

University of Saint Francis
Data Retention Appendix

| | YEARS | | | | | | | | | | | |
|--|-------|---|---|---|---|---|---|---|---|----|-------|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | INDEF | |
| ACCOUNTING RECORDS <i>(To be kept from the beginning of the next fiscal year from when they are acquired/created, unless otherwise noted)</i> | | | | | | | | | | | | |
| Audit Reports | | | | | | | | | | | | X |
| Bank Statements | | | | | | X | | | | | | |
| Deposit Slips | | | X | | | | | | | | | |
| Checks (payroll & general) | | | X | | | | | | | | | |
| Daily Cash Register Receipts | | | X | | | | | | | | | |
| Depreciation Schedules | | | | | | | | | | | | X |
| Expense Reports | | | X | | | | | | | | | |
| Fixed Asset Acquisition Invoice (after disposal) | | | X | | | | | | | | | |
| General Ledgers | | | | | | | | | | | | X |
| Edits | | | X | | | | | | | | | |
| Posts | | | | | | | | | | | | X |
| Grants and State Contracts (after completion) | | | X | | | | | | | | | |
| Income Tax Returns | | | | | | | | | | | | X |
| Inventory Records | | | X | | | | | | | | | |
| Investment Records (after disposal) | | | X | | | | | | | | | |
| Invoicing Records | | | X | | | | | | | | | |
| Reconciliations | | | X | | | | | | | | | |
| Sales Tax Records | | | X | | | | | | | | | |
| Student Account Files | | | X | | | | | | | | | |
| Subsidiary Ledgers (including A/P & A/R) | | | X | | | | | | | | | |
| Trial Balances (monthly) | | | | | | | | | | | | X |
| Vouchers | | | X | | | | | | | | | |
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| CORPORATE RECORDS <i>(To be kept from the beginning of the next fiscal year from when they are acquired/created, unless otherwise noted)</i> | | | | | | | | | | | | |
| Bond Issues | | | | | | | | | | | | X |
| Business Contracts and Agreements (expired) | | | | | | X | | | | | | |
| Bylaws, Articles of Incorporation, Minutes | | | | | | | | | | | | X |
| Copyrights & Trademark Registrations | | | | | | | | | | | | X |
| Deeds & Easements (expired) | | | | | | | X | | | | | |
| Mortgages, Notes & Leases (expired) | | | | | | | X | | | | | |
| Partnership Agreements | | | | | | | | | | | | X |
| | | | | | | | | | | | | |
| CORRESPONDENCE <i>(To be kept from the beginning of the next fiscal year from when they are acquired/created, unless otherwise noted)</i> | | | | | | | | | | | | |
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| | YEARS | | | | | | | | | | INDEF | |
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| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| General | | | X | | | | | | | | | |
| Grants & Service Contracts | | | X | | | | | | | | | |
| Legal & Tax | | | | | | | | | | | | X |
| Student | | | X | | | | | | | | | |
| | | | | | | | | | | | | |
| INSURANCE <i>(To be kept from the beginning of the next fiscal year from when they are acquired/created, unless otherwise noted)</i> | | | | | | | | | | | | |
| Accident/Incident Reports and Crime Logs | | | | | | | X | | | | | |
| Claims After Settlement | | | | | | | X | | | | | |
| Group Disability Records Plans | | | | | | | | | | | | X |
| Inspection Reports & Walk Throughs | | | X | | | | | | | | | |
| OSHA Forms | | | | | | X | | | | | | |
| Policies (all types-expired) | | | | X | | | | | | | | |
| | | | | | | | | | | | | |
| PERSONNEL <i>(to be kept from the time of hire, application, or creation, unless otherwise noted)</i> | | | | | | | | | | | | |
| Contracts (expired) | | | | | X | | | | | | | |
| Disability & Sick Benefits Records | | | | | X | | | | | | | |
| Employee Manual & Policies (after replaced) | | | | | X | | | | | | | |
| Employee Applications – Hired (includes resumes, or any document submitted by an applicant attempting to obtain employment) (to be retained from the date of termination) | | | | | X | | | | | | | |
| Employee Applications - Not Hired (includes resumes, or any document submitted by an applicant attempting to obtain employment) | | | | | X | | | | | | | |
| Equal Opportunity Documents | | | | | X | | | | | | | |
| I9's | | | | | X | | | | | | | |
| IRS Determination Letters | | | | | X | | | | | | | |
| Job Descriptions (after replaced) | | | | | X | | | | | | | |
| Medical Records for Employees with Occupational Exposure | | | | | X | | | | | | | |
| | | | | | | | | | | | | |
| Payroll (individual time reports & earnings records) | | | | | X | | | | | | | |
| Payroll (time cards) | | | | | X | | | | | | | |
| Performance Reviews | | | | | X | | | | | | | |
| Personnel Files (terminated) | | | | | X | | | | | | | |
| Quarterly Tax Returns | | | | | X | | | | | | | |
| Retirement & Pension Records | | | | | X | | | | | | | |
| W4's | | | | | X | | | | | | | |
| Withholding Tax Statements | | | | | X | | | | | | | |
| Workmen's Comp (from termination) | | | | | | | | | | | | X 30 years from termination |
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| STUDENT RECORDS <i>(To be kept from the beginning of the next academic year from when they are acquired/created, unless otherwise noted)</i> | | | | | | | | | | | | |
| Final Grades | | | | | | | | | | | | X |
| Registration Forms with Drops/Adds | | | | | X | | | | | | | |
| Verification Forms/Class Lists | | | | | X | | | | | | | |
| Connecting Link Final Grades/Info | | | | | | | | X | | | | |
| Subpoenas | | | | | | | | X | | | | |
| Psychological Evaluations | | | | | | | | X | | | | |
| Mid-Term Grades | X | | | | | | | | | | | |
| Transcripts from Foreign Schools | | | | | | | | | | | | X |
| Transcripts of Deceased Students & Application Forms of Srs. Of St. Francis | | | | | | | | | | | | X |
| Course Catalogs | | | | | | | | | | | | X |
| Course Schedules | | | | | | | | | | | | X |
| Graduation Lists – SFC, Lutheran, USF | | | | | | | | | | | | X |
| Idea Center – Lutheran Grades | | | | | | | | | | | | X |
| Idea Center – SFC | | | | | | | | | | | | X |
| Cross Reference File | | | | | | | | | | | | X |
| Student Files (accept letter, application, official transcripts, admissions essay) | | | | | X | | | | | | | |
| Student Federal Student Aid Records (tax returns, W2's, SSN, DD214, Verification Worksheets, Court Documents, etc...) | | | X | | | | | | | | | |
| Student Federal Family education Loan / Direct Loan reports (from year after the end of the award year in which they are submitted) | | | X | | | | | | | | | |
| Perkins Loan repayment records (from the date the load was assigned) | | | X | | | | | | | | | |
| FSA records for School Eligibility (from the end of the award year)(ECAR, Program participation letter, Approval letter, FISAP, Accrediting and licensing agency reports, etc...) | | | X | | | | | | | | | |
| FSA Fiscal Records (from the end of the award year) (FSA program transactions, FSA account bank statements, student account records, Pell Grant statements, Audit reports and response, etc...) | | | X | | | | | | | | | |
| Authorization for Release of Information Forms | | | | | | | | | | | | X |
| State of IN – Annual Report to the State Superintendent 1924-1959 | | | | | | | | | | | | X |
| Department of Health, Education & Welfare Reports 1955-1965 | | | | | | | | | | | | X |
| NEA – Association for Higher Education 1959-1962 and 1966 | | | | | | | | | | | | X |
| NCWC Survey of Catholic Colleges and Schools 1957, 1961-1973 | | | | | | | | | | | | X |

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| Teacher Supply and Demand – Indiana, National 1958-1976 | | | | | | | | | | | | X |
| School and Society (Walton’s Report on enrollment; now INTELLECT 1973) | | | | | | | | | | | | X |
| Grade Distribution Comparisons – 1994-95 and 1995-96 | | | | | | | | | | | | X |
| Five Year Program Counts – 1990-91 to 1995-96 | | | | | | | | | | | | X |
| Ethnicity Reports – 1991 to 2000 | | | | | | | | | | | | X |
| Curriculum ID’s AS 400 as of 11/1999 | | | | | | | | | | | | X |
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| Emails <i>(To be kept from the date that they were acquired/created, unless otherwise noted)</i> | | | | | | | | | | | | |
| All sent and received USF emails residing on the Barracuda Email Archiver | | | X | | | | | | | | | |