Department Category Retention Period

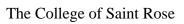
Department	Category	Category	
	Manifest Systems Plan	reports received from vendor	3 years

Department	Category	Retention Period		
	Background checks, drug test results, driving records, company employment verifications, letters of reference and related documents	5 years		
	Search material for non- faculty searches: All materials pertaining to searches for non-faculty employees are retained in the Human Resources Department. After that time, materials are reviewed and portions of the materials are retained move to personnel renaming HR	PERMANENT		
	Employee Records	Employee Records		
	Terminated employee I=9 forms	The later of 3 years from date of hire or 1 year following termination of employment		
	Compensation, job history and timekeeping records	4 years after termination		
	FMLA and USERRA and related leave records	3 years after termination		
	Performance appraisal and disciplinary action records	4 years after termination		
	Benefit records	6 years after the filing date of the documents, based on the information they contain, or 6 years after the date on which such documents would have been filed but got an exemption or simplified reporting requirement		
	Disputed issues (records relating to issues 2 years after resolution of dispute involving external agencies or parties, wage hour investigation by DOL, EOC charge, arbitrations, court actions, etc.) OSHA and employee safety records	5 years after termination		
	Workers compensation claims	30 years after date of injury/illness		
	Investigative records and disciplinary proceedings, including but not limited to statement of charge, transcript of hearing, notice of decision, letter of termination or resignation, letter of reinstatement, record of appeal procedure, and correspondence	6 years after employee separates from the College		
	Compliance reports and records			
	State new hire reports	1 year after report was filed		
	EEO=1	2 years after report was filed		
	OSHA 300/300A	5 years after posting		
	Form 5500	6 years after report was filed		
	Federal/state tax reports	4 years after report was filed		
	Labor Unions			
	Contracts	Permanent		
	Grievance documentation, labor management minutes and other union related documents	7 years after contract ends		
Institutional Advancement	Alumni association file containing records concerning its	relations with the college		

Records Retention Schedule

Department	Category	Retention Period
	Significant correspondence or records relating to decision-making or policy	PERMANENT
	Routine correspondence and related materials	1 year
	Alumni directory including but not limited to name, address, occupation, degree attained, marital status, and financial contributions of alumni	0 after superseded or obsolete
	Special gifts file documenting each non-routine gift to the college including but not limited to correspondence, agreements, stipulations, descriptions of gifts, and accession information	PERMANENT

Summary donor file containing lists of individuals, organizations or corporations that have donated funds, works of art, or property to the college



Records Retention Schedule

Category

Records Retention Schedule
Retention Period

The College of Saint Rose

Records Retention Schedule

Department	Category	Retention Period
Physical Plant	Logs of service requests and computer record of requested and completed service requests	PERMANENT
	Original and current blueprints of all buildings on campus	PERMANENT
	Drawings, specs, inspections logs, O&M manuals, etc.	PERMANENT
	Records/inspection logs for elevator, fire alarms, underground fuel storage tanks, etc.	PERMANENT
	Tank Management	Life of Tank
	Air Management registration	5 years
11	Site Remediation	Life of Facility

Department Category Retention Period

The College of Saint Rose

Records Retention Schedule

Department	Category	Retention Period
	When offense involved was a Class A felony of arson	PERMANENT
	When offense involved was a crime (misdemea or felony), except Class A felony or arson	anor 10 years after case closed
	When offense involved was a violation	7210026322866erre645.67216s0e.72