

RETENTION SCHEDULE Master February 2013

DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
Accessibility Resources	Student Documentation of Disability	University Policy	permanent
Athletics	<u>NCAA Forms</u>		
	Form 04-1: Certification of Compliance for Institutions	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-2: Certification of Compliance for Staff Members of Athletic Depts.	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-3a: Student Athlete Statement	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-3d: Drug Testing Consent	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-4a: Student-Athlete Affirmation of Eligibility	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-5: Squad Lists	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-10a: General Amateurism and Eligibility Form for Intrnational and Select Student-Athletes	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	HIPAA/Buckley Amendment Consent/Waiver Form	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	<u>UM/ACC Forms</u>		
	General Eligibility Form	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	UM Drug Testing Consent	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Summer Employment	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Vehicle Registration	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Academic Eligibility Form	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Athletics/Academic Services		

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Academic Files on every student-athlete	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Honors/Award Application Binder	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Progress reports on student-athletes/proactive mentorship reports	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Prospect transcripts and test scores	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Student Schedules/Class Rolls/Semester Grade Reports	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Athletics/Football Operations		
	Football Game Operations Expenses	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Invoices/W9s of Game Officials	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Travel Expenses	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Travel Rosters	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Athletics/Rowing		
	Athlete Files	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Budget Data	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Recruiting Information	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Staff Files	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Athletics/Training		
	Billing Information	HIPPA	7 years

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Copy of immunization records	HIPPA	7 years
	Emergency Medical Treatment Authorization	HIPPA	7 years
	Football Helmet Warning	HIPPA	7 years
	General Information	HIPPA	7 years
	Insurance Authorization and Information	HIPPA	7 years
	Lab/Radiographic Reports	HIPPA	7 years
	Medical Hardship Waivers	HIPPA	7 years
	Medical/Orthopedic History	HIPPA	7 years
	Medical Treatment Authorization for Minors	HIPPA	7 years
	Physical Therapy Notes	HIPPA	7 years
	Physician Office Visits	HIPPA	7 years
	Procedures for securing medical assistance	HIPPA	7 years
	Release of Information Authorization	HIPPA	7 years
	Release of Medical Information	HIPPA	7 years
	Student/Athlete Injury/Illness Release	HIPPA	7 years
	Surgical Notes	HIPPA	7 years
	UM Health Service Pharmacy	HIPPA	7 years
	Warning, agreement to obey instructions	HIPPA	7 years

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Yearly Medical Physicals	HIPPA	7 years
	Athletics/Volleyball		
	Former Student-Athletes Personal Information	NCAA 32.6.3 Statute of Limitations (4 yrs); University Policy (7 years)	Unlimited as per Athletic Department Practices
	Recruits Personal Information	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	Unlimited as per Athletic Department Practices
	Staff Personal Information	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	Unlimited as per Athletic Department Practices
	Student-Athletes Personal Information	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	Unlimited as per Athletic Department Practices
Billing (medical)	All billing and documentation records	FL Dept. of State General Records Schedule GS4	7 years
Carcinogen Users Records	Emergency Response	29 CFR 1910.1020	30 years
	Incident Reports	29 CFR 1910.1020	30 years
Controller	Bond Documents	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)-Retention Period; Section 1.148-5(d)(6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
	Controller/Cost Studies		
	F&A Rate Agreements		Permanent as per University Practice
	F&A Rate Calculation Documentation		Current year + 7 as per University Practice
	Equipment Inventory records	University Policy	7 years
	F&A Rate Proposals		Current year + 7 as per University Practice
	Controller/Document Management		

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	BERF's	IRS Recordkeeping Guidelines	Current year + 7 as per University Practices
	DEGA's	IRS Recordkeeping Guidelines	Current year + 7 as per University Practices
	Controller/Financial Reporting		
	Financial Statements backup documentation	University Policy	7 years
	Tax Returns & backup documentation	University Policy	7 years
	IPEDS and other surveys backup documentation	29 CFR 1602.48	3 years
	Controller/General Accounting		
	1099 Backup Documentation	IRS Recordkeeping Guidelines [3 years after due date of return or date it was filed]	Current year + 7 as per University Practices
	General Ledger	University Policy	permanent
	Trial Balances	University Policy	permanent
	Cash Receipt Books & supporting documentation	University Policy	7 years
	General Journal Documentation	University Policy	7 years
	Stipend Data	University Policy	7 years
	Medicare Home Office reports for hospitals and OPO	University Policy	7 years
	Check Registers	University Policy	7 years
Environmental Health & Safety	Asbestos Training	29 CFR 1910.1001 (m)(4)	Retained Indefinitely
	BBP Training	29 CFR 1910.1030(g)(2); OSHA Section 5(a)(1)&(2)	3 years

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	BMW Training	Chapter 64E-16.003(2)(a)&(b); 29 CFR 1910.1030(g)(2)	3 years
	Building Inspections	NFPA 1, Uniform Fire Code, Florida 2005 (10.2.4-10.2.5)	Duration of building
	Confined Spaces Training	29 CFR 1910.146	retained indefinitely
	DOT Training	(HM181, HM215A, HM126F); 49 CFR 172.704(d)	3 years
	DOT Training	49 CFR 172.704(d)	Employment + 90 days
	Electrical Safety Training	29 CFR 1910.332	retained indefinitely
	Fire Drills (Hospital, Child Care)	NFPA 99 (20.3.1.4.5), Uniform Fire Code, Florida 2005 (10.2.4-10.2.5)	2 years
	Fire Equipment Maintenance	29 CFR 1910.160(b)(9), NFPA 1, Uniform Fire Code, Florida 2005 (10.2.4-10.2.5)	Duration of Building
	Forklift Training	29 CFR 1910.178	Retained Indefinitely as per University Practice
	HAZCOM Training	29 CFR 1910.1200	retained indefinitely
	HAZWOPER Training	29 CFR 1910.120-Appendix E	5 years
	Heat Stress Training	OSHA of 1970 Section 5(a)(1)	retained indefinitely
	IATA Training	49 CFR 100-185; IATA DGR	2 years
	Incidents	University Policy (7 years)	7 years
	Lab Inspections	29 CFR 1910.1450	2 years
	Lab Safety Training	29 CFR 1910.1450	2 years
	Laser Training	Chapter 64E-4; 29 CFR 1910.133; ANSIZ136.1,2,3	duration of employment
	Logout/Tagout Training	29 CFR 1910.147	retained indefinitely

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Manifest/Biennial/Land Band Forms	40 CFR 262.40	3 years
	Medical Records	29 CFR 1910.1030(h)(1)(iv); 29 CFR 1904	30 years
	Occupational Noise Training	29 CFR 1910.95	retained indefinitely
	OHP Training	OSHA of 1970 Section 5(a)(1)&(2); Recommendations of the NIH OLAW	3 years
	Personal Protective Equipement Training	29 CFR 1910.132-138	retained indefinitely
	Portable Fire Extinguisher Training	29 CFR 1910.157 (g)(2)	1 year
	Portable Fire Extinguishers	29 CFR 1910.157(e)(3)	1 year
	Respiratory Protection Training	29 CFR 1910.134	retained indefinitely
	SAA Training	40 CFR 262.34c	3 years
	SAA Training	40 CFR 262.34(c)	3 years
	SPCC Training	40 CFR 112.7(f)	3 years
	Tank Inspections	Chapter 62-761.710 FAC	Life of Tank
	TB Screening	OSHA of 1970 Section 5(a)(1)&(2)	30 years
	<u>Biohazard Users Records</u>		
	Incident Reports	29 CFR 1910.1020	30 years
	Records related to possession, use and transfer of select agents and toxins, as specified	42 CFR 73.17 7 CFR 331.17 9 CFR 121.17	3 years
	<u>Hazardous Waste Management Records</u>		
	Biennial Reports	40 CFR 262.40	3 years

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Emergency Response	29 CFR 1910.1020	30 years
	Incident Reports	29 CFR 1910.1020	30 years (preferably permanently)
	Industrial Hygiene		
	Employee Noise Exposure	29 CFR 1910.95 (m)(3)(i)	2 years
Facilities Administration	Vehicle Titles	Fla. Stat. 319.225	Continuous as per University Practice
Facilities Design & Construction	Construction Documents - Related to Bond Financed Projects	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)-Retention Period; Section 1.148-5(d)(6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
	Certificate of Insurance	Fla. Stat. 95.11	10 years after the date of actual possession by the owner, the date of the issuance of a certificate of occupancy, the date of abandonment of construction if not completed, or the date of completion or termination of the contract between the professional engineer, registered architect, or licensed contractor and his or her employer, whichever date is latest.
	Notice to Owners	Fla. Stat 95.11 (3)(c)	Ongoing-Office: 1 year after completion of project, if no litigation, claim, audit, or other official action involving the records has been initiated, Secured Off-Site Storage after 1 year holding period for a period of 10 years.
	Release of Lien	Fla. Stat 95.11 (3)(c)	Ongoing-Office: 1 year after completion of project, if no litigation, claim, audit, or other official action involving the records has been initiated, Secured Off-Site Storage after 1 year holding period for a period of 10 years
Faculty Affairs	Faculty personnel files	University policy	Retained indefinitely
	Form I-9	Immigration and Nationality Act (8 U.S.C. 274a et seq.)	3 years from date of hire or 1 year from termination; whichever longer
	PERM Regulations	Department of Labor, 20 CFR 655 & 656	5 years
	Visas	Immigration Act of 1990	H-1B/J-1: 3 years after termination; Lawful Permanent Residency Applications: 5 years after filing; F-1/M-1: 1 year after termination

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Volunteer applications	University policy	3 years
Financial Assistance Services	Bright Futures Certifications (FARCERT)	6A-20.002, FAC (1)(e)	5 years
	Medical Campus Bright Futures Eligible Students Grade and Hours (FARBABY)	6A-20.002, FAC (1)(e)	5 years
	MPN Confirmation for Florida Funds for Minority Teachers (FARFFMT)	6A-20.002, FAC (1)(e)	5 years
Financial Operations	Management & Service Contracts - Related to Bond Financed Projects	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)-Retention Period; Section 1.148-5(d)(6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
Food and Drug Administration (FDA) Records	Case histories (to be retained by investigators)	21 CFR 312.62	2 years (following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed, or the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified)
	Record of drug disposition (to be retained by investigator)	21 CFR 312.62	2 years (following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed, or the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified)
	Records of receipt, shipment or disposition of an investigational new drug (to be retained by sponsor)	21 CFR 312.62	2 years (following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed, or the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified)
	Records showing any financial interest (to be retained by sponsor)	21 CFR 312.62	2 years (following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed, or the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified)
General Counsel	Lawsuits		Continuous as per University Practice
	Court Orders		Continuous as per University Practice
	Judgments		Continuous as per University Practice

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Releases		Continuous as per University Practice
	Settlements		Continuous as per University Practice
	Crime statistics and reports required by the Clergy Act	20 USC 1092 (f)(1)(F) 34 CFR 668.46	3 years
Health Insurance Portability and Accountability Act (HIPAA)	HIPAA-related documents	45 CFR 164.530(j)(2)	6 years
Human Resources	<u>Affirmative Action/Equal Opportunity</u>		
	Academic search plans and statements	29 CFR 1602.14	3 years
		29 CFR 1602.48	
	Academic search waivers	29 CFR 1602.14	3 years
		29 CFR 1602.48	
	Federal and state-required statistics and reports	29 CFR 1602.14	3 years
		29 CFR 1602.48	
	Human Resources		
	Certificate of Age (minors)	29 CFR 570.121	Duration of Employment
	Compensation Information	29 CFR 516.5	Retained Indefinitely as per University Practice
	Drug Free School and Community Drug Prevention Program	34 CFR 86.103(b)	3 years
	FMLA Related Leave Documents	29 CFR 825.500	Retained Indefinitely as per University Practice
	Hiring, termination, transfer, demotion and promotion records	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	HR Files	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Job advertisement records	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	3 years as per University Practice
	Job offer letters	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Lay off records	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Leave requests and record of leave taken	29 CFR 825.500 [3 years]	Retained Indefinitely as per University Practice
	Notice of Union Membership/Dues Deduction	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice
	Overtime documentation	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice
	Pay Rates	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice
	Performance Evaluations	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Policy Receipts with Employee Signatures	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Polygraph examinations	29 CFR 801.30	3 years
	Pre-employment Background Files (Police Officers)	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	5 years as per University Practice
	Records explaining basis for wage differentials	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice
	Requests for Transfer	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Resume	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Search Committee records; including employment applications, resumes, and all applicant search materials	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	5 years after separation; if application is denied, 1 year from denial (as per University Practice)
	Total Wages and Deductions	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Training Records	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Verification of Applicant References	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Work Schedules	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice
	Employee Benefits		
	Employee Benefit Documents	29 CFR 1627.3(b)(2)	1 year after expiration of the life of the plan
	Employment Records		
	Application of employment & related documents	University policy	Retained indefinitely
	Attendance records	University policy	Retained indefinitely
	Complaint documents (legal actions)	University policy	permanent
	Definition of workweek	University policy	Retained indefinitely
	Disciplinary action records	University policy	Retained indefinitely
	Education records and verification	University policy	Retained indefinitely
	Emergency Contacts	University policy	15 years
	Employee awards or commendations	University policy	Retained indefinitely
	Employee handbook/manual	University policy	15 years
	Employee pre-employment background check file	University policy	15 years
	Employment test results	University policy	Retained indefinitely
	Exit interviews	University policy	Retained indefinitely

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Form I-9	Immigration Reform and Control Act of 1986 (8 USC 1101)	3 years from date of hire or 1 year from termination
	Visa documentation	Immigration Reform and Control Act of 1986 (8 USC 1101)	1 year after expires or status changed
	<u>Personnel Records</u>		
	Affirmative Action Plan	29 CFR 1602.48	3 years
	IPEDS (Integrated Postsecondary Education Data System) Reports	29 CFR 1602.48	3 years
	VETS-100 (Veterans' Employment and Training Service) Report	41 CFR 60-250.80	3 years
	Affirmative action plan	OFCCP (Office of Federal Compliance Programs) Executive Order 1126	3 years
	Benefits beneficiary designation or changes	University policy	Retained indefinitely
	Benefits request form	University policy	Retained indefinitely
	Collective bargaining contracts, agreements	University policy	Retained indefinitely
	Employee beneficiary records	University policy	Retained indefinitely
	Employee benefit plans	University policy	Retained indefinitely
	Employment test records	University policy	Retained indefinitely
	ERISA plan or reports	University policy	Retained indefinitely
	IPEDS (Integrated Postsecondary Education Data System) reports	Higher Education Act of 1992; Higher Education Act of 1965, as amended (20 USC 1094(a)(17))	3 years
	Legally required medical examination	University policy	Retained indefinitely
	OSHA Form 200	University policy	Retained indefinitely (OSHA of 1970 states 5 years)

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	OSHA Form 101	University policy	Retained indefinitely
	Payroll records	University policy	Retained indefinitely
	Records of exposure	University policy	Retained indefinitely
	Records monitoring exposure	University policy	Retained indefinitely
	Records of reactions - toxic substances	University policy	Retained indefinitely
	VETS-100 (Veterans' Employment and Training Service) Report	Readjustment Assistance Act of 1974 (38 USC 4212)	3 years
	Worker's compensation records	University policy	Retained indefinitely
	Written affirmative action programs	University policy	Retained indefinitely
Information Technology (IT)	Expenditure Documents and Contracts - Related to Bond Financed Projects	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)-Retention Period; Section 1.148-5(d)6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
Institutional Animal Care and Use Committee (IACUC)	IACUC Records: Activities of the Committee	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Any reports and recommendations as forwarded to the institutional official	Animal Welfare Act 9 CFR 2.35	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Applications	NIH Institutional Animal Care and Use Committee Guidebook-p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Committee Deliberations	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Information as specified on any dog or cat sold, euthanized or otherwise disposed of	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook-p. 174	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Information as specified on any live dog or cat acquired, purchased or otherwise held	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook-p. 174	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	IACUC Records: Minutes	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook-p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Proposed activities involving animals (including documentation of IACUC approval/denial)	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook-p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Proposed significant changes in activities involving animals (including documentation of IACUC approval/denial)	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook-p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Records of accrediting body determinations	NIH Institutional Animal Care and Use Committee Guidebook-p. 174	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Records of Attendance	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook-p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Semi-Annual IACUC reports and recommendations	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook-p. 174	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	Academic/Research Records	9 CFR 2.35	3 years
	Veterinary Resources	9 CFR 2.35	3 years
Institutional Review Board (IRB) Records	IRB Records: Approved sample consent documents	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Copies of all correspondence between IRB investigation	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: List of IRB members (as specified in 45 CFR 46.115(a)(2) and 21 CFR 56.115(2))	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Minutes of IRB meetings (as specified in 45 CFR 46.115 (a)(2) and 21 CFR 56.115(2))	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Progress reports	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	IRB Records: Records of continuing review activities	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Reports of unanticipated problems involving risks to subjects or others.	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Reviewed Research Proposals	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Scientific evaluations	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Statements of significant new findings provided subjects	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Written IRB procedures	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
Medical Records	Patient medical records	FAC 64B8-10.002	10 years after the date of the last patient contact. Minors - Ten years after the patient reaches age 18
		Fla. Stat. 95.11(4)(B)	
		42 CFR § 422.504(d)	
		42 CFR § 423.505(d)	
Parking & Transportation	Citation Appeal Forms	University Policy	5 years
	Parking Permit Applications	University Policy	5 years
	Tow Sheets	University Policy	5 years
	Service Sticker Applications	University Policy	3 years
	Parking Permit Records	University Policy	permanent
	Parking Citations		4 years

RETENTION SCHEDULE Master February 2013

DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
Patent & Trademark	Patent Assignments	University policy	life of patent
	Issued Patents	University policy	life of patent
	License Agreements	University policy	permanent - archives
	Confidentiality Agreements	University policy	permanent - archives
	Material Transfer Agreements	University policy	permanent - archives
Payroll/AP/Disbursements	Annual W-3 Filing (for W-2s)	IRS Code Section 31.6001-2, 5 & IRS Publication 15 Circular E	4 years after tax due
	Deduction requests from employees	FLSA Section 11c	3 years from last entry
	Employee biographic and demographic information	FLSA Section 11c	3 years from last entry
	Federal Tax Return 941	IRS Code Section 31.6001-2, 5 & IRS Publication 15 Circular E	4 years after tax due
	Invoices	?? GN told 7 years by GC; waiting	7 years
	Leave-reporting documents	29 CFR 825.500	3 years
	Pay Rate/Earnings	FLSA Section 11c	3 years from last entry
	Payroll deduction authorization forms	29 CFR 516.5	3 years
	Payroll record	FLSA Section 11c	3 years from last entry
	Purchasing Card Statements & Receipts	?? GN told 7 years by GC; waiting	7 years
	Tax forms (W-2, W-4, 1042-S, 1099-R)	IRS Code Section 31.6001-2, 5 & IRS Publication 15 Circular E	4 years after tax due
	Time cards, students	34 CFR 668.24(e)	3 years are the date that all student loans are paid
	Timekeeping records	FLSA Section 11c	3 years from last entry

RETENTION SCHEDULE Master February 2013

DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Undeliverable Form W-2s	IRS Code Section 31.6001-2, 5 & IRS Publication 15 Circular E	4 years after tax due
	Withholding tax documents	IRS Code Section 31.6001-2, 5 & IRS Publication 15 Circular E	4 years after tax due
Pharmacy	Patient Records (patient info., pharmacist comments, prescription info.)	F.A.C. 64B16-27.800(1)	2 years from date of last entry
Police (A complete list of document retention obligations for law enforcement agencies can be found at http://dlis.dos.state.fl.us/barm/genschedules/GS02.PDF)	Accident Reports	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 120, p.1]	Record Copy: Retain as long as item to which it relates. Duplicates: Retain until obsolete, superseded, or administrative value is lost [Department Practice is to retain permanently]
	CGPD Property Records	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 27, p. 18]	Record Copy: 4 anniversary years after disposition of property provided applicable audits have been released. Duplicates: Retain until obsolete, superseded, or administrative value is lost [Department Practice is to retain Permanently]
	Criminal Intelligence Information Records	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 30, p. 7]	Record Copy and Duplicates: Retain until obsolete, superseded, or administrative value is lost
	Criminal Investigative Records: Capital/Life Felony	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 31, p. 7]	Record Copy: 100 anniversary years after crime committed Duplicates: Retain until obsolete, superseded, or administrative value is lost
	Criminal Investigative Records: Child Abuse or Neglect	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 200, p. 7]	Record Copy: 7 anniversary years after the age of majority, or 4 anniversary years after the injured person leaves the dependency of the abuser, or 4 anniversary years from the time of the discovery by the injured party of both the injury and the causal relationship between the injury and the abuse, whichever occurs later. Duplicates: Retain until obsolete, superseded, or administrative value is lost
	Criminal Investigative Records: Degree of Crime Unknown/No Charges Filed	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 129, p. 8]	Record copy: 4 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Elder Abuse or Neglect	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 124, p. 8]	Record copy: 7 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Felony, 1 st Degree	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 125, p. 8]	Record copy: 8 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Criminal Investigative Records: Felony, 2 nd and 3 rd Degree	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 126, p. 8]	Record copy: 6 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Fraud	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 201, p. 9]	Record copy: 8 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Index	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 131, p. 9]	Record copy: Retain as long as the item it relates to. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Juvenile Offender	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 130, p. 9]	Record copy: Retain until subject turns age 22. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Misdemeanor, 1 st Degree	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 127, p. 9]	Record copy: 5 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Misdemeanor, 2 nd Degree	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 128, p. 10]	Record copy: 4 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Missing Persons/Runaway Cases	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 161, p. 10]	Record copy: 100 anniversary years after initial report is filed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Missing Persons/Runaway Cases (Found/Solved)	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 162, p. 10]	Record copy: Retain as long as the record series it relates to. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Non-Criminal Violation	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 148, p. 10]	Record copy: 4 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Field Interrogation Cards/Reports	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 43, p. 13]	Record Copy and Duplicates: Until administrative value lost [Department Practice is to retain permanently]
	Internal Investigation Records: Final Action Summary	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 59, p. 14]	Record copy: Retain as long as the Personnel File. Duplicates: Retain until obsolete, superseded, or administrative value is lost. [Department Practice is to retain permanently]

RETENTION SCHEDULE Master February 2013

DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Internal Investigation Records: Not Sustained/ Unfounded/ Exonerated	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 136, p. 14]	Record copy: 1 anniversary year after final disposition. Duplicates: Retain until obsolete, superseded, or administrative value is lost. [Department Practice is to retain permanently]
	Internal Investigation Records: Sustained Formal	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 134, p. 14]	Record copy: 5 anniversary years after final disposition. Duplicates: Retain until obsolete, superseded, or administrative value is lost. [Department Practice is to retain permanently]
	Internal Investigation Records: Sustained Informal	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 135, p. 15]	Record copy: 3 anniversary years after final disposition. Duplicates: Retain until obsolete, superseded, or administrative value is lost. [Department Practice is to retain permanently]
	Public Safety		
	Pre-employment Background Files (Police Officers)		5 years
	Dispatch Logs		until administrative value lost
	Activity Sheets		until administrative value lost
	Emergency Contacts (Police Officers)		until administrative value lost
	Administrative Reports		until administrative value lost
	Police Incident Reports		permanent
	CGPD Property Receipt Forms		permanent
	Field Interrogation Cards		permanent
	Privacy Office		
	<u>Corporate Documents</u>		
	HIPAA Privacy Policies and Procedures Manual	45 CFR 164	6 years after last in effect
	Notice of Privacy Practices	45 CFR 164	6 years after last in effect

RETENTION SCHEDULE Master February 2013

DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	<u>Patient Correspondence</u>		
	Patient Acknowledgment of Notice and Consent to Use and Disclose Health Information forms and copies	45 CFR 164	6 years after receipt
	Patient correspondence	45 CFR 164	6 years after receipt
	Patient and/or public complaints	45 CFR 164	6 years after receipt
	<u>Workforce & OHCS Member Docs.</u>		
	Workforce Confidentiality Agreements	45 CFR 164	6 years after last in effect
	Business Associate Agreements	45 CFR 164	6 years after last in effect
	<u>Research Documents</u>		
	Documentation authorizing use or disclosure of patient records for research	45 CFR 164	6 years after last relied upon
	<u>Training Documentation</u>		
	Log of HIPAA training and awareness activities	45 CFR 164	6 years from date of training
Purchasing	Purchase Orders	University policy	7 years
	Purchase Requisitions	University policy	7 years
	Contract Files	University policy	7 years
	Quotation Files	University policy	7 years
	Vendor Files	University policy	7 years
	Bid Records	University policy	7 years

RETENTION SCHEDULE Master February 2013

DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
Radiation Control	Air Sampling	64E-5.336 FAC	License Term
	Area Surveys	64E-5.336 FAC	3 years
	Bioassay	64E-5.339 FAC 10 CFR 20.2106 10 CFR 20.2107	License Term
	Contamination Control Program	64E-5.1319 FAC	3 years
	Dose Calibrator QA/QC	64E-5.614 FAC	3 years
	Dose Determination	64E-5.336 FAC	License Term
	Dosimetry Equipment License	64E-5.640 FAC	License Term
	Disposal of Radioactive Materials	64E-5.331 FAC	3 years
	Effluents Release	64E-5.336 FAC	License Term
	HRS Form 1623	64E-5.308 FAC	3 years
	Intake Dose Determination	64E-5.336 FAC	License Term
	Inventory of Radioactive Materials	64E-5.440 FAC	3 years
	Leak Test Records	64E-5.337 FAC	3 years
	Midadministrations	64E-5.345 FAC	20 years
	Mo-99 Assay	64E-5.628 FAC	3 years
	Package Surveys	64E-5.336 FAC	3 years
	Patient Dosage	64E-5.616 FAC	3 years
	Patient Room Survey	64E-5.625 FAC	3 years

RETENTION SCHEDULE Master February 2013

DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Personnel Monitoring	64E-5.339 FAC	License Term
	Personnel Monitoring Annual Report	64E-5.903 FAC	3 years
	Planned Exposures	64E-5.338 FAC	License Term
	QC of Diagnostic Instruments	64E-5.613 FAC	3 years
	QM Program	64E-5.611 FAC	3 years
	Radiation Monitoring Device (Teletherapy)	64E-5.638 FAC	3 years
	Radiation Protection Program	64E-5.335 FAC	Duration
	Radiation Safety Committee Minutes	64E-5.606 FAC	5 years
	Receipt of Radioactive Materials	64E-5.103 FAC	Retained Indefinitely
	Record of Prior Dose	64E-5.308 FAC	3 years
	Recordable Event	64E-5.611 FAC	3 years
	Room Surveys	64E-5.625 FAC	3 years
	Safety Instruction	64E-5.625 FAC	3 years
	Survey Meter Calibration Records	64E-5.336 FAC	3 years
	Teletherapy Cal.	64E-5.641 FAC	License Term
	Teletherapy Spot Checks	64E-5.642 FAC	3 years
	Transfer of Radioactive Materials	64E-5.103 FAC 64E-5.340 FAC	License Term
	Ventilation of Xenon Room Testing	64E-5.629 FAC	3 years

RETENTION SCHEDULE Master February 2013

DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Visiting Physicians	64E-5.609 FAC	5 years
	Written Directive	64E-5.611 FAC	3 years
	Xenon Trap Testing	64E-5.629 FAC	3 years
	Radiation Records		
	Audits	10 CFR 20.2102	3 years
	Correspondence	10 CFR 20.2102	3 years
	Incident Reports	10 CFR 20.2102	3 years
	Instrument Calibration	64E-5.1103 FAC	3 years
	Isotope Purchases Inventories	10 CFR 20.2102	3 years
	License Violations	10 CFR 20.2102	3 years
	Radiation Reports	10 CFR 20.2102	3 years
	Routine Inspections	10 CFR 20.2106	License Term
	RUA (Radiation Users)	10 CFR 20.2106 10 CFR 20.2107	License Term
	Surveys	10 CFR 20.2103	3 years
	Waste Disposal	10 CFR 20.2108	License Term
Real Estate	Appraisals	Fla. Stat. 475.629	5 years
	Certificate of Use		Length of Ownership
	Leases - Related to Bond Financed Facilities	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)- Retention Period; Section 1.148-5(d)6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)

RETENTION SCHEDULE Master February 2013

DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
Registrar	Academic bankruptcy	FERPA	electronically indefinitely
	Athletic certification	FERPA	electronically indefinitely
	Biographical information on parents	FERPA	electronically indefinitely
	Cancellation lists	FERPA	electronically indefinitely
	Certification of enrollment	FERPA	electronically indefinitely
	Certificate Postings	FERPA	electronically indefinitely
	Change of major/school	FERPA	electronically indefinitely
	Credit not accepted toward degree	FERPA	electronically indefinitely
	Data warehouse application	FERPA	electronically; current year
	Deceased student information	FERPA	electronically indefinitely
	Departmental recommendation for course credit	FERPA	electronically indefinitely
	Downloads (TechOps request)	FERPA	electronic; current year
	Freshman repeat	FERPA	electronically indefinitely
	Grade changes	FERPA	electronically indefinitely
	Grade rolls	FERPA	electronically indefinitely
	Graduation lists	FERPA	electronically indefinitely
	Graduation memos	FERPA	electronically indefinitely

RETENTION SCHEDULE Master February 2013

DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Honors Lists	FERPA	electronically indefinitely
	I to If Extensions	FERPA	electronically indefinitely
	Illegal repeat	FERPA	electronically indefinitely
	Information Release requests	FERPA	electronically indefinitely
	International Education and Exchange Program grades	FERPA	electronically indefinitely
	Investigators	FERPA	electronically indefinitely
	Late Add/Drops	FERPA	electronically indefinitely
	Medical School transfer work	FERPA	electronically indefinitely
	Name Changes	FERPA	electronically indefinitely
	Postings	FERPA	electronically indefinitely
	Probation and Dismissal	FERPA	electronically indefinitely
	RDS Applications	FERPA	electronically 7-10 years
	Reinstatement Forms	FERPA	electronically indefinitely
	Social Security Number changes	FERPA	electronically indefinitely
	Student records/Enrollment Management applications	FERPA	electronically indefinitely
	Transient forms	FERPA	electronically indefinitely
	Waiver to not reinstate Classes Requests	FERPA	electronically indefinitely
	Visa type changes	FERPA	electronically indefinitely

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
Research Education & Training	Human Subjects Protections Training Records (CITI Course)	45 CFR 46; 21 CFR 312.62(c)	3 years
Research/Scientific Misconduct Records	Research Misconduct proceedings records, as specified	42 CFR 93.317	7 years (after the completion of the proceedings or the completion of any PHS proceeding involving the research misconduct allegation- whichever is later)
Risk Management	Claims (administered by Third Party Administrators)	Various UM insurance carrier internal policies	varies per insurance carrier
	Incident reports	University policy	4 years (unless legal issue raised)
	Work Comp claims	69L-5.116 FAC	5 years
Sponsored Programs	<u>Federal</u>		
	<u>Award Records</u>		
	Award Letter	OMB Circular A-110; Grant & contract specific requirements	3 years after award end date or audit activity completed
	Proposal Documentation	OMB Circular A-110; Grant & contract specific requirements	3 years after award end date or audit activity completed
	Official Grant/Contract	OMB Circular A-110; Grant & contract specific requirements	3 years after award end date or audit activity completed
	Correspondence	OMB Circular A-110; Grant & contract specific requirements	3 years after award end date or audit activity completed
	Privately Sponsored Research in Bond Financed Facilities	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)-Retention Period; Section 1.148-5(d)(6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
	<u>Financial Records</u>		
	Time & Effort Certifications	OMB Circular A-110; Grant & contract specific requirements	3 years after award end date or audit activity completed
	Monthly reports (Report 90's)	OMB Circular A-110; Grant & contract specific requirements	3 years after award end date or audit activity completed
	Financial Status Reports (FSRs)	OMB Circular A-110; Grant & contract specific requirements	3 years after award end date or audit activity completed
	A133 audit files	OMB Circular A-110; Grant & contract specific requirements	3 years after award end date or audit activity completed

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Sponsored Programs/State of Florida & Miami-Dade County Award and Financial Records		
	Award Letter	State of Florida Dept. of State, Division of Library and Information Services	5 years after award end date or audit activity completed
	Proposal Documentation	State of Florida Dept. of State, Division of Library and Information Services	5 years after award end date or audit activity completed
	Official Grant/Contract	State of Florida Dept. of State, Division of Library and Information Services	5 years after award end date or audit activity completed
	Correspondence	State of Florida Dept. of State, Division of Library and Information Services	5 years after award end date or audit activity completed
	Monthly reports (Report 90's)	State of Florida Dept. of State, Division of Library and Information Services	5 years after award end date or audit activity completed
	Financial Status Reports (FSRs)	State of Florida Dept. of State, Division of Library and Information Services	5 years after award end date or audit activity completed
	Single Audit Act files	State of Florida Dept. of State, Division of Library and Information Services	5 years after award end date or audit activity completed
	<u>IACUC - Animal</u>		
	Academic/research records	PHS & Animal Welfare Act	3 years from last activity
	Veterinary Resources	USDA, Animal Welfare Act, ALAC, DEA, State of Florida	5 years from last activity
Student Financial Aid	Student loan records	34 CFR 668.24(e)	3 years after award and disbursement
	Student loans-Perkins	34 CFR 674.19	3 years after repayment, cancellation or assignment to U.S. Department of Education
Student Records	Undergraduate		
	Academic/Student Record	Southern Association of Schools and Colleges	Permanent
	Class Rolls	Southern Association of Schools and Colleges	Permanent
	Grade Rolls	Southern Association of Schools and Colleges	Permanent

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Transcripts from other schools/colleges	Southern Association of Schools and Colleges	Permanent
	Graduate		
	Student files (includes application, transcripts, GRE/TOEFL scores, Letters of recommendation, posting memos, international student evaluations)	University policy	permanent
Treasury Operations	Bond Documents	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)-Retention Period; Section 1.148-5(d)6(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
	<u>Collections/Federal Loans</u>		
	Collection files (signed payment agreements & correspondence)	34 CFR 668.24(d); 34 CFR 674.19	3 years from PIF date (University keeps for 6 years from PIF)
	Final Judgments	34 CFR 668.24(d); 34 CFR 674.19	3 years from PIF date (University keeps for 6 years from PIF)
	Legal files (Stipulation Agreements)	34 CFR 668.24(d); 34 CFR 674.19	3 years from PIF date (University keeps for 6 years from PIF)
	Original promissory notes	34 CFR 668.24(d); 34 CFR 674.19	3 years from PIF date (University keeps for 6 years from PIF)
	<u>University Institutional Loans</u>		
	Collection files (signed payment agreements & correspondence)	University Policy	Retained indefinitely
	Final Judgments	University Policy	Retained indefinitely
	Original promissory notes	University Policy	Retained indefinitely
	Stipulation Agreements (Legal files)	University Policy	Retained indefinitely
University Advancement	Checks	University Policy	permanent
	Deeds/Titles	University Policy	permanent

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DEPARTMENT	DOCUMENT TYPE	SOURCE	RETENTION PERIOD
	Donor correspondence	University Policy	permanent
	Donor letters	University Policy	permanent
	Gift Agreements/Pledges	University Policy	permanent
	Trusts/Wills	University Policy	permanent
University Records	Historical University Documents (policies and actions)	University policy	permanent
UMBH	All transactions among such administrator, insurers, and insured persons	Fla. Statute 626.884	Duration of Agreement + 5 years