

**Hamilton College
Records Retention Schedule**

CFY = Current Fiscal Year

Description	Retention in Office	Retention in Dunham	Statutory	Total College Retention	Final Disposition	To Archives?
Business Office						
<u>Student Tuition Accounts</u>						
Student Tuition Account File Correspondence Withdrawals Notices Outside Scholarship Information	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Financial Aid Transmittal Reports	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Billing Records	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Cash Receipts	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Accounts Receivable Subsidiary Ledger		6 Years	*	CFY plus 7 Years	Destroy	N/A
FISAP	Permanent			Permanent		No
<u>General Accounts Receivable</u>						
Datatel Billing Reports	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Datatel Cash Receipts Reports	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Accounts Receivable Subsidiary Ledger	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
<u>Student Loan Accounts</u>						
Student Loan File Original Promissory Notes Repayment Schedules Personal & Confidential Information Correspondence Deferment Forms Account Summaries		3 Years after Loan has been Repaid in Full	* Refer to: 34 CFR 668.24(e)	3 Years after Loan has been Repaid in Full	Destroy	N/A
Bank Reconciliations	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Account Reconciliations	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
AFSA Reports	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
<u>General Accounting</u>						
Account Reconciliations	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Accounts Payable Vouchers and Attachments	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Annual Audited Financial Statements	Permanent			Permanent		Yes - Add'l Copy
Management Letters	Permanent			Permanent		No

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Banking Records, including Deposit and Withdrawal Records, Bank Statements and Reconciliations, Voided and Cancelled Checks	CFY plus 1 Year	6 Years; checks for large purchases, such as property, permanent	*	CFY plus 7 Years	Destroy	N/A
Capital Equipment Records		3 Years after Final Disposition of capital equipment	*	3 Years after Final Disposition of capital equipment	Destroy	N/A
Cash Receipts	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Depreciation Records		Life of asset plus 4 years	*	Life of asset plus 4 years	Destroy	N/A
Journal Entries and Back-Up Documentation	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Subsidiary Ledgers (A/P, A/R, etc.)	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Trial Balances	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Travel Reimbursements and Attachments	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Audit Workpapers	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Information Returns (990, 1099, etc.)		Permanent		Permanent		No
<u>Sponsored Grants and Contracts</u>						
Grant and Contract Files (Federal)	1 yr after Close of Grant	2 Years	*	6 Years after Close of Grant, unless terms of grant specify longer	Destroy	N/A
Grant and Contract Files (State of New York)	1 yr after Close of Grant	5 Years	*	6 Years after Close of Grant, unless terms of grant specify longer	Destroy	N/A
Grant and Contract Files (Non-Gov't)	1 yr after Close of Grant	2 Years	*	6 Years after Close of Grant, unless terms of grant specify longer	Destroy	N/A
Annual Financial Reports (A-133)	Permanent		*	Permanent		No
Capital Equipment Records	3 Years after Close of Grant		*	3 Years after Close of Grant, unless terms of grant specify longer	Destroy	N/A
Indirect Cost Rate Calculations	CFY plus 7 Years		*	CFY plus 7 Years, unless terms of grant specify longer	Destroy	N/A
Effort Certifications	CFY plus 7 Years		*	CFY plus 7 Years, unless terms of grant specify longer	Destroy	N/A
<u>Payroll</u>						
Annual Payment Records (W-2, Alpha Lists)		Permanent		Permanent		No
Information Returns filed with Federal and State Authorities (W-2, 941, 1042S, Etc.)	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Employee W-4 and I-9 Forms		5 Years after Employment Ends		5 Years after Employment Ends	Destroy	N/A

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Record of Payments and Deductions (Payroll Registers, Deduction Lists, Adjustments)	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
Time Cards	CFY plus 1 Year	6 Years	*	CFY plus 7 Years	Destroy	N/A
* College Policy is Equal to or Greater than Statutory						
Student Health Center						
Student Medical Records			7 Years	7 Years	Shred via Confidata	
Student Immunization Records	10 Years		10 Years	10 Years	Shred via Confidata	
Summer Program Medical Records & Immunizations	Until 21 Years old		Until 21 Years old; in case of underage attendee, record should be kept for 10 years past date that attendee reaches age of majority (18)	Until 21 Years old; in case of underage attendee, record should be kept for 10 years past date that attendee reaches age of majority (18)	Shred via Confidata	
Employee Medical Records						
Employee Immunization Records	10 Years		10 Years	Indefinitely	Shred via Confidata	
Visitor Medical Records	7 Years		7 Years	10 Years	Shred via Confidata	
Pre Hospital Care Report (EMT Call)	3 Years, or if Minor, 7 Years after 18th Birthday		3 Years, or if Minor, 10 Years after 18th Birthday	3 Years, or if Minor, 10 Years after 18th Birthday	Shred via Confidata	
Copy of Medical Providers Professional Licenses	Permanent (current only)			Permanent	Shred via Confidata	
Copy of EMT's Certification	7 Years		3 Years	7 Years	Shred via Confidata	
Communication & Development						
Alumni: Correspondence, File Memos, Gift Receipts, Etc.				Kept Indefinitely until Death of Alumni; then Condensed and Archived		Upon Death of alumni
Parents, Friends, Widows: Correspondence, File Memos, Etc.	Gift Receipts under \$1,000 kept in General Filing Boxes			5 Years	Shred	
	Inactive Parent Folders Condensed and placed in back of Child's/Graduate's Folder			Until Relationship/Giving becomes Inactive	Archived or Destroyed	
	Friends and Widows Folders are Condensed, then Archived or Shredded					
Endowment Agreement Documents				Never Inactive	Maintained in Business Office Vault	
Estate folders:						
Originals of all Planned Giving Legal Documents				Indefinitely in Business Office Vault		
Correspondence of Estates				Indefinitely in Business Office Vault		
Gift Annuity Contracts				Indefinitely in Business Office Vault		
Trust Documents				Indefinitely in Business Office Vault		
Pooled Income Funds				Indefinitely in Business Office Vault		
Instrument of Transfer Documents				Indefinitely in Business Office Vault		

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Corporation & Foundations: Correspondence, Grant Documents, Receipts				Indefinitely		Inactive Folders Condensed and Archived
Prospect Profiles	Created and maintained on Datatel			Indefinitely for Confidential use by College Fundraisers		
All Gifts				Noted on Datatel for Long-Term Reference		
Dean of Students Office						
Harassment/Sexual Misconduct Records				The Chair shall keep only such Records as are needed for the Board's Semi- Annual Report College Officer and President shall keep all information for 6 Years		
Judicial Files				4 Years, except for cases of suspension or expulsion, which are kept Indefinitely	Files are purged upon Graduation	
Honor Court				4 Years, except for cases of suspension or expulsion, which are kept Indefinitely	Files are purged upon Graduation	
File on every Current Student, which Contains Application, SAT Scores, HS Transcripts, Notes about the Student, Academic Warnings, other Important Information				4 Years		Upon Graduation file is purged, except for application, transcript, other information that impacts Student's transcript. Archived in basement of Root House
Campus Safety Incident reports	5 years			5 years	Files are purged after 5 years	
Dean of Faculty						
Annual Reports				Permanent		
Tenure and Promotion Files: Recommendations, Evaluations, Materials submitted for Promotion or Tenure (Approval or Denial Recommendations, Tenure Appeals and Pertinent Correspondence)				Personnel File		
Committee Files: Agenda, Minutes, Correspondence, Reports for Committees that are not College-Wide				Permanent		
Standing Committees				Permanent		
Department Files				Permanent		
Conference Files				3 Years	Destroy	
Correspondence dealing w/Policy and/or Programs				Permanent		
Correspondence dealing with Fiscal Matters				3 Years	Destroy	

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Correspondence that is not Policy, but Informative				3 Years	Destroy	
Records that Document Policies				Permanent		
Data used in Preliminary Reports, Working Papers, Etc.				Useful Life		
Legal Cases				6 Years after Final Settlement		
Budget Information: Budget Requests and Budget Worksheets and Files				3 Years	Destroy	
Faculty Meeting Minutes				Permanent in Archives		
Department Reviews				Permanent		
Faculty Fellowships/Leaves				Kept until Faculty Leaves	Destroy	
Foundation Files/Endowment Funds				10 Years		
Non-Hires Faculty: Applications, Resumes, Etc.				3 Years	Destroy	
Middle States: Reports and Supporting Documentation and Final Report				Previous Report, then to Archives		
Copies of Teaching Evaluations				Retain until Full Professor status is Granted. Full Professor - 3 Years. If they Leave Hamilton, Retain 3 Years, then Destroy		
Personnel Files of Terminated/Retired Faculty				Permanent		
Personnel Files of Administrators				While active plus 5 Years	Destroy	
Numeric evaluations				Permanent		
Affirmative Action Position Applicant Files: Data on Search and Correspondence				6 Years	Destroy	
Search Committees				3 Years	Destroy	
Auxiliary Services						
<i>Risk Management:</i>						
Claims (Not Related to Employment)	Active			Active	Destroy	
Insurance Policies	CFY plus 6 Years, or until any open claim under a policy has closed.			CFY plus 6 Years, unless terms of policy specify longer	Destroy	
Insurance Claim Documents	CFY plus 6 Years, or until any open claim under a policy has closed.			CFY plus 6 Years, unless terms of policy specify longer	Destroy	
<i>Student Drivers:</i>						
Campus Training Documents	CFY plus 3 Years			CFY plus 2 Years	Destroy	
MVR Reports	CFY			1 Year	Destroy	
<i>Real Estate:</i>						

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Mortgages	Active & Closed			Permanent		
Occupancy Agreements	CFY plus 6 Years			CFY plus 6 Years	Destroy	
Deeds and Titles	Permanent			Permanent		
Sales of Property Records	Permanent			Permanent		
Property Tax Records	CFY plus 6 Years			CFY plus 6 Years	Destroy	
Leases:						
Copiers	CFY plus 6 Years (or term of lease if longer)			CFY plus 6 Years	Destroy	
Postage Meter Equipment	CFY plus 6 Years (or term of lease if longer)			CFY plus 6 Years	Destroy	
NY and Washington Apartments	CFY plus 6 Years (or term of lease if longer)			CFY plus 6 Years	Destroy	
Contracts and Agreements:						
Contracts (copies) that are sent to me by other Departments	Active			Active		
Trademark Records	Active plus 6 Years			Active plus 6 Years		
Purchase Orders: Purchasing Copy (Processed/Paid Purchase Orders are Part of Accounts Payable Records)	CFY plus 1 year			CFY plus 1 year	Destroy	
Hill Card:						
Deposit Records	CFY plus 2 Years			CFY plus 2 Years	Destroy	
Card Balances (Inactive Cardholders)	Permanent			Permanent		
Physical Plant						
Building Plans and Specifications:						
Construction Document as Built	Existing Structures	N/A	N/A	Existing Structures	N/A	Yes
Construction Shop Drawings	Existing Structures	N/A	N/A	Existing Structures	Destroy	No
Specifications	Existing Structures	N/A	N/A	Existing Structures	Destroy	No
Building Maintenance Manuals	Existing Structures	N/A	N/A	Existing Structures	Destroy	No
Utility Drawings	Permanent	N/A	N/A	Permanent	N/A	Yes
Legal Documents:						
Right of Ways	Permanent	N/A	N/A	Permanent	N/A	Yes
Certificates of Occupancy	Current Renovation	N/A	Existing Structures	Existing Structures	Destroy	No
Water Agreements	Life of Agreement	N/A	Life of Agreement	Permanent	N/A	Yes
Building Variances	Current Renovation	N/A	Existing Structures	Existing Structures	Destroy	No
Fire Protection/Life Safety Systems						
Acceptance Testing/Certification	All existing Systems, plus 5 Years	N/A	N/A	5 Years	Destroy	No
Inspection/Maintenance Fire Protection System	10 Years	N/A	3 Years	10 Years	Destroy	No
Inspection/Maintenance Fire Extinguishers	5 Years	N/A	Current Inspection Report	5 Years	Destroy	No
Fire Alarm Systems	All Existing Systems	N/A	N/A	Until System is Decommissioned	Destroy	No
Utility System Records:						
Water Tank	Current	N/A	N/A	Permanent	N/A	Yes
Wastewater Discharge Records	Current, plus 10 years	N/A	N/A	Permanent	N/A	Yes
Potable Water Health Testing/Reports/Investigations	15 Years	N/A	up to 10 Years	15 Years	Destroy	No
Asbestos Records						
Survey/Sampling Results	Currently Owned Buildings	N/A	Existing Structures	Permanent	N/A	Yes
Asbestos Project Notifications and other records	Current Projects	N/A	N/A	Permanent	N/A	Yes

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Petroleum Storage Tank Records						
Registrations	Current and Past Registrations	N/A	Current Registration	Permanent	N/A	Yes
Design/Installation/As Built	Current Tanks	N/A	N/A	Permanent	N/A	Yes
Inspection/Maintenance	15 Years	N/A	10 Years	15 Years	Destroy	No
Closure Records	Permanent	N/A	N/A	Permanent	N/A	Yes
Financial Aid Office						
Financial Aid Applicant Files	Retained in Financial Aid office until all applicant decisions made.		Active + 3 years	Active + 4 years	Shred	Files for Students not admitted or those who withdraw are stored in basement in secure area.
Financial Aid Files - Enrolled Students	Financial Aid office until graduation or withdrawn.		Active + 3 years	Active + 4 years	Shred	After graduation or withdrawn, stored in basement in secure area.
Federal Stafford and PLUS Loans			Active + 3 years	ITS rule	ITS rule	Electronically in Datatel and ELM
Stafford Loan Request Form	In student's Financial Aid File				Shred	
Master Promissory Notes	Held by student's lender				N/A	
Loan Certifications	Electronically in Datatel and ELM				ITS rule	
Entrance and Exit Interviews	(M:) Drive and Electronically in Datatel and Mapping your Future				ITS rule	
Disbursement and Refund Files	(M:) Drive and Electronically in Datatel				ITS rule	
Off Campus Files (Consortium Agreement, Cost of Attendance and Billing Information)	Financial Aid Office until Graduation or withdrawn		Active plus 3 Years	Active plus 4 Years	Shred	Stored in Financial Aid File in basement in secure area
Pell (Federal Grant)	Financial Aid Office and Datatel		Active plus 3 Years	Active plus 4 Years	Hard Copies Shredded	
NYS Tuition Assistance Program (TAP)	Financial Aid Office and Datatel		Active plus 3 Years	Active plus 4 Years	Shred	
Endowed Scholarships	Datatel for Yearly awards. Financial Aid Office has Hard copies of many of the endowment agreements dating back to originals		Active plus 3 Years	Active plus 4 Years		
Outside Scholarships	Copies of check and Scholarship Description kept in Student's file until Graduation or withdrawn.		Active plus 3 Years	Active plus 4 Years	Shred	Upon Graduation or withdrawn, stored in secure area in basement.
ACT Questionnaire	Soft Copy on (M:) Drive		Permanent	Permanent		
IPEDS	Soft Copy on (M:) Drive		Permanent	Permanent		
Peterson's Survey	Soft Copy on (M:) Drive		Permanent	Permanent		
NCAA Division III FA Reporting Program.	Soft Copy on (M:) Drive		Permanent	Permanent		
NYSED - Student Financial Aid	Soft Copy on (M:) Drive		Permanent	Permanent		
FISAP	Soft Copy on (M:) Drive		Permanent	Permanent		

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Cambridge & Associates - Freshman FA & Admissions Survey	Soft Copy on (M:) Drive		Permanent	Permanent		
Common Data Set - Inst. Research	Soft Copy on (M:) Drive		Permanent	Permanent		
ITS						
Construction AV Systems Specifications from Consultants	Active-Forward to Plant at opening			Physical Plant Policy	Physical Plant Policy	
Construction AV System Proposals from Vendors	Active-Forward to Plant at opening			Physical Plant Policy	Physical Plant Policy	
Construction Bid Documents	Active-Forward to Plant at opening			Physical Plant Policy	Physical Plant Policy	
Construction AV System Drawings	Active-Forward to Plant at opening			Physical Plant Policy	Physical Plant Policy	
E-mail Account Creation Details	Permanent			Permanent		
Hardware Contracts	Active plus 6 Years		Active plus 6 Years	Active plus 6 Years	Shred	
Software Contracts	Active plus 6 Years		Active plus 6 Years	Active plus 6 Years	Shred	
Email stored on Desktop Computers (IMAP Folders)	Until Computer is re-imaged or Disposed of			Until Computer is re-imaged or Disposed of	Delete from System	No
Paper/Electronic Personnel Files on Current Employees	Active - Forward to HR upon termination			HR Policy	HR Policy	
Historical Information related to IT at Hamilton	Permanent			Permanent	Yes	
Releases for Recordings	Permanent			Permanent	No	
Vitec/Consulting Services Contracts	Active plus 6 Years		Active plus 6 Years	Active plus 6 Years	Shred	No
MicroSoft Volume Claim Settlement Form	Payment Date plus 7 Years		Payment Date plus 7 Years	Payment Date plus 7 Years	Shred	No
Sale of Old Hardware Inventory Details	Forward to Business Office upon sale			Business Office Policy	Business Office Policy	Business Office Policy
Software Licenses	Active plus 6 Years			Active plus 6 Years	Delete/Shred	No
ESS User Files	30-90 days after termination			30-90 days after Termination	Delete from System	No
SSS Student Files	6-9 months after Graduation or withdrawal			6-9 months after Graduation or Withdrawal	Delete from System	No
System Log Files (Many)	varies			Varies		No
Central Systems Data Records (Datatel/Kronos)	Permanent*			Permanent*		No
Central Email	Active plus 30 days			Active plus 30 days		No

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Central Voice Mail	Until departure			Upon Departure		No
Backup Tape	Maximum 6 months			Maximum 6 months		No
* Admission Search Names who never Inquire that are more than 5 Years Old are Periodically Purged from the Colleague System						
President's Office						
College Charter			Permanent	Permanent		Yes
By-Laws	Website		Permanent	Permanent		
Board of Trustee Meeting Minutes & Materials (Length of Confidentiality - 25 Years?)	President's Office until archived		Permanent	Permanent		Yes
Executive Committee Meeting Minutes (Length of Confidentiality - 25 Years?)	President's Office-Permanent		Permanent	Permanent		
President's Office correspondence (Length of Confidentiality - 10 Years?)	10 Years		Some permanent		Shredded at Discretion of President's Office before sent to Archives	Yes
Environmental, Health and Safety						
Waste Records						
Notification of Regulated Waste Activity	Permanent	N/A	N/A	Permanent	N/A	Yes
Waste Characterization Records (including Waste Analysis, Characterization Memos and any (c)(7) Notifications)	As Long as Waste is generated or disposed, plus 3 Years	N/A	As Long as Waste is generated, stored or disposed, plus 3 Years	Permanent	N/A	Yes
Waste Manifests	10 Years	N/A	3 Years	Permanent	N/A	Yes
Exception Reports	5 Years	N/A	3 Years	5 Years	Destroy	No
Annual Reports	5 Years	N/A	3 Years	Permanent	N/A	Yes
Personnel Training	Employment, plus 4 Years	N/A	Employment, plus 3 Years	Employment, plus 4 Years	Destroy	No
Used Oil Disposal Records	10 Years	N/A	7 Years	Permanent	N/A	Yes
Universal Waste Records	10 Years	N/A	N/A	Permanent	N/A	Yes
Medical Waste Records	10 Years	N/A	3 Years	Permanent	N/A	Yes
Asbestos Waste Records	10 Years	N/A	3 Years	Permanent	N/A	Yes
Other Waste Records	Current Records	N/A	N/A	Current Records	Destroy	No
Other Environmental Records						
Tier I/II Reports	Current, plus 5 Years	N/A	N/A	5 Years	Destroy	No
Air Emission Compliance Record	Current, plus 10 Years	N/A	N/A	10 Years	Destroy	No
Environmental Monitoring	10 Years	N/A	N/A	Permanent	N/A	Yes
Ambient Noise Surveys	10 Years	N/A	N/A	10 Years	Destroy	No
Remediation Reports	15 Years	N/A	N/A	Permanent	N/A	Yes
Environmental Complaints	5 Years from Resolution	N/A	N/A	Permanent	N/A	Yes
NOVs, Orders, Other Regulatory Citations	10 Years from Resolution	N/A	N/A	Permanent	N/A	Yes
Other Environmental Records	Current	N/A	N/A	Current	Destroy	No
OSHA Records						

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Written Compliance Plans (e.g. Hazard Communication, Chemical Hygiene, Respiratory Protection)	Current, plus Prior Plan	N/A	N/A	Permanent	N/A	Yes
Training Records	Duration of Employment, plus 10 years	N/A	N/A	Duration of Employment, plus 10 years	Destroy	No
Laboratory Hood Inspections	10 Years	N/A	N/A	10 Years	Destroy	No
Occupational Injury and Illness (medical records)	Duration of Employment, plus 30 years	N/A	Duration of Employment, plus 30 years	Duration of Employment, plus 30 years	Destroy	No
MSDSs	Current in Work Area, and EHS	N/A	30 Years, or List of Chemicals in Use	Permanent	N/A	Yes
Work Place Exposure Records	30 Years	N/A	30 Years	Permanent	N/A	Yes
Respirator Medical Clearance	Current Employees	N/A	Employment, plus 30 Years	Permanent	N/A	Yes
Respirator Fit Test/Program Evaluation	Current, plus 5 years	N/A	Current	5 Years	Destroy	No
Workplace Noise Surveys	5 Years	N/A	2 Years	Permanent	N/A	Yes
Audiometric Test Results	Current Employees, plus 5 years	N/A	Duration of Employment	Permanent	N/A	Yes
Other Medical Records, including Vaccinations	Current Employees plus 30 years	N/A	Duration of Employment, plus 30 Years	Permanent	N/A	Yes
Radiation						
License, Registrations, Radiation Safety Program and Inventory of Sources	Duration of License	N/A	Duration of License	Permanent	N/A	Yes
Occupational Exposure Records	Employment, plus 5 years	N/A	Employment, plus 3 Years	Permanent	N/A	Yes
Transfer/Disposal of Radioactive Materials or Radiation Equipment	Duration of License/Registration	N/A	Permanent until Authorized to Dispose	Permanent	N/A	Yes
Decommissioning Records	Duration of License	N/A	Duration of License	Permanent	N/A	Yes
Life Safety Systems						
Evacuation Drill Records	5 Years	N/A	N/A	5 Years	Destroy	No
Fire Investigation Reports	10 Years	N/A	N/A	Permanent	N/A	Yes
Training Records	5 Years	N/A	Current	10 Years	Destroy	No
Registrar's Office						
Student Files **	Registrar's Office until Student Graduates, Withdraws or Dies			In June files are pulled from cabinets and sent to File Room. After 1 Year files are purged except for: Final Transcript, Grade Change Forms, Documents related to record changes, Transcripts from other schools, Petitions for Transfer credit, 1-20 forms, Disability Documentation, Suspension or Probation letters, Admission Application, Summary Sheet from Admissions, Anything marked "Do Not	Stored for a Minimum of 20 Years, or until we have no more room	When there is no room for new files, the oldest Records are pulled out and turned over to Archives
**Confidential except for Director Information under FERPA until Death				Purged files are filed in alpha files of all Student files. Transcripts are pulled out to be filed with transcripts.		
Student Transcripts						
Original Hard Copies filed Alphabetically in Fire Proof Cabinets				Permanent*		
Microfiche of all Transcripts are stored in Registrar's Office				Permanent*		
Electronic Transcripts are maintained in Colleague System				Permanent* (If system is Changed, Hard Copy and Fiche become Primary Record)		
Other Student Records						

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Military Transcripts				Permanent *		
Teachers Certification Documents (1961-1973)				Permanent *		
Summer NSF Institute (1959-1972)				Permanent *		
NDEA French Summer Institute (1961-1965)				Permanent *		
Summer Language School (1967-1969)				Permanent *		
France and Spain Program Transcripts for Non-Hamilton Participants (Pre-Electronic)				Permanent *		
					*Confidential until Death	
Add/Drop Forms				1 Year		
Credit/No Credit				1 Year		
Transcript Requests				1 Year		
Grade Rosters						
Hard Copy for all Courses prior to 2006 and France/Spain prior to Spring 2009				Permanent in File Room		
Electronic Copy in Colleague most Courses after 2006						
Hard Copy Some Courses in Music						
Commencement Programs				Permanent		
Schedule Booklets				Permanent		
College Catalogues (Most Years back to 1819)				Permanent		
Counseling Center						
Counseling Records		Kept until 7 Years after Anticipated Date of Graduation or actual graduation, whichever is later		Kept until 7 Years after Anticipated Date of Graduation or actual graduation, whichever is later	Destroy	
Investment Office						
General Endowment						
Monthly Performance & Asset Allocation Reports	Soft Copy - 10 Years			10 Years	Destroy	N/A
Investment Committee Meeting Minutes	Hard/Soft Copy			Permanent		yes
Investment Committee Meeting Materials	Soft Copy - 10 Years			10 Years	Destroy	N/A
Custodian						
Directives	7 Years			7 Years	Destroy	N/A
Mellon Performance Reports - Quarterly	Soft Copy -10 Years			10 Years	Destroy	N/A
Russell Commission Recapture Statements	Soft Copy - 7 Years			7 Years	Destroy	N/A
Broker Statements	Hard/Soft Copy - 7 Years			7 Years	Destroy	N/A

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<u>Investment Managers (Public Equities & Hedge Funds)</u>						
Legal Agreements & other Legal Documentation	Hard/Soft Copy - Life of IMA plus 6 Years			Life of IMA plus 6 Years	Destroy	N/A
Correspondence	Soft Copy - CY			7 Years	Destroy	N/A
Quarterly Fee Statements	7 Years			7 Years	Destroy	N/A
Audited Financial Statements (Hedge Funds)	Soft Copy - Life of IMA plus 3 Years Soft or Hard Copy			Life of IMA plus 3 Years	Destroy	N/A
Quarterly Alternative Investments Binders (Hedge Funds)	7 Years			7 Years	Destroy	N/A
<u>Limited Partnerships (LPs)</u>						
Partnership Agreements, PPMs, Amendments & other Legal Documents	Life of LP plus 3 Years			Life of LP plus 3 Years	Shred (Confidata)	N/A
Annual Reports	Life of LP plus 3 Years			Life of LP plus 3 Years	Shred (Confidata)	N/A
Quarterly Alternative Investments Binder	7 Years			7 Years	Shred (Confidata)	N/A
Audited Financial Statements	Life of LP plus 3 Years			Life of LP plus 3 Years	Shred (Confidata)	N/A
<u>Human Resources</u>						
Applicant Materials and Recruitment Files, includes Applications, Resumes, Letters from Applicants; Job Advertisements/Postings;	1 Year HR File Room			1 Year	Shred (Confidata)	
Other Documents pertaining to Application Process, including Employment Tests; Pre-Employment Physicals and/or Background Screening; Employment Agency Correspondence.	1 Year HR File Room			1 Year	Shred (Confidata)	
Affirmative Action Documents/ EEO Data/Reports	3 Years HR File Room				Shred (Confidata)	
FMLA Information	3 Years in HR File Room			No Minimum	Benefit File (if EE terminated)	
Worker's Compensation Files/Reports (other than C-2 Forms)	5 Years HR File Room			No Minimum	Benefit file (if EE terminated)	
Benefit Plan Records	6 Years HR File Room			6 Years	Shred (Confidata)	
C-2 Forms (Report of Employee Injury)	18 Years HR File Room				Shred (Confidata)	
Record of Employee Exposure to Toxic Chemicals	30 Years HR File Room				Shred (Confidata)	

**Hamilton College
Records Retention Schedule**

CFY = Current Fiscal Year

Description	Retention in Office	Retention in Dunham	Statutory	Total College Retention	Final Disposition	To Archives?
Related Records until Action Resolved (Legal Documents)	Indefinite (alternative: employment term of complainant plus three years or six years after final disposition if suit filed, whichever is longer)			Indefinite - HR File Room than PSH Attic	Shred (Confidata)	
Library						
Annual Reports	Copies Retained as Long as Useful					Yes
Task Force Reports	Copies Retained as Long as Useful					Yes
Annual Fund Code Reports for Acquisitions of Materials	Copies Retained as Long as Useful					Yes
Descriptions and Chronologies of Changes to the Physical Arrangement of the Library	Copies Retained as Long as Useful					Yes
Annual Organization Chart	Copies Retained as Long as Useful					Yes
Emerson Gallery						
Collection Records						
Object Catalog Record	Permanent - 2 copies			Permanent	One hard copy at Gallery, one off-site	
Conservation Treatment Reports	Permanent			Permanent	Documents kept permanently and summarized in TMS	
Outgoing Loan Agreement/Extension	Permanent			Recorded in TMS for long term reference/Loan documents destroyed five years after return of object	Recorded in TMS for long term reference/Loan documents destroyed five years after return of object	
Facility Reports (Borrowers)	One year after object returned to Hamilton			One year after object returned to Hamilton	Destroy	
Exhibition Record	Permanent			Recorded in TMS for long term reference	Recorded in TMS for long term reference	
Deed of Gift/Purchase Documentation	Permanent			Permanent	Two copies kept on site in separate offices, one copy sent to C&D	
Incoming Gift Receipt	Deed of Gift finalized			10 years after Deed of Gift finalized	Date recorded in TMS for long term reference	
Deaccession Records	Permanent			Permanent	Documents kept permanently and summarized in TMS	
Campus Loan Forms	Permanent			Loan recorded in TMS for long term reference/Loan documents destroyed 5 years after end of loan	Loan recorded in TMS for long term reference/Loan documents destroyed 5 years after end of loan	
Publication References	Permanent			Permanent	Record in TMS for long term reference	
Requests for Reproduction	2 years after publication			2 years after publication	Summarize Publication reference in TMS and destroy contract	
Copyright Registration Documents	Permanent			Permanent		
Provenance Documentation	Permanent			Permanent	Documents kept permanently and summarized in TMS	
Photodocumentation of Object	Permanent			Permanent		
Inventory Records	Permanent or 10 years after all objects reconciled			Permanent or 10 years after all objects reconciled	Location records recorded in TMS then destroyed	
Repatriation Documentation	Permanent			Permanent		
Annual Gift of Arts Report	10 years			Permanent		Yes

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Exhibition Records						
Printed Materials (catalogs, gallery guides, invitations)	Permanent			Permanent	5 copies on site	Yes
Checklist with lender info	Permanent			Permanent		
Photodocumentation of Installation	Permanent			Permanent		
Label Copy	Permanent			Permanent		
Attendance Records	5 years after exhibition			5 years after exhibition	Summarized in exhibition files/individual sheets destroyed	
Press Releases	10 years after exhibition			Permanent		Yes
Project Budget	Permanent			Permanent	Summarized and file with projects records	
Noncontractual Correspondence	10 years after exhibition			Permanent	Destroy	
Audiotaped/Recorded Lectures, etc.	10 years			Permanent		Yes
Loans (Incoming, Short and Long Term)						
Incoming Loan Agreements/Extensions	10 years after return to owner			10 years after return to owner	destroy	
Incoming Loan Receipts	Term of Loan			Term of Loan	destroy	
Outgoing receipts	7 years after item released			7 years after item released	destroy	
Correspondence with lender	10 years after return to owner			10 years after return to owner	destroy	
Advisory Committee						
Bylaws	Permanent			Permanent		Yes
Meeting Minutes	10 years			Permanent		
Correspondence	5 years after term of member			5 years after term of member	Alumni to archives, others destroy	Alumni Members
NYS Charter Reports	10 years			Permanent		Yes
Correspondance regarding Offers of Gifts of Art (declined)	25 years			25 years	destroy	
Insurance						
Monthly Insurance Reports	5 years			5 years	destroy	
Insurance Incident Reports	CFY plus 6 years or until any open claim under a policy has closed			CFY plus 6 years, unless terms of policy specify longer	destroy	
Insurance Policies	5 years after end of policy			5 years after end of policy	destroy	
Grants	Close of Grant, unless terms of grant specify longer			6 years after Close of Grant, unless terms of grant specify longer	destroy	
Hygrothermograph reports	2 years			2 years	destroy	
Correspondence - General	3 years			3 years	destroy	
Employee Records						
Staff	Term of employment				Transfer to HR at end of employment	
Student	1 year			1 year	destroy	
Artist Submittals for Exhibition	5 years			5 years	destroy	

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