BENTLEY UNIVERSITY

Records Retention Schedule

Division	Department	Record Type	Minimum Retention Period	Maximum Retention Period	Records Manager
Academic Affairs	Registration/Academic Records	Academic Standing Committee Materials	3 years after graduation or last year of attendance	Permanent	Associate Provost of Student Services
Academic Affairs	Registration/Academic Records	Academic Standing Committee Decisions	Permanent	Permanent	Registrar
Academic Affairs	Registration/Academic Records	Academic Advising Correspondence	3 years after graduation or date of last attendance	Permanent	Associate Provost of Student Services
Academic Affairs	Registration/Academic Records	Correspondence (related to academic records, inquiries)	3 years after graduation or date of last attendance	Permanent	Registrar
Academic Affairs	Registration/Academic Records	Credit by Exam Scores (AP, IB, CLEP, etc.); Transfer Credit, Evaluations, Degree Audits, Academic Petitions/Exceptions (approved/denied)	3 years after graduation or date of last attendance	Permanent	Registrar
Academic Affairs	Grade Records	Exams (final)/graded coursework	1 year after course completion	Permanent	Faculty
Academic Affairs	Grade Records	Records of students in course and work completed	5 years after course completion	Permanent	Faculty

Academic Affairs	Grade Records	Grade appeals	1 year after conclusion of appeals process	Permanent	Faculty
Academic Affairs	Registration/Academic Records	Applications for Graduation, Personal Data Changes, Withdrawal/Cancellations; Major/Minor Declarations, Changes	3 years after graduation or last date of enrollment	Permanent	Registrar
Academic Affairs	Registration/Academic Records	Registration records, (Add/Drop Requests, Pass/Fail Requests, Enrollment Verifications)	3 years after graduation or last date of enrollment	Permanent	Registrar
Academic Affairs	Electronic Enrollment Records	Electronic logs of change to enrollment and other data (including date/time stamps and user data); electronic record of enrollment in classes including drop/add and grade changes (including date/time stamps and user data).	10 years	Permanent	Registrar
Academic Affairs	Electronic Grade Date	Electronic record of submitted grades and grade changes (including time/date stamp and user data).	Permanent	Permanent	Registrar
Academic Affairs	Electronic Student Demographic Data	Electronic student data including student characteristics, date of birth, former names, address information, photo ID, and race/ethnicity, etc.	Permanent	Permanent	Registrar
Academic Affairs	Registration/Academic Records	Transcript Requests	1 year after request	Permanent	Registrar
Academic Affairs	Registration/Academic Records	Transcript Records; Change of Grade Forms; Graduation Lists; Commencement Programs; Grade Rosters	Permanent	Permanent	Registrar

Academic Affairs	Academic Publications	Catalogs – published annually with record of courses, degrees and programs of study offered; Academic Calendars	Permanent	Permanent	Registrar
Academic Affairs	Employee Record	Faculty Appointment Negotiation Records (Promotion, tenure information)	Termination + 7 years	Permanent	Executive Director of Finance, Academic Affairs
Academic Affairs	Employee Record	Visiting scholars and post-doc records (vitae, emails, etc.)	Separation + 6 years (for post docs, employee files are maintained in HR and follow the same practice below as the Employee Personnel file)	Permanent	Executive Director of Finance, Academic Affairs
Academic Affairs	Employee Record	Contracts for Adjunct and Full-time Faculty	Termination +3 years	Permanent	Executive Director of Finance, Academic Affairs
Admin & Finance	Accounting	Bank Statements; reconciliations; cancelled checks (maintained by the bank)	7 years	7 years	Assistant Controller, Financial Reporting
Admin & Finance	Accounts Payable	Invoices, check requests, wire transfers, journal entries (non-grant related) (maintained in workday)	7 years	7 years	Assistant Controller, Financial Operations

Admin & Finance	Conference Services	Event records for all internal and external events held at Bentley	5 years	5 years	Director, Conference Services
Admin & Finance	General	External auditor reports (annual audit, Uniform Guidance, NCAA audit, MOSFA audit)	Permanent	Permanent	Controller
Admin & Finance	General	Annual Financial Statements; Form 990; form 990 EZ	Permanent	Permanent	Controller
Admin & Finance	Grant Accounting	Grant contracts, budgets, time and effort certification,	3 years after the date of submission of the final financial report.	3 years after the date of submission of the final financial report.	Director, Foundation Relations and Sponsored Program
Admin & Finance	Grant Accounting	Reports, drawdowns, and indirect cost rate calculation	3 years after the date of submission of the final financial report.	3 years after the date of submission of the final financial report.	Assistant Controller, Financial Reporting
Admin & Finance	Payroll	Annual payroll records, W2, 1099, Deduction Authorization (W4) (maintained in workday)	7 Years	7 Years	Assistant Controller, Financial Operations
Admin & Finance	Procurement	Contracts	3 Years after life of agreement	Permanent	Executive Director, Strategic Procurement and Campus Services; Contract Management System/Workday

					Strategic Sourcing
Admin & Finance	Procurement	Insurance/Certificates of Insurance for Vendors	10 years	Permanent	Executive Director, Strategic Procurement and Campus Services
Admin & Finance	Procurement	Insurance Policies (Property, Liability, auto, etc.) and Claim Data	10 Years	Permanent	Associate Vice President for Procurement & Campus Services
Enrollment Management	Admissions – Applicants who did enroll	Admission letters (Notices of admission, waitlist, and denial); Waivers of rights to access to admission letters of recommendation; any other relevant correspondence	3 years after graduation term or last term of attendance	5 years from graduation or date of last attendance	Director, Admissions
Enrollment Management	Admissions – Applicants who did enroll	Admission application such as undergraduate, graduate, international, or nondegree/special admittance	1 year after first term of enrollment	1 year after first term of enrollment	Director, Admissions
Enrollment Management	Admissions – Applicants who did enroll	Reports/scores on advanced placement, CLEP, PEP, etc.; Standardized test scores such as ACT/SAT, LSAT, MCAT, GRE, TOEFL; Immunization records, etc.; Letters of recommendation; Military documents; Placement test scores and reports; Release from high school or dual	3 years after graduation term or last term of attendance	5 years from graduation or date of last attendance	Director, Admissions

		enrollment forms; Residency classification forms; Test scores (other); Transcripts (high school); Transcripts (other colleges)			
Enrollment Management	Admissions – Applicants who did enroll	International students - Alien registration receipt card; DS-2019 (Certificate of eligibility for J-1 visa status (formerly IAP-66); Employment authorization (work permit), if granted; I20 (Certificate of eligibility for F-1 visa status; I94 card (copy) (arrival, departure card); Passport number Statement of educational costs; Statement of financial responsibility (Evidence of adequate financial resources).	3 years after graduation term or last term of attendance	5 years from graduation or date of last attendance	Director, Admissions
Enrollment Management	Admissions – Applicants who did not enroll	Admission letters (Notices of admission, waitlist, and denial); any other relevant correspondence	1 Year after application term	1 Year after application term	Director, Admissions
Enrollment Management	Admissions – Applicants who did not enroll	Waivers of rights of access (admissions); Waiving right of access to admission letters of recommendation	1 Year after application term	1 Year after application term	Director, Admissions
Enrollment Management	Admissions – Applicants who did not enroll	Applications for admission or readmission. Credit by examination. Entrance examination reports and test scores. Letters of recommendation (admissions); Military documents. Placement test records and scores. Residency classification forms.	1 Year after application term	1 Year after application term	Director, Admissions

		Test scores (other); Transcripts (high school); Transcripts (other colleges).			
Enrollment Management	Admissions – Applicants who did not enroll	International Student Documents: Alien registration receipt card; DS-2019 (Certificate of eligibility for J-1 visa status (formerly IAP-66)); Employment authorization (work permit), if granted; I20 (Certificate of eligibility for F-1 visa status); I94 card (copy) (Document issued to nonimmigrants; also known as arrival departure record); Passport number; Statement of educational costs; Statement of financial responsibility (Evidence of adequate financial resources).	1 Year after application term	1 Year after application term	Director, Admissions
Enrollment Management	Financial Aid	SFA Program Records (participation agreement)* Enrollment Systems/Institutional Research AACRAO Recommends retaining the following permanently: Degree Statistics (Record of degrees granted by institution per graduation term and/or annually), Enrollment Statistics (Per term report of enrolled students, e.g., by class, by course, totals, headcount and FTE), and Race/Ethnicity Statistics (Report of student enrollment, graduation and other metrics by race and ethnic origin)	Permanent	Permanent	Executive Director, Enrollment Management & Financial Aid
Enrollment Management	Financial Aid	Fiscal Operations Report (FISAP), all other records/reports	Permanent	Permanent	Executive Director, Enrollment

					Management & Financial Aid
Enrollment Management	Financial Aid	SFA Recipient Records (SAR, ISIR, DoE, eligibility, Financial Aid history, etc.	3 years from last date of attendance	3 years from last date of attendance	Associate Director of Financial Aid
Enrollment Management	Financial Aid	Requirements for Specific Aid (Campus Aid, Pell Grant)	3 years from last date of attendance	3 years from last date of attendance	Associate Director of Financial Aid
Enrollment Management	Financial Aid	Borrowers eligibility records	3 years from last date of attendance	3 years from last date of attendance	Associate Director of Financial Aid
Enrollment Management	Financial Aid	Disbursement Files (ASA, ELM)	3 years from last date of attendance	3 years from last date of attendance	Senior Associate Director of Financial Aid
Enrollment Management	Financial Aid	Perkins Original Promissory Note	3 years after PIF	3 years after PIF	Director, Student financial Services
Enrollment Management	International	SEVIS F-1 and M-1	3 years after student leaves	3 years after student leaves	Director, Center for International Students and Scholars
Enrollment Management	Cashier's Office	Deposit slips, supporting documentation and reconciliations	3 years	3 years	Director, Student Financial Services
Human Resources	Affirmative Action	Affirmative Action Plan	2 Years (Current and Receding Year)	Permanent	HR Ops/HRIS Analysts

Human Resources	Employee Record	Immigration	1 year beyond expiration of LCA	Permanent	HR Business Partner
Human Resources	Employee Record	I9	After separation - Hire Date + 3 years OR Termination + 1 year, whichever is later	Permanent	Director, Total Rewards / HR Coordinator
Human Resources	Employee Record	Benefits (certificates of insurance, policies, contracts for benefits, etc.)	6 years	Permanent	Director, Total Rewards
Human Resources	Employee Record	Special Arrangements/Severance Agreements	Termination + 3 years	Permanent	Director, Total Rewards / HR Coordinator
Human Resources	Employee Record	Medical, Dental/Vision Plan Elections	Termination + 3 years	Permanent	Director, Total Rewards / Senior Benefits Specialist
Human Resources	Employee Records	Employee Personnel File (application, performance appraisals, merit, salary, etc. for staff and academic administrators; Note - contracts for adjunct and full-time faculty are maintained by Academic Affairs, see above)	Termination + 3 years	Permanent	Director, Total Rewards / HR Coordinator
President	General Counsel	Legal Files	10 years	Permanent	General Counsel
President	General Counsel	Copyright and Trademarks, Insurance Records	Permanent	Permanent	General Counsel
President	Board of Trustees	Form 1023, Articles of Incorporation & Bylaws	Permanent	Permanent	Secretary of the Corporation
President	Board of Trustees	Meeting Minutes & other Board Materials	Permanent	Permanent	Secretary of the Corporation

Student Affairs	Athletics	Medical Records	4 years	12 Years	Head Athletic Trainer
Student Affairs	Athletics	NCAA Compliance Forms	7 years	Permanent	Assistant Athletic Director
Student Affairs	Athletics	NCAA Eligibility Records	10 years	Permanent	Assistant Athletic Director
Student Affairs	Athletics	NCAA Financial Aid Forms	7 years	Permanent	Associate Athletic Director
Student Affairs	Health Center	Medical Records	10 years after graduation/ date of last attendance	Permanent	Director, Health Center
Student Affairs	University Police	Police Reports (Incidents, Arrests, Accidents)	Permanent	Permanent	Assistant Vice President, Student Affairs and Chief of Police
Student Affairs	University Police	ASR Reports (Crime statistics)	7 years	7 years	Assistant Vice President, Student Affairs and Chief of Police
Student Affairs	University Police	Personnel File Entries	7 years (Dependent upon level of infraction)	Permanent (Dependent upon level of infraction)	Assistant Vice President, Student Affairs and Chief of Police
University Advancement	Donor Files	Constituent records, life income agreements, endowment information, planned giving information, control logs	Permanent	Permanent	Managing Director, Advancement Information

					Systems & Services
University Advancement	Gift Receipts	Gift receipts	6 Years	N/A	Managing Director, Advancement Information Systems & Service

Effective Date: March 24, 2025

Last Reviewed Date: March 24, 2025

Next Reviewed Date: March, 2027