



## **Kutztown University Policy A&F-026**

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### **Records Retention Policy**

#### **A. PURPOSE**

Kutztown University requires that different types of records be retained for specific periods of time, and has designated official repositories for their maintenance. These records are managed according to procedures that are outlined in this document. The University is committed to effective records retention to preserve its history, meet legal standards, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are destroyed.

#### **B. SCOPE**

All official University records.

#### **C. DEFINITION(S)**

**Official Repository:** Department designated as having responsibility for retention and timely destruction of particular types of official University records.

#### **D. POLICY AND PROCEDURE(S)**

Kutztown University requires consistent treatment of records. Maintenance, retention, and disposal procedures for University records must be followed systematically by staff in designated official repositories.

##### **I. Responsibilities for Managing Official University Records**

Official repositories are responsible for establishing appropriate record retention management practices. Each unit's administrative manager or a designee must:

- Implement the unit's and/or office's record management practices
- Ensure that these management practices are consistent with this policy
- Educate staff within the administrative unit in understanding sound record management practices

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- Preserve inactive records of historic value.
- Ensure that access to confidential files is restricted.
- Dispose of records that have no archival value upon passage of the applicable retention period.
- Periodically review records generated and maintained in University information systems or equipment (including mainframe, mini, and micro computing/storage systems) to ensure that record retention requirements are met.

**II. Preserving or Disposing of Official University Records**

When the prescribed retention period for official University records has passed the official repository must dispose of the records in an appropriate manner.

Departments and units that are not official repositories and that retain duplicate or multiple copies of these University records should dispose of them when they are no longer useful.

**III. Retention Period Changes**

Record retention periods may be changed by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Such modifications supersede the requirements listed in this policy. Modification of record retention periods required for any of these reasons will be accomplished by a notice sent out to affected units by the University Internal Audit Office, the Office of Administration and Finance, the Office of Grants and Sponsored Programs, or other appropriate offices.

**IV. The detailed record retention list can be found on Attachment A****E. EFFECTIVE DATE:**

April, 2009

**F. APPROVED BY:**

F. Javier Cevallos, President

**G. LAST REVIEW**

August, 2010; August, 2011; August, 2012; August, 2013; June, 2014

## ATTACHMENT A

RECORD	OFFICE	DURATION	DIVISION
<b>Admissions for Applicants Who Do Not Enroll--</b> Whether Accepted or Rejected Applications for Admission or Readmission, Correspondence that is relevant, Entrance Exam Reports (ACT, CEEB, et. al.), Letters of Recommendation, Transcripts - High school and Other College	Admissions	One (1) year after application	Academic Affairs
Letters of Recommendation	Admissions	Until date of admission	Academic Affairs
Recruitment Materials	Admissions	Until date of enrollment	Academic Affairs
Federal and State Required Statistics and Reports (IPEDS) Common Cost Accounting	Institutional Research	Permanent	Academic Affairs
Financial Aid Records (Applicants who do not enroll)	Financial Aid	Records discarded within the year of non-attendance.	Academic Affairs
Financial Aid Records (Applicants who do enroll)	Financial Aid	Maintained five (5) years after receiving the Federal/State aid. Paper and/or electronic files.	Academic Affairs
Record of Communications with PSAC & NCAA (Athletics)	Financial Aid	Six (6) years	Academic Affairs

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Grant and Contract Applications, Proposals, and Supporting Documentation	Grants & Sponsored Projects	Three (3) years from the date of submission of the final report, unless the awarding/contracting agency specifies different. For Federal awards and contracts-comply with OMB Circular A-110 section on retention and access requirements for records.	Academic Affairs
International Student Forms (VISA Documentation, etc.)	International Initiatives & Student Services	Five (5) years	Academic Affairs
Grievances	Provost's Office	No cause Findings, three (3) years from determination. Cause findings, Permanent	Academic Affairs
Documents Supporting Other Academic or Non-Academic Selection Decisions (e.g., promotion, termination, compensation)	Provost's Office	Three (3) years from effective date of decision	Academic Affairs
Academic Actions, (Dismissal, etc.)	Registrar	Five (5) years from graduation or date of last attendance	Academic Affairs
Academic Records	Registrar	Permanent	Academic Affairs
<b>Admissions for Applicants Who Enroll</b> --Applications for Admission or Readmission, Correspondence that is Relevant, Entrance Exam Reports (ACT, CEEB, et.al.)	Registrar	Five (5) years after date of last attendance	Academic Affairs
Catalogs	Registrar	Permanent	Academic Affairs
Change of Course Forms- Continuing Education, Summer Sessions, and Extramural Studies	Registrar	Five (5) years from date of enrollment	Academic Affairs
Change of Grade Forms	Registrar	Permanent	Academic Affairs
Change to Student ID number	Registrar	Permanent	Academic Affairs
Class Lists (Original)	Registrar	Permanent	Academic Affairs

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Consent to Release Personally Identifiable Information	Registrar	Kept until next academic year; signatures kept five (5) years	Academic Affairs
Requests for Non-Disclosure of Directory Information	Registrar	Until terminated by the student	Academic Affairs
Course Offerings	Registrar	Permanent	Academic Affairs
Curriculum Change Authorizations	Registrar	Five (5) years from graduation or date of last attendance	Academic Affairs
Degree, Grade, Enrollment, and Racial/Ethnic Statistics	Registrar	Permanent	Academic Affairs
Enrollment Verifications	Registrar	One (1) year from enrollment	Academic Affairs
Grade Sheets	Registrar	Permanent	Academic Affairs
Graduation Lists	Registrar	Permanent	Academic Affairs
Hold or Encumbrance Authorizations	Registrar	Until Released	Academic Affairs
Name Changes	Registrar	Permanent	Academic Affairs
Original Grade Sheets	Registrar	Permanent	Academic Affairs
Schedule of Classes (Institutional)	Registrar	Permanent	Academic Affairs
Student Class Schedules	Registrar	One (1) year from graduation date or date of last attendance	Academic Affairs
Student Registration Forms- Continuing Education, Summer Sessions, and Extramural Studies	Registrar	One (1) year from registration	Academic Affairs
Student Waivers for Right of Access...(See Letters of Recommendation for Admission	Registrar	Until graduation or date of last attendance	Academic Affairs
Term Reports	Registrar	Five (5) to Seven(7) years	Academic Affairs
Transcripts	Registrar	Permanent	Academic Affairs
Transcripts - High School and Other College	Registrar	Five (5) years from graduation or date of last attendance	Academic Affairs
Transfer Credit Evaluations	Registrar	Five (5) years from graduation	Academic Affairs
Veteran Administration Certifications	Registrar	Five (5) years from graduation or date of last attendance	Academic Affairs

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Withdrawal Authorizations/Leaves of Absence	Registrar	Five (5) years from graduation or date of attendance	Academic Affairs
Accreditation/Program Review Reports	Vice Provost	Permanent	Academic Affairs
Commencement Programs	?	Permanent	Academic Affairs
Academic Honesty Policy Records	Associate Vice President/Dean of Student Services & Campus Life	Two (2) years	Academic Affairs
Disciplinary Records	Associate Vice President/Dean of Student Services & Campus Life	Two (2) years; six (6) years for suspension or dismissal	Academic Affairs
Annual Campus Security Report (Clery Act): Disciplinary Referrals	Associate Vice President/Dean of Student Services & Campus Life	Seven (7) years	Academic Affairs
Health Center Services for Regulatory Required Medical Surveillance and Monitoring Records	Health Center	Ten (10) years after person leaves university	Academic Affairs
Health Center Patient Records (Non-regulatory)	Health Center	Seven (7) years	Academic Affairs
Outside Services for Regulatory Required Medical Surveillance and Monitoring Records	Health Center	Seven (7) years	Academic Affairs
New Freshman Course Registration Materials	New Student Programs & Services	One (1) year	Academic Affairs
Vehicle Reservations	Business Services	Two (2) years	Administration & Finance
Risk Management Incident/Accident Reports	Business Services	Four (4) years after date	Administration & Finance
Title Insurance Policies	Business Services	Ten (10) years after disposal of property	Administration & Finance
Meal Plan Contracts	Housing and Residential Services	Two (2) years	Administration & Finance
Dining Flex Account Reconciliation	Housing and Residential Services	Six (6) years	Administration & Finance
Bear Bucks Account Reconciliation	Business Services	Six (6) years	Administration & Finance

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Invoices	Business Services	Six (6) years	Administration & Finance
Account Reconciliations (Balance Sheet)	Business Services	Six (6) years	Administration & Finance
Accounts Payable Vouchers and Attachments	Business Services	Six (6) years	Administration & Finance
Accounts Receivable Statements, Centrally Generated	Business Services	Six (6) years	Administration & Finance
Accounts Receivable Statements, Unit Generated	Business Services	Six (6) years	Administration & Finance
Accounting Reports (monthly reports) Schedules of Department Balances, Transaction Statements, Account Analysis Statements, Monthly and Year-to-Date Salary and Wage Statements	Business Services	Six (6) years	Administration & Finance
Annual Financial Reports and Work Papers	Business Services	Permanent	Administration & Finance
APPS Invoices	Business Services	Six (6) years	Administration & Finance
Banking Records, Including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Cancelled Checks	Business Services	Six (6) years	Administration & Finance
Billing Records	Business Services	Six (6) years	Administration & Finance
Capital Equipment Records	Business Services	Life of Asset; records of equipment purchased on federal funds must be retained for three years after final disposition	Administration & Finance
Cash Receipts	Business Services	Six (6) years	Administration & Finance
DCAA Audit Work Papers	Business Services	Six (6) years	Administration & Finance
Depreciation Records	Business Services	Life of Asset.	Administration & Finance

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Effort Certifications	Business Services	Six (6) years	Administration & Finance
Excise Tax Returns	Business Services	Six (6) years	Administration & Finance
Indirect Cost Rate Calculations	Business Services	Six (6) years	Administration & Finance
Information Returns (990, 1099, 8282, 90.22 etc.)	Business Services	Permanent	Administration & Finance
Inventories	Business Services	Life of Asset	Administration & Finance
Journal Entries and Back-up Documentation	Business Services	Six (6) years	Administration & Finance
New Account Records and Back-Up Documentation	Business Services	Six (6) years after account closing	Administration & Finance
Procurement Card Charge Documentation	Business Services	Six (6) years	Administration & Finance
Sales Tax Returns	Business Services	Six (6) years	Administration & Finance
Subsidiary Ledgers (Accounts Payable, Accounts Receivable, etc.)	Business Services	Six (6) years	Administration & Finance
Summary Analysis Reports, end of year (Fund, Source, Function)	Business Services	Six (6) years	Administration & Finance
Trial Balances	Business Services	Six (6) years	Administration & Finance
Transaction Authority Cards	Business Services	Six (6) years	Administration & Finance
Travel Reimbursements and Attachments	Business Services	Six (6) years	Administration & Finance
Imputed Income Records (auto usage, CCTS)	Business Services	Six (6) years	Administration & Finance
Student Loan Records	Business Services-Bursar	Three (3) years after the loan has been repaid in full	Administration & Finance
Tuition and Fee Charges	Business Services-Bursar	Six (6) years	Administration & Finance
Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts	Business Services-Purchasing	Six (6) years after expiration	Administration & Finance



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Insurance Policies (Liability, Property, and Other Policies)	Business Services-Purchasing	Permanent	Administration & Finance
Incident Reports, Accident Reports	Business Services-Purchasing	Four (4) years after report date	Administration & Finance
Purchase Orders, Contracts, Agreements	Business Services-Purchasing	Six (6) years	Administration & Finance
Unsuccessful Bidder Responses	Business Services-Purchasing	No Less than Six (6) months	Administration & Finance
University Audit Work Papers	Business Services-University Audit Office	Six (6) years	Administration & Finance
Property Deeds, Easements, Licenses, Rights of Way, Leases, Rights of First Refusal, Remainder Interests, Mortgages	Facilities	Permanent	Administration & Finance
As-built Drawings	Facilities-Construction Management	Permanent	Administration & Finance
Contracts and Agreements	Facilities-Construction Management	Six (6) years	Administration & Finance
Evacuation Drill Records	Facilities-Environmental Health and Safety	Five (5) years	Administration & Finance
Fire Protection Systems Records	Facilities-Environmental Health and Safety	Five (5) years	Administration & Finance
Fume Hood Testing Records	Facilities-Environmental Health and Safety	Three (3) years	Administration & Finance
Hazardous Waste Disposal Manifests and Reports	Facilities-Environmental Health and Safety	Three (3) years	Administration & Finance
Incident Records	Facilities-Environmental Health and Safety	Five (5) years	Administration & Finance
Portable Extinguisher Training Records	Facilities-Environmental Health and Safety	Three (3) years	Administration & Finance

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Radiation Dose Reports	Facilities- Environmental Health and Safety	Permanent	Administration & Finance
Radiation Safety Training Records	Facilities- Environmental Health and Safety	Three (3) years	Administration & Finance
Radioactive Materials License and Safety Committee Records	Facilities- Environmental Health and Safety	Permanent	Administration & Finance
Radioactive Material Receiving and Inventory Records	Facilities- Environmental Health and Safety	Three (3) years	Administration & Finance
Deficient Architectural Designs	Facilities-Project Office	12 year statute of limitations	Administration & Finance
Documents for leases, licenses, construction contracts and other contracts of a temporary nature valued at less than \$50,000	Facilities-Project Office	Six (6) years after expiration of lease or contract term	Administration & Finance
Plans and Projections	Facilities-Project Office	Permanent	Administration & Finance
Employee Personnel Files (including application, resume, payroll, appointment/salary forms)	Human Resources & Office of the President	Six (6) years after termination	Administration & Finance
Individual Contracts of Employment	Human Resources & Office of the President	Six (6) years after termination	Administration & Finance
I-9 Forms (Faculty and Staff)	Human Resources	Six (6) years after termination	Administration & Finance
Workers' Compensation Claims and Insurance Policies	Human Resources	Eighteen (18) years from employee termination or claim closure	Administration & Finance
Annual Conflict of Interest Disclosure Statements	Human Resources	Three (3) years	Administration & Finance
Wage Assignment Orders	Human Resources	Six (6) years after employment ends	Administration & Finance
Employee Eligibility for Pension	Human Resources	Permanent	Administration & Finance

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Employee Personal Information (name, address, SSN, period of employment)	Human Resources	Permanent	Administration & Finance
Employee Service Records	Human Resources	Permanent	Administration & Finance
I-9 Forms (Students)	Human Resources	Six (6) years after termination	Administration & Finance
Leave Reporting Documents	Human Resources	Four (4) years (Paper Files)	Administration & Finance
Payroll Deduction Authorization Forms (W4, DBD, CFCU, Bonds)	Human Resources	Six (6) years after employment ends	Administration & Finance
Record of Payments and Deductions (payroll registers, deductions lists, adjustments)	Human Resources	Six (6) years	Administration & Finance
Search Committee Records, including employment application, resumes, and all applicant search materials	Human Resources	Three (3) years (Paper)	Administration & Finance
Volunteer Registration Forms	Human Resources	Three (3) years	Administration & Finance
Time Cards, student	Human Resources	Three (3) years after the date that all student loans are paid	Administration & Finance
Time Cards, other	Human Resources	Three (3) years (Paper)	Administration & Finance
Performance Appraisals	Human Resources	Three (3) years after separation or Management Directive Purge Schedule	Administration & Finance
Non-Academic Search Materials and Documents Supporting Hiring Selection Decisions	Human Resources	Three (3) years from date of appointment	Administration & Finance

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Non-Academic Search and Hiring Forms (OWDELQ copies of requisition forms, applicant flow cards, ACSS forms, search waivers, documentation of hiring decision forms)	Human Resources	Three (3) years from date of appointment (Paper Files)	Administration & Finance
Pensions or Pension Plans Filed with the Department of Labor and Internal Revenue Service	Human Resources	Permanent	Administration & Finance
Boards & Committees	VP Administration and Finance	Current year and one (1) year prior	Administration & Finance
Capitol Project Information	VP Administration and Finance	Two (2) years after completion of project	Administration & Finance
Correspondence	VP Administration and Finance	Current year and two (2) years prior	Administration & Finance
Council of Trustees	VP Administration and Finance	Current year and three (3) years prior	
Emergency Operations Plan	VP Administration and Finance	Permanent	Administration & Finance
Emergency Management Team Minutes	VP Administration and Finance	Current year and (5) years prior	Administration & Finance
Residency Classification and Supporting Documents	VP Administration and Finance	Two (2) years	Administration & Finance
Right To Know Requests	VP Administration and Finance	Two (2) years	Administration & Finance
Annual Payment Records (W2, Alpha Lists, employee transaction lists)	Human Resources	Permanent	Administration & Finance and PASSHE
Non-Paid Parking Tickets	Public Safety & Police Services	Permanent	Administration and Finance
Criminal Reports	Public Safety & Police Services	Permanent	Administration and Finance
Evidence Logs	Public Safety & Police Services	Permanent	Administration and Finance
Legal Correspondence	Public Safety & Police Services	Permanent	Administration and Finance
Use of Force Reports	Public Safety & Police Services	Permanent	Administration and Finance
Reportable and Non-Reportable Traffic Accidents	Public Safety & Police Services	Seven (7) years	Administration and Finance

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Records Relating to Clery Act Information	Public Safety & Police Services	Seven (7) years	Administration and Finance
Daily Logs, Crime Logs, Arrest Logs	Public Safety & Police Services	Seven (7) years	Administration and Finance
Budget Records	Public Safety & Police Services	Six (6) years	Administration and Finance
Non-Criminal Reports	Public Safety & Police Services	Three (3) years	Administration and Finance
Daily Dispatch Blotter	Public Safety & Police Services	Two (2) years	Administration and Finance
Liability Waivers	Public Safety & Police Services	Three (3) years	Administration and Finance
Criminal Records Check Requests	Public Safety & Police Services	Two (2) years	Administration and Finance
Monthly Safety Equipment check Results (Emergency Phones, AED's )	Public Safety & Police Services	Two (2) years	Administration and Finance
Daily Assignment Sheet, Building Check Sheet, Parking Appeals, Paid Parking Tickets, Lost & Found Log, General Correspondence, Traffic Bureau Committee Minutes, Department Payroll & Leave (copies of sheets)	Public Safety & Police Services	One (1) year	Administration and Finance
Recorded Phone Calls	Public Safety & Police Services	Recorded over on a repeated cycle	Administration and Finance
Department Computer Server Programs	Public Safety & Police Services	Permanent	Administration and Finance
Occupancy Reports	Housing & Residential Services	Permanent	Administration and Finance
CA Programming records	Housing & Residential Services	Permanent	Administration and Finance
HARS Judicial Manual Updates	Housing & Residential Services	Permanent	Administration and Finance
HARS Imaginarium Training Manual	Housing & Residential Services	Permanent	Administration and Finance
Office Assessment Tools	Housing & Residential Services	Permanent	Administration and Finance
Rosters	Housing & Residential Services	Seven (7) years	Administration and Finance

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Housing Deposit Signature Forms	Housing & Residential Services	Seven (7) years	Administration and Finance
Housing Cancellation Forms	Housing & Residential Services	Seven (7) years	Administration and Finance
Student Employment Files (includes application, interview evaluation, and performance evaluation)	Housing & Residential Services	Seven (7) years	Administration and Finance
Residence Hall Facility Audit Binders	Housing & Residential Services	Seven (7) years	Administration and Finance
PASSHE Residence Hall Contract Binders	Housing & Residential Services	Seven (7) years	Administration and Finance
NRHH Retreat Minutes	Housing & Residential Services	Seven (7) years	Administration and Finance
RHA Retreat Minutes	Housing & Residential Services	Seven (7) years	Administration and Finance
Hired Resident Director Resume	Housing & Residential Services	Seven (7) years	Administration and Finance
Hired Resident Director Interview	Housing & Residential Services	Seven (7) years	Administration and Finance
Office Assessment Data	Housing & Residential Services	Seven (7) years	Administration and Finance
Office Assessment Reports	Housing & Residential Services	Seven (7) years	Administration and Finance
Department Incident Reports	Housing & Residential Services	Seven (7) years	Administration and Finance
Programming Purchase Reqs	Housing & Residential Services	Six (6) years	Administration and Finance
PRF Projects	Housing & Residential Services	Five (5) years	Administration and Finance
ADA Reports	Housing & Residential Services	Six (6) years	Administration and Finance
5 Year Plans	Housing & Residential Services	Four (4) years	Administration and Finance
Vendor Purchases	Housing & Residential Services	Six (6) years	Administration and Finance
Department Guidelines & Procedures	Housing & Residential Services	Six (6) years	Administration and Finance
Staff Apt. Check in/out Reports	Housing & Residential Services	Three (3) years	Administration and Finance
Staff Apt. Key Cards	Housing & Residential Services	Three (3) years	Administration and Finance

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Staff Training Materials	Housing & Residential Services	Three (3) years	Administration and Finance
Key Authorization Completed Forms	Housing & Residential Services	Three (3) years	Administration and Finance
Vendor Binders	Housing & Residential Services	Three (3) years	Administration and Finance
Student Employment Files	Housing & Residential Services	Two (2) years	Administration and Finance
Information reports	Housing & Residential Services	Two (2) years	Administration and Finance
Summer Housing Contracts	Housing & Residential Services	Two (2) years	Administration and Finance
Summer Housing Rosters	Housing & Residential Services	Two (2) years	Administration and Finance
Key Cards (Summer)	Housing & Residential Services	Two (2) years	Administration and Finance
Under 18 Guardian Letters (Summer)	Housing & Residential Services	One (1) year	Administration and Finance
Mailbox assignments (Summer)	Housing & Residential Services	Two (2) years	Administration and Finance
SSC Desk Forms	Housing & Residential Services	Two (2) years	Administration and Finance
Custodial Damage Reports	Housing & Residential Services	One (1) year	Administration and Finance
Common Area Inventories	Housing & Residential Services	Two (2) years	Administration and Finance
Residence Hall Openings/Closing Reports	Housing & Residential Services	Two (2) years	Administration and Finance
Health and Safety Reports	Housing & Residential Services	Two (2) years	Administration and Finance
Custodial Equipment Inventories	Housing & Residential Services	Two (2) years	Administration and Finance
Purchasing Card Reports	Housing & Residential Services	Two (2) years	Administration and Finance
Labor & Management Meeting Reports	Housing & Residential Services	One (1) year	Administration and Finance
Housing Violations	Housing & Residential Services	Two (2) years	Administration and Finance
Visitation Violations	Housing & Residential Services	Two (2) years	Administration and Finance
Hall Council Fundraising Report	Housing & Residential Services	Two (2) years	Administration and Finance

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Hall Council Community Service Hours	Housing & Residential Services	Two (2) years	Administration and Finance
RHA Agendas	Housing & Residential Services	Two (2) years	Administration and Finance
RHA Minutes	Housing & Residential Services	Two (2) years	Administration and Finance
NRHH Minutes	Housing & Residential Services	Two (2) years	Administration and Finance
NRHH Agendas	Housing & Residential Services	Two (2) years	Administration and Finance
Imaginarium Applications	Housing & Residential Services	Two (2) years	Administration and Finance
Room Change Forms	Housing & Residential Services	One (1) year	Administration and Finance
Room Selection	Housing & Residential Services	One (1) year	Administration and Finance
Student Employment Files	Housing & Residential Services	One (1) year	Administration and Finance
Desk Log Book	Housing & Residential Services	One (1) year	Administration and Finance
Residence Hall Summer Projects	Housing & Residential Services	One (1) year	Administration and Finance
Residence Hall Staff Pet Records	Housing & Residential Services	One (1) year	Administration and Finance
Residence Hall Pin Codes	Housing & Residential Services	One (1) year	Administration and Finance
Residence Hall Renovation Reports	Housing & Residential Services	One (1) year	Administration and Finance
Custodial Hiring Information	Housing & Residential Services	One (1) year	Administration and Finance
Access Card Information/Reports	Housing & Residential Services	One (1) year	Administration and Finance
Hall Council Minutes	Housing & Residential Services	One (1) year	Administration and Finance
Billing Records (includes journal entries, transfer sheets, worksheets,...)	Conference Services	Six (6) years	Advancement
Campus-wide room reservation requests and confirmations	Conference Services	Two (2) years	Advancement
Contracts/Agreements for facility rentals (summer and academic year)	Conference Services	Six (6) years	Advancement



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Deposit and invoice payment records	Conference Services	Six (6) years	Advancement
Invoices from summer and academic year camps/conferences	Conference Services	Six (6) years	Advancement
Accreditation Records	Office of the President	Permanent	President's Office
Council of Trustees Minutes	Office of the President	Permanent	President's Office
Faculty Personnel Files (including application, resume, payroll, appointment/salary forms)	Office of the President	Six (6) years after termination	President's Office
Individual Contracts of Employment for Faculty	Office of the President	Six (6) years after termination	President's Office
Official University Actions	Office of the President	Permanent	President's Office
PASSHE Reports	Office of the President	Permanent	President's Office
Performance Appraisals	Office of the President	3 years after separation or Management Directive Purge Schedule	President's Office
Trustee Decisions Regarding Academic Personnel and Designated Executives	Office of the President	Permanent	President's Office
Sexual Harassment Complaints, Investigations, and Findings	Social Equity & Compliance	No Cause Findings, 3 years from determination. Cause Findings, Permanent.	President's Office
Academic Search Records	Social Equity & Compliance	Six (6) years	President's Office
Affirmative Action Plans	Social Equity & Compliance	Permanent	President's Office