

## RECORD RETENTION SCHEDULE

This schedule is a work in progress. The version below was endorsed by Senior Staff on 5 October 2015

TYPE OF RECORD	OFFICE REPOSITORY	RETENTION PERIOD
Employee Council minutes		Permanent
Records for prospective students	Admissions Office	Summer After Anticipated Application
All Paper Records	Admissions Office	Summer After Anticipated Application Term
All Electronic Source Records	Admissions Office	One Year
All Paper Records	Admissions Office	Summer After Application Term
All Electronic Source Records	Admissions Office	One Year
All Paper Records	Admissions Office	Summer After Application Term
All Electronic Source Records	Admissions Office	One Year
All Paper Records	Admissions Office	Summer After Application Term
All Electronic Source Records	Admissions Office	One Year
All Electronic Source Records	Admissions Office	One Year
Acceptance Letters (electronic)	Admissions Office	One Year
Application Evaluation & Materials Not	Admissions Office	Five Years
Letters of Recommendation (Viewing	Admissions Office	Five Years
Non-Teacher, Non-Counselor	Admissions Office	Five Years
Student Waivers (for letters of recommendation)	Admissions Office	Part of Letters of Recommendation (above)
Applicant Statistics	Admissions Office	Permanent
Enrollment Statistics	Admissions Office	Permanent
Recruitment Materials (Current)	Admissions Office	Until Replaced
Recruitment Materials (Archival)	Admissions Office	Permanent
Sports medicine records	Athletics	7 years
Accident reports	Campus Police	Six Years to Permanent
Crime reports	Campus Police	Seven Years After Incident to Permanent
Clery Act Report	Campus Police	Seven Years
Clery Act Report - Supporting	Campus Police	Three Years Following Last
Investigative reports - No Arrest or Warrant	Campus Police	Eleven Years
Property damage reports	Campus Police	Seven Years
Campus Police Reports	Career Center	One Year
CTT Applications - Alumni and Current Students	Career Center	Ten Years
GRE Scores	Career Center	Ten Years
Job Offer Information	Career Center	Three Years
Job Postings	Career Center	Five Years
Personal Pre-Law Files	Career Center	Three Years

Pre-Law: Dean Certification Letters	Career Center	Four Years
Pre-Law: Transcripts	Career Center	Four Years
Pre-Med: Letters of	Career Center	Six Years
Pre-Med: Transcripts	Career Center	Six Years
Public Service Fellowships/Summer Arts and Communications	Career Center	Five Years
Recruiter Information	Career Center	As Relevant
Resumes - Alumni	Career Center	One Year
Resumes - Students	Career Center	Upon Graduation
Student Abroad: Dean Certs., Confirmations, Waivers	Career Center	Three Years
Student Academic Folders	Career Center	Two Years
Student Interview Data	Career Center	Ten Years
Media: photography and video of	Communications	Permanent
News releases	Communications	Permanent
Gifts Documents Establishing Funds	Comptroller's Office	Permanent
Subsequent Additions to Established Funds	Comptroller's Office	Seven Years
Estate Gift Documents	Comptroller's Office	Permanent
Stock Gifts	Comptroller's Office	Permanent
Check Copies	Comptroller's Office	Seven Years
Pledge Documents	Comptroller's Office	Permanent
Gift Documents, other than above	Comptroller's Office	Seven Years
Gift Ledger	Comptroller's Office	Seven Years
Abandoned Property Records	Comptroller's Office	Seven Years
Account reconciliations (balance	Comptroller's Office	Seven Years
Accounts Payable Vouchers and	Comptroller's Office	Seven Years
Accounts Receivable Ledgers	Comptroller's Office	Seven Years
Annual A-133 Reports	Comptroller's Office	Seven Years
Annual GAAP Reports	Comptroller's Office	Permanent
Annual GAAP Report Backup	Comptroller's Office	Seven Years
Banking records, including deposit	Comptroller's Office	Seven Years
Capital equipment records	Comptroller's Office	Seven Years After Sale or
Contracts with Vendors	Comptroller's Office	Seven Years After Contract
Depreciation records	Comptroller's Office	Seven Years After Sale or
Employee Expense Reports	Comptroller's Office	Seven Years
Endowment Share Value Calculation	Comptroller's Office	Seven Years
Form 1099-MISC	Comptroller's Office	Seven Years
Form W-4	Comptroller's Office	Seven Years
Form W-9	Comptroller's Office	Seven Years
Grants and Contracts Managed and	Comptroller's Office	Seven Years After Contract
Indirect Cost Rate Calculations	Comptroller's Office	Seven Years after Completion of
IPEDS/Survey Data	Comptroller's Office	Permanent

Journal entries and back-up	Comptroller's Office	Seven Years
Monthly Expense Reports	Comptroller's Office	Seven Years
Procurement card charge documentation	Comptroller's Office	Seven Years
Student Accounts Receivable Ledger	Comptroller's Office	Seven Years
Student Loan Records	Comptroller's Office	Seven Years After Full Pmt.
Subsidiary ledgers (accounts payable, accounts receivable, etc.)	Comptroller's Office	Seven Years
Travel Reimbursements and attachments	Comptroller's Office	Seven Years
Tuition and Fee Charges	Comptroller's Office	Seven Years after Graduation
Patents	Comptroller's Office	Permanent
Trademarks	Comptroller's Office	Permanent
Endowment Share Value Calculation	Comptroller's Office	Seven Years
Endowment Summary of Investments	Comptroller's Office	Seven Years
W-2 Information	Comptroller's Office	Permanent
Imputed income records (auto usage,	Comptroller's Office	Seven Years
Information returns filed with federal	Comptroller's Office	Seven Years
Leave-reporting documents	Comptroller's Office	Seven Years
Payment Dates and Period Covered	Comptroller's Office	Seven Years
Payroll Register (including straight	Comptroller's Office	Seven Years
Time Cards	Comptroller's Office	Seven Years
Mortgage Letters/Lists	Comptroller's Office	Seven Years
Salary/Stipend Letters	Comptroller's Office	Seven Years
Financial Reports - Monthly, Quarterly	Comptroller's Office	Seven Years after Completion
Financial Reports - Final	Comptroller's Office	Seven Years after Completion
Grant and contract applications,	Comptroller's Office	Seven Years after Completion
GL Transactions	Comptroller's Office	Seven Years after Completion
Routing Form	Comptroller's Office	Seven Years after Completion
Sub Award Documentation	Comptroller's Office	Seven Years after Completion
Time and Effort Reporting	Comptroller's Office	Seven Years after Completion
Depreciation schedules	Comptroller's Office	Seven Years after Life of Asset
Form 1098-T	Comptroller's Office	Permanent
K-1s	Comptroller's Office	Permanent
Income tax returns (Form 990-T, etc.)	Comptroller's Office	Permanent
Information returns (990, 1099, 8282,	Comptroller's Office	Permanent
Property tax returns	Comptroller's Office	Permanent
Admission and Financial Aid Committee, minutes	Dean of Admission and Financial Aid	
Committee of Six (Executive	Dean of Faculty	Permanent
Committee on Educational Policy,	Dean of Faculty	Permanent
Committee on Priorities and	Dean of Faculty	Permanent
Faculty meeting minutes	Dean of Faculty	Permanent
Tenure and reappointment records	Dean of Faculty	Permanent

Faculty appointment administrative files	Dean of Faculty	Permanent
Colloquia records: correspondence and other programming records	Dean of Faculty	Permanent
Accreditation records	Dean of Faculty	Permanent
Department Personnel Records	Dean of Faculty	Permanent (unless duplicated in H.R.)
Applications (paper)	Dean of Students	Permanent
Examination Reports (e.g., ACT, SAT)	Dean of Students	Permanent
Letters of Recommendation (Viewing	Dean of Students	Permanent
Transcripts	Dean of Students	Permanent
Academic actions (dismissal, etc.)	Dean of Students Office	After Separation/Graduation
Academic records (including narrative evaluations, competency	Dean of Students Office	Permanent
Applications for Admission/Readmission	Dean of Students Office	Permanent
Credit by Examination	Dean of Students Office	Five Years After Either Graduation or
Credit/No Credit/Audit Form	Dean of Students Office	Five Years After Either Graduation or Last Date of Attendance
Disciplinary Records (Dismissal or	Dean of Students Office	Permanent
Disciplinary Records ("Lesser" Penalties, Including Academic	Dean of Students Office	Until Separation/Graduation
Examination Reports	Dean of Students Office	Permanent
Foreign Student Forms (I-20)	Dean of Students Office	Five Years After Either Graduation or
Honor Code	Dean of Students Office	Permanent
Matriculation and Family Data	Dean of Students Office	Permanent
Student Disability Information	Dean of Students Office	Seven Years After Either Separation
Transcripts	Dean of Students Office	Permanent
Withdrawal Authorizations/Leaves of	Dean of Students Office	Permanent
Renovation of Real Property	Design and Construction Office	Permanent
Evacuation drill records	Envir. Hlth. & Safety Office	One Year
Air and Water Emission	Envir. Hlth. & Safety Office	Two Years
Fire protection systems records	Envir. Hlth. & Safety Office	Five Years
Fume hood testing records	Envir. Hlth. & Safety Office	Three Years
Hazardous waste disposal manifests	Envir. Hlth. & Safety Office	Three Years
Incident records	Envir. Hlth. & Safety Office	Thirty Years from the Date of Accident - Specific Medical Records
Ozone Depleting Chemical Records	Envir. Hlth. & Safety Office	Three Years
Radiation dose reports	Envir. Hlth. & Safety Office	Thirty Years from the Date of
Radioactive materials license and	Envir. Hlth. & Safety Office	Ten Years
Radioactive material receiving and inventory records	Envir. Hlth. & Safety Office	Ten Years
Training Records (i.e.: Portable	Envir. Hlth. & Safety Office	Ten Years
Exposure of Hazardous Material or	Envir. Hlth. & Safety Office	Thirty Years from the Date of
Contracts with Vendors	Facilities Administrative Office	Seven Years After Contract Term
Minutes, reports and other materials generated by the committee	Facilities Administrative Office	Ten Years

Departmental Policies and	Facilities Business Office	While Active
National and Amherst College Fellowship Applications and Related Documents	Fellowship Office	Ten Years
Student Health Records	Health Center	7 years
Pension tax returns	HR	Permanent
Employee Records - Current	Human Resources	While Employed
Employee Records - Terminated Employees	Human Resources	7 years (confirm with H.R.)
Employee Records - Retirees,	Human Resources	Permanent
I-9 Forms	Human Resources	Longer of Three Years or One Year
Prospective Employee Applications	Human Resources	Two Years
Misc. Surveys	Human Resources	Five Years
AAUP/12 College Survey	Human Resources	Twenty Years
OSHA Logs	Human Resources	Thirty Years
CORI Reports	Human Resources	Two Years
Pension Plan Documents	Human Resources	Permanent
Insurance Invoices	Human Resources	Twelve Years
Reports Generated by Institutional Research	Institutional Research	Permanent
Survey Records	Institutional Research	Permanent
Transcripts from Focus Groups or	Institutional Research	Three Years After Last Use
Other Records from Focus Groups or	Institutional Research	Permanent
Student Database System	IT	Summer After Anticipated Application
Student Database System	IT	Permanent
Student Database System	IT	Permanent
Student Database System	IT	Permanent
Annual Reports, Minutes, Board of	Mead Art Museum	Permanent
Curatorial Registration & Object Files (including loan agreements,	Mead Art Museum	Permanent
Development Files	Mead Art Museum	Permanent
Materials on Deposit or Gifts from	Mead Art Museum	Seven Years after end of contract or
Photographic Permissions	Mead Art Museum	Permanent
Photographic Permissions	Mead Art Museum	Permanent
Application Docs., Need Analysis,	Office of Financial Aid	Permanent
Application Docs., Need Analysis, Income Docs. - Non-Matriculants	Office of Financial Aid	Seven Years
Award Letters, Record - Graduates, Former Students	Office of Financial Aid	Permanent
Award Letters, Record - Non-Matriculants	Office of Financial Aid	Seven Years
Loan Applications	Office of Financial Aid	Permanent
Student Employment Records	Office of Financial Aid	While Active

Administrative correspondence	President's Office	Permanent
Ad-hoc committee minutes and reports	President's Office	Permanent/case-by-case
Academic actions (dismissal, etc.)	Registrar's Office	Five Years After Either Graduation or
Academic records (including narrative evaluations, competency)	Registrar's Office	Permanent
Acceptance Letters	Registrar's Office	Five Years After Either Graduation or Last Date of Attendance
Add/Drop Forms	Registrar's Office	One Year
Audit Authorizations	Registrar's Office	One Year
Catalogs	Registrar's Office	Permanent
Change of Grades Documents	Registrar's Office	Permanent
Class lists/Grade Sheets	Registrar's Office	Permanent
Curriculum Change/Change of Major	Registrar's Office	Five Years After Either Graduation or
Degree Audit Forms	Registrar's Office	Five Years After Either Graduation or
Degree Statistics	Registrar's Office	Permanent
Enrollment Verifications	Registrar's Office	One Year
Grade Reports	Registrar's Office	One Year
Graduation Authorizations	Registrar's Office	Five Years After Either Graduation or Last Date of Attendance
Graduation Lists	Registrar's Office	Permanent
Name Change Authorization	Registrar's Office	Five Years After Either Graduation or
Pass/Fail Requests	Registrar's Office	One Year
Personal Data Form	Registrar's Office	One Year
Registration Forms	Registrar's Office	One Year
Requests for Consent for Records	Registrar's Office	Permanent or Until Terminated by Student
Schedule of Classes	Registrar's Office	Permanent
Transcript Requests	Registrar's Office	One Year
Transfer Credit Evaluations	Registrar's Office	One Year
Waivers for Rights of Access	Registrar's Office	Two Years After Either Graduation or Last Date of Attendance
Senior Theses	Registrar's Office	Permanent
Written Decisions of Hearing Panels	Registrar's Office/ Dean of	Permanent
FERPA Documents	Registrar's Office/Dean of	Permanent
Requests for Disclosure of Personal	Registrar's Office/Dean of	Permanent
Requests for Nondisclosure of	Registrar's Office/Dean of	Permanent
Student Statements on Content of	Registrar's Office/Dean of	Permanent
Transcripts from Other Colleges	Registrar's Office/Dean of	Five Years After Either Graduation or
Enrollment Statistics	Registrar's Office/Institutional	Permanent

Grade Statistics	Registrar's Office/Institutional	Permanent
College Council minutes	Student Affairs	Permanent
Centers: CCE, Diversity & Inclusion, Plans and projections	Student Affairs	Permanent
	Treasurer's Office	Seven Years
Endowment Performance Report	Treasurer's Office	Permanent
Investment Manager Notes	Treasurer's Office	Permanent
Investment Documents	Treasurer's Office	Permanent
Board of Trustee minutes	Trustees Office	Permanent
Bylaws	Trustees Office	Permanent
Charter	Trustees Office	Permanent
Conflict of Interest Disclosure Forms	Trustees Office	Permanent
Trustee Lists	Trustees Office	Permanent