

Records Retention Schedule

Division	Department	Record Type	Retention Period	Records Manager
Enrollment	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	Director, Admissions
Enrollment	Admissions – Applicants who did enroll	Admission application such as undergraduate, graduate, international, or nondegree/special admittance;	1 year after first term of enrollment	Director, Admissions
Enrollment	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 enrollment forms; Residency classification forms; Test scores (other); Transcripts (high school);	3 years after graduation term or last term of attendance	Director, Admissions

Records Retention Schedule

		Transcripts (other colleges);		
Enrollment	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	Director, Admissions
Enrollment	Admissions – Applicants who did not enroll	Admission letters (Notices of admission, waitlist, and denial); any other relevant correspondence	1 Year after application term	Director, Admissions
Enrollment	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	Director, Admissions
Enrollment	Admissions – Applicants who did not enroll	Applications for admission or readmission. Credit by examination.	1 Year after application term	Director, Admissions

Records Retention Schedule

		<p>Entrance examination reports and test scores.</p> <p>Letters of recommendation (admissions);</p> <p>Military documents.</p> <p>Placement test records and scores.</p> <p>Residency classification forms.</p> <p>Test scores (other);</p> <p>Transcripts (high school);</p> <p>Transcripts (other colleges).</p>		
Enrollment	Admissions – Applicants who did not enroll	<p>International Student Documents:</p> <p>Alien registration receipt card;</p> <p>DS-2019 (Certificate of eligibility for J-1 visa status (formerly IAP-66));</p> <p>Employment authorization (work permit), if granted;</p> <p>I20 (Certificate of eligibility for F-1 visa status);</p> <p>I94 card (copy) (Document issued to nonimmigrants; also known as arrival departure record);</p> <p>Passport number;</p> <p>Statement of educational costs;</p> <p>Statement of financial responsibility (Evidence of adequate financial resources).</p>	1 Year after application term	Director, Admissions

Records Retention Schedule

Enrollment	Financial Aid	SFA Program Records (participation agreement)	Permanent	Executive Director, Enrollment Management & Financial Aid
Enrollment	Financial Aid	Fiscal Operations Report (FISAP), all other records/reports	Permanent	Executive Director, Enrollment Management & Financial Aid
Enrollment	Financial Aid	SFA Recipient Records (SAR, ISIR, DoE, eligibility, Financial Aid history, etc.	3 years from last date of attendance	Associate Director of Financial Aid
Enrollment	Financial Aid	Requirements for Specific Aid (Campus Aid, Pell Grant)	3 years from last date of attendance	Associate Director of Financial Aid
Enrollment	Financial Aid	Borrowers eligibility records	3 years from last date of attendance	Associate Director of Financial Aid
Enrollment	Financial Aid	Disbursement Files (ASA, ELM)	3 years from last date of attendance	Senior Associate Director of Financial Aid
Enrollment	Financial Aid	Perkins Original Promissory Note	3 years after PIF	Director, Student financial Services
Enrollment	International	SEVIS F-1 and M-1	3 years after student leaves	Director, Center for International Students and Scholars
Finance	Accounting	Bank Statements; reconciliations; cancelled checks (maintained by the bank)	7 years	Assistant Controller

Records Retention Schedule

Finance	Accounts Payable	Invoices, check requests, wire transfers, journal entries (non-grant related)	7 years	Payroll & Disbursement Manager
Finance	Cashier's Office	Deposit slips, supporting documentation and reconciliations	3 years	Director, Student Financial Services
Finance	Conference Services	Event records or all internal and external events held at Bentley	5 years	Director, Conference Services
Finance	General	External auditor reports (annual audit, Uniform Guidance, NCAA audit, MOSFA audit)	Permanent	Controller
Finance	General	Annual Financial Statements; Form 990; form 990 EZ	Permanent	Controller
Finance	Grant Accounting	Grant contracts, budgets, reports, time and effort certification, drawdowns, deposits; indirect cost rate calculation	7 years after close of grant	Assistant Controller
Finance	Payroll	Annual payroll records, W2, 1099, Deduction Authorization (W4)	7 Years	Payroll & Disbursement Manager
Finance	Payroll	Timecards, deductions, individual employee pay records (student or employee)	7 Years	Payroll & Disbursement Manager
Finance	Procurement	Contracts	3 Years after life of agreement	Executive Director, Procurement and Campus Services
Finance	Procurement	Insurance/Certificates of Insurance for Vendors	?	Executive Director, Procurement and Campus Services
Finance	Risk Management	Insurance Policies (Property, Liability, auto, etc.)	10 Years	Director of Risk Management and Financial Policy

Records Retention Schedule

HR	Affirmative Action	Affirmative Action	Permanent	HR Ops/ HRIS Analysts
HR	Employee Record	Faculty Appointment Negotiation Records (Promotion, tenure information)	Termination + 7 years	Director, Academic & Accredited Services
HR	Employee Record	Visiting scholars and post-doc records (vitae, emails, etc.)	6 years after separation	Director, Academic & Accredited Services
HR	Employee Record	Immigration	1 year beyond expiration of LCA	HR Business Partner
HR	Employee Record	I9	Termination + 3 years	HR Coordinator
HR	Employee Record	Benefits (certificates of insurance, policies, contracts for benefits, etc.)	6 years	Executive Director, HR
HR	Employee Record	Special Arrangements/Severance Agreements	Termination + 5 years	Executive Director, HR
HR	Employee Record	Medical, Dental/Vision Plan Elections	Termination + 3 years	Executive Director, HR
HR	Employee Records	Employee Personnel File (application, performance appraisals, merit, salary, etc for staff and academic administrators; contracts for adjunct and full time faculty)	Termination + 3 years	HR Ops/HRIS Analysts

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HR	Employee Records	Full-time faculty personnel file (biographical, application, transcripts, etc.)	Termination + 7 years	Director, Academic & Accredited Services
HR	Employee Records	PCDs	Permanent	TBD
HR	FMLA	Dates of FMLA leave, notices, disputes, notes, etc.	Termination + 3 years	Senior Benefits Specialist
HR	IPEDS	All data used to complete IPEDS survey	Permanent	HR Ops/ HRIS Analysts
HR	Other	Unemployment Insurance	Termination + 4 years	HR Coordinator
HR	Other	Retirement (ERISA)	6 years after filing	Senior Benefits Specialist
HR	Other	Position File (Including CVs, letters, copies of ads, search waivers and background checks, etc.) for individuals not hired		
HR	Recruits/Applicants that do join	Job description, employment application, resume, interview evaluation, background check, references, offer letter	3 years after application	Talent Acquisition team
HR	Recruits/applications that do not join	Job description, employment application, resume, interview evaluation, background check, references, offer letter	3 years after application	Talent Acquisition team

Records Retention Schedule

HR	Union	NLRB Certificates	5 years from last effective date	Associate Director, HR
HR	Union	Collective Bargaining Agreement	Permanent	Associate Director, HR
Legal	IP	Intellectual Property & Trade Secrets	Permanent	Office of the Secretary of the Corporation
Legal	Legal	Legal Files	10 years	Office of the Secretary of the Corporation
Legal	Organization Records	Form 1023, Articles of Incorporation, By-laws, Copyright and Trademarks, Insurance Records	Permanent	Office of the Secretary of the Corporation
Legal	Trustee	Meeting Minutes & other Board Materials	Permanent	Office of the Secretary of the Corporation
Provost	Registration/Academic Records	Academic Action Authorizations	5 years after graduation or last date of attendance	Registrar
Provost	Registration/Academic Records	Academic Advising Correspondence	5 years after graduation or date of last attendance	Associate Dean for Academic Services
Provost	Registration/Academic Records	Correspondence, Credit by Exam Scores (AP, IB Delete - CLEP, etc.), curriculum change authorizations, degree audits, Grade Authorizations, Transfer	Permanent	Registrar

Records Retention Schedule

Provost	Registration/Academic Records	Applications for Graduation, Class Schedules, Personal data information forms	Permanent	Registrar
Provost	Registration/Academic Records	Audit Authorizations, Add/Drop, Grade Reports, Pass/Fail Requests, Enrollment Verifications, Social Security Certifications	5 years after graduation or date of last attendance	Registrar
Provost	Registration/Academic Records	Transcript Requests	Permanent	Registrar
Provost	Registration/Academic Records	Academic Records, Change of Grade Forms, graduation lists	Permanent	Registrar
Student Affairs	Health	Medical Records	10 years after graduation/ date of last attendance	Director, health & Wellness
Student Affairs	University Police	Crime Statistics, Security Report, SRK Permanent	permanent	Director, Public Safety
University Advancement	Donor Files	Constituent records, life income agreements, endowment information, planned giving information, control logs	Permanent	Managing Director, Advancement Information Systems & Services
University Advancement	Gift Receipts	Gift receipts	6 Years	Managing Director, Advancement Information Systems & Service



Records Retention Schedule

Effective Date: Draft
Last Reviewed: Draft
Next Review: Draft