

University of Richmond
Exhibit A to Record Retention Policy
Record Retention Schedule
Current as of: June 30, 2011

<u>Category</u>	<u>Type of Record</u>	<u>Retention Period</u>	<u>Responsible Party *</u>
Accreditation	Accreditation Reports	Permanent	Provost's Office
Academic Progress Records / Registration and Attendance	Academic Action Authorizations	5 Years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Academic Records (includng narrative evaluations, competency assessemnts, etc.)	Permanent	Registrar
Academic Progress Records / Registration and Attendance	Applications for Graduation	1 year after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Audit Authorizations	1 year after date submitted	Registrar
Academic Progress Records / Registration and Attendance	Change of Course (Add/Drop)	4 years after date submitted	Registrar
Academic Progress Records / Registration and Attendance	Change of Grade Forms (update documents)	Permanent	Registrar
Academic Progress Records / Registration and Attendance	Class lists (original grade sheets)	Permanent	Registrar
Academic Progress Records / Registration and Attendance	Class Schedules	5 Years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Correspondence with Students	5 Years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Credit / No Credit Approvals	1 year after date submitted	Registrar

Academic Progress Records / Registration and Attendance	Credit by examination reports / scores	5 Years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Curriculum Change Authorizations	5 Years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Degree Audit Records	5 Years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Disciplinary Action Documents	Maintain While Pending, Unless Otherwise Noted in Document	Registrar
Academic Progress Records / Registration and Attendance		Enrollment Verifications	1 year after date of verification Registrar
Academic Progress Records / Registration and Attendance	Fee Assessment Forms	5 Years after graduation or date of last attendance	Bursar
Academic Progress Records / Registration and Attendance	Foreign / International Student Records (e.g., I-20)	5 Years after graduation or date of last attendance	Office of International Education
Academic Progress Records / Registration and Attendance	Grade Reports (registrar's copies)	1 year after date distributed	Registrar
Academic Progress Records / Registration and Attendance	Graduation Authorizations	5 Years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Hold or Encumbrance Authorizations	Until Released	Registrar

Academic Progress Records / Registration and Attendance	Honor Code Hearing Records	If student found not guilty, record destroyed after hearing; if student suspended, 4 years after graduation; if student expelled, permanent retention; all other sanctions, 2 years after graduation	Richmond / Westhampton Dean
Academic Progress Records / Registration and Attendance	Immigration Records for Students	7 years after graduation or last date of attendance	Office of International Education
Academic Progress Records / Registration and Attendance	Name Change Authorizations	5 Years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Pass /Fail Requests	4 years after date submitted	Registrar
Academic Progress Records / Registration and Attendance	Personal Data Information Forms	1 year after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Registration Records	1 year after date submitted	Registrar
Academic Progress Records / Registration and Attendance	Social Security Authorizations	1 year after certification	Registrar
Academic Progress Records / Registration and Attendance	Student Disciplinary Records	if on conduct probation at time of graduation, for 1 year following graduation; for all other sanctions upon graduation; for serious violations, records maintained for period of time determined by Dean	Richmond / Westhampton Dean

Academic Progress Records / Registration and Attendance	Teacher Certifications	1 year after certification	Registrar
Academic Progress Records / Registration and Attendance	Transcript Requests (student)	1 year after date submitted	Registrar
Academic Progress Records / Registration and Attendance	Transfer Credit Evaluations	5 Years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Tuition and Fee Charges	5 Years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Veterans Administration Certifications	3 years after graduation or date of last attendance	Registrar
Academic Progress Records / Registration and Attendance	Withdrawal Authorizations	2 years after graduation or date of last attendance	Registrar

Admissions	Acceptance letters for Students accepted who do not enroll	Until Deposit Deadline	Vice President, Dean of Admissions
Admissions	Acceptance letters for students accepted who enroll	5 Years after graduation or date of last attendance	Richmond / Westhampton Deans Office
Admissions	Application for Admission or Readmission	5 Years after graduation or date of last attendance	Richmond / Westhampton Deans Office
Admissions	Applications for students who are accepted but do not enroll	Until Deposit Deadline	Vice President, Dean of Admissions
Admissions	Entrance Exams and Placement Scores	5 Years after graduation or date of last attendance	Registrar

Admissions	Letters of Recommendation	For Accepted Students who Enroll - Until Matriculated; For all other applicants, Until Deposit Deadline	Registrar / Vice President, Dean of Admissions
Admissions	Medical Records Provided by Admitted Applicant	5 Years after graduation or date of last attendance	Vice President, Student Development
Admissions	Military Records	5 Years after graduation or date of last attendance	Registrar
Admissions	Other Correspondence with Admitted Students	5 Years after graduation or date of last attendance	Richmond / Westhampton Deans Office
Admissions	Other Correspondence with Students Accepted who do not Enroll	Until Deposit Deadline	Vice President, Dean of Admissions
Admissions	Recruitment Materials	Until Enrollment	Vice President, Dean of Admissions
Admissions	Residency Classification Forms	5 Years after graduation or date of last attendance	Registrar
Admissions	Student Waiver of Right of Access to See Letters of Recommendation for Admission	Until the earlier of: (i) revocation or termination by student; or (ii) destruction of letters of recommendation pursuant to this schedule	Richmond / Westhampton Deans Office

Admissions	Transcripts - High School	For Students who enroll, 5 Years after graduation or date of last attendance; For all Other Applicants, Until Deposit Deadline	Richmond / Westhampton Deans Office
Admissions	Transcripts -- Other Colleges	For Students who enroll, 5 Years after graduation or date of last attendance; For all Other Applicants, Until Deposit Deadline	Registrar / Vice President, Dean of Admissions
Advancement Records	Deeds of Gift Endowed Scholarship	5 years from date gift received and performance by University complete	Vice President, Advancement
Advancement Records	Agreements	Permanent	Vice President, Advancement
Advancement Records	Endowments	Permanent	Vice President, Advancement
Advancement Records	Gift Agreements	5 Years from date gift is complete	Vice President, Advancement
Advancement Records	Trusts and Bequests	Permanent	Vice President, Advancement
Athletics	Eligibility Records	6 Years	Athletic Director
Athletics	Recruitment Records	6 Years	Athletic Director
Athletics	Squad Lists	6 Years	Athletic Director
Athletics	Student Athlete Druge Testing Consent Forms	6 Years	Athletic Director
Athletics	Student Athlete Financial Aid Records	4 years after graduation or date of last attendance	Director of Financial Aid
Athletics	Summer Camp Records	6 Years	Athletic Director

Business Records - Financial	A-133 Audit Reports and data collection form	7 years after end of fiscal year	Vice President, Business and Finance
Business Records - Financial	Account Ledgers	10 years	Vice President, Business and Finance
Business Records - Financial	Accounts Receivable	4 years after end of fiscal year	Vice President, Business and Finance
Business Records - Financial	Audit Reports (including audited financial records and related correspondence (e.g., management letters))	Permanent	Vice President, Business and Finance
Business Records - Financial	Bank Deposit Records	5 Years after end of fiscal year	Vice President, Business and Finance
Business Records - Financial	Bank Statements	5 Years after end of fiscal year	Vice President, Business and Finance
Business Records - Financial	Budgets	5 Years	Vice President, Business and Finance
Business Records - Financial	Canceled Checks	5 Years after end of fiscal year	Vice President, Business and Finance
Business Records - Financial	Cashiers' Tapes from Bookkeeping Machines	5 Years	Vice President, Business and Finance
Business Records - Financial	Check Registers	20 years after end of fiscal year	Vice President, Business and Finance
Business Records - Financial	Collection Records	4 years after end of fiscal year	Vice President, Business and Finance
Business Records - Financial	Correspondence with Taxing Agency (e.g., IRS)	6 Years after end of tax year	Vice President, Business and Finance
Business Records - Financial	Depreciation Schedules	Permanent	Vice President, Business and Finance
Business Records - Financial	Federal Income Tax Returns and Schedules	Permanent	Vice President, Business and Finance
Business Records - Financial	Financial Statements	40 years	
Business Records - Financial	General Ledger	20 years after end of fiscal year	Vice President, Business and Finance

Business Records - Financial	Gross Receipts Tax	6 Years after end of tax year	Vice President, Business and Finance
Business Records - Financial	Intellectual Property Licensing Agreements	5 years after termination of licensing agreement	Vice President, Business and Finance
Business Records - Financial	Journals	20 years after end of fiscal year	Vice President, Business and Finance
Business Records - Financial	Personal Property Tax	6 Years after end of tax year	Vice President, Business and Finance
Business Records - Financial	Real Property Tax	Permanent	Vice President, Business and Finance
Business Records - Financial	Sales Tax	6 Years after end of tax year	Vice President, Business and Finance
Business Records - Financial	State Income Tax Returns and Schedules	Permanent	Vice President, Business and Finance
Business Records - Financial	Tax-Exempt Bond Financed Property Usage Records (including management contracts and research agreements)	Life of the Bonds, including life of refunding bonds (if any), plus 5 Years	Vice President, Business and Finance
Business Records - Financial	Tax-exempt Bond Issuance and Refinancing Records (including trust indenture, official statement, loan agreements and bond counsel options)	Life of the Bonds, including life of refunding bonds (if any), plus 5 Years	Vice President, Business and Finance
Business Records - Financial	Tax-Exempt Bond Payment or Security Records	Life of the Bonds, including life of refunding bonds (if any), plus 5 years	Vice President, Business and Finance
Business Records - Financial	Tax-exempt Bond Proceed Expenditure Records	Life of the Bonds, including life of refunding bonds (if any), plus 5 Years	Vice President, Business and Finance

Business Records - Financial	Tax-Exempt Bond Proceeds Investment Records	Life of the Bonds, including life of refunding bonds (if any), plus 5 Years	Vice President, Business and Finance
Business Records - Financial	Uncollected Accounts	Until collection - then see collection records	Vice President, Business and Finance
Business Records - Financial	Use Tax	6 Years after end of tax year	Vice President, Business and Finance
Business Records - Financial	Withholding Tax (e.g., FICA)	6 Years after end of tax year	Vice President, Business and Finance
Business Records - General	General Correspondence	Until annual review; 1 year maximum	All University Staff and Faculty
Business Records - General	Policies and Procedures	7 years following expiration	Responsible Department Head
Business Records - General	Records of Donations to Issues Advocacy Groups	3 Years – per statute	Government Relations
Business Records - General	Strategic Planning Information (including plans, reports, studies, forecasts, and analysis)	5 Years	Chief Of Staff
Camps and Conferences	Conference Agreements	7 Years After Effective Date of Agreement	Conferences and Camps Manager
Camps and Conferences	Conference Registration Data	7 Years After Effective Date of Agreement	Conferences and Camps Manager
Camps and Conferences	Insurance Certificates for Conference Sponsors	7 Years After Effective Date of Agreement	Director, Safety and Risk Management
Camps and Conferences	Invoice and Payment Records	7 Years After Effective Date of Agreement	Conferences and Camps Manager

Contracts - General	Consulting Agreements	Term of Agreement + 5 years	Vice President, Business and Finance and Responsible Vice President
Contracts - General	Government Contracts	Term of Agreement + 5 years	Vice President, Business and Finance
Contracts - General	Joint Venture Agreements	Term of Joint Venture + 5 Years	General Counsel
Contracts - General	Management and Research Agreements involving Bond Financed Facilities	Life of the Bonds, including life of refunding bonds (if any), plus 5 Years	Vice President, Business and Finance and General Counsel
Contracts - General	Miscellaneous Agreements, Contracts, Memoranda of Understanding	Term of Agreement + 5 years	Vice President, Business and Finance and Responsible Department Head
Contracts - General	Professional Services Agreements	Term of Agreement + 5 years	Vice President, Business and Finance and Responsible Vice President
Corporate / Governance	Articles of Incorporation	Permanent	Secretary to the Board of Trustees
Corporate / Governance	By-Laws	Permanent	Secretary to the Board of Trustees
Corporate / Governance	Conflict of Interest Disclosure Forms	3 Years following termination of Board or Committee service or employment	Secretary to the Board of Trustees
Corporate / Governance	Insolvency Reorganization Records	Permanent	Vice President Business and Finance
Corporate / Governance	Minutes of Meetings of Committees and Subcommittees of all the Board of Trustees	Permanent	Secretary to the Board of Trustees

Corporate / Governance	Minutes of Meetings of Committees appointed by Trustees or Directors of Corporation	Permanent	Secretary to the Board of Trustees
Corporate / Governance	Minutes of Meetings of Members or Stockholders of all University Corporations, including Agendas and Attachments	Permanent	Secretary to the Board of Trustees
Corporate / Governance	Minutes of Meetings of Trustees, Directors, or Managers of all University Corporations, including Agendas and Attachments	Permanent	Secretary to the Board of Trustees
Corporate / Governance	Records of Liquidation of Subsidiaries	Permanent	Chief Financial Officer, IHS
Corporate / Governance	Records of Mergers and Combinations	Permanent	General Counsel

Employment and Benefit Records	Absence Reports	5 years from end of employment	AVP, Human Resources
Employment and Benefit Records	Accrued Retirement Benefit Records	Life of employee or former employee	AVP, Human Resources
Employment and Benefit Records	Americans with Disabilities Act (ADA) / Virginians with Disabilities Act Self-Evaluations	6 Years	AVP, University Facilities
Employment and Benefit Records	Applications for Positions - Applicant Hired	3 years from end of employment	AVP, Human Resources
Employment and Benefit Records	Applications for Positions - Applicant Not Hired	1 Year from notification	AVP, Human Resources
Employment and Benefit Records	Attendance Records	3 years	AVP, Human Resources

Employment and Benefit Records	Beneficiary Designations	3 years after employment ends	AVP, Human Resources
Employment and Benefit Records	Certificates and Notices Required by FLSA	3 years	AVP, Human Resources
Employment and Benefit Records	Disability Records	Life of employee or former employee	AVP, Human Resources
Employment and Benefit Records	Disciplinary Actions	3 years after employment ends	AVP, Human Resources
Employment and Benefit Records	EEO-1 Reports	3 Years	AVP, Human Resources
Employment and Benefit Records	Employee Background Investigation Results	2 years after employment ends	AVP, Human Resources
Employment and Benefit Records	Employee Benefit Plans	3 Years after termination of plan	AVP, Human Resources
Employment and Benefit Records	Employee Educational Records	3 Years	AVP, Human Resources
Employment and Benefit Records	Employee Evaluations	3 years after employment ends	AVP, Human Resources
Employment and Benefit Records	Employee Exposure Records (including but not limited to workplace monitoring records, material safety data sheets, chemical inventories)	30 Years	Director, Safety and Risk Management
Employment and Benefit Records	Employee Health Records	30 Years after end of employment	AVP, Human Resources
Employment and Benefit Records	Employment Agreements	Term of Agreement + 5 Years	AVP, Human Resources
Employment and Benefit Records	Employment Files Not Maintained by Human Resources (including faculty files maintained by Dean and/or Provost)	7 years from end of employment	Deans / Provost

Employment and Benefit Records	FMLA Records (including requests for FML, dates and/or hours of FML, employee notices, employer notices, policies and procedures, premium payments to employees, documents reflecting disputes)	3 years from end of employment	AVP, Human Resources
Employment and Benefit Records	Garnishment Records	3 Years	AVP and Controller
Employment and Benefit Records	Hazard Communication Plans	30 Years 3 years after date of hire or 1 year after date employment ends, whichever is later	Director, Safety and Risk Management
Employment and Benefit Records	I-9 Forms	7 years after employment ends	AVP, Human Resources
Employment and Benefit Records	Immigration Records		AVP, Human Resources
Employment and Benefit Records	Job Announcements and Advertisements	3 years	AVP, Human Resources
Employment and Benefit Records	Job Classifications	2 Years after superseded	AVP, Human Resources
Employment and Benefit Records	OSHA Records (including OSHA 300 Log, privacy case list (if any), OSHA 301 Incident Report Forms)	5 Years from end of calendar year that report covers	Director, Safety and Risk Management
Employment and Benefit Records	Overtime Reports	3 years from end of employment	AVP and Controller
Employment and Benefit Records	Payroll - Deductions Authorized by Employees	20 years	Vice President, Business and Finance
Employment and Benefit Records	Payroll & Time Records	3 years from end of employment	AVP and Controller
Employment and Benefit Records	Payroll Claims	6 years after the claim is filed	AVP and Controller

Employment and Benefit Records	Payroll Deductions	4 years after employment ends	AVP, Human Resources
Employment and Benefit Records	Payroll List	20 years	Vice President, Business and Finance
Employment and Benefit Records	Payroll Tax Records (including all returns, schedules and FUTA records)	6 years after the later of the due date or the date on which tax is paid	AVP and Controller
Employment and Benefit Records	Pension Plan Actuarial Reports and Financial Records	6 Years	AVP, Human Resources
Employment and Benefit Records	Pension Plan Participant Records	6 Years	AVP, Human Resources
Employment and Benefit Records	Pension Plans, Amendments, etc.	Permanent	AVP, Human Resources
Employment and Benefit Records	Personnel Files (including but not limited to history, application, resumes, performance evaluations, compensation rate and changes)	3 years from end of employment	AVP, Human Resources
Employment and Benefit Records	Requests for Accommodation - ADA	3 years after employment ends	AVP, Human Resources
Employment and Benefit Records	Unemployment Insurance	3 Years	AVP, Human Resources
Employment and Benefit Records	W-2 Forms	4 years after employment ends	AVP, Human Resources
Employment and Benefit Records	W-4 Forms	4 years after employment ends	AVP, Human Resources
Employment and Benefit Records	Wage Rate Tables	2 Years after superseded	AVP and Controller
Employment and Benefit Records	Worker's Compensation Records	7 Years	Director, Safety and Risk Management
Facilities Records	Air / Water Emission Records	5 years	Associate Vice President, University Facilities

Facilities Records	Blueprints	Permanent	Associate Vice President, University Facilities
Facilities Records	Building Plans and Specifications	Permanent	Associate Vice President, University Facilities
Facilities Records	Construction Records (including, but not limited to plans, designs, bid awards, change orders, contracts)	20 Years	Associate Vice President, University Facilities
Facilities Records	Grounds and Building Inspection, Repair and Maintenance Reports	3 Years	AVP, University Facilities
Faculty Records	Faculty Employment Records, Contracts - Non-Tenure Track	7 years after end of employment	Dean's Office
Faculty Records	Tenure Track Faculty Files	7 years after end of employment	Dean's Office
FERPA Records	Requests and Disclosures of Personally Identifiable Information	Permanent	Registrar
FERPA Records	Requests for Formal Hearings	Permanent	Registrar
FERPA Records	Student Requests for Nondisclosure of Directory Information	Permanent, unless revoked by student	Registrar
FERPA Records	Student's Written Consent for Records Disclosure	Permanent, unless revoked by student	Registrar
FERPA Records	Waivers for Rights of Access Written Decisions of Hearing Panels	Permanent, unless revoked by student	Registrar
FERPA Records		Permanent	Registrar

Financial Aid	Audit and Program Review Reports	10 years 3 years from date paid in full	Director, Financial Aid
Financial Aid	Collection Records	3 years from date paid in full	Bursar
Financial Aid	Copies of Paid in Full	3 years from date paid in full	Bursar
Financial Aid	Promisory Notes	full	Bursar
Financial Aid	Cost of Attendance	10 years	Director, Financial Aid
Financial Aid	Federal Perkins Loans Assigned to the US Dept of Education	3 years from the date paid in full	Bursar
Financial Aid	Federal Work-Study Records	3 years from end of award year enrolled students - 4 years after graduation or date of last attendance; students who do not enroll after beginning of academic year for which they applied	Director of Financial Aid
Financial Aid	Financial Aid Applications	4 years after graduation or date of last attendance	Director, Financial Aid
Financial Aid	Financial Aid Assistance Records	4 years after graduation or date of last attendance	Director of Financial Aid
Financial Aid	Financial Aid Awards	4 years after graduation or date of last attendance	Director, Financial Aid
Financial Aid	Financial Aid Records	3 Years After Annual audit has been accepted by US Dept. of Education	Director of Financial Aid
Financial Aid	Fiscal Operations Reports	3 years from end of award year report submitted	Director, Financial Aid
Financial Aid	Private Lender Loan Applications / Award Documentation	4 years after graduation or date of last attendance	Director, Financial Aid

Financial Aid	Loans Receivable	3 years after loans are paid in full	Bursar
Financial Aid	National Student Loan Data System Records	3 years from end of award year	Registrar
Financial Aid	Original Promissory Notes	Until paid in full	Bursar
Financial Aid	Required Records Relating to Factors of Financial Responsibility and Standards of Adminstrative Capacity	5 years	Director, Financial Aid
Financial Aid	State Agency Reports	5 years	
Financial Aid	Institutional Student Information Records	4 years after graduation or date of last attendance until collected and then 3 years after paid in full	Director, Financial Aid
Financial Aid	Uncollected Account Records		Bursar
Financial Aid	Work-Study Student Authorization Forms	4 years after graduation or date of last attendance	Director of Financial Aid
Government Licenses, Reports, Investigations	Government Licenses and Permits	Permanent	Responsible Department Head
Government Licenses, Reports, Investigations	Government Licenses and Permits	Permanent	Responsible Department Head
Government Licenses, Reports, Investigations	Reports of Government (including State and Federal) Investigations	20 Years	General Counsel
Government Licenses, Reports, Investigations	Settlement Agreements with Government Agencies	20 Years	General Counsel
Grant Records	Grant Award Agreements, Governmental and Private	Term of Grant Award + 5 years	Office of Foundation, Corporation and Government Relations

Health and Counseling Records	CAPS Counseling Records	For adult patients, 5 years from termination of counseling relationship; for minor patients, 5 years after 18th birthday or 10 years, whichever is longer	Director, CAPS
Health and Counseling Records	Student Health Medical Records	6 Years from date of last patient encounter or date patient turned 18, whichever is longer	Director, Student Health Services
Intellectual Property	Licensing Agreement Work Papers	6 years from termination of licensing agreement	Manager Collegiate Licensing Director, Foundation, Corporate and Government Relations
Intellectual Property	Original Executed Invention Disclosure Forms	Permanent	Manager Collegiate Licensing Director, Foundation, Corporate and Government Relations
Intellectual Property	Original Executed Licensing Agreements	Permanent	Manager Collegiate Licensing Director, Foundation, Corporate and Government Relations
Intellectual Property	Original Executed USPTO Assignment Forms	Permanent	Manager Collegiate Licensing Director, Foundation, Corporate and Government Relations
Intellectual Property	Original Letters - Patents	Permanent	Manager Collegiate Licensing Director, Foundation, Corporate and Government Relations
Intellectual Property	Original Registered Trademarks	Permanent	Manager Collegiate Licensing Director, Foundation, Corporate and Government Relations
Intellectual Property	Royalty Records	life of technology / patent plus 6 years	Manager Collegiate Licensing Director, Foundation, Corporate and Government Relations
Intellectual Property	Trademark Related Work Papers	Permanent	Manager Collegiate Licensing Director, Foundation, Corporate and Government Relations

Intellectual Property	US Patent Application / Correspondence Records	Permanent	Director, Foundation, Corporate and Government Relations
Litigation		20 Years	General Counsel
Litigation	Professional and General Liability Litigation Pleadings and Settlement Agreements Other Litigation Pleadings and Settlement Agreements (including commercial, employment and other litigation)	20 Years	General Counsel
Marketing / Public Relations	Consent Forms for Photographs	4 years from later of date photo taken or published -- 10 years in the case of minors	AVP, Communications
Marketing / Public Relations	Internal Publications	5 Years from date of publication	AVP, Communications
Marketing / Public Relations	Press Releases Printed Brochures and Other Materials Distributed to the Public	5 Years from date issued	AVP, Communications
Marketing / Public Relations		5 Years from date of publication	AVP, Communications
Museum Records	Accession Records	Permanent	Executive Director, University of Richmond Museums
Museum Records	Catalog Records	Permanent	Executive Director, University of Richmond Museums
Police Records	Accreditation Report	15 years	Chief of Police
Police Records	Accreditation Supporting Documentation	3 years following accreditation survey	Chief of Police

Police Records	Annual Campus Safety Report	4 years Follow retention schedule set forth in Library of Virginia Records Retention and Disposition Schedule, Schedule 17	Chief of Police
Police Records	Other Police Records	If no action taken, 2 years, otherwise retained as part of case file	Chief of Police
Police Records	Silent Witness Reports		Chief of Police
Publications	Catalogs	Permanent	Registrar
Publications	Commencement Programs	Permanent	Registrar
Purchasing Records	Invoices	5 years 5 Years or product warranty period, whichever is longer	Director, University Services
Purchasing Records	Packing Slips	Term or Delivery Date	Director, University Services
Purchasing Records	Purchase Agreements	+ 5 Years	Director, University Services
Purchasing Records	Purchase Orders	5 Years	Director, University Services
Purchasing Records	Purchase Requisitions	5 Years	Director, University Services
Purchasing Records	Receiving Report	5 Years	Director, University Services
Purchasing Records	Returned Goods Credit	5 Years	Director, University Services
Purchasing Records	Sales Tax	6 Years after end of tax year	Director, University Services
Real Property Records	Appraisals	20 Years	Vice President, Business and Finance
Real Property Records	Real Property Records (Deeds, Leases, Easements, etc)	Permanent	Director of Administrative Services

Real Property Records	Zoning permits	Permanent	Vice President, Business and Finance
	Animal Care and Use Committee Records (including minutes, agenda, membership lists, inspection records, assurances and agreements, research protocols and IACUC review, noncompliance records, annual and semi-annual reports)	3 years	Director, Research Compliance
Research	IRB Meeting Records (including meeting minutes, continuing review activities, correspondence with investigators, IRB member lists, IRB procedures, communication of significant findings to subjects)	3 years	Director, Research Compliance
Research	Research proposals, consent forms, progress reports, injury or SAE reports	3 years following termination or conclusion of study	Director, Research Compliance
Research	Sponsored Research Data	3 years after submission of final report (unless longer period required by sponsored research agreement) or 3 years after public release if no final report required	Principal Investigator / Department Chair
Safety and Risk Management	Accidental Injury / Occupational Illness Reports / Occupational Health Records	30 years	Director Safety and Risk Management

Safety and Risk Management	Correspondence concerning policies	4 years	Director of Safety Services and Risk Management
Safety and Risk Management	Exposed Employee Medical Records	30 years	Director Safety and Risk Management
Safety and Risk Management	Fume Hood Certifications	30 years	Director Safety and Risk Management
Safety and Risk Management	Hazardous Waste Records	3 years	Director Safety and Risk Management
Safety and Risk Management	Indoor Air Quality Reports	30 years	Director Safety and Risk Management
Safety and Risk Management	Insurance Claims	10 years	Director Safety and Risk Management
Safety and Risk Management	Insurance Policies	30 years	Director Safety and Risk Management
Safety and Risk Management	Insurance Policies		Director of Safety Services and Risk Management
Safety and Risk Management	Laboratory Hazardous Chemical Survey	3 years	Director Safety and Risk Management
Safety and Risk Management	Laboratory Safety Records	5 years	Director Safety and Risk Management
Safety and Risk Management	Loss Control Records	10 years	Director Safety and Risk Management
Safety and Risk Management	Motor Vehicle Records	2 years after disposal of vehicle	University Services
Safety and Risk Management	NRC Financial Assurance	Lifetime of License	Radiation Safety Officer
Safety and Risk Management	Premises Safety Records	5 years	Director Safety and Risk Management
Safety and Risk Management	Radiation Safety - Authorized User Records	Lifetime of License	Radiation Safety Officer
Safety and Risk Management	Radiation Safety - bioassays - thyroid detector QC and thyroid uptakes	Lifetime of License	Radiation Safety Officer

Safety and Risk Management	Radiation Safety - Detectors -- Air Sample Analysis and Annual Calibration Records	3 years	Radiation Safety Officer
Safety and Risk Management	Radiation Safety - Dosimeter Records	Lifetime of License	Radiation Safety Officer
Safety and Risk Management	Radiation Safety - Lab Records (including contamination survey reports, incident reports, inspection and annual reports, leak test results)	3 years	Radiation Safety Officer
Safety and Risk Management	Radiation Safety - Licensed Materials Records (including inventory, log sheets, possession limit, purchas approval, receiving information, shipping records, transportation within campus, third party licenses)	As long as material possessed and then 3 years	Radiation Safety Officer
Safety and Risk Management	Radiation Safety - Nuclear Regulatory Commission (NRC) application and communications	Lifetime of License	Radiation Safety Officer
Safety and Risk Management	Radiation Safety Office Letter of Authority	Lifetime of License	Radiation Safety Officer
Safety and Risk Management	Radiation Safety Office Training and Certification Records	Lifetime of License	Radiation Safety Officer
Safety and Risk Management	Radioactive Waste Disposal Shipping Manifest	Lifetime of License	Radiation Safety Officer
Safety and Risk Management	Radioactive Waste Disposal User Waste Manifest	Lifetime of License	Radiation Safety Officer
Safety and Risk Management	Required Safety Training Records	5 years after end of employment or date of last attendance	Director Safety and Risk Management

Safety and Risk Management	Third Party Certificates of Insurance (including vendors and licensees)	6 years following termination of contract or license	Director Safety and Risk Management
Statistical Data and Reports	Athletic Participation / EADA Documents	3 Years from Date of Required Disclosure	Registrar, Athletic Director
Statistical Data and Reports	Crime Statistics / Security Report	3 Years from Date of Required Disclosure	University Police Chief
Statistical Data and Reports	Degree Statistics	Permanent	Registrar
Statistical Data and Reports	Enrollment Statistics	Permanent	Registrar
Statistical Data and Reports	Grade Statistics	Permanent	Registrar
Statistical Data and Reports	Other Required Reports or Statistical Compilations	3 Years from Date of Required Disclosure	Registrar
Statistical Data and Reports	Schedule of Classes (institutional)	Permanent	Registrar
Statistical Data and Reports	SRK Graduation / Completion, Transfer-Out Data	3 Years from Date of Required Disclosure	Registrar
Statistical Data and Reports	Student Body Demographics (racial and ethnic diversity)	Permanent	Registrar

* Note: Responsible Party may delegate document retention responsibilities as appropriate