

**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>
Academic Affairs	Provost Office	Academic Program Review	P	Electronic
Academic Affairs	Provost Office	Accreditation Documents	P	Electronic
Academic Affairs	Provost Office	Catalogs	P	Paper/Electronic 2006+
Academic Affairs	Provost Office	Community Engagement Documents	P	Electronic
Academic Affairs	Provost Office	Curriculum Committee Documents	P	Electronic
Academic Affairs	Provost Office	Schedule of Classes (Institutional)	P	Electronic
Academic Affairs	Provost Office	Student Success Committee Documents	7+	Electronic
Accounting	Controller's Office	A-133 Audit Reporting Package	P	Both
Accounting	Controller's Office	Accounting & Operating Reports	CFY+4	Electronic
Accounting	Controller's Office	Audited Financial Statements	P	Both
Accounting	Controller's Office	Chart of Accounts	Act	Electronic
Accounting	Controller's Office	Description of Accounting System	P	Electronic
Accounting	Controller's Office	Final Closing Entries (since 1993 in Colleague)	P	Electronic
Accounting	Controller's Office	General Ledgers	P	Electronic
Accounting	Controller's Office	Journal Entries	P	Electronic
Accounting	Controller's Office	Statement Combinations (other months optional)	P	Either
Accounts Payable	All Offices	Independent Contractor Contracts - retained by department	CFY+7	Paper/Electronic
Accounts Payable	Controller's Office	1099s and W-2Gs	7	Electronic
Accounts Payable	Controller's Office	Accounts Payable Ledgers - Year End (with Audit Book)	CFY+7	Electronic
Accounts Payable	Controller's Office	Check Register (CKPR reports, can run a paid voucher register on demand)	4	Either
Accounts Payable	Controller's Office	Correspondence (routine) with Customers and Vendors	FY+1	Either
Accounts Payable	Controller's Office	Insurance Payments	FY+7	Electronic
Accounts Payable	Controller's Office	Petty Cash Vouchers (would be with vendor invoices)	FY+7	Electronic
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
Accounts Payable	Controller's Office	Royalty Payments	FY+7	Electronic
Accounts Payable	Controller's Office	Travel Vouchers/Check Requisitions/Small Value Pops	FY+7	Electronic
Accounts Payable	Controller's Office	Vendor Invoices	FY+7	Electronic

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Accounts Receivable	All Offices	Cash Receipts Supporting Documents - retained by departments	CFY+7	Paper/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
Accounts Receivable	Controller's Office	Canadian Tax Form	4	Electronic
Accounts Receivable	Controller's Office	Collection Records	Act	Paper
Accounts Receivable	Controller's Office	Correspondence with Customers and Vendors	1	Both
Accounts Receivable	Controller's Office	Form 1098-T	CCY + 4	Electronic
Accounts Receivable	Controller's Office	Invoices	4	Electronic
Accounts Receivable	Controller's Office	Trial Balances - year end (with Audit Book)	FY+7	Electronic
Accounts Receivable	Controller's Office	Uncollected Accounts - annual file with Audit Book	4	Both
Admissions/Institutional Research	Admission's Offices (Undergraduate, Graduate, International)	Applicant Statistics	P	Electronic
Affiliation/Clinical/Student Placement Agreements	College of Arts & Behavioral Sciences	Criminal Justice Field Work Agreements		
Affiliation/Clinical/Student Placement Agreements	College of Education	Student Teaching Agreements		
Affiliation/Clinical/Student Placement Agreements	College of Health & Human Services	Athletic Training Agreements	P	Both
Affiliation/Clinical/Student Placement Agreements	College of Health & Human Services	Clinical Placement Agreements	P	Paper
Athletic Training	Athletics	Concussion Education Paperwork	1	P
Athletic Training	Athletics	Equipment Calibration Paperwork	2	P
Athletic Training	Athletics	NCAA & Institutional Drug Test Results	7	Both
Athletic Training	Athletics	Secondary Insurance Claims	10	P
Athletic Training	Athletics	Student-Athlete Medical Paperwork	10	Both
Athletic Training	Athletics	Summer Camps/Clinics/AAU, HS and MITS/MHSAA Participant Waivers	Until the individual turns 18	Both
Athletic Training	Athletics	Community Engagement Waivers	1	P
Athletic Training	Athletics	CPR/1st Aid Certification	2	P
Athletic Training	Athletics	Tryout and Alumni Participation Waiver	1	P
Athletics Administrative	Athletics	Cash Receipt Documentation	7	P
Athletics Administrative	Athletics	Raffle Licenses	7	P
Athletics Administrative	Athletics	Student-Athlete Transportation Waiver	1	P
Athletics Administrative	Athletics	Ticket Sales	7	P

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Athletics Administrative	Athletics	Game Contracts with Opponents	7	P
Athletics Administrative	Athletics	Sponsorship Agreements	5	Both
Audio Production Services	University Communications	Videotapes (Library Archives retains them longer)	3	
Board of Control	Secretary to the Board of Control	By-laws	P	Paper/Electronic
Board of Control	Secretary to the Board of Control	Minutes of Board of Control Committee Meetings	P	Electronic
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
Budget	Administration & Business Affairs	Budget Adjustments - Permanent	P	Paper
Budget	Administration & Business Affairs	One-time Funding	4	Paper/Electronic
Budget	Administration & Business Affairs	Position Control	P	Electronic
Budget	Auxiliary Operations	Auxiliary Contracts/Agreements		
Budget	Campus Facilities	Utility Agreements (water, gas, sewer, electric)		
Budget	Controller's Office	Cost Study (HEIDI)	4	Paper
Business Affairs	Administration & Business Affairs	Bond Documentation	TBD	Electronic
Business Affairs	Administration & Business Affairs	Contracts - President's	P	Paper/Electronic
Business Affairs	Administration & Business Affairs	Contracts & Leases	Act + 3	Paper/Electronic
Business Affairs	Administration & Business Affairs	Operations Manual	P	Paper/Electronic
Campus Facilities	Campus Facilities	Key Requests	P	Paper
Campus Facilities	Campus Facilities	Maintenance Records	Act	Paper/Electronic
Campus Facilities	Campus Facilities	Motor Vehicle Records	Act + 2	Paper
Campus Facilities	Campus Facilities	Work Orders	2	Electronic
Campus Facilities	Facilities Planning & Construction	Building Drawings	P	Both
Campus Facilities	Facilities Planning & Construction	Building Permits	Act + 1	Paper
Campus Facilities	Facilities Planning & Construction	Building Plans & Specifications	P	Paper/Electronic
Campus Facilities	Facilities Planning & Construction	Construction Planning Records	Life of the building or equipment	Paper
Campus Facilities	Facilities Planning & Construction	Hot Work Permits	1 "per insurance company"	Paper
Campus Facilities	Facilities Planning & Construction	Operation & Maintenance Manuals	Life of building or equipment	Paper
Campus Facilities	Facilities Planning & Construction	Project Related Files (Renovations)	P	Paper

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Campus Facilities	Facilities Planning & Construction	Property & Easement Records	P	Paper
Campus Facilities	Facilities Planning & Construction	Shop Drawings	Life of building or equipment	Paper/Electronic
Campus Facilities	Facilities Planning & Construction	State Property Valuations	P	Paper
Campus Planning	Administration & Business Affairs	Campus Master Plans	P	Electronic
Campus Planning	Administration & Business Affairs	Property Records; Deeds; Historical Records; Land Survey's; Property Information	P	Paper/Electronic
Campus Recreation	Conference Center at SVSU	Membership Forms	Active year + previous year	
Campus Recreation	Conference Center at SVSU	Participant waivers for fitness, IM and club sports	Current year	
Campus Recreation	Conference Center at SVSU	Rental Contracts	Active year + previous year	
Controller's Office	Controller's Office	Bank Statements & Reconciliations	CFY + 7	Paper
Controller's Office	Controller's Office	FISAP Report - supporting documentation	5	Both
Controller's Office	Controller's Office	Form 990-T	P	Paper
Controller's Office	Controller's Office	IPEDS Report - supporting documentation	7	Paper
Controller's Office	Controller's Office	Property - Tax-related Documents, if any	P	Paper
Counseling and Health Services	Student Counseling Center	Clinical Counseling Records	7 years from last date of service	Electronic
Counseling and Health Services	Student Counseling Center	Substance Abuse Counseling Records	2 years from last date of service	Electronic
Disability Services	Disability Services	Copies of Diagnoses / Documentation of Disabilities	7	Paper
Disability Services	Disability Services	Student Schedules and Requests for Services	Act	Paper
Disability Services	Disability Services	Testing Information from Faculty	1	Paper
Diversity Programs	Diversity Programs	Applicant Flow Report	1 year (plus current year)	Both
Diversity Programs	Diversity Programs	EEO-6 Reports	3	Electronic
Endowment / Investment Management	Administration & Business Affairs	Investment Policy Agreements	P	Paper/Electronic
Endowment / Investment Management	Administration & Business Affairs	Life Income and Annuity Agreements	Act	Paper
Endowment / Investment Management	Administration & Business Affairs	Stock Records	3	Paper
Endowment / Investment Management	Foundation Office/Controllers	Endowment Agreements	P	Paper
Environmental Health and Safety	Campus Facilities	Accident Reports	7	Paper
Environmental Health and Safety	Campus Facilities	Air or Water Waste Emissions	3	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

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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
Environmental Health and Safety	Campus Facilities	Bloodborne Pathogen Training Records	3 years past training	Both
Environmental Health and Safety	Campus Facilities	Clean-up Records for PCB Spills	5	Paper
Environmental Health and Safety	Campus Facilities	Confined Space Entry Permits	1	Both
Environmental Health and Safety	Campus Facilities	Emergency Shower/Eyewash Testing Record	5	Paper
Environmental Health and Safety	Campus Facilities	Employee Exposure Records	Act + 30	Both
Environmental Health and Safety	Campus Facilities	Employee Test Results (training records)	6	Both
Environmental Health and Safety	Campus Facilities	Environmental Protection Records/Permits	P	Both
Environmental Health and Safety	Campus Facilities	Hazardous Chemical Waste Records	3	Both
Environmental Health and Safety	Campus Facilities	Inorganic/Arsenic/Lead/Acrylonitrile Medical and Exposure Records of Employment	40 years or 20+ years	Both
Environmental Health and Safety	Campus Facilities	Manlift Inspection Logs	Act	Paper
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
Environmental Health and Safety	Campus Facilities	Personal Protective Equipment Hazard Assessment and Training Logs	Act	Both
Environmental Health and Safety	Campus Facilities	Sling Testing Reports	Act	Paper
Environmental Health and Safety	College of Science, Engineering & Technology	Laboratory Practices	Act	Both
Environmental Health and Safety	College of Science, Engineering & Technology	Radiation Disposal Records, Monitoring Records, Radiation Survey Records	P	
Environmental Health and Safety	Human Resources	Employee Medical Complaints	Act + 30	Paper
Equal Opportunity Employment (EEO)	Diversity Office	Annual Report -- EEO workforce statistics	2	Both
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
Foundation	Foundation Office	Bylaws & Amendments	P	
Foundation	Foundation Office	Cash Receipt Reports	7	

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Foundation	Foundation Office	Checks: Copies of all Donations of \$5,000 and Above	P	
Foundation	Foundation Office	Contracts & Agreements	7 Beyond Termination	
Foundation	Foundation Office	Correspondence : Letters Accompanying Gifts of \$5,000 or Above or Donor Pledge Letters	P	
Foundation	Foundation Office	Correspondence: Donation Requests	7	
Foundation	Foundation Office	Correspondence: Gift Acknowledgement	7	
Foundation	Foundation Office	Distribution Committee Documentation: Applications and Award Notifications	P	
Foundation	Foundation Office	Duplicate Deposit Slips	7	
Foundation	Foundation Office	Endowments : Letters of Agreement, Written Criteria, Board Resolutions	P	
Foundation	Foundation Office	Expenditure Reports : All Supporting Documentation for Accounts and Event Funds.	7	
Foundation	Foundation Office	Gift In-Kind Summary Reports	P	
Foundation	Foundation Office	Matching Gift Forms: All Forms of \$5,000 & Above	P	
Foundation	Foundation Office	Minutes of Foundation Board Meetings	P	
Foundation	Foundation Office	Pledge Forms	7	
Foundation	Foundation Office	Pledge Reminders - Invoices	7	
Foundation	Foundation Office	Procedures and Guidelines Manual - Internal State Documents	P	
Foundation	Office of the Controller	Audit Reports	P	
Foundation	Office of the Controller	Budget	P	
Foundation	Office of the Controller	Expense Analysis/Expense Distribution Schedules	7	
Foundation	Office of the Controller	Financial Statements - Annual Year End Audited Statements	P	
Foundation	Office of the Controller	License to Solicit Donations: Application Completed Annually	P	
Foundation	Office of the Controller	Payroll Deduction for Employee Contributions	7	
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	
Foundation / Development Office	Foundation Office	Files on Contributors to the University	CCY+3	Either
Freedom of Information Act (FOIA)	General Counsel	FOIA Requests	P	Paper/Electronic
Freedom of Information Act (FOIA)	University Police	FOIA Requests	1	Paper

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Grant Accounting	Controller's Office	Payroll Reimbursements - Grants (with journal entries)	4	Both
Housing	Housing Operations	Bed Loft Kit Request	7	Paper
Housing	Housing Operations	Check-In Cards (Keys)	7	Both
Housing	Housing Operations	Checkout Envelope/Slips	7	Paper
Housing	Housing Operations	Contract Release/Appeal	7	Paper
Housing	Housing Operations	Contracts	7	Both
Housing	Housing Operations	Core Change Forms (Keys)	7	Paper
Housing	Housing Operations	Damage Billing Statement	7	Paper
Housing	Housing Operations	Early/Late Arrival Request	7	Paper
Housing	Housing Operations	Email Correspondence (meal changes, room change requests, student business)	7	Paper
Housing	Housing Operations	Guest Housing Contracts	7	Paper
Housing	Housing Operations	Lockout Charge Forms	7	Paper
Housing	Housing Operations	Package Notification Slips	1	Paper
Housing	Housing Operations	Room Change Request	7	Paper
Housing	Housing Operations	Room Condition Reports	7	Paper
Housing	Housing Operations	Student Employment - Career Services Referrals	7	Paper
Housing	Housing Operations	Timesheets - Student Employment Payroll	7	Paper
Human Resources - Employee Records	Human Resources	Administrative Police Investigations	20	Electronic
Human Resources - Employee Records	Human Resources	Background Investigations	P	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
Human Resources - Employee Records	Human Resources	Court Ordered Service Documents	P	Paper
Human Resources - Employee Records	Human Resources	Disciplinary Warnings & Actions/Reprimands	P	Paper
Human Resources - Employee Records	Human Resources	Emergency Contacts	P	Paper
Human Resources - Employee Records	Human Resources	Employee Accident & Injury Report	P	Paper
Human Resources - Employee Records	Human Resources	Employee Evaluations/Performance Appraisals	P	Paper
Human Resources - Employee Records	Human Resources	Employee File After Termination	P	Paper

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Human Resources - Employee Records	Human Resources	Employee Personal Information Forms	P	Paper
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 - Employee Records	Human Resources	Exit Interview Checklist	P	Paper
Human Resources - Employee Records	Human Resources	FMLA Documents	3	Paper
Human Resources - Employee Records	Human Resources	HR Action Forms	P	Paper
Human Resources - Employee Records	Human Resources	I-9 Forms	- 3 years from date of hire or 1 year after termination, whichever is later	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
Human Resources - Employee Records	Human Resources	Letters of Appointment	P	Paper
Human Resources - Employee Records	Human Resources	Letters of Promotion, Faculty	P	Paper
Human Resources - Employee Records	Human Resources	Letters of Tenure, Faculty	P	Paper
Human Resources - Employee Records	Human Resources	New Hire Checklist	P	Paper
Human Resources - Employee Records	Human Resources	Personnel Actions	P	Paper
Human Resources - Employee Records	Human Resources	Position Activity Records -Initiative by HR Action Form; Position Assignments in Colleague	2 years (plus current year)	Paper
Human Resources - Employee Records	Human Resources	Salary Letters	P	Both
Human Resources - Employee Records	Human Resources	Workers' Compensation Records	30	Paper/Electronic
Human Resources - Employee Records	Human Resources	Written Verification of Employment	P	Paper
Human Resources - Recruitment Records	Human Resources	Job Descriptions	10	Electronic
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
Human Resources - Staff Relations	Human Resources	Layoff Data	1 year (plus current year)	Paper
Human Resources - Staff Relations	Human Resources	Seniority Reports	1 year (plus current year)	Electronic
Human Resources Recruitment Records	Human Resources	Advertisements	3	Paper
Human Resources Recruitment Records	Human Resources	Applicant Flow Log	1	Electronic
Human Resources Recruitment Records	Human Resources	Background Investigations - Not Hired	3	Paper
Human Resources Recruitment Records	Human Resources	Bid Sheets	2 years (plus current year)	Paper

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Human Resources Recruitment Records	Human Resources	Employment Applications/Resumes - Not Hired	3	Electronic
Human Resources Recruitment Records	Human Resources	Exit Interview Report	7	Paper
Human Resources Recruitment Records	Human Resources	Job Announcements and Advertisements	1	Paper
Information Technology Services	Information Technology Services	Contracts & Leases		
Institutional Research	Office of Institutional Research	Analytical Studies Committee (notes, reports)	7	Paper
Institutional Research	Office of Institutional Research	College Data Exchange (data sharing agreements)	7	N/A
Institutional Research	Office of Institutional Research	Enrollment Statistics (Officials, 1st Majors, Minors, Semester Credit Hours, Instructor Load)	P	Both
Institutional Research	Office of Institutional Research	Grade Statistics	7	N/A
Institutional Research	Office of Institutional Research	Graduates File	P	Electronic
Institutional Research	Office of Institutional Research	HEIDI Database (electronic files)	P	Electronic
Institutional Research	Office of Institutional Research	High School Reporting	7	Both
Institutional Research	Office of Institutional Research	IPEDS (reports to IPEDS)	7	Electronic
Institutional Research	Office of Institutional Research	Presidents Council, Michigan Association of State Universities (enrollment, tuition/fees)	7	Electronic
Institutional Research	Office of Institutional Research	Reverse Transfer Student Files	7	Electronic
Institutional Research	Office of Institutional Research	Section 245 & State Reporting	7	Electronic
Institutional Research	Office of Institutional Research	Student Achievement Measure (SAM)	P	Electronic
Institutional Research	Office of Institutional Research	Survey Responses	7	Electronic
Institutional Research	Office of Institutional Research	University Fact Book	P	Both
Institutional Research	Registrar	Graduation/Commencement Statistics	P	Paper/Electronic
Intercollegiate Athletics	University Communications	Expired Licenses, Licenses & Permits, Trademark Registrations	TBD	TBD
Intercollegiate Athletics Compliance	Athletics	Athletics Financial Aid Award Letter	7	Both
Intercollegiate Athletics Compliance	Athletics	Declaration of Outside Income Form	7	P
Intercollegiate Athletics Compliance	Athletics	National Letters of Intent	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
Intercollegiate Athletics Compliance	Athletics	NCAA Playing/Practice Season Documentation	7	P
Internal Audits	Controller's Office	Internal Audit Reports	P	Both
Legal Issues	General Counsel	Legal Proceeding Documentation		

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Mail/Postal Services	Business Services	Postal Records	3	
Math & Physics Tutoring	Math & Physics Tutoring	Budget Data		Electronic
Math & Physics Tutoring	Math & Physics Tutoring	Letters of Recommendation		Electronic
Math & Physics Tutoring	Math & Physics Tutoring	Placement Test Results		Paper
Math & Physics Tutoring	Math & Physics Tutoring	Private Tutoring Records		Both
Math & Physics Tutoring	Math & Physics Tutoring	Swipe Report/Exit Surveys		Both
Math & Physics Tutoring	Math & Physics Tutoring	Tutor Applications		Paper
Military Student Affairs	Military Student Affairs	Veterans Administration Certifications/Documentation*	3; VA requirement	Electronic
Minority Student Services	Diversity Office	Mentor and mentee applications	Current + 1 year previous	
Ombudsman	Ombudsman	Case Files	Act	
Payroll	Career Services	I-9 Forms - 3 years from date of hire or 1 year after termination, whichever is later	Act + 1	Paper
Payroll	Controller's Office	1042-S	Act +4	Electronic
Payroll	Controller's Office	Check Register - calendar and fiscal year reports	Act + 4	Electronic
Payroll	Controller's Office	Earn Type / Deduction Reports	Act + 4	Electronic
Payroll	Controller's Office	Employee Time Sheets / Time Cards / Ultra Time Reports	Act + 4	Electronic
Payroll	Controller's Office	Employment Tax Returns - 941s, unemployment reports, etc.	CCY + 4	Both
Payroll	Controller's Office	Garnishments	Act or 7	Both
Payroll	Controller's Office	NRA Documentation - including treaties	Act + 4	Paper
Payroll	Controller's Office	Payroll by Department Reports	Act + 4	Electronic
Payroll	Controller's Office	Payroll Registers	Act + 4	Electronic
Payroll	Controller's Office	Retirement Election Reports	Act + 4	Electronic
Payroll	Controller's Office	Retirement Reports - TIAA-CREF, etc.	Act + 1	Electronic
Payroll	Controller's Office	Support for Payroll Deductions	Act + 4	Both
Payroll	Controller's Office	W-2 (and corresponding W-3) Forms	Act + 4	Electronic
Payroll	Controller's Office	W-4 Forms	Act + 4	Both
Plant Accounting	Controller's Office	Bond Documentation including Arbitrage Analysis	P	Paper
Plant Accounting	Controller's Office	Depreciation Schedules	disposal+4	Paper
Plant Accounting	Controller's Office	Federal Capital Inventory	P	Both

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Plant Accounting	Controller's Office	Property Improvement Records	disposal+4	Both
Plant Accounting	Controller's Office	Property Records (Campus Facilities)	disposal+4	Both
Plant Accounting	Controller's Office	Sales of Capital Items - with journal entries (entries are scanned into ImageNow)	4	N/A
Presidential Material	President's Office	Employee Awards	Office: 5 years / Archives: P	Paper/Electronic
Presidential Material	President's Office	Global Initiatives	Office: 5 - Review for historical value/archive if applicable	Paper/Electronic
Presidential Material	President's Office	Meeting Minutes of President's Executive Staff	Office: 5 years / Archives: P	Electronic
Presidential Material	President's Office	Memorandums of Understanding	Office: 5 - Review for historical value/archive if applicable	Paper/Electronic
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
Presidential Material	President's Office	Resource Files	Until supersede, or no longer needed for reference	Paper/Electronic
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
Purchasing	Business Services	Correspondence with Customers/Vendors	1	Email
Purchasing	Business Services	Purchase Orders (Purchasing/Receiving/University Stores)	7	Colleague
Purchasing	Business Services	Purchase Requisitions	7	Colleague
Purchasing	Business Services	Receiving Documents	7	Colleague
Purchasing	Business Services	Vendor Bidding Documents	7	Email
Registrar / Records	Academic Advisement Center	Student Writing Samples	1	Paper
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Acceptance Letters	7+	Electronic
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Applications for Admission	7+	Electronic
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Entrance Exams & Placement Scores (ACT/SAT/COMPASS/ACCUPLACER/TOEFL/IELTS)	7+	Electronic
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Immigration Documentation (I-20, passport, visa)	10	Electronic
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Letters of Recommendation	7+	Electronic
Registrar / Records	Admission's Offices (Undergraduate, Graduate, International)	Transcripts (high school, college, university, military)	7+	Electronic
Registrar / Records	Office of Institutional Research	Racial/Ethnic Statistics	1	Electronic
Registrar / Records	Registrar	Academic Probation & Dismissal File	P	Paper/Electronic
Registrar / Records	Registrar	Academic Records	P	Paper/Electronic

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Registrar / Records	Registrar	Application for Graduation	7+	Paper/Electronic
Registrar / Records	Registrar	Applications for Re-admission (UG)	7+	Electronic
Registrar / Records	Registrar	Class Rosters	P	Paper/Electronic
Registrar / Records	Registrar	Course Drop/Add Slips	P	Paper/Electronic
Registrar / Records	Registrar	Credit by Examination Reports/Scores (AP, IB, CLEP, SVSU credit by exam)	7+	Electronic
Registrar / Records	Registrar	Date of Graduation and Degree Award	7+	Electronic
Registrar / Records	Registrar	Degree Audit Records, including graduation authorizations	7+	Electronic
Registrar / Records	Registrar	Enrollment Verifications	7+	Paper/Electronic
Registrar / Records	Registrar	Family Educational Rights and Privacy Act (FERPA) Documents	P	Paper/Electronic
Registrar / Records	Registrar	Grade Change Forms	P	Paper/Electronic
Registrar / Records	Registrar	Grade Rosters	P	Paper/Electronic
Registrar / Records	Registrar	Hand Registration Forms, including add/drop, course audit forms	7+	Paper/Electronic
Registrar / Records	Registrar	Incomplete Grade Forms	P	Paper/Electronic
Registrar / Records	Registrar	Name Change Authorizations	7+	Paper/Electronic
Registrar / Records	Registrar	Personal Data Forms (address, phone number changes)	7+	Paper/Electronic
Registrar / Records	Registrar	Student Class Schedules	7+	Electronic
Registrar / Records	Registrar	Student Correspondence	7+	Electronic
Registrar / Records	Registrar	Student List for Commencement Programs	P	Paper/Electronic
Registrar / Records	Registrar	Student Major/Curriculum Change Forms	7+	Paper/Electronic
Registrar / Records	Registrar	Student Social Security Number Corrections (office log)	P	Paper/Electronic
Registrar / Records	Registrar	Transcript Requests	7+	Paper/Electronic
Registrar / Records	Registrar	Transfer Credit Evaluations	7+	Paper/Electronic
Research	Sponsored Programs	Allegations of Scientific Misconduct	3 years after completion of case	Both
Research	Sponsored Programs	Copyrights	P	Both
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
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
Research	Sponsored Programs	Investigator Significant Financial Disclosure	Act + 3	Paper/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>
Research	Sponsored Programs	Licenses and Permits	P	Paper/Electronic
Research	Sponsored Programs	Private Funding, State & Federal Grants and Contracts	Generally, Act + 3; State = Act + 7; Some Federal = Act + 7	Paper/Electronic
Research	Sponsored Programs	Trademark Registrations; Patent, Royalty & Trademark Records	P	Paper/Electronic
Residential Life	Residential Life	Affinity/Special Interest Applications	Current + 1 year previous	Electronic
Residential Life	Residential Life	Former Staff Directory (No Personal Information)	P for departmental use	Electronic
Residential Life	Residential Life	Student Staff Applications and Records	Active Year + 3 years	Both
Risk Management & Insurance	Business Services	Insurance Claims	7	
Risk Management & Insurance	Business Services	Insurance Policies and Records	P	MUSIC Web Site
Scholarships and Financial Aid	Scholarships and Financial Aid	Applications (includes all documents pertaining to the application process)	5	Electronic
Scholarships and Financial Aid	Scholarships and Financial Aid	Financial Aid Awards (includes all documents pertaining to the awarding process)	5	Electronic
State of Michigan Reporting	Administration & Business Affairs	Capital Outlay - Project Requests & Five-Year Plans (includes facilities assessment)	TBD	Electronic
State of Michigan Reporting	Administration & Business Affairs	State of Michigan Public Act Reporting	TBD	Paper/Electronic
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
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 - Cardinal Notes	7 years. If student is suspended or expelled, P	Both
Student Employment	Career Services	PR13 Payroll Reports (for Audits, Employment Verifications)	3	Paper
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
Student Life	Student Life	Registration Forms for Student Organizations	7	Electronic
Telecommunications	Business Services	Telecommunications - Financial Reports	4	
University Police	University Police	Administrative Investigations (forward to HR completed report)	20	Electronic
University Police	University Police	Annual Campus Security and Fire Safety Report and Cleary Act Documents	7	Both
University Police	University Police	Background Checks	1	Paper
University Police	University Police	Bicycle Registration	5	Paper
University Police	University Police	Copy of Payroll	5	Paper
University Police	University Police	Daily Dispatch Logs	3	Paper
University Police	University Police	Daily Financial Deposits	7	Both
University Police	University Police	Evidence Logs	P	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>
University Police	University Police	Felony - Police Incident Reports	20	Electronic
University Police	University Police	Homicide - Police Incident Reports	P	Electronic
University Police	University Police	Lost and Found Reports	3	Paper
University Police	University Police	Misdemeanor - Police Incident Reports	7	Electronic
University Police	University Police	Monthly Parking Reports	P	Paper
University Police	University Police	Non-Criminal - Police Incident Reports	3	Electronic
University Police	University Police	Officer Field Training Observations	2	Paper
University Police	University Police	Officers' Daily Activity Forms	3	Both
University Police	University Police	Operation ID Forms	7	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
University Police	University Police	Personal Injury Reports	7	Electronic
University Police	University Police	Safekeeping Forms	Act+3	Paper
University Police	University Police	Special Accounts: MJTC; Forfeiture; Crime Stoppers; RAD	P	Electronic
University Police	University Police	Traffic Incident Reports/UD-10	3	Electronic
University Police	University Police	Training Logs	P	Electronic
University Police	University Police	Vehicle Impound Form	2	Both
University Police	University Police	Vehicle Release of Liability Form	1	Paper
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
Writing Center	University Writing Center	Student Evaluation Forms	P	Electronic
Writing Center	University Writing Center	Student Session Records	P	Paper/Electronic
Writing Center	University Writing Center	Student Swipe Data	P	Electronic
Writing Center	University Writing Center	Writing Center Presentation and Workshop Data	P	Paper/Electronic

**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 +**