

Department	Records Kept	Retention Period
<b>Student Accounts</b> <b>Financial Aid</b> <b>Registrar</b> <b>Admissions</b>	Monthly student account reconciliations Students Class Schedule -Monthly Cash receipts -Student Bills and invoices -Power of Attorney Forms -Deferral Reports -Refund Requests and Listings due to Students -Invoices related to outstanding obligations -Written notification of student's official date of withdrawal (By Semester) -Semester authorizations to waive student activity fees -Semester authorizations to waive tuition -Supervising critic teacher cards -State University employee waivers -Residency Applications -Title IV refund calculations -TAP Certifications -Authorization for voided checks and stop payments -Authorizations to change student room and board charges -Correspondence regarding bankruptcy filing and collections activities -Results of disciplinary actions where enrolment is affected -Student telephone statement and office copy of payment receipts	6 Years
	Student Credit balance reports Drop & Add listings Alpha listings of registered students Hold listings Financial aid awards Listings	3 Years
	Student permanent academic record (transcript), Transcript Supplement – Overseas Academic Program, Change of grade	Permanent
	Withdrawal authorizations, -graduation certification, -Social Security certification, -student roster and attendance verification records such as class roster, or final grade listing and student schedule	6 Years

<b>The Business Office</b>	Reports pertaining to budget preparation, purchasing, general fiscal matters, and internal fiscal policies and procedures	3 Years
	Budget Certificates of Approval	2 Years
	Program Unit Budget Request Files	1 Year
	Agency Budget Preparation Files	3 Years
	Purchase/Accounts Payable Records Related to Agency-Let Contracts	6 Years
	Leases	6 Years
	Employee Travel Payment Files Revenue Account (Billing and Accounts Receivable) Records Revenue/Payment Account Files	3 Years
	Cancelled Bid Files	1 Year
	Audit Reports, Responses and Work Papers	3 Years
	Bank Transactions	3 Years
	Internal Controls	3 Years
	Minority and Women-Owned Business Development Annual Agency Goal Plans	1 Year
	M/WBE Contractor Compliance Monitoring Files	6 Years
	MWBE Subject Files	3 Years

<b>Facilities</b>	Work order files and logs	3 Years
	Fixed Asset Inventory File	3 Years
	Surplus Property Disposition Records	3 Years
	Environmental Reports Facility Health and Safety Reports Fire Code Compliance Records Fire Safety Education and Training Records	3 Years
	Contractors' Certified Payrolls	3 Years
	Equipment and Motor Vehicle Maintenance Records	3 Years
	Vehicle Incident Reports	5 Years
	Mail Pickup and Delivery Records	1 Year

<b>Human Resources</b>	Grievance Case Records Disciplinary Action Records	10 Years
	Affirmative Action and Reasonable Accommodation Plans and Procedures, Subject Files and Case Files Affirmative Action Program Report Files	3 Years
	Recruitment Plans and Reports	4 Years
	Employee's Withholding Allowance Certificates	4 Years
	Biweekly Payroll Processing Records	3 Years
	Biweekly Payroll Listings	1 Year
	Paycheck Log	6 Months
	Payroll Deduction and Direct Deposit Records	3 Years
	Personal History Files	6 Years
	Employee Summary Service Records	10 Years
	Employee Attendance and Leave Records	3 Years
	Personnel Transaction Forms	3 Years
	Employment Inquiry Forms	4 Years
	Employment Eligibility Verification Forms	3 Years
	Employee Assistance Program Records	3 Years
	Employee Ethics Records	7 Years
	Classification Files	10 Years
	Health Insurance File	6 Years
	Retirement Benefit Files	1 Year
Worker's Compensation Files	18 Years	

<b>Financial Aid</b>	Including but not limited to applications for assistance, -financial aid disbursement records, -copies of income tax forms -award and declination notices - verifications for non-taxable income and other tax-related records - instructor requests for work-study student - student work-study job descriptions - copies of work-study time records to verify hours with student schedule - veteran's service information	5 Years
	State and other reports covering multiple students -including but not limited to Tuition Assistance Program (TAP) reports	5 Years
	Records relating to administration of the Federal Perkins Loan, -FWS, -FSEOG, -Federal Pell Grant - ACG, National SMART Grant , or TEACH Grant Program -including but not limited to, Student Aid Report or Institutional Student Information Record -application data, eligibility documentation, etc.	3 Years

The disposition dates are generally created based on the minimum retention required from the last date of the document.

**For the Full SUNY Records Retention Schedule**

<http://www.suny.edu/compliance/topics/recordsretention/retentionschedule.cfm>

This link will also provide an additional link to the Records Retention Schedule for New York State for non-SUNY specific documents.