

<u>FILE/RECORD</u>	<u>RETENTION PERIOD</u>
<u>CORPORATE RECORDS</u>	
Articles of Incorporation	Permanent-in safe
By-Laws	Permanent-in safe
Deeds, Titles, Easements	Permanent-in safe
Contracts & Agreements	Permanent-in safe
Mortgages, Notes & Leases (paid)	8 years
Minutes of Trustee Meetings	Permanent
Minutes of Trustee Committee Meetings	Permanent
<u>FINANCIAL</u>	
Annual Audited Financial Statements	Permanent
Audit Workpapers	10 years
Endowment Reports-Annual	Permanent
Life Income Reports-Annual	Permanent
Investment Statements	7 years
Custodial Statements	3 years
General Ledger	Permanent
Journal Vouchers	7 years
Phone Bills	1 year
Salary Budget Books	7 years
Unclaimed Property Filings	7 years
Bond Issue Documents	Permanent
<u>BUDGET</u>	
Salary Budget Books	7 years
Budget Changes	7 years
Program Detail Reports	Permanent
<u>TAX</u>	
990 Tax Returns/backup	Permanent
990-T Tax Returns/backup	Permanent
Kaspick Tax Returns	Permanent
1099	7 years
1098-T	7 years
1042-S	7 years
<u>BANK RECORDS</u>	
Bank Statements/Reconciliations	5 years
Deposit Slips	5 years
EFT Records	5 years
Check Registers	7 years
Check Copies	7 years
<u>ACCOUNTS RECEIVABLE/LOANS</u>	
Student A/R Ledgers	Permanent

Student A/R Files	7 years
Student Loan Files	3 years after paid off
A/R Transaction Forms	6 years
TMS Monthly Reports	3 years
Write-off Backup	Permanent until paid
Annual A/R Files	3 years
ACS Loan Ledgers	7 years
ACS Bank Reconciliations	5 years
Collection Records	7 years

CASHIER

Cashier Daily Balance Folders	7 years
Tri-Met, Copicard, Mailroom reports	1 year

ACCOUNTS PAYABLE

A/P Invoice Vouchers	7 years
Purchase Orders	5 years

DONOR RECORDS

Correspondence	Reviewed Annually
Non-cash Gift Receipts	Permanent
Records of Disposition of Gift	Permanent
Valuation of Gift	Permanent

GRANTS

Closed Grant Files	3 years from final report
Quarterly Report Files	3 years

PAYROLL

Student Timesheets	6 years
Payroll Earnings Records	7 years
Student Files	3 years after termination
Employee Files	3 years after termination
W-2's	Permanent
Garnishments	While employed
Quarterly Reports	7 years
Work-Study Reports	2 years
Student Summer Research Records	2 years

CORRESPONDENCE

General Correspondence Reviewed Annually
Endowed/Restricted Permanent

INSURANCE

Accident Reports 6 years
Claims (after settlement) 10 years
Fire Inspection Reports 6 years
Policies (all types-expired) 4 years
Health and Safety Reports 5 years

HUMAN RESOURCES

Employment and Personnel Records 7 years after termination
Employee leaves of absence (LTD/STD,FMLA,OFLA) 7 years after termination
Records relating to an employee's leave of absence
due to military service Permanent
Grievances 7 years after termination
Contracts for employment 7 years after termination
Payroll records (all types) 6 years
OSHA log, summary of occupational injuries/illness 5 years
Worker's Compensation Records 30 years after termination
Employee medical records relating to on-the-job
injuries 30 years after termination
Employee exposure records and analyses using
exposure or medical records 30 years
EEO-1 Form and information necessary to complete
I-9 Forms While current
Full term of employment; 3 years after
date of hire or 1 year after employee
termination, whichever is later
Employee benefit plans, summary plan descriptions 7 years
Records relating to decisions affecting an employees
entitlement 7 years
Benefit billings-accounts payable 7 years
Background checks, printouts from consumer
reporting Agency-all used for employment
decisions Term of employee's employment
Drug test results for transportation employees 5 years
Collective Bargaining Agreements Permanent
Job Applications (unsuccessful applicants) 2 years from date of hire into the position
for which they applied or were considered