of Ophthalmic Medical Programs
- Commission on Accreditation for Respiratory Care
- Commission on Accreditation in Physical Therapy Education (CAPTE)
- Council on Social Work Education
- Joint Commission on Allied Health Personnel in Ophthalmology
- Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
- Joint Review Committee on Education in Radiology Technology (JRCERT)
- Minnesota Board of Nursing
- Minnesota Department of Health
- National Accrediting Agency for Clinical Laboratory Sciences
- National League for Nursing Accrediting Commission

**Non health related accrediting bodies:**

- American Chemical Society
- American Library Association (ALA)
- Commission on Collegiate Interpreter Education (CCIE)
- Minnesota Office of Higher Education Registration
- Montessori Accreditation Council for Teacher Education (MACTE)

**Notes:**

- Institutional Accreditation: The Higher Learning Commission and a member of the North Central Association of Colleges and Schools (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504 or [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org))
- St. Catherine University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

## Records Management Policy – Appendix C Other Regulatory Bodies

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

**St. Catherine University Library  
Archives and Special Collections  
Transfer of University Records**



*FOR ARCHIVES USE ONLY*

Date:

Accession number:

RG number:

Prepared by (full name):

Date:

Phone:

Email:

**Information About Your Department**

---

Department Name:

Records Creator (department if different, office, or person):

**Information About the Box(es)**

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Number of boxes:

Date span of contents:

Brief description of records (types of documents, descriptive information, how organized, etc.):

Do the records contain confidential information?

Yes

No

Which boxes have the confidential information?

Indicate all that apply:

Social Security numbers

Student academic performance

Evaluation and discipline

Student financial

Medical

Other:

**Terms of Transfer:**

1. Records become the property of the University Archives upon transfer.
2. The University Archives has the right to dispose of records it determines to have no long-term value.  
If you wish to have unwanted records returned to your department, initial here \_\_\_\_\_

I understand the terms and conditions outlined above and transfer the specified material to the St. Catherine University Archives and Special Collections.

Signature:

Date:

University Archivist's Signature:

Date:



