

**Records Retention Schedule  
Appendix**

<b>Index</b>	<b>Department/Division Name</b>	<b>Document Type</b>	<b>*Retention Period in Years</b>	<b>Record Storage (Paper/Electronic)</b>
Payroll	Controller's Office	1042-S	Act +4	Electronic
Accounts Payable	Controller's Office	1099s and W-2Gs	7	Electronic
Accounting	Controller's Office	A-133 Audit Reporting Package	P	Both
Registrar / Records	Registrar	Academic Probation & Dismissal File	P	Paper/Electronic
Academic Affairs	Provost Office	Academic Program Review	P	Electronic
Registrar / Records	Registrar	Academic Records	P	Paper/Electronic
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Acceptance Letters	7+	Electronic
Environmental Health and Safety	Campus Facilities	Accident Reports	7	Paper
Accounting	Controller's Office	Accounting & Operating Reports	CFY+4	Electronic
Accounts Payable	Controller's Office	Accounts Payable Ledgers - Year End (with Audit Book)	CFY+7	Electronic
Accounts Receivable	Controller's Office	Accounts Receivable Detail	7	Electronic
Accounts Receivable	Controller's Office	Accounts Receivable Ledgers year end (with Audit Book)	4	Electronic
Academic Affairs	Provost Office	Accreditation Documents	P	Electronic
University Police	University Police	Administrative Investigations (forward to HR completed report)	20	Electronic
Human Resources - Employee Records	Human Resources	Administrative Police Investigations	20	Electronic
Human Resources Recruitment Records	Human Resources	Advertisements	3	Paper
Residential Life	Residential Life	Affinity/Special Interest Applications	Current + 1 year previous	Electronic
Environmental Health and Safety	Campus Facilities	Air or Water Waste Emissions	3	Both
Research	Sponsored Programs	Allegations of Scientific Misconduct	3 years after completion of case	Both
Institutional Research	Office of Institutional Research	Analytical Studies Committee (notes, reports)	7	Paper
University Police	University Police	Annual Campus Security and Fire Safety Report and Cleary Act Documents	7	Both
Environmental Health and Safety	Campus Facilities	Annual Fire Drill/Emergency Evacuation Training	6	Both
Environmental Health and Safety	Campus Facilities	Annual PCB Log	3 years past disposal	Paper
Equal Opportunity Employment (EEO)	Diversity Office	Annual Report -- EEO workforce statistics	2	Both
Human Resources Recruitment Records	Human Resources	Applicant Flow Log	1	Electronic
Diversity Programs	Diversity Programs	Applicant Flow Report	1 year (plus current year)	Both
Admissions/Institutional Research	Admission's Offices (Undergraduate, Graduate, International)	Applicant Statistics	P	Electronic
Registrar / Records	Registrar	Application for Graduation	7+	Paper/Electronic

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Scholarships and Financial Aid	Scholarships and Financial Aid	Applications (includes all documents pertaining to the application process)	5	Electronic
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Applications for Admission	7+	Electronic
Registrar / Records	Registrar	Applications for Re-admission (UG)	7+	Electronic
Environmental Health and Safety	Campus Facilities	Asbestos Testing/Abatement Results	Act + 30	Paper
Environmental Health and Safety	Campus Facilities	Asbestos Training Records	1 year past last day of employment	Both
Affiliation/Clinical/Student Placement Agreements	College of Health & Human Services	Athletic Training Agreements	P	Both
Intercollegiate Athletics Compliance Foundation	Athletics	Athletics Financial Aid Award Letter	7	Both
Accounting	Office of the Controller	Audit Reports	P	
Accounting	Controller's Office	Audited Financial Statements	P	Both
Budget	Auxiliary Operations	Auxiliary Contracts/Agreements		
University Police	University Police	Background Checks	1	Paper
Human Resources - Employee Records	Human Resources	Background Investigations	P	Paper
Human Resources Recruitment Records	Human Resources	Background Investigations - Not Hired	3	Paper
Controller's Office	Controller's Office	Bank Statements & Reconciliations	CFY + 7	Paper
Housing	Housing Operations	Bed Loft Kit Request	7	Paper
Human Resources - Employee Records	Human Resources	Beneficiary Designation	P	Both
Human Resources - Employee Records	Human Resources	Benefit & Retirement Plan Elective Forms	P	Both
Human Resources - Employee Records	Human Resources	Benefit Documents	P	Both
University Police	University Police	Bicycle Registration	5	Paper
Human Resources Recruitment Records	Human Resources	Bid Sheets	2 years (plus current year)	Paper
Environmental Health and Safety	Campus Facilities	Bloodborne Pathogen Training Records	3 years past training	Both
Business Affairs	Administration & Business Affairs	Bond Documentation	TBD	Electronic
Plant Accounting	Controller's Office	Bond Documentation including Arbitrage Analysis	P	Paper
Foundation	Office of the Controller	Budget	P	
Budget	Administration & Business Affairs	Budget Adjustments - Permanent	P	Paper
Math & Physics Tutoring	Math & Physics Tutoring	Budget Data		Electronic
Campus Facilities	Facilities Planning & Construction	Building Drawings	P	Both
Campus Facilities	Facilities Planning & Construction	Building Permits	Act + 1	Paper

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Campus Facilities	Facilities Planning & Construction	Building Plans & Specifications	P	Paper/Electronic
Board of Control	Secretary to the Board of Control	By-laws	P	Paper/Electronic
Foundation	Foundation Office	Bylaws & Amendments	P	
Campus Planning	Administration & Business Affairs	Campus Master Plans	P	Electronic
Accounts Receivable	Controller's Office	Canadian Tax Form	4	Electronic
State of Michigan Reporting	Administration & Business Affairs	Capital Outlay - Project Requests & Five-Year Plans (includes facilities assessment)	TBD	Electronic
Ombudsman	Ombudsman	Case Files	Act	
Athletics Administrative	Athletics	Cash Receipt Documentation	7	P
Foundation	Foundation Office	Cash Receipt Reports	7	
Accounts Receivable	All Offices	Cash Receipts Supporting Documents - retained by departments	CFY+7	Paper/Electronic
Academic Affairs	Provost Office	Catalogs	P	Paper/Electronic 2006+
Purchasing	Business Services	Central Stores Delivery Records	7	
Purchasing	Business Services	Central Stores Inventory Reports	3	Custom program
Purchasing	Business Services	Central Stores Requisitions (customer supply orders)	3	Custom program
Accounting	Controller's Office	Chart of Accounts	Act	Electronic
Payroll	Controller's Office	Check Register - calendar and fiscal year reports	Act + 4	Electronic
Accounts Payable	Controller's Office	Check Register (CKPR reports, can run a paid voucher register on demand)	4	Either
Housing	Housing Operations	Check-In Cards (Keys)	7	Both
Housing	Housing Operations	Checkout Envelope/Slips	7	Paper
Foundation	Foundation Office	Checks: Copies of all Donations of \$5,000 and Above	P	
Registrar / Records	Registrar	Class Rosters	P	Paper/Electronic
Environmental Health and Safety	Campus Facilities	Clean-up Records for PCB Spills	5	Paper
Counseling and Health Services	Student Counseling Center	Clinical Counseling Records	7 years from last date of service	Electronic
Affiliation/Clinical/Student Placement Agreements	College of Health & Human Services	Clinical Placement Agreements	P	Paper
Accounts Receivable	Controller's Office	Collection Records	Act	Paper
Institutional Research	Office of Institutional Research	College Data Exchange (data sharing agreements)	7	N/A
Academic Affairs	Provost Office	Community Engagement Documents	P	Electronic
Athletic Training	Athletics	Community Engagement Waivers	1	P

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Athletic Training	Athletics	Concussion Education Paperwork	1	P
Environmental Health and Safety	Campus Facilities	Confined Space Entry Permits	1	Both
Campus Facilities	Facilities Planning & Construction	Construction Planning Records	Life of the building or equipment	Paper
Housing	Housing Operations	Contract Release/Appeal	7	Paper
Housing	Housing Operations	Contracts	7	Both
Business Affairs	Administration & Business Affairs	Contracts - President's	P	Paper/Electronic
Foundation	Foundation Office	Contracts & Agreements	7 Beyond Termination	
Business Affairs	Administration & Business Affairs	Contracts & Leases	Act + 3	Paper/Electronic
Information Technology Services	Information Technology Services	Contracts & Leases		
Disability Services	Disability Services	Copies of Diagnoses / Documentation of Disabilities	7	Paper
University Police	University Police	Copy of Payroll	5	Paper
Research	Sponsored Programs	Copyrights	P	Both
Housing	Housing Operations	Core Change Forms (Keys)	7	Paper
Accounts Payable	Controller's Office	Correspondence (routine) with Customers and Vendors	FY+1	Either
Foundation	Foundation Office	Correspondence : Letters Accompanying Gifts of \$5,000 or Above or Donor Pledge Letters	P	
Accounts Receivable	Controller's Office	Correspondence with Customers and Vendors	1	Both
Purchasing	Business Services	Correspondence with Customers/Vendors	1	Email
Foundation	Foundation Office	Correspondence: Donation Requests	7	
Foundation	Foundation Office	Correspondence: Gift Acknowledgement	7	
Budget	Controller's Office	Cost Study (HEIDI)	4	Paper
Registrar / Records	Registrar	Course Drop/Add Slips	P	Paper/Electronic
Human Resources - Employee Records	Human Resources	Court Ordered Service Documents	P	Paper
Athletic Training	Athletics	CPR/1st Aid Certification	2	P
Registrar / Records	Registrar	Credit by Examination Reports/Scores (AP, IB, CLEP, SVSU credit by exam)	7+	Electronic
Affiliation/Clinical/Student Placement Agreements	College of Arts & Behavioral Sciences	Criminal Justice Field Work Agreements		
Academic Affairs	Provost Office	Curriculum Committee Documents	P	Electronic
University Police	University Police	Daily Dispatch Logs	3	Paper
University Police	University Police	Daily Financial Deposits	7	Both

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Housing	Housing Operations	Damage Billing Statement	7	Paper
Registrar / Records	Registrar	Date of Graduation and Degree Award	7+	Electronic
Intercollegiate Athletics Compliance	Athletics	Declaration of Outside Income Form	7	P
Registrar / Records	Registrar	Degree Audit Records, including graduation authorizations	7+	Electronic
Plant Accounting	Controller's Office	Depreciation Schedules	disposal+4	Paper
Accounting	Controller's Office	Description of Accounting System	P	Electronic
Human Resources - Employee Records	Human Resources	Disciplinary Warnings & Actions/Reprimands	P	Paper
Foundation	Foundation Office	Distribution Committee Documentation: Applications and Award Notifications	P	
Foundation	Foundation Office	Duplicate Deposit Slips	7	
Housing	Housing Operations	Early/Late Arrival Request	7	Paper
Payroll	Controller's Office	Earn Type / Deduction Reports	Act + 4	Electronic
Diversity Programs	Diversity Programs	EEO-6 Reports	3	Electronic
Housing	Housing Operations	Email Correspondence (meal changes, room change requests, student business)	7	Paper
Human Resources - Employee Records	Human Resources	Emergency Contacts	P	Paper
Environmental Health and Safety	Campus Facilities	Emergency Shower/Eyewash Testing Record	5	Paper
Human Resources - Employee Records	Human Resources	Employee Accident & Injury Report	P	Paper
Presidential Material	President's Office	Employee Awards	Office: 5 years / Archives: P	Paper/Electronic
Human Resources - Employee Records	Human Resources	Employee Evaluations/Performance Appraisals	P	Paper
Environmental Health and Safety	Campus Facilities	Employee Exposure Records	Act + 30	Both
Human Resources - Employee Records	Human Resources	Employee File After Termination	P	Paper
Environmental Health and Safety	Human Resources	Employee Medical Complaints	Act + 30	Paper
Human Resources - Employee Records	Human Resources	Employee Personal Information Forms	P	Paper
Environmental Health and Safety	Campus Facilities	Employee Test Results (training records)	6	Both
Payroll	Controller's Office	Employee Time Sheets / Time Cards / Ultra Time Reports	Act + 4	Electronic
Human Resources - Employee Records	Human Resources	Employee Tuition Waiver Forms	P	Paper
Human Resources - Employee Records	Human Resources	Employment Applications/Resumes	P	Paper
Human Resources Recruitment Records	Human Resources	Employment Applications/Resumes - Not Hired	3	Electronic
Payroll	Controller's Office	Employment Tax Returns - 941s, unemployment reports, etc.	CCY + 4	Both

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Endowment / Investment Management	Foundation Office/Controllers	Endowment Agreements	P	Paper
Foundation	Foundation Office	Endowments : Letters of Agreement, Written Criteria, Board Resolutions	P	
Institutional Research	Office of Institutional Research	Enrollment Statistics (Officials, 1st Majors, Minors, Semester Credit Hours, Instructor Load)	P	Both
Registrar / Records	Registrar	Enrollment Verifications	7+	Paper/Electronic
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Entrance Exams & Placement Scores (ACT/SAT/COMPASS/ACCUPLACER/TOEFL/IELTS)	7+	Electronic
Environmental Health and Safety	Campus Facilities	Environmental Protection Records/Permits	P	Both
Athletic Training	Athletics	Equipment Calibration Paperwork	2	P
University Police	University Police	Evidence Logs	P	Paper
Human Resources - Employee Records	Human Resources	Exit Interview Checklist	P	Paper
Human Resources Recruitment Records	Human Resources	Exit Interview Report	7	Paper
Foundation	Foundation Office	Expenditure Reports : All Supporting Documentation for Accounts and Event Funds.	7	
Foundation	Office of the Controller	Expense Analysis/Expense Distribution Schedules	7	
Intercollegiate Athletics	University Communications	Expired Licenses, Licenses & Permits, Trademark Registrations	TBD	TBD
Human Resources - Staff Relations	Human Resources	Faculty & Staff - Arbitration Records	P	Paper
Human Resources - Staff Relations	Human Resources	Faculty & Staff - Grievance Records	P	Paper
Human Resources - Staff Relations	Human Resources	Faculty & Staff - Past Negotiation Records	P	Paper
Faculty Records	Provost Office	Faculty Application for Promotion, Sabbatical and Tenure Records	P	Electronic
Faculty Records	Provost Office	Faculty Award Recipients	P	Electronic
Faculty Records	Provost Office	Faculty Credentials	P	Electronic
Faculty Records	Provost Office	Faculty Load Information	P	Electronic
Faculty Records	Provost Office	Faculty Review Records	P	Electronic
Faculty Records	Provost Office	Faculty Supplemental Funding Documents	7	Electronic
Registrar / Records	Registrar	Family Educational Rights and Privacy Act (FERPA) Documents	P	Paper/Electronic
Plant Accounting	Controller's Office	Federal Capital Inventory	P	Both
University Police	University Police	Felony - Police Incident Reports	20	Electronic
Foundation / Development Office	Foundation Office	Files on Contributors to the University	CCY+3	Either
Accounting	Controller's Office	Final Closing Entries (since 1993 in Colleague)	P	Electronic
Scholarships and Financial Aid	Scholarships and Financial Aid	Financial Aid Awards (includes all documents pertaining to the awarding process)	5	Electronic

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Foundation	Office of the Controller	Financial Statements - Annual Year End Audited Statements	P	
Controller's Office	Controller's Office	FISAP Report - supporting documentation	5	Both
Human Resources - Employee Records	Human Resources	FMLA Documents	3	Paper
Freedom of Information Act (FOIA)	General Counsel	FOIA Requests	P	Paper/Electronic
Freedom of Information Act (FOIA)	University Police	FOIA Requests	1	Paper
Accounts Receivable	Controller's Office	Form 1098-T	CCY + 4	Electronic
Controller's Office	Controller's Office	Form 990-T	P	Paper
Residential Life	Residential Life	Former Staff Directory (No Personal Information)	P for departmental use	Electronic
Athletics Administrative	Athletics	Game Contracts with Opponents	7	P
Payroll	Controller's Office	Garnishments	Act or 7	Both
Accounting	Controller's Office	General Ledgers	P	Electronic
Foundation	Foundation Office	Gift In-Kind Summary Reports	P	
Presidential Material	President's Office	Global Initiatives	Office: 5 - Review for historical value/archive if applicable	Paper/Electronic
Registrar / Records	Registrar	Grade Change Forms	P	Paper/Electronic
Registrar / Records	Registrar	Grade Rosters	P	Paper/Electronic
Institutional Research	Office of Institutional Research	Grade Statistics	7	N/A
Institutional Research	Office of Institutional Research	Graduates File	P	Electronic
Institutional Research	Registrar	Graduation/Commencement Statistics	P	Paper/Electronic
Housing	Housing Operations	Guest Housing Contracts	7	Paper
Registrar / Records	Registrar	Hand Registration Forms, including add/drop, course audit forms	7+	Paper/Electronic
Environmental Health and Safety	Campus Facilities	Hazardous Chemical Waste Records	3	Both
Institutional Research	Office of Institutional Research	HEIDI Database (electronic files)	P	Electronic
Institutional Research	Office of Institutional Research	High School Reporting	7	Both
University Police	University Police	Homicide - Police Incident Reports	P	Electronic
Campus Facilities	Facilities Planning & Construction	Hot Work Permits	1 "per insurance company"	Paper
Human Resources - Employee Records	Human Resources	HR Action Forms	P	Paper
Research	Sponsored Programs	Human Subjects Institutional Review Board	3 years from expiration of protocol approval unless children are involved, then 7 years after	Paper/Electronic
Human Resources - Employee Records	Human Resources	I-9 Forms	- 3 years from date of hire or 1 year after termination, whichever is later	Paper

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Payroll	Career Services	I-9 Forms - 3 years from date of hire or 1 year after termination, whichever is later	Act + 1	Paper
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Immigration Documentation (I-20, passport, visa)	10	Electronic
Registrar / Records	Registrar	Incomplete Grade Forms	P	Paper/Electronic
Accounts Payable	All Offices	Independent Contractor Contracts - retained by department	CFY+7	Paper/Electronic
Environmental Health and Safety	Campus Facilities	Inorganic/Arsenic/Lead/Acrylonitrile Medical and Exposure Records of Employment	40 years or 20+ years	Both
Research	Sponsored Programs	Institutional Animal Care and Use Committee	3 years from expiration of protocol approval	Paper/Electronic
Research	Sponsored Programs	Institutional Biosafety Committee	3 years from expiration of protocol approval	Paper/Electronic
Risk Management & Insurance	Business Services	Insurance Claims	7	
Accounts Payable	Controller's Office	Insurance Payments	FY+7	Electronic
Risk Management & Insurance	Business Services	Insurance Policies and Records	P	MUSIC Web Site
Internal Audits	Controller's Office	Internal Audit Reports	P	Both
Research	Sponsored Programs	Investigator Significant Financial Disclosure	Act + 3	Paper/Electronic
Endowment / Investment Management	Administration & Business Affairs	Investment Policy Agreements	P	Paper/Electronic
Accounts Receivable	Controller's Office	Invoices	4	Electronic
Institutional Research	Office of Institutional Research	IPEDS (reports to IPEDS)	7	Electronic
Controller's Office	Controller's Office	IPEDS Report - supporting documentation	7	Paper
Human Resources Recruitment Records	Human Resources	Job Announcements and Advertisements	1	Paper
Human Resources - Recruitment Records	Human Resources	Job Descriptions	10	Electronic
Accounting	Controller's Office	Journal Entries	P	Electronic
Campus Facilities	Campus Facilities	Key Requests	P	Paper
Environmental Health and Safety	College of Science, Engineering & Technology	Laboratory Practices	Act	Both
Human Resources - Staff Relations	Human Resources	Layoff Data	1 year (plus current year)	Paper
Human Resources - Employee Records	Human Resources	Layoff or Termination Notice, Severance Agreements	P	Paper
Human Resources - Employee Records	Human Resources	Leave of Absence Documents	P	Paper
Legal Issues	General Counsel	Legal Proceeding Documentation		
Human Resources - Employee Records	Human Resources	Letters of Appointment	P	Paper
Human Resources - Employee Records	Human Resources	Letters of Promotion, Faculty	P	Paper
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Letters of Recommendation	7+	Electronic

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Math & Physics Tutoring	Math & Physics Tutoring	Letters of Recommendation		Electronic
Human Resources - Employee Records	Human Resources	Letters of Tenure, Faculty	P	Paper
Foundation	Office of the Controller	License to Solicit Donations: Application Completed Annually	P	
Research	Sponsored Programs	Licenses and Permits	P	Paper/Electronic
Endowment / Investment Management	Administration & Business Affairs	Life Income and Annuity Agreements	Act	Paper
Housing	Housing Operations	Lockout Charge Forms	7	Paper
University Police	University Police	Lost and Found Reports	3	Paper
Campus Facilities	Campus Facilities	Maintenance Records	Act	Paper/Electronic
Environmental Health and Safety	Campus Facilities	Manlift Inspection Logs	Act	Paper
Foundation	Foundation Office	Matching Gift Forms: All Forms of \$5,000 & Above	P	
Environmental Health and Safety	Campus Facilities	Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS)	Act + 30	Both
Environmental Health and Safety	Campus Facilities	Mechanical Power Press Inspection Records	Last 2 inspections	Paper
Presidential Material	President's Office	Meeting Minutes of President's Executive Staff	Office: 5 years / Archives: P	Electronic
Campus Recreation	Conference Center at SVSU	Membership Forms	Active year + previous year	
Presidential Material	President's Office	Memorandums of Understanding	Office: 5 - Review for historical value/archive if applicable	Paper/Electronic
Minority Student Services	Diversity Office	Mentor and mentee applications	Current + 1 year previous	
Board of Control	Secretary to the Board of Control	Minutes of Board of Control Committee Meetings	P	Electronic
Foundation	Foundation Office	Minutes of Foundation Board Meetings	P	
Board of Control	Secretary to the Board of Control	Minutes/Agendas of Board of Control Meetings	P	Paper/Electronic
Board of Control	Secretary to the Board of Control	Miscellaneous correspondence sent to the Board of Control (sent or forwarded by the President and/or Secretary to the Board of Control)	5	Paper/Electronic/Email
University Police	University Police	Misdemeanor - Police Incident Reports	7	Electronic
University Police	University Police	Monthly Parking Reports	P	Paper
Campus Facilities	Campus Facilities	Motor Vehicle Records	Act + 2	Paper
Registrar / Records	Registrar	Name Change Authorizations	7+	Paper/Electronic
Intercollegiate Athletics Compliance	Athletics	National Letters of Intent	7	Both
Athletic Training	Athletics	NCAA & Institutional Drug Test Results	7	Both
Intercollegiate Athletics Compliance	Athletics	NCAA Continuing & Initial Eligibility Records	P	Electronic
Intercollegiate Athletics Compliance	Athletics	NCAA Official Visit Documentation for Prospective Student-Athletes	7	P

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Intercollegiate Athletics Compliance	Athletics	NCAA Playing/Practice Season Documentation	7	P
Human Resources - Employee Records	Human Resources	New Hire Checklist	P	Paper
University Police	University Police	Non-Criminal - Police Incident Reports	3	Electronic
Payroll	Controller's Office	NRA Documentation - including treaties	Act + 4	Paper
University Police	University Police	Officer Field Training Observations	2	Paper
University Police	University Police	Officers' Daily Activity Forms	3	Both
Budget	Administration & Business Affairs	One-time Funding	4	Paper/Electronic
Campus Facilities	Facilities Planning & Construction	Operation & Maintenance Manuals	Life of building or equipment	Paper
University Police	University Police	Operation ID Forms	7	Paper
Business Affairs	Administration & Business Affairs	Operations Manual	P	Paper/Electronic
Housing	Housing Operations	Package Notification Slips	1	Paper
University Police	University Police	Parking Court Reports	1	Paper
University Police	University Police	Parking Ticket Appeals	1	Both
University Police	University Police	Parking Citations	7	Electronic
Campus Recreation	Conference Center at SVSU	Participant waivers for fitness, IM and club sports	Current year	
Payroll	Controller's Office	Payroll by Department Reports	Act + 4	Electronic
Foundation	Office of the Controller	Payroll Deduction for Employee Contributions	7	
Payroll	Controller's Office	Payroll Registers	Act + 4	Electronic
Grant Accounting	Controller's Office	Payroll Reimbursements - Grants (with journal entries)	4	Both
Registrar / Records	Registrar	Personal Data Forms (address, phone number changes)	7+	Paper/Electronic
University Police	University Police	Personal Injury Reports	7	Electronic
Environmental Health and Safety	Campus Facilities	Personal Protective Equipment Hazard Assessment and Training Logs	Act	Both
Human Resources - Employee Records	Human Resources	Personnel Actions	P	Paper
Accounts Payable	Controller's Office	Petty Cash Vouchers (would be with vendor invoices)	FY+7	Electronic
Math & Physics Tutoring	Math & Physics Tutoring	Placement Test Results		Paper
Foundation	Foundation Office	Pledge Forms	7	
Foundation	Foundation Office	Pledge Reminders - Invoices	7	
Human Resources - Employee Records	Human Resources	Position Activity Records -Initiative by HR Action Form; Position Assignments in Colleague	2 years (plus current year)	Paper

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Budget	Administration & Business Affairs	Position Control	P	Electronic
Mail/Postal Services	Business Services	Postal Records	3	
Student Employment	Career Services	PR13 Payroll Reports (for Audits, Employment Verifications)	3	Paper
Presidential Material	President's Office	Presidential Speeches	P	Paper/Electronic
Presidential Material	President's Office	President's Administrative Correspondence and Internal Communications	Office: 5 - Review for historical value/archive if applicable	Paper/Electronic
Institutional Research	Office of Institutional Research	Presidents Council, Michigan Association of State Universities (enrollment, tuition/fees)	7	Electronic
Research	Sponsored Programs	Private Funding, State & Federal Grants and Contracts	Generally, Act + 3; State = Act + 7; Some Federal = Act + 7	Paper/Electronic
Math & Physics Tutoring	Math & Physics Tutoring	Private Tutoring Records		Both
Foundation	Foundation Office	Procedures and Guidelines Manual - Internal State Documents	P	
Accounts Payable	Controller's Office	Procurement Card - employee monthly statements with supporting documentation	FY+7	Electronic
Accounts Payable	Controller's Office	Procurement Card - XPCI Reconciliation Reports	FY+7	Electronic
Campus Facilities	Facilities Planning & Construction	Project Related Files (Renovations)	P	Paper
Controller's Office	Controller's Office	Property - Tax-related Documents, if any	P	Paper
Campus Facilities	Facilities Planning & Construction	Property & Easement Records	P	Paper
Plant Accounting	Controller's Office	Property Improvement Records	disposal+4	Both
Plant Accounting	Controller's Office	Property Records (Campus Facilities)	disposal+4	Both
Campus Planning	Administration & Business Affairs	Property Records; Deeds; Historical Records; Land Survey's; Property Information	P	Paper/Electronic
Purchasing	Business Services	Purchase Orders (Purchasing/Receiving/University Stores)	7	Colleague
Purchasing	Business Services	Purchase Requisitions	7	Colleague
Registrar / Records	Office of Institutional Research	Racial/Ethnic Statistics	1	Electronic
Environmental Health and Safety	College of Science, Engineering & Technology	Radiation Disposal Records, Monitoring Records, Radiation Survey Records	P	
Athletics Administrative	Athletics	Raffle Licenses	7	P
Purchasing	Business Services	Receiving Documents	7	Colleague
Student Life	Student Life	Registration Forms for Student Organizations	7	Electronic
Campus Recreation	Conference Center at SVSU	Rental Contracts	Active year + previous year	
Presidential Material	President's Office	Resource Files	Until supersede, or no longer needed for reference	Paper/Electronic
Payroll	Controller's Office	Retirement Election Reports	Act + 4	Electronic
Payroll	Controller's Office	Retirement Reports - TIAA-CREF, etc.	Act + 1	Electronic

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Institutional Research	Office of Institutional Research	Reverse Transfer Student Files	7	Electronic
Housing	Housing Operations	Room Change Request	7	Paper
Housing	Housing Operations	Room Condition Reports	7	Paper
Accounts Payable	Controller's Office	Royalty Payments	FY+7	Electronic
University Police	University Police	Safekeeping Forms	Act+3	Paper
Human Resources - Employee Records	Human Resources	Salary Letters	P	Both
Plant Accounting	Controller's Office	Sales of Capital Items - with journal entries (entries are scanned into ImageNow)	4	N/A
Academic Affairs	Provost Office	Schedule of Classes (Institutional)	P	Electronic
Athletic Training	Athletics	Secondary Insurance Claims	10	P
Institutional Research	Office of Institutional Research	Section 245 & State Reporting	7	Electronic
Human Resources - Staff Relations	Human Resources	Seniority Reports	1 year (plus current year)	Electronic
Campus Facilities	Facilities Planning & Construction	Shop Drawings	Life of building or equipment	Paper/Electronic
Environmental Health and Safety	Campus Facilities	Sling Testing Reports	Act	Paper
University Police	University Police	Special Accounts: MJTC; Forfeiture; Crime Stoppers; RAD	P	Electronic
Athletics Administrative	Athletics	Sponsorship Agreements	5	Both
State of Michigan Reporting	Administration & Business Affairs	State of Michigan Public Act Reporting	TBD	Paper/Electronic
Campus Facilities	Facilities Planning & Construction	State Property Valuations	P	Paper
Accounting	Controller's Office	Statement Combinations (other months optional)	P	Either
Endowment / Investment Management	Administration & Business Affairs	Stock Records	3	Paper
Institutional Research	Office of Institutional Research	Student Achievement Measure (SAM)	P	Electronic
Registrar / Records	Registrar	Student Class Schedules	7+	Electronic
Student Conduct Program	Office of Student Conduct	Student Conduct Files - Cardinal Notes	7 years. If student is suspended or expelled, P	Both
Student Conduct Program	Office of Student Conduct	Student Conduct Files - Records that involve a Registered Student Organization (RSO)	7 years. If the RSO is suspended or loses recognition as an RSO, P	Both
Student Conduct Program	Office of Student Conduct	Student Conduct Files - SVSU Incident Reports and Academic Integrity Reports	7 years. If student is suspended or expelled, P	Both
Registrar / Records	Registrar	Student Correspondence	7+	Electronic
Student Employment	Career Services	Student Employee Employment Files (RSE, CWS, SVWS)	P	Both
Student Employment	Career Services	Student Employee I-9's (RSE, CWS, SVWS only)	- 3 years from date of hire or 1 year after termination, whichever is later	Paper
Housing	Housing Operations	Student Employment - Career Services Referrals	7	Paper

**Records Retention Schedule  
Appendix**

<b>Index</b>	<b>Department/Division Name</b>	<b>Document Type</b>	<b>*Retention Period in Years</b>	<b>Record Storage (Paper/Electronic)</b>
Writing Center	University Writing Center	Student Evaluation Forms	P	Electronic
Registrar / Records	Registrar	Student List for Commencement Programs	P	Paper/Electronic
Registrar / Records	Registrar	Student Major/Curriculum Change Forms	7+	Paper/Electronic
Disability Services	Disability Services	Student Schedules and Requests for Services	Act	Paper
Writing Center	University Writing Center	Student Session Records	P	Paper/Electronic
Registrar / Records	Registrar	Student Social Security Number Corrections (office log)	P	Paper/Electronic
Residential Life	Residential Life	Student Staff Applications and Records	Active Year + 3 years	Both
Academic Affairs	Provost Office	Student Success Committee Documents	7+	Electronic
Writing Center	University Writing Center	Student Swipe Data	P	Electronic
Affiliation/Clinical/Student Placement Agreements	College of Education	Student Teaching Agreements		
Registrar / Records	Academic Advisement Center	Student Writing Samples	1	Paper
Athletic Training	Athletics	Student-Athlete Medical Paperwork	10	Both
Athletics Administrative	Athletics	Student-Athlete Transportation Waiver	1	P
Counseling and Health Services	Student Counseling Center	Substance Abuse Counseling Records	2 years from last date of service	Electronic
Athletic Training	Athletics	Summer Camps/Clinics/AAU, HS and MITS/MHSAA Participant Waivers	Until the individual turns 18	Both
Payroll	Controller's Office	Support for Payroll Deductions	Act + 4	Both
Institutional Research	Office of Institutional Research	Survey Responses	7	Electronic
Math & Physics Tutoring	Math & Physics Tutoring	Swipe Report/Exit Surveys		Both
Foundation	Office of the Controller	Tax Audits - Any Related Files	P	
Foundation	Office of the Controller	Tax Exempt Determination Letter and Related Correspondence	P	
Foundation	Office of the Controller	Tax Returns - IRS 990 Form	P	
Foundation	Office of the Controller	Tax Returns - State and Federal, Reports and Supporting Records	P	
Telecommunications	Business Services	Telecommunications - Financial Reports	4	
Disability Services	Disability Services	Testing Information from Faculty	1	Paper
Athletics Administrative	Athletics	Ticket Sales	7	P
Housing	Housing Operations	Timesheets - Student Employment Payroll	7	Paper
Research	Sponsored Programs	Trademark Registrations; Patent, Royalty & Trademark Records	P	Paper/Electronic
University Police	University Police	Traffic Incident Reports/UD-10	3	Electronic

**Records Retention Schedule  
Appendix**

<b>Index</b>	<b>Department/Division Name</b>	<b>Document Type</b>	<b>*Retention Period in Years</b>	<b>Record Storage (Paper/Electronic)</b>
University Police	University Police	Training Logs	P	Electronic
Registrar / Records	Registrar	Transcript Requests	7+	Paper/Electronic
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Transcripts (high school, college, university, military)	7+	Electronic
Registrar / Records	Registrar	Transfer Credit Evaluations	7+	Paper/Electronic
Accounts Payable	Controller's Office	Travel Vouchers/Check Requisitions/Small Value Pops	FY+7	Electronic
Accounts Receivable	Controller's Office	Trial Balances - year end (with Audit Book)	FY+7	Electronic
Athletic Training	Athletics	Tryout and Alumni Participation Waiver	1	P
Math & Physics Tutoring	Math & Physics Tutoring	Tutor Applications		Paper
Accounts Receivable	Controller's Office	Uncollected Accounts - annual file with Audit Book	4	Both
Institutional Research	Office of Institutional Research	University Fact Book	P	Both
Budget	Campus Facilities	Utility Agreements (water, gas, sewer, electric)		
University Police	University Police	Vehicle Impound Form	2	Both
University Police	University Police	Vehicle Release of Liability Form	1	Paper
Purchasing	Business Services	Vendor Bidding Documents	7	Email
Accounts Payable	Controller's Office	Vendor Invoices	FY+7	Electronic
Military Student Affairs	Military Student Affairs	Veterans Administration Certifications/Documentation*	3; VA requirement	Electronic
University Police	University Police	Video Digital Recordings (surveillance, in-car, and body cameras)	1 month (incidents requiring court action will be downloaded and saved)	Electronic
Audio Production Services	University Communications	Videotapes (Library Archives retains them longer)	3	
Payroll	Controller's Office	W-2 (and corresponding W-3) Forms	Act + 4	Electronic
Payroll	Controller's Office	W-4 Forms	Act + 4	Both
Campus Facilities	Campus Facilities	Work Orders	2	Electronic
Human Resources - Employee Records	Human Resources	Workers' Compensation Records	30	Paper/Electronic
Writing Center	University Writing Center	Writing Center Presentation and Workshop Data	P	Paper/Electronic
Human Resources - Employee Records	Human Resources	Written Verification of Employment	P	Paper

**RECORD STORAGE DEFINITIONS - Paper/Electronic - refers to some records still in paper form, while newer records are electronic. Both - refers to all records are available in both a paper form and an electronic format.**

**\*PERIOD DEFINITIONS - Act = While active, employed or enrolled; Life = Life of affected employee; P = Permanent, CCY+ current calendar year +, CFY= Current Fiscal Year +**