

TABLE OF RECORDS SCHEDULE

January 28, 2016

Key for “Responsible Official”:
 Assistant to the President = Kathy Quinn
 Sr. Director of Campus Diversity & Affirmative Action = Gretchel Tyson
 VP for Academic Affairs & Dean of the Faculty = Therese McCarty
 VP for Admissions, Financial Aid & Enrollment = Matthew Malatesta
 VP for College Relations = Stephen Dare
 VP for Finance & Administration = Diane Blake
 VP for Student Affairs & Dean of Students = Steve Leavitt

TYPE OF RECORD	RECORDS CUSTODIAN	RECORDS MANAGER	RESPONSIBLE OFFICIAL	RETENTION & DISPOSITION
Board of Trustees Minutes and Records	<i>President/Archives</i>		Assistant to the President	Permanent
Bylaws	<i>President/Archives</i>		Assistant to the President	Permanent
Charter	<i>President/Archives</i>		Assistant to the President	Permanent
Federal and State Required Statistics and Reports	<i>Institutional Studies</i>	Director of Institutional Studies	Assistant to the President	Permanent
Gifts of Art (documentation)	<i>Development</i>	Director of Mandeville Gallery/Curator of Permanent Collection	Assistant to the President	Permanent
Academic and Administrative search plans and statements	<i>Affirmative Action & Campus Diversity</i>		Sr. Director of Campus Diversity & Affirmative Action	3 years
Academic Search Records	<i>Affirmative Action & Campus Diversity</i>		Sr. Director of Campus Diversity & Affirmative Action	3 years
Sexual harassment complaints, investigations, and findings	<i>Affirmative Action & Campus Diversity</i>		Sr. Director of Campus Diversity & Affirmative Action	No Cause Findings: 3 years Cause Findings: Permanent
Sexual Harassment Complaints, Investigations, and Findings (Non-Student)	<i>Affirmative Action & Campus Diversity</i>		Sr. Director of Campus Diversity & Affirmative Action	No Cause Findings, 3 years from determination Cause Findings, Permanent
Academic and Administrative search documentation	<i>VP for Academic Affairs and Dean of the Faculty (or designee)</i>		VP for Academic Affairs & Dean of the Faculty	3 years from date of appointment
Academic Search Plans and Statements	<i>VP for Academic Affairs and Dean of the Faculty (or designee)</i>		VP for Academic Affairs & Dean of the Faculty	3 Years
Accreditation records	<i>VP for Academic Affairs and Dean of the Faculty (or designee)</i>		VP for Academic Affairs & Dean of the Faculty	Permanent
Original patent licensing, royalty, and trademark documents	<i>VP for Academic Affairs and Dean of the Faculty (or designee)</i>		VP for Academic Affairs & Dean of the Faculty	Permanent
Promotion Dossiers	<i>VP for Academic Affairs and Dean of the Faculty (or designee)</i>		VP for Academic Affairs & Dean of the Faculty	3 Years
Tenure Dossiers	<i>VP for Academic Affairs and Dean of the Faculty (or designee)</i>		VP for Academic Affairs & Dean of the Faculty	7 Years
Trustee Decisions Regarding Academic Personnel and Designated Executives	<i>VP for Academic Affairs and Dean of the Faculty (or designee)</i>		VP for Academic Affairs & Dean of the Faculty	Permanent

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Documents Supporting Other Academic Tenure Decisions (e.g., 3rd Year Reappointment, termination, compensation)	<i>Academic Affairs and Human Resources</i>	Associate Dean for Academic Affairs, and Director of Human Resources	VP for Academic Affairs & Dean of the Faculty	3 years from effective date of decision
Academic Integrity Code Violations	<i>Dean of Studies Office</i>	Dean of Studies	VP for Academic Affairs & Dean of the Faculty	5 Years
Human subject records	<i>Director of Government Grants Program</i>	Director of Government Grants- College Relations - Office of Corp/Endtn/Gvt Support	VP for Academic Affairs & Dean of the Faculty	3 years or contract period
Senior Thesis or Project Reports	<i>Archive-Library</i>	Head of Special Collections	VP for Academic Affairs & Dean of the Faculty	Permanent
Academic Actions (Dismissal, etc.)	<i>Registrar's Office or Dean of Students</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	5 years from graduation date or date of last attendance
Academic Records (including narrative evaluations, competency Assessments, etc.)	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Academic Register	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Advanced Placement Records (ACT, CEEB, et. al.)	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	5 years from graduation date or date of last attendance
Change of Course Forms	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	5 years from date of enrollment
Change of Grade Forms	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Class Lists (original)	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Commencement Programs	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Course Offerings	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Curriculum Change Authorizations	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	5 years from graduation or date of last attendance
Degree, Grade, Enrollment, and Racial/Ethnic Statistics	<i>Registrar's Office - Institutional Studies</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Enrollment Verifications	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	1 year from enrollment date
Grade Sheets	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Graduation Lists	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Name Changes	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Original Grade Sheets	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Schedule of Classes (institutional)	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Student Class Schedules (in database)	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	1 year from graduation date or date of last attendance
Student Registration Forms (all ug full-time/part-time)	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	1 year from registration
Transcript Requests	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	1 year from submission date
Transcripts	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	Permanent
Transcripts – High School and Other College	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	5 years from graduation or date of last attendance
Transfer Credit Evaluations	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	5 years from graduation

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Veteran Administration Certifications	<i>Registrar's Office</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	5 years from graduation of date of last attendance
Withdrawal Authorizations/Leaves of Absence	<i>Registrar's Office(courses) or Dean of Students</i>	Registrar	VP for Academic Affairs & Dean of the Faculty	2 Years
Grievances	<i>VP for Academic Affairs and Dean of the Faculty (or designee)</i>	Senior Director of Campus Diversity & Affirmative Action	VP for Academic Affairs & Dean of the Faculty	No Cause Findings, 3 Years from Determination Cause Findings, Permanent
All Admissions documents for prospective students that did not apply	<i>Office of Admissions</i>	Director of Admissions Operations	VP for Admissions, Financial Aid & Enrollment	2 years from start of application term
All Admissions documents for students who applied but did not enroll	<i>Office of Admissions</i>	Director of Admissions Operations	VP for Admissions, Financial Aid & Enrollment	2 years from start of application term
Admissions Evaluative Comments, Interview write-ups & Personal Notes for enrolled students	<i>Office of Admissions</i>	Director of Admissions Operations	VP for Admissions, Financial Aid & Enrollment	First day of application term
Letters of Recommendation for enrolled students	<i>Office of Admissions</i>	Director of Admissions Operations	VP for Admissions, Financial Aid & Enrollment	First day of application term
Application file becoming part of student record for enrolled students: Application, Decision Letter, Deposit Receipt Letter, Disability Documentation, High School Transcripts, College Transcripts (other than Union), High School Profile, Resume, Test Scores, Early Decision Agreement, Credit Evaluation	<i>Office of Admissions</i> prior to first day of application term, Dean of Students beginning on first day of application term	Director of Admissions Operations prior to first day of application term, Senior Associate Dean of Students beginning on first day of application term	VP for Admissions, Financial Aid & Enrollment prior to first day of application term, VP for Student Affairs & Dean of Students beginning first day of application term	7 years
All other admissions documents for enrolled students	<i>Office of Admissions</i>	Director of Admissions Operations	VP for Admissions, Financial Aid & Enrollment	First day of application term
Financial Aid Records (applicants who do not enroll)	<i>Financial Aid & Family Financing Office</i>	Director of Office of Financial Aid & Family Financing	VP for Admissions, Financial Aid & Enrollment	1 year from date of start of application term
Campus-based, Pell, ACG/SMART	<i>Financial Aid & Family Financing Office</i>	Director of Office of Financial Aid & Family Financing	VP for Admissions, Financial Aid & Enrollment	3 years from end of the award year for which the aid was awarded
Fiscal Operations Report (FISAP) and supporting records	<i>Financial Aid & Family Financing Office</i>	Director of Office of Financial Aid & Family Financing	VP for Admissions, Financial Aid & Enrollment	3 years from end of the award year in which the report was submitted
Perkins repayment records(after 12/87, includes original repayment schedule, though manner of retention remains same as promissory note)	<i>Financial Aid & Family Financing Office</i>	Director of Office of Financial Aid & Family Financing	VP for Admissions, Financial Aid & Enrollment	3 years from the date on which a loan is assigned to the department, cancelled or repaid
Perkins original promissory notes (before 12/87, included original repayment schedule)	<i>Financial Aid & Family Financing Office</i>	Director of Office of Financial Aid & Family Financing	VP for Admissions, Financial Aid & Enrollment	Until the loan is satisfied or the documents are needed to enforce the obligation

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FFEL and Direct Loans: Records related to borrower's eligibility and participation	<i>Financial Aid & Family Financing Office</i>	Director of Office of Financial Aid & Family Financing	VP for Admissions, Financial Aid & Enrollment	3 years from the end of the award year in which the student last attended
FFEL and Direct Loans: All other records, including any other reports or forms	<i>Financial Aid & Family Financing Office</i>	Director of Office of Financial Aid & Family Financing	VP for Admissions, Financial Aid & Enrollment	3 years from end of the award year in which the report was submitted
Gift Letters	<i>College Relations – Gift Planning Office</i>	Director of College Relations Data System	VP for College Relations	Permanent
Gift Records: Records Office	<i>College Relations – Gift Planning Office</i>	Director of College Relations Data System	VP for College Relations	6 years print
Gift Records: Development	<i>College Relations - Gift Planning Office</i>	Director of College Relations Data Systems	VP for College Relations	Permanent electronic
Planned Gifts (documentation)	<i>College Relations - Gift Planning Office</i>	Director of Gift Planning	VP for College Relations	7 years after death or until commitment completed
College Magazine	<i>Communications; Archives</i>	Director of Media & Public Relations	VP for College Relations	Permanent
Department Publications	<i>Communications; Archives</i>	Director of Media & Public Relations	VP for College Relations	Permanent
Alumni Files: pre-1930	<i>Archives-Library</i>	Head of Special Collections	VP for College Relations	Permanent
Print Orders	<i>Communications</i>	Printing Manager, Office of Communications	VP for College Relations	7 years
Alumni files: post-1930	<i>Alumni Office</i>	Secretary, Research, College Relations	VP for College Relations	Permanent
Sales tax returns	<i>Financial Services</i>	Assistant Director Financial Services	VP for Finance & Administration	6 years
Accounts Receivable Billing Records and backup documentation including Health insurance billing, employee advances, employee loans and external vendors and grant payments.	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	6 years
Bank Records including statements, reconciliations, deposits, withdrawals and voided checks	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	6 Years
Cash Receipts and documentation	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	6 years
Employee Prelist reports- transaction listing by employee of hours, rates, deduction and contributions and summarized by pay date.	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	Permanent
Federal Equipment Asset Listing including disposition of the asset	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	6 years following completion of the grant
Grant Contracts, sub-contracts and documentation related to the award	<i>Finance Office</i>	Assistant Director of Financial Services	VP for Finance & Administration	6 years following completion of the grant
Indirect Cost Calculations	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	9 Years

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Information returns – W2's, 941's, NYS quarterly and annual returns	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	6 Years
Leave reporting documents	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	6 Years
Time cards – staff and student	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	6 Years
Transaction listings including deduction, earnings and posting registers	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	6 Years
W2 Annual Wages Statements	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	Permanent
Wage assignment orders	<i>Financial Services</i>	Assistant Director of Financial Services	VP for Finance & Administration	6 Years after closed
Employee Payroll Files (including Personnel Action forms, appointment/salary letters, W-4's , direct deposit forms, payroll deduction authorizations)	<i>Financial Services and Human Resources Office</i>	Assistant Director of Financial Services, and Director of Human Resources	VP for Finance & Administration	6 months after termination then sent to Human Resources
Evacuation drill records	<i>Environmental, Health and Safety Compliance Office-712 Roger Hull Place</i>	Compliance Officer Environmental, Health & Safety	VP for Finance & Administration	10 years
Fire protection system records	<i>Environmental, Health and Safety Compliance Office-712 Roger Hull Place</i>	Compliance Officer Environmental, Health & Safety	VP for Finance & Administration	10 years
Hazardous waste disposal manifests and reports	<i>Environmental, Health and Safety Compliance Office-712 Roger Hull Place</i>	Compliance Officer Environmental, Health & Safety	VP for Finance & Administration	3 years
Incident reports (environmental)	<i>Environmental, Health and Safety Compliance Office-712 Roger Hull Place</i>	Compliance Officer Environmental, Health & Safety	VP for Finance & Administration	TO BE DISCUSSED
Portable extinguisher training records	<i>Environmental, Health and Safety Compliance Office-712 Roger Hull Place</i>	Compliance Officer Environmental, Health & Safety	VP for Finance & Administration	10 years
Radiation dose reports	<i>Office of J. R. Sowa, Environmental, Health and Safety Compliance Officer</i>	Compliance Officer-Environmental Health & Safety	VP for Finance & Administration	Permanent
Radiation safety training records	<i>Office of J. R. Sowa, Environmental, Health and Safety Compliance Officer</i>	Compliance Officer-Environmental Health & Safety	VP for Finance & Administration	3 years
Radioactive material receiving and inventory records	<i>Office of J. R. Sowa, Environmental, Health and Safety Compliance Officer</i>	Compliance Officer-Environmental Health & Safety	VP for Finance & Administration	3 years

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Radioactive materials license and safety committee reports	<i>Office of J. R. Sowa, Environmental, Health and Safety Compliance Officer</i>	Compliance Officer-Environmental Health & Safety	VP for Finance & Administration	Permanent
Budget Planning and Strategic Plan Documents	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	Permanent
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	6 years after expiration
Conciliation Agreements/Orders on Consent	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	Permanent
Consent orders	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	Permanent
Contracts and leases	<i>Director of Budgets, Insurance & Environmental Compliance</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	6 Years after termination
Court orders	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	Permanent
Incident Reports, Accident Reports (Non-Student)	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	4 years after report date
Insurance Policies (Liability, Property, and Other Policies)	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	Permanent
Judgments	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	Permanent
Property deeds, easements, licenses, right of way, leases, rights of first refusal, remainder interests, mortgages	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	Permanent
Releases	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	Permanent
Settlements	<i>Risk Management and Insurance Office</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	Permanent
Title insurance policies	<i>Director of Budgets, Insurance & Environmental Compliance</i>	Director of Budgets, Insurance & Environmental Compliance	VP for Finance & Administration	Permanent
Accidental damage reports	<i>Facilities Services Office</i>	Director of Facilities Services	VP for Finance & Administration	7 years
As-built drawings	<i>Facilities Services Office</i>	Director of Facilities Services	VP for Finance & Administration	Permanent
Contracts and agreements	<i>Facilities Services Office</i>	Director of Facilities Services	VP for Finance & Administration	6 years.
Leases, licenses, construction contracts	<i>Facilities Services Office</i>	Director of Facilities Services	VP for Finance & Administration	6 years
Annual Financial Reports	<i>Financial Reporting & Analysis</i>	Director of Financial Reporting & Analysis	VP for Finance & Administration	Permanent
Audit Work papers	<i>Appropriate Department</i>	Director of Financial Reporting & Analysis	VP for Finance & Administration	6 years
Depreciation records	<i>Financial Reporting & Analysis</i>	Director of Financial Reporting & Analysis	VP for Finance & Administration	6 years

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Depreciation schedules	<i>Financial Reporting & Analysis</i>	Director of Financial Reporting & Analysis	VP for Finance & Administration	6 years
Excise tax returns	<i>Financial Reporting & Analysis</i>	Director of Financial Reporting & Analysis	VP for Finance & Administration	6 years
Forecasts	<i>Financial Reporting & Analysis</i>	Director of Financial Reporting & Analysis	VP for Finance & Administration	6 years.
Property tax returns	<i>Financial Reporting & Analysis</i>	Director of Financial Reporting & Analysis	VP for Finance & Administration	Permanent
Tax Returns including 5500, 990, 990T and Ct-13's	<i>Financial Reporting & Analysis</i>	Director of Financial Reporting & Analysis	VP for Finance & Administration	6 years
Grant and contract applications, proposals, supporting documents	<i>Director of Government Grants Program and Director of Financial Services</i>	Director of Government Grants-College Relations - Office of Corp/Fndtn/Gvt Support, and Senior Director of Financial Services	VP for Finance & Administration	NYS grants-6 years after close of grant Federal grants-3 years after close of grant
Employee Eligibility for Pension	<i>Human Resources Office</i>	Director of Human Resources	VP for Finance & Administration	6 years after death of employee and beneficiary
Employee Personnel Files (including application, resume, payroll, appointment/salary forms, name, address, SSN, period of employment), Performance Appraisals and Service Records)	<i>Human Resources Office</i>	Director of Human Resources	VP for Finance & Administration	6 years after termination
I-9 Forms (Faculty,Staff and Students)	<i>Human Resources Office</i>	Director of Human Resources	VP for Finance & Administration	3 Years, or 1 Year after termination (whichever is greater)
Individual Contracts of Employment	<i>Human Resources Office</i>	Director of Human Resources	VP for Finance & Administration	6 years after termination
Occupational Injury or Illness, Records Relating to	<i>Human Resources Office</i>	Director of Human Resources	VP for Finance & Administration	5 Years
Pension Payment Records for Employees or their Beneficiaries	<i>Human Resources Office</i>	Director of Human Resources	VP for Finance & Administration	6 years after death of employee and beneficiary
Pension Plan Administrator Records	<i>Human Resources Office</i>	Director of Human Resources	VP for Finance & Administration	Permanent
Pension Plans and All Attached Amendments	<i>Human Resources Office</i>	Director of Human Resources	VP for Finance & Administration	Permanent
Pension tax returns	<i>Human Resources Office</i>	Director of Human Resources	VP for Finance & Administration	Permanent
Search Committee Records, including employment applications, resumes, and all applicant search materials	<i>Human Resources Office</i>	Director of Human Resources	VP for Finance & Administration	3 Years
Accounts Payable and Accounts receivable sub-ledgers	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	6 years
Accounts Payable documentation including invoices, receipts, etc.	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	6 years

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Accounts Receivable Billing Records and backup documentation generated by departments; i.e. Central Scheduling	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	6 Years
All Sodexo Reports, Transmittals, Invoices	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	7 Years/West
Cancelled checks and checks deposited to the lockbox	<i>Financial Services -Bank electronic storage</i>	Senior Director of Financial Services	VP for Finance & Administration	7 years
Catering Events –DHR, West, UCDH, Rathskellar, Chets, Hockey, Hale – All Reports Pertaining to these events	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	7 years/West
Documentation related to Property – Mortgages, Deeds, Right of First Refusal, Home Equity Loans and Second Mortgages	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	6 years after repayment or sale
End of the Year Reports – Declining, Balance Reports, Faculty/Staff Balance Reports	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	7 Years/West
Information returns – 1098T's, 1099's, 1096's, 1098E's, 1042S annual returns	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	6 Years OR ?Permanent? TO BE DISCUSSED
Inventories	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	6 years
Journal entries and backup documentation.	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	6 years. Posting files are kept for 1 year
New account records and back up documentation <i>(Endowment and Plant Accounts are held by Financial reporting)</i>	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	6 Years after Account closing
P Card and Travel and Expenses Charge documentation	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	6 Years
Promissory Notes, Entrance and Exit Interviews	<i>Financial Services - Student Loan Office</i>	Senior Director of Financial Services	VP for Finance & Administration	3 years after the loan has been repaid in full
Purchase orders, contracts, agreements	<i>Financial Services</i>	Senior Director of Financial Services	VP for Finance & Administration	6 years
Student Account records related to accounts written off or in collection..	<i>Financial Services - Student Account Office</i>	Senior Director of Financial Services	VP for Finance & Administration	6 years after the account has been paid in full or written off
Student Receivable Billing Records	<i>Financial Services – Electronic format</i>	Senior Director of Financial Services	VP for Finance & Administration	10 years
Tuition and fees charges	<i>Financial Services - Student Account Office</i>	Senior Director of Financial Services	VP for Finance & Administration	6 years. Posting files are kept for 1 year.
W-9 Information returns regarding vendor tax status	<i>Financial Services-Electronic storage</i>	Senior Director of Financial Services	VP for Finance & Administration	6 years after final payment
Change to Student ID Number	<i>Dean of Students Office</i>		VP for Student Affairs & Dean of Students	Permanent

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Term Reports (Student, Academic)	<i>Dean of Students Office</i>		VP for Student Affairs & Dean of Students	5-7 Years
Crime reports	<i>Director of Campus Safety</i>	Director of Campus Safety	VP for Student Affairs & Dean of Students	7 years
Incident Reports (Student)	<i>Director of Campus Safety - Richmond Basement</i>	Director of Campus Safety	VP for Student Affairs & Dean of Students	7 years
Student Files (including session notes and intakes, all communication between student and center via telephone or email, external communications from other therapists or hospital and medication referrals.)	<i>Counseling Center -File Room in locked file Cabinet</i>	Director of Counseling Center	VP for Student Affairs & Dean of Students	7 years
Meal Plan Contracts, Declining Balance, Faculty Charges, Receipts and Reports Pertaining to the above	<i>Dining Services</i>	Director of Dining Services	VP for Student Affairs & Dean of Students	7 years/West
Health Forms including past medical history, Immunizations, medical releases and an entering physical from primary physician	<i>Health Services - stored in the basement in file cabinets- locked room (original document forms)</i>	Director of Health Services	VP for Student Affairs & Dean of Students	7 years
Parental Consent Forms, and Agreements	<i>Director of Budgets, Insurance & Environmental Compliance ?</i>	Director of International Programs, and Director of Budgets, Insurance & Environmental Compliance ?	VP for Student Affairs & Dean of Students	6 Years
Damage Billing Information	<i>Residential Life Office</i>	Director of Residential Life	VP for Student Affairs & Dean of Students	3 years
Housing Contracts	<i>Residential Life Office</i>	Director of Residential Life	VP for Student Affairs & Dean of Students	3 years
Room Condition Reports	<i>Residential Life Office</i>	Director of Residential Life	VP for Student Affairs & Dean of Students	3 years
Alumni Database - Used by students for Networking purposes. Records contain personal contact and employer information of all Union College alumni.	<i>Alumni Relations-Maintained through Alumni Relations (Can be accessed from computers in the Becker Career Center)</i>	Director of Stanley R. Becker Career Center	VP for Student Affairs & Dean of Students	Indefinite
Club and Organization Constitutions	<i>Student Activities Office</i>	Director of Student Activities	VP for Student Affairs & Dean of Students	Until club is disbanded
Club and Organization financial paperwork	<i>Student Activities Office and the 3rd Floor cage</i>	Director of Student Activities	VP for Student Affairs & Dean of Students	3 years
Waivers	<i>Student Activities Office</i>	Director of Student Activities	VP for Student Affairs & Dean of Students	3 years
International Files (copy of I-20, financial Verification, passport, visas)	<i>Dean of Students Office</i>	Director of Student Support Services	VP for Student Affairs & Dean of Students	10 years
International Student Forms (visa documentation, etc.)	<i>Dean of Students Office</i>	Director of Student Support Services	VP for Student Affairs & Dean of Students	10 years
Residency Certificates	<i>Dean of Students Office</i>	Director of Student Support Services	VP for Student Affairs & Dean of Students	10 years
Residency Change Documents (Non-resident to Resident)	<i>Dean of Students Office</i>	Director of Student Support Services	VP for Student Affairs & Dean of Students	5 years from graduation or date of last attendance
Students with Disabilities Documentation	<i>Dean of Students Office</i>	Director of Student Support Services	VP for Student Affairs & Dean of Students	7 years

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TYPE OF RECORD	RECORDS CUSTODIAN	RECORDS MANAGER	RESPONSIBLE OFFICIAL	RETENTION & DISPOSITION
Credential Files - Student files include letters of recommendation, ID numbers, transcripts and other identifying information. This service was discontinued in 2003	<i>Becker Career Center, Locked Drawer</i>	Director Stanley R. Becker Career Center	VP for Student Affairs & Dean of Students	7 years
Employer Records (Digital) - Contains contact information for specific persons within companies and organizations.	<i>Becker Career Center, e-Recruiting database</i>	Director Stanley R. Becker Career Center	VP for Student Affairs & Dean of Students	Indefinite
Employer Records (Digital) - Contains contact information for specific persons within companies and organizations. A few records contain credit card information.	<i>Becker Career Center, Microsoft Outlook, Word, Excel</i>	Director Stanley R. Becker Career Center	VP for Student Affairs & Dean of Students	Indefinite
Employer Records (Hard-Copy) - Contains contact information for specific persons within companies and organizations.	<i>Becker Career Center, File Drawers</i>	Director Stanley R. Becker Career Center	VP for Student Affairs & Dean of Students	3-6 months
Mentor Network - References the contact and employer information who sign up to participate in the mentoring program.	<i>Becker Career Center, E-Mail (Microsoft Outlook), eRecruiting</i>	Director Stanley R. Becker Career Center	VP for Student Affairs & Dean of Students	Indefinite
Student/Alumni Records - appointments scheduled with students contact information(ID#, phone, major, class year).	<i>Becker Career Center, E-Mail/office calendar (Microsoft Outlook)</i>	Director Stanley R. Becker Career Center	VP for Student Affairs & Dean of Students	Indefinite
Student/Alumni Records - eRecruiting database houses appointment notes(topic covered, next course of action, etc).	<i>Becker Career Center, e-Recruiting database</i>	Director Stanley R. Becker Career Center	VP for Student Affairs & Dean of Students	eRecruiting database
Consent to Release Personally Identifiable Information – Non-Academic (Request for Non-Disclosure)	<i>Dean of Students Office</i>	Senior Associate Dean of Students	VP for Student Affairs & Dean of Students	Kept until next academic year; signatures kept 5 years
Disciplinary Records	<i>Dean of Students Office</i>	Senior Associate Dean of Students	VP for Student Affairs & Dean of Students	Generally, 5 years from the date of final obligation