

FAIRLEIGH DICKINSON UNIVERSITY  
FINANCE OFFICE

Finance Record Retention Schedule  
Fiscal Year 2009-10

Record/Document Name or Type	Number of Years	Division	Department
1099 Forms	Shredded after 10 years	Finance	Accounts Payable
Accounts Payable Ledgers	Current Year + 1	Finance	Accounts Payable
Accounts Payable Records	Current Year + 7	Finance	Accounts Payable
Accounts Receivable (Miscellaneous)	Current Year + 7	Finance	Accounting
Annual Budget	Permanent	Finance	Resource & Allocation
Annual Financial Report Working Papers	Permanent	Finance	Accounting
Annual Financial Statements (Audited)	Permanent	Finance	Accounting
Bad Debts (Journal Entry Backup)	Permanent	Finance	Accounting
Bank--Cancelled Checks	Current Year + 7	Finance	Accounting
Bank Reconciliation	Current Year + 7	Finance	Accounting
Bank Statements	Current Year + 7	Finance	Accounting
Bills of Lading	Current Year + 7	Finance	Accounts Payable
Bond Indentures	Permanent	Finance	Treasury Operations
Cash Receipt Register	Current Year + 1	Finance	Accounting
Cash Receipts, Deposits	Current Year + 7	Finance	Accounting
Certificates of Deposit	Until cashed & audited	Finance	Accounting
Certificates of Stock, Bonds, etc.	Until cashed & audited	Finance	Accounting
Collection Agency Statements	Three Years	Finance	Credit & Collections
Credit Memos	Current Year + 7	Finance	Accounting
Endowment Initial Unitization Logic	Permanent	Finance	Accounting
Endowment Quarterly Unitization Schedules	Permanent	Finance	Accounting
Endowment & Scholarship Gift Files	Permanent	Finance	Accounting
Expense Reports (Accounts Payable)	Current Year + 7	Finance	Accounts Payable
FISAP Reports (Including Federal Work Study)	Permanent	Finance	Student Loans
Fixed Asset Additions--Substantiating Documents	Permanent	Finance	Resource & Allocation
Fixed Asset Inventory Document	Permanent	Finance	Resource & Allocation
Fixed Asset Retirements--Related Details	Permanent	Finance	Resource & Allocation
General Ledger Transaction Report	Permanent	Finance	Accounting
General Ledger/Journal and Supporting Documents	Permanent	Finance	Accounting
Grant Documents & Related Information	5 years after completion of grant activity	Finance	Accounting
Income Tax Payment Checks - Wire Requests	Permanent	Finance	Accounting
Interdepartmental Billing	Permanent	Finance	Accounting
Journal Entry	Permanent	Finance	Accounting
Perkins Loan Activity Reports and Files	Permanent	Finance	Student Loans
Purchase Order Cancellation	Current Year + 7	Finance	Purchasing
Purchase Order Documentation	Current Year + 7	Finance	Purchasing
Purchase Order Line Item	Current Year + 7	Finance	Purchasing
Purchase Orders/Requisitions	Current Year + 7	Finance	Purchasing
Purchase Order, Vendor Invoices	Current Year + 7	Finance	Purchasing
Purchase Records (unless otherwise defined)	Current Year + 7	Finance	Purchasing
Real Property	Indefinitely	Finance	Resource & Allocation
Shipping and Receiving Reports	Current Year + 7	Finance	Accounts Payable
Shipping Papers	Indefinitely	Finance	Accounts Payable
Student Loan Ledger (FYE Run)	Permanent	Finance	Student Loans
Student Receivable--Drop/Add Records	Current Year + 7	Finance	Student Loans
Student Receivable--Individual Student Files	Current Year + 7	Finance	Student Loans
Student Receivable Ledgers	Current Year + 7	Finance	Accounting
Student Receivable Transactions (Daily Work)	Current Year + 7	Finance	Accounting
Student Repayment Deposits	Two Years	Finance	Student Loans
Student Balance Write-offs	Until Scanned, Then Permanent	Finance	Credit & Collections
Tax Correspondence	Permanent	Finance	Accounting
Tax Records of Employee Wages	Permanent	Finance	Accounting
Tax Return Support	Permanent	Finance	Accounting
Tax Returns and Work Papers	Permanent	Finance	Accounting
Trial Balance (FYE Run)	Permanent	Finance	Accounting
Trust/Bequests	Indefinitely	Finance	Accounting

Human Resources Document Retention

**EMPLOYMENT RECORD KEEPING**

Statute	Records to be Retained	Period of Retention***	Form of Retention
<b>Title VII, 1964 Civil Rights Act</b> prohibits discrimination on the basis of race, sex, color, religion and national origin.	Personnel or employment records made or kept by employer, including but not limited to: application forms, applicant flow logs and data, records concerning hiring, promotion, demotion, transfer, layoff or termination, rates of pay and terms of compensation and selection for training or apprenticeship. Reports required from apprenticeship or training programs.	One year from date record made or personnel action taken, or termination of employment, whichever is later.	Documentation (information on race, sex or national origin may be obtained by visual surveys of workforce or from post-hire records; medical records kept separate from basic personnel or other records available to those responsible for personnel decisions).
<b>ADEA</b> Age Discrimination in Employment Act protects persons forty years of age or older from age discrimination. Certain state statutes protect all persons from age discrimination, regardless of age.	a) Payroll or other records containing employee's name, address, date of birth, occupation, rate of pay, and compensation earned per week.	a) Three years.	a) Documentation. Records must be kept in a safe and accessible place.
	b) Personnel and/or employment records relating to (1) job applications, resumes, job advertisements (which include applications for temporary positions) and records pertaining to failure or refusal to hire; (2) promotion, demotion, transfer, selection for training, layoff, recall or discharge; (3) job orders submitted to employment agencies or unions; (4) employment agencies must keep records on placements, referrals, job orders by employers, applications, test papers completed by applicant as part of selection process; and advertisements or notices relative to job openings.	b) One year from personnel action to which record relates.	b) Results of physical examinations that are part of the selection process, occupational health/medical records, records as to age/date of birth maintained apart from routine personnel data, and access restricted.
	c) Employee benefit plans, written seniority or merit rating systems.	c) Full period plan or system is in effect, plus one year after termination.	c) If plan or system not in writing, retain summary memorandum.
	d) Personnel records relevant to enforcement action brought against employer.	d) Until final disposition of action.	d) Documentation.
<b>FLSA</b> Fair Labor Standards Act requires covered employers to pay non-exempt employees minimum hourly rate plus time and a half after 40 hours; contains child labor restrictions; addresses equal pay coverage.	a) Records containing employee information, payroll records, individual contracts or collective bargaining agreements, applicable certificates and notices of Wage-Hour administrator, sales and purchase records.	a) Three years from last working time entry.  <i>Note:</i> IRS may require longer retention period (6-7 years).	Documentation, including any reasonable reproducible computer records. (Microfilm permissible if employer willing to provide adequate viewing facilities and make any extension, recomputation, or transcript of film that may be requested. Punched tape permissible if records can be readily converted to reviewable form.)
	b) Basic employment and earnings records; wage rate tables from last effective date; work time schedules and actual hours worked from last effective date, order, shipping and billing records; records of additions to or deductions from wages paid; time records and documentation of basis for payment of any wage differential to employees of opposite sex in same establishment.	b) Two years.	
<b>EPA</b> Equal Pay Act prohibits sex-based wage discrimination in compensation for equal work.	Employers covered by EPA required to make and preserve identical records required of employers by FLSA. Also records made in the course of business that relate to payment of wages, wage rates, job evaluations, job descriptions, merit and seniority systems, collective bargaining agreements, and descriptions explaining pay differentials between the sexes.	Three years.	Documentation.

Statute	Records to be Retained	Period of Retention***	Form of Retention
<b>ADA</b> Americans with Disabilities Act makes it unlawful to discriminate against a qualified individual with a disability.	Personnel or employment records made or kept by employer, including application forms, applicant flow logs and data, records concerning hiring, promotion, demotion, transfer, layoff termination, rates of pay, terms of compensation, selection for training or apprenticeship. Reports required from apprenticeship or training programs.	One year from date record made or personnel action taken, or termination, whichever is later.	Documentation. Medical records kept separate from basic personnel or other records available to those responsible for personnel decisions.
<b>FMLA</b> Family and Medical Leave Act requires employers of 50 or more workers to provide 12 weeks of unpaid, job-protected leave for birth of child, placement of child for adoption, serious health condition of child, parent or spouse, or employee's own serious health condition	Make and preserve the same records under the FMLA as are required under the FLSA. In addition to basic payroll data,* the dates and hours (if less than full day) of FMLA leave taken, copies of employer notices, documents describing employee leave benefits and policies, premium payments of employee benefits, and records of disputes with employees over FMLA benefits.	Three years.	Keep and preserve records in accordance with FLSA. Documentation** may be maintained and preserved on microfilm or other basic source document of automated data processing memory, provided adequate projection or viewing equipment is available, reproductions clear and identifiable, and transcriptions available upon request.
<b>REHAB Act</b> Rehabilitation Act requires affirmative action to employ and advance in employment qualified persons with disabilities.	Federal contractors and subcontractors: For applicants and employees with disabilities, including those involuntarily terminated, records including, but not limited to, those relating to requests for reasonable accommodation, the results of any physical examination, job advertisements and postings, applications and resumes, tests and test results, interview notes, and other records as to hiring, assignment, promotion, demotion, transfer, lay-off or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship.	Two years from date record made or personnel action occurred; for contractors with fewer than 150 employees or government contracts of less than \$150,000, retention one year.	Complete records accessible during normal business hours for on-site compliance reviews and compliance investigations, and for inspection and copying of documents, including computerized records.
<b>Vietnam Era Veterans' Readjustment Assistance Act</b> VEVRAA requires affirmative action to employ qualified Special Disabled Veterans, Veterans of the Vietnam era, or Veteran's of the Southwest Asia Theatre of Operations (8/2/90-1/2/92; Persian Gulf).	a) Personnel or employment records made or kept by contractor, including records of jobs posted with state agencies, requests for reasonable accommodation, results of any physical examination(s), job advertisements and postings, applications and resumes, tests and test results, interview notes, and other records concerning hiring, assignment, promotion, demotion, transfer, layoff, or termination, rates of pay or other terms of compensation, and selection for training or apprenticeship.	a) Two years from date record made or personnel action occurred, whichever occurs later. One year, if contractor has fewer than 150 employees or does not have contract for at least \$150,000.	Documentation. Records must be complete and accessible during normal business hours at place(s) of business, for purposes of on-site compliance, evaluations, as well as compliance investigations and inspection and copying of books, accounts and records, including computerized records and material relevant to matter under investigation. Records containing medical information kept separate from personnel files.
	b) Records of employees involuntarily terminated. Federal contractors, subcontractors with contracts of \$10,000 or more; copies of reports made to state employment service on number of individuals hired during reporting period; number of Vietnam-era veterans, both disabled and non-disabled; total number of disabled veterans hired; related documentation, such as personnel records on job openings, recruitment, and placement.	b) Two years from termination; one year, if contractor has fewer than 150 employees or does not have contract for at least \$150,000.	
<b>Executive Order</b> E.O. 11246, as amended, prohibits job discrimination and requires affirmation action based on race, color, religion, national origin or sex.	Federal contractors and subcontractors required to develop written affirmative action program(s); Current written AAP(s) and supporting documentation of "good faith efforts," including workforce analyses of minority representation and utilization evaluation of current employment, availability, hiring employment/practices for the past year, including recruitment sources, as well as upgrading, transfer and promotion	Federal contractors covered by Order retain employment records for two years from date record was made or action occurred, whichever is later. Contractors with fewer than 150 employees and a government contract	Documentation. Records must be complete, accessible on premises during normal business hours, and available for inspection and copying. Personnel and employment or other related records to be furnished in form requested and within reasonable limits when deemed necessary for administration of on-site compliance review. Includes computerized records and other material relevant to the



Statute	Records to be Retained	Period of Retention***	Form of Retention
	practices to determine whether equal employment opportunity is available; other records and documents relating to compliance with applicable EEO nondiscrimination and affirmative action requirements, including records and documentation on nature and use of tests, validations of tests, and test results as required; records pertaining to construction industry EEO plans and requirements; records relevant to complaints.	of less than \$150,000 (one year).	matter under investigation. Records containing medical information kept separate from personnel files.
ERISA Employee Retirement Income Security Act	a) Records providing basis for all required plan descriptions or reports, or necessary to certify information, including vouchers, worksheets, receipts and applicable resolutions.	a) Not less than six years after filing date of documents based on information they contain.	a) Documentation. Records must be in sufficient detail to provide basic information so documents may be verified, explained, or clarified and checked for accuracy and completeness.
	b) Records pertaining to each employee-participant in the plan for determinations of benefits that are due or may become due.	b) As long as relevant.	b) Documentation. Records must be in sufficient detail to provide basic information by which documents may be verified, explained, or clarified and checked for accuracy and completeness.
IRCA Immigration Reform and Control Act	INS Form I-9, Employment Eligibility Verification Form.	Three years after hiring or one year after date of termination, whichever is later.	INS Form I-9, signed by the employee and employer, available on request.
OSHA Occupational Safety and Health Act requires that place of employment in non- exempt industries be free of recognized hazards that might cause serious injury or death.	a) Log and Summary of Occupational Injuries and Illnesses briefly describing recordable cases of injury and illness, extent and outcome of each incident, and summary tables for calendar year.	a) Five years following end of year to which records relate.	a) OSHA Form 200. (NOTE: Private equivalent maybe substituted.)
	b) Supplemental record, containing more detailed information for each occurrence of injury or illness.	b) Five years following end of year to which records relate.	b) OSHA Form 101 (NOTE: Private equivalent maybe substituted).
	c) Complete records of all medical examinations required by law.	c) Duration of employment plus 30 years, unless a specific OSHA standard provides for a different time period.	c) Documentation. Microfilm storage of employee x-rays, except chest x-rays, is permitted.
	d) Exposure and medical records of employee exposed to potentially toxic substances and harmful physical agents to be monitored or measured.	d) 30 years. First-aid records, experimental toxicological research records and medical records of short-term employees (workers employed for less than one year) exempt from records retention requirements.	d) Documentation. Microfilm storage of employee x-rays, except chest x-rays, is permitted.

\*If employees are not subject to FLSA record-keeping requirements for purposes of minimum wage or overtime compliance (i.e., are not covered by or are exempt from FLSA), employers need not keep a record of actual hours worked, so long as eligibility for FMLA leave is presumed for any employee who has been employed at least 12 months. And, for an employee who takes FMLA leave intermittently, or on a reduced leave schedule, the employer and employee agree on the employee's normal scheduled average hours worked each week and reduce that agreement to a written record that is maintained in accordance with FMLA requirements.

\*\*Under FMLA and Rehab. Act, records and documents relating to medical certifications, recertifications, or medical histories of employees or their family member(s), are to be maintained in separate files and be treated (with certain exceptions) as conditional medical records.

\*\*\*If enforcement proceedings have begun, this requirement can be extended.

N.B. State laws or regulations also may specify retention periods for a wide range of records, including personnel files, occupational safety and health records, training records, leave records, wage records and unemployment insurance records. Employers that operate in more than one state have to be particularly careful in establishing a record system that takes into account the many variations of state record-keeping, reporting and retention requirements.

**RECORD RETENTION POLICIES**  
OFFICE OF THE PROVOST  
METROPOLITAN CAMPUS

**ROOM RESERVATIONS**

- Forms for internal reservations are maintained for one year.
- Folders for external reservations (including contract, room reservation form, correspondence, rental charges, etc.) are maintained for two years.
- Copies of check deposits to Finance are maintained for seven years. Beginning September 2009, Finance required copies of external reservation contracts and rental statements for the yearly audit.
- On-line reservation program (LIBRIS) stores reservation information for two years.

**ALL FORMS FOR THE CAMPUS PROVOST**

- Including purchase orders, PINS, PRFS, special payroll notices, student forms, check requests, hiring packets, etc
- The above forms maintained for seven years.
- Provost correspondence files date back to 1996.

**FACULTY FILES**

- Faculty files (including hiring packets, faculty evaluations, SPNS and correspondence) go back 1996.
- Retired and deceased faculty files are kept separate from current faculty files.
- The official faculty files are maintained by each college (per Human Resources).

**STAFF FILES**

- Staff files (including hiring packets, SPNS, correspondence, etc.) go back to 1996.
- Seven years after a staff member leaves the University, the file are shred (per Human Resources).

**SPECIAL ACCOMMODATIONS FILES**

- Files maintained since 2003/2004 when Dr. Greenfield assumed this responsibility for students with special needs at the Metropolitan Campus. The Counseling Center has archives for these students which also go back to 2003/2004.
- The files include the following:
  - Special needs disclosure form, request for specific accommodations, recommendation from special needs committee and Dr. Greenfield's letter to applicant regarding the committee's decision.

All forms/files which are purged are shred.

Copies of many department records are sent to the Office of the Provost as an FYI. The department maintains the original records. These records include, telephone bills, budget printouts, Board of Trustee information, reconciliation statements from the Division of Student Affairs, etc.

Office of the General Counsel  
Document Retention Schedule

	TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Agreements	Intellectual Property Agreements (i.e., Licenses, Options, Settlement Agreements (Including For Interferences), Interinstitutional Agreements)	University Advancement	Permanent
Agreements	Employment Agreements	Office of General Counsel	7 years after employment ends
Agreements	Intellectual Property Agreements	Office of General Counsel	Permanent
Agreements	Real Estate Sales Agreement		5 Years From Expiration / Termination of the Agreement
Board of Trustees	Board of Trustee Agenda, Meeting Minutes, Notices & Corresponding Materials	Office of General Counsel	Permanent
Board of Trustees	Board of Trustee and Committee Membership Lists	Office of General Counsel	Permanent
Board of Trustees	Board of Trustee and Committee Resolutions, Motions, Enactments	Office of General Counsel	Permanent
Board of Trustees	Board of Trustee Committee Agendas, Meeting Minutes, Notices & Corresponding Materials	Department Responsible for Managing Meetings	Permanent
Board of Trustees	Board of Trustee Committee Related Documentation and Correspondence	Department Responsible for Managing Meetings	Permanent
Board of Trustees	Board of Trustee Minutes	Office of General Counsel	Permanent
Board of Trustees	Board of Trustees Completed Conflict of Interest Forms (Trustees)	Office of General Counsel	Permanent
Board of Trustees	Board of Trustees Policies, Procedures and Protocols	Office of General Counsel	Permanent
Board of Trustees	By-laws	Office of General Counsel	Permanent
Board of Trustees	Trustee Curriculum Vitae	University Advancement	Permanent

	TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
Corporate Documents	Governing Records, i.e., Charter, Articles of Incorporation, Merger or Division and Related Documentation	Office of General Counsel	Permanent
Intellectual Property	Copyright Records	Office of General Counsel	Permanent
Intellectual Property	Patent Records	Office of General Counsel	Permanent
Intellectual Property	Trademark Records	Office of General Counsel	Permanent
Legal	Claims (University Not a Party) Subpoenas/Document Requests	Office of General Counsel	1 Year
Legal	Claims Preservation Notice (Litigation Hold Notice)	Office of General Counsel	One (1) Year After Final Disposition of Claim
Legal	Claims Subpoenas/Document Requests	Office of General Counsel	One (1) Year After Final Disposition of Claim
Legal	Consent Orders	Office of General Counsel	Permanent
Legal	Court Orders	Office of General Counsel	Permanent
Legal	Judgments	Office of General Counsel	Permanent
Legal	Litigation Files	Office of General Counsel	5 years after termination of litigation
Legal	Releases	Office of General Counsel	Permanent
Legal	Settlements	Office of General Counsel	Permanent
Real Estate	Leases	Office of General Counsel	5 years after termination of lease
Real Estate	Preparatory/Acquisition Documents (e.g. Closing Documents / Binder, Due Diligence, Legal Descriptions, Maps, Drawings, Surveys, Titles, and Deeds)	Office of General Counsel	Permanent
Real Estate	Property Deeds, Easements, Licenses, Rights of Way, Leases, Rights of First Refusal, Remainder Interests, Mortgages	Office of General Counsel	Permanent
Real Estate	Real Estate Correspondence	Office of General Counsel	5 Years
Real Estate	Title Insurance Policies	Office of General Counsel	Permanent
Real Estate	Zoning Records (including but not limited to variances, special use)	Office of General Counsel	Permanent



Wroxton College  
Document Retention Schedule

TYPE OF RECORD	OFFICIAL REPOSITORY	DURATION
All financial records	Director of Operations	7 years
Student examination papers	Director of Operations	3 years
Student records	Director of Operations	Permanent
All other documents	Director of Operations	Dependent upon expected historical interest (and storage space)

# Petrocelli College Document Retention

## Undergraduate Records

### ***Associate Degree and Bachelor of Arts in Individualized Studies:***

**Academic Grade Transcripts:** All hard copy transcripts have been converted to microfiche and all subsequent transcripts are maintained electronically. Hard copy of admissions records are maintained for **10 years**. Registration forms are maintained for **10 years**. All other undergraduate records are maintained by Enrollment Management and Enrollment Services.

## Graduate Records

Admissions and Enrollment records are maintained by Enrollment Management and Enrollment Services.

## Office of the Dean/Continuing Education

**Payroll/Personnel Records (current employees):** Maintained **indefinitely**.

**Financial Information:** Purchase orders, check requests maintained **7 years**.

## Division of Continuing Education

Records are maintained in either or both hard copy and electronic format.

### ***Hard Copy Records:***

**Student Billing Information:** Payment receipts, invoices, registration forms, refunds, maintained for **10 years**.

**Medical Forms:** Collected for youth campers attending Camp Discovery maintained for **1 year**.

**Personnel Records: Past Employees** – files maintained for **7 years**.

**Current Employees** – files maintained **7 years after employment ends**.

**Financial Information:** Copies of check requests and purchase orders maintained for **7 years**.

Copies of daily income reports maintained for **3 years**.

Copies of cash receipts and refund requests maintained for **1 year**.

### ***Electronic Records:***

**Student Enrollment and Transcript Information:** Electronic information (address, telephone number, courses, payment information, and grades, if applicable) dates back **to 1999 and is maintained indefinitely**.

**Financial Information:** A daily income report can be obtained back **to 1999**.

## Middle College

### ***Hard Copy Records***

**Student Records:** Application, registration forms, other course related information maintained **from 2000**.

**School Participant Files:** Maintained **indefinitely**.

## Success Program

### ***Hard Copy Records***

**Student Records:** Inquiries, application, transcripts, registration forms, maintained **indefinitely**.

**Rosters:** Maintained **10 years**.

**Student Portfolio Assessment Submissions:** Maintained 10 years or longer depending on when the portfolio is received in relationship to the Middle States review schedule.

**Financial Information:** Check requests, purchase orders, special payroll maintained **7 years**.

## Office of Enrollment Services-Records Retention Procedure (11/11/11)

### Carol Creekmore, Associate V.P. for Enrollment Services

#### Academic Records and Registration:

Admissions Folder	7 years (Effective Fall 2010 doc are scanned permanently)
Advanced Placement Notifications	7 Years
CLEP Notifications	7 Years (non graduates)
Transfer Evaluations	7 Years (non graduates)
Readmit Form	7 Years
Registration Forms	7 Years
Add/Drop Forms	7 Years
Off Campus Authorizations	7 Years
Attendance Roster Verification	7 Years
Non Attendance Verification Form	7 Years
Grade Rosters	Permanently
All "F" Grade Report-Title IV funding	Permanently
Grade Changes	Permanently (attached to Grade Rosters)
Pass/No Credit Forms	Permanently (attached to Grade Rosters)
Application for Graduation	Permanently
Application for Graduation (inactive)	Permanently
Commencement Book	Permanently
Date of Degree and Degree Awarded	Permanently
Transcripts	Permanently
Diploma Orders	7 Years
Transcript Requests	1 Year – paper (but maintained electronically perm)
Transcript Request Log	3 Years

Verification of Enrollment Request                      1 Year – paper (but maintained electronically perm)

**Bursar's Office:**

Billing, Payment and Credit history from Financial Aid postings to Accounts receivables are maintained electronically on a permanent basis. Old records are periodically archived.

Other Forms/Reports:

Payment Plan Applications	2 Years
Corporate Reimbursement Form	2 Years
Third Party Billing	2 Years
Credit Card Receipts (paper)	2 Years
Bank Deposit Receipts	7 Years
Weekly Title IV Refund Report	7 Years
Notification of Title IV Loans posted	7 Years (Letters are mailed to students/parents are required)
Authorization to post Title IV funds to a future term	7Years
Special Payment Notices for Grad Asst	7 Years
Bookstore Vouchers and Reconciliation	7 Years
Daily Lock Box Reports	7 Years
Daily Cashnet Reports	7 Years

**Scheduling Department:**

**CAF- Course Authorization Forms- (initiating courses) received from the Deans                      Permanently**

**Creation of Course Sections & Changes (Deans and Dept. Chairs)                      Permanently**

# Maxwell Becton College of Arts & Sciences

## Records Retention Schedule

### Office of the Becton College of Arts & Sciences Dean

#### Active FT/PT Faculty Files: Paper

BC Dean's Office

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#### Former FT/PT Faculty Files: Paper

1980's - 2011 in three locations:

Mansion Attic

Mansion Basement (Copies Plus Storage Closet)

Dean's Storage Closet

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#### Active and Former Staff Files: Paper

1980's-2011--Dean's Office

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#### Active and Former Student Files:--Paper

2000-2011--BC Dean's Office

1980'-1999--Mansion Attic

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#### BC Department Files: Paper

1980's- 2011 --Dean's Office

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#### FullTime Workloads & Part Time Payroll Reports: Paper

1990's-2011--Dean's Office

1980's--Mansion Attic

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#### Copies of Budget Printouts, Check Requests, P.O.'s & Expense Voucher: Paper

2000-2011 --Dean's Office

1980's- 1999-- Mansion Attic

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#### Copies of Minutes from various BC Committees: Paper

2000-2011--Dean's Office

1980's-1999--Mansion Attic

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#### Processed Student Evaluation Envelopes: Paper

Mid 90's to Current--Mansion Attic

### Biological & Allied Health Sciences/BC

#### Active and Former FT/PT Faculty Files: Paper

1977-2011 --Department Office

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#### Active and Former Staff Files: Paper

2004-2011--Department Office

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#### Student Files: Paper

2011--Active Student Files are kept in their Advisor's office.

2005-2010-Inactive files are kept in Department Office.

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## **Chemistry and Pharmaceutical Sciences**

### **Active and Former FT/PT Faculty Files: Paper**

1977-2011 --Department Office

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### **Active and Former Staff Files: Paper**

2000-2011--Department Office

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### **Student Files: Paper**

2011--Active Student Files are kept in their Advisor's Office.

1989-2010-Inactive files Department Office.

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## **Communication Studies**

### **Active and Former FT/PT Faculty Files: Paper**

1997-2011-- Chair's Office

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### **Active and Former Graduate Assistant's Files: Paper**

2008-2011--Chair's Office (No staff support-only GA's)

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### **Student Files: Paper**

1990's-2011--Department Office

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## **Literature, Language, Writing, and Philosophy**

### **Active and Former FT/PT Faculty Files: Paper**

2011--Department Office

1990's- 2010--Storage Closet

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### **Active and Former Staff Files: Paper**

1990's-2011--Department Office

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### **Student Files: Paper**

2011--Department Office

1990's-2010-Storage Closet

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## **Mathematics, Computer Science, Physics**

### **Active and Former FT/PT Faculty Files: Paper**

2011-FT Faculty Files- Chair's Office

2011- PT Faculty Files-Department Office

1982-2010-Storage Cabinet

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### **Active and Former Staff Files: Paper**

1990's-2011-Chair's Office

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### **Student Files: Paper**

2011-Department Office

1999-2010-Storage Cabinet

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## Psychology & Counseling

### Active and Former FT/PT Faculty Files: Paper

2011-Chair's Office

1990's-2010-Storage Closet

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### Active and Former Staff Files: Paper

2011- Department Office

1990's-2010- Storage Closet

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### Student Files: Paper

2011-Department Office

1990's-2010-Storage Closet

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## Social Sciences & History

### Active and Former FT/PT Faculty Files: Paper

1997-2011- Department Office

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### Active and Former Staff Files: Paper

1999-2011-Department Office

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### Student Files: Paper

2011- Department Office

2001-2010-Storage Closet

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### Active and Former FT/PT Faculty Files: Paper

1990's-2011-Chair's Office

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### Active and Former Staff Files: Paper

1990's-2011-Chair's Office

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### Student Files: Paper

1990's-2011-Department Office

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## Academic Advising Center

### Active and Former Staff Files: Paper

1986-2011-Director's Office

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### Student Files: Paper

Current **Freshmen** Files are kept in Department until Sophomore year when the files are sent to department of their Major.

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Copies of **Transfer Student** files are kept for 7 years, then shredded.

University College  
Dean's Office  
Document Retention

- Student records:
  - Student forms and correspondence filed chronologically and alphabetically; maintained for 10 years – shredded when discarded
- Full-Time Faculty Personnel Files:
  - Filed alphabetically, separated by current faculty and inactive faculty; kept indefinitely.
- Adjunct Faculty
  - Filed alphabetically, maintained for 10 years – shredded when discarded
- Staff/Student Employment records
  - Filed by School/Department. Kept indefinitely.
- Purchase Orders, Check Requests, Expense Vouchers
  - Filed by School/Department. Kept for 6-8 years.
- Curriculum Records
  - PAFs, CAFs, Program Proposals, Accreditation Reports, etc.: all kept indefinitely
- College Committees & Schools
  - Reports, correspondence, etc.: kept 10-20 years
- Miscellaneous Files
  - Meeting minutes, department correspondence, etc.: kept 10-20 years

University College  
Gildart Haase School of Computer Sciences and Engineering  
Document Retention

- **Student Records**  
Undergraduate and graduate student records are kept in Becton Hall and classified according to major and filed alphabetically; they are updated every semester. When students graduate, their files are stored under Inactive Files and kept for 8 years.
- **Faculty Status Files**  
Faculty status files are maintained each year and kept for the entire time that the faculty members are employed by FDU. When a faculty member leaves the university, his or her file is stored for 10 years.
- **Staff Status Files**  
Staff status files are maintained each year and kept for the entire time that the staff members are employed by FDU. When a staff member leaves the university, his or her file is stored for 10 years.
- **Student Employment Records**  
Student staff files are maintained each year and kept for 8 years.
- **Workloads for Full-time and Part-time Faculty**  
Workloads for full-time and part-time faculty are maintained each year and kept for 8 years.
- **Purchase Orders**  
Purchase orders and invoices are maintained each year and kept for 8 years.
- **Syllabi**  
Syllabi for all courses taught are maintained each year and kept for 8 years.
- **Attendance and Grade Rosters**  
Attendance and grade rosters are maintained each year and kept for 8 years.
- **Course Authorization, Program Authorization, and Certificate Authorization Forms**  
Approved Course Authorization, Program Authorization, and Certificate Authorization forms have been maintained since 2003. We will keep them for 10 years only.
- **Personnel Authorization Forms**  
Approved Personnel Authorization forms are maintained and kept for 10 years.
- **Special Payments Forms:**  
Special Payment forms are maintained and kept for 10 years.

University College  
School of Art and Media Studies  
Document Retention

**Student records:**

Current student files (Art Majors and Art Minors) are updated each semester.  
Graduated students are then filed alphabetically and transferred into Inactive/Graduate files.  
Independent Study – current semester. When study is complete/the end of the semester, the file is then put into the student's active file.  
Not discarded/destroyed since 1994.

**Grade Rosters:**

Not discarded/destroyed since 1981

**Course Offerings:**

Not discarded/destroyed since 1997.

**Syllabi:**

Not discarded/destroyed since 1987.

**Check Sheets:**

Not discarded/destroyed since 1993.

**Faculty (F/T and adjuncts), staff and student workers:**

Employment records, accomplishments, press clippings, contract agreements, committees served on, Human Resource personal information, faculty evaluations.  
Not discarded/destroyed since 1994.

**Payroll:**

Payroll reports, faculty job descriptions, Human Resources forms, check requests.  
Not discarded/destroyed since 1998.

**Art Gallery:**

Files for all exhibitions held in University Hall Art Gallery.  
Files consist of artists' resumes and postcards of their show.  
Not discarded/destroyed since 2000.

**Bills of Laden:**

Attached to invoice and purchase order/in chronological order vendor file since 2000.

**Invoices received:**

Invoice and purchase order in chronological order vendor file since 2000.

**Invoices sent:**

A/R invoice in chronological order file.  
Not discarded/destroyed since 2000.



University College  
School of Education  
Document Retention

**Student Folders:**

Shred them after 5 years

**Student Teaching Folders:**

Shred them after 5 years

**Certification folders and documents:**

Kept indefinitely

**Personnel folders of staff:**

Sent to Human Resources right after resignation/termination

**Faculty Review files and faculty files:**

Keep them and have some dating back into the 1990's.

University College  
Criminal Justice & Legal Studies  
Document Retention

- **Student Records:**

Current student files are updated each semester by Criminal Justice advisors.

Individual student files and updated excel data file kept continually up to date throughout each semester.

Minors are on file in respective disciplines within major . Students are filed alphabetically and by the academic year they declared their major.

All alumni on file since the inception of Criminal Justice in 1998.

- **Faculty Status Reviews:**

Full time faculty on file/updated and maintained each year. None discarded.

Adjunct faculty kept on file. None discarded. All files kept in locked cabinets.

- **Staff/Student Employment records**

On file and maintained each year in locked file cabinet. None discarded.

- **Articulation agreements:**

Checksheets and articulation agreements kept on file in Criminal Justice office.

- **Invoices received and sent:**

Invoices and purchase orders dating from 2005 are on file in the Criminal Justice Office.

University College  
School of English, Philosophy, and Humanities  
Document Retention

- Student Records  
Current student check sheets updated this semester with the help from the Office of Academic Advising. Faculty advisors also maintaining degree check sheets. Additionally, inactive or graduated student files archived.
- Faculty Status Reviews  
On file/updated and maintained each year with new reviews. None discarded within last seven years. Terminated or discontinued Full-time and adjunct faculty files also maintained. None discarded within last seven years
- Staff/Student Employment Records  
On file and continually maintained with new or relevant information as needed. Terminated or discontinued full- and part-time staff files also maintained. None discarded within last 7 years
- Bills of Laden  
Maintained together with purchase orders in individual vendor files since beginning of 2009.
- Destruction of material/receipts  
Unable to determine (no clear records maintained)
- Invoices received  
Maintained together with purchase orders in individual vendor files since beginning of 2009.
- Invoices sent  
Unable to determine (no clear records maintained)

## University College

### School of History, Political Science International Studies & Languages

- Faculty Status Reviews  
On file – Updated and maintained each year. None discarded in 10 years
- Staff/Student employment records  
On file – Updated and maintained each year. None discarded in 10 years
- Bills of Laden  
Attached to invoice and purchase order in chronological order since 1995
- Invoices received  
Invoice and purchase orders in chronological order since 1995

University College  
School of Natural Sciences  
Document Retention Schedule

- Student records:
  - Current Student files are updated each semester by Nestle by Major
  - When students graduate their file is alphabetically transferred to Inactive Student files and are Updated each semester by Nestle and not discarded/destroyed in 9 years
- Faculty Status Reviews:
  - On file/Updated and Maintained each year/ None discarded in 8 years
  - Maintain Terminated fulltime and adjunct faculty files/ None discarded in 8 years
- Staff/Student Employment records
  - On file/Updated and Maintained each year/None discarded in 8 years
  - Maintain Terminated fulltime and adjunct faculty files/None discarded in 8 years
- Articulation agreements with Medical Schools:
  - Updated for Dr. Leonida/ Original not maintained in SONS file
- Bills of laden:
  - Attached to invoice and purchase order/in chronological order vendor file since 1996
- Destruction of materials/receipts:
  - A/P or/and A/R files not discarded/destroyed in 8 years
- Invoices received:
  - Invoice and purchase order in chronological order vendor file since 1996
- Invoices sent:
  - A/R invoice in chronological order file/Not discarded/destroyed in 8 years



University College  
School of Nursing and Allied Health  
Document Retention Practices

- Student Records  
All students in the School of Nursing and Allied Health (Undergraduate, Graduate and Doctoral) have individual files since the 1960's.  
Current student files are kept in locked filing cabinets. When students graduate, their files are moved to the Graduate Files.  
Inactive files of students who entered the program but never graduated are also kept in files. There are files dating back to 2003.
- MOUs (Memorandum of Understanding) with clinical agencies are reviewed and updated each year by the School of Nursing and the University Counsel and kept in files located in the Coordinator for External Affairs Office.
- Academic MOUs with Hospitals, Medical Centers and Community Colleges are reviewed initially by the University Counsel renewed according to the provisions of the MOU. These are also kept in files in the Coordinator for External Affairs Office.
- Faculty files (Full time and adjunct) are kept in a locked filing cabinet. The files of full time faculty include yearly faculty reviews and student evaluations. The files of adjunct faculty include student evaluations and contracts. None have been discarded for over 20 years.
- Full time staff files including the yearly staff evaluations are kept in a locked filing cabinet. None have been discarded for 20 years.
- Invoices, PO's, check and check request duplicates or copies are kept in locked filing cabinets near the office manager ( Assistant to the Director) since
- Copies of approved PAFs, CAFs, and Academic Course Scheduling Form are kept in a filing cabinet since 1998.

University College  
School of Psychology  
Document Retention

- Student records (unofficial) (kept in locked filing cabinets)

Current student files are updated each semester by administrative assistants.  
Upon graduation, files are alphabetically transferred to Inactive Student files  
No set policy on discarding or destroying although typically discarded after 1 year

- Faculty (full-time, adjuncts, terminated) Status Reviews (kept in locked filing cabinets)

Maintained and updated each year  
Files saved for all currently employed faculty  
No set policy on discarding or destroying

- Staff/Student Employment records (kept in locked filing cabinets)

Maintained and updated each year  
Files saved for all currently employed staff  
No set policy on discarding or destroying

- Bills, Invoices (received or sent) (kept in locked filing cabinets)

Maintained and updated each year  
Save the most recent 3 years in Psychology office.  
Older files kept in boxes in storage in building  
No set policy on discarding or destroying