

Category	Type of Record	Retention Period	Responsible Office	Responsible Position
Academic Progress Records / Registration	Academic Action Authorizations (such as decisions to dismiss & place on probation)	Permanent on transcript; Anything on paper: 5 years in file, scanned in, permanent	Office of the Registrar	Associate Registrar - entering & maintaining data Academic Records Associate - scanning
Academic Progress Records / Registration	Applications for Graduation	5 years in file, scanned in, permanent	Office of the Registrar	Academic Services Specialist
Academic Progress Records / Registration	Change of Course (Add/Drop)	Always in Datatel; 5 years in file and then purged	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Change of Grade Forms	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Class Rosters	Permanent on system	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Class Schedules	5 years in file as part of printed transcripts; permanent on system	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Correspondence with Students	5 years in file and then purged, but anything related to grades or academic records is then scanned and kept permanently	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Course Audit Authorizations	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Credit by examination reports / scores	5 years in file, scanned in, permanent	Office of the Registrar	Registrar - approval Academic Records Associate - filing & scanning
Academic Progress Records / Registration	Curriculum Change Authorizations - Requirement substitutions/ exemptions	5 years in file, scanned in, permanent	Office of the Registrar	Registrar - approval Academic Records Associate - filing & scanning
Academic Progress Records / Registration	Degree Audit Records	5 years in file, scanned in, permanent	Office of the Registrar	Registrar - creation Academic Records Associate - filing & scanning
Academic Progress Records / Registration	Student Disciplinary Action Documents	Registrar: 5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Enrollment Verifications	5 years in file and then purged	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Fee Assessment Forms	5 Years after graduation or date of last attendance	Business Office	Accounts Receivable Specialist
Academic Progress Records / Registration	FERPA release for recommendation letters	5 Years after graduation or date of last attendance	Reference (faculty or staff member)	Faculty or Staff Member
Admission	Foreign / International Student Records (e.g., I-20)	During attendance at Jewell and for two additional years; then transferred to permanent file in Registrar's Office	Office of Admission	Assistant Dean of Communication
Academic Progress Records / Registration	Grade Reports	Permanent on system	Office of the Registrar	Academic Records Associate

Academic Progress Records / Registration	Graduation Authorizations	5 years in file, scanned in, permanent	Office of the Registrar	Registrar - approval Academic Services Specialist - scanning
Academic Progress Records / Registration	Hold or Encumbrance Authorizations	Until released	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Honor Code Hearing Records	Registrar: 5 years in file, scanned in, permanent	Office of the Registrar	Academic Services Specialist - maintaining data Academic Records Associate - scanning
Academic Progress Records / Registration	Immigration Records for Students	5 years if put in file by Admission, then purged	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Name Change Authorizations	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Narrative evaluations for Oxbridge	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Pass /Fail Requests	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Personal Data Information Forms	5 years if put in file by Admission, then purged	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Registration Records	Permanent in system	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Social Security Changes	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Teacher Certification Records	Permanent in system	Department of Education (WJC)	Teacher Certification Officer
Academic Progress Records / Registration	Transcript Requests (student)	1 year and then purged	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Transfer Credit Evaluations	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
Academic Progress Records / Registration	Tuition and Fee Charges	3 years after graduation or date of last attendance	Business Office	Accounts Receivable Specialist
Academic Progress Records / Registration	Veterans Administration Certifications	3 years after graduation or date of last attendance	Financial Aid	Assistant Director of Financial Aid
Academic Progress Records / Registration	Withdrawal Authorizations	Student Life: Receives and submits original withdraw request, immediately sent to the Registrar's Office. Registrar: 5 years in file, scanned in, permanent.	Student Life and Registrar	Registrar's Office: Academic Services Specialist Student Life: Housing Coordinator
Academic Progress Records / Registration and Attendance	Honor Code Hearing Records	5 years past semester of occurrence. Cases which include law enforcement involvement, legal action, or that have an outcome of suspension or dismissal are permanently retained	Student Life	Associate Dean of Students
Academic Progress Records / Registration and Attendance	Student Disciplinary Records	5 years past semester of occurrence. Cases which include law enforcement involvement, legal action, or that have an outcome of suspension or dismissal are permanently retained	Student Life	Associate Dean of Students

Academic Progress Records/Educational Record	Grade Books	5 years after completion of the course	Academic Affairs	Faculty Member
Academic Progress Records/Educational Record	Student Exams and Papers	1 year after course completion, if not returned to student	Academic Affairs	Faculty Member
Accreditation	Institutional Accreditation (HLC) Reports	Permanent	Office of the President	Executive Assistant to the President and Executive Office Manager
Accreditation	Program Accreditation Reports (DESE)	Permanent	Department of Education (WJC)	Department Chairperson and Administrative Assistant
Accreditation	Title II, National Teacher Preparation Report (DOE)	Permanent	Department of Education (WJC)	Department Chairperson and Administrative Assistant
Accreditation	Program Accreditation Reports (CCNE & Mo State Board)	Permanent	Department of Nursing (WJC)	Department Chairperson and Administrative Assistant
Accreditation	Program Accreditation Reports (NASM)	Permanent	Department of Music (WJC)	Department Chairperson and Administrative Assistant
Admission	Acceptance letters for Students accepted who do not enroll	5 Years	Office of Admission	Assistant Dean of Communication
Admission	Acceptance letters for students accepted who enroll	5 years if included in paper file from Admission and then purged.	Office of the Registrar	Academic Records Associate
Admission	Application for Admission or Readmission	5 years if included in paper file from Admission and then purged	Office of the Registrar	Academic Records Associate
Admission	Applications for students who are accepted but do not enroll	5 Years	Office of Admission	Assistant Dean of Communication
Admission	Entrance Exams and Placement Scores	Data entered into Datatel is permanent. Information on paper sent from Admission is kept 5 years, then scanned and kept permanently.	Office of the Registrar	Academic Records Associate
Admission	Letters of Recommendation	For students who enroll; 5 years if included in paper file from Admission and then purged.	Office of the Registrar	Academic Records Associate
Admission	Medical Records Provided by Admitted Applicant	5 Years after graduation or date of last attendance	Student Life	Nurse Practitioner
Admission	Military Records	5 Years after graduation or date of last attendance	Financial Aid	Assistant Director of Financial Aid
Admission	Other Correspondence with Admitted Students	5 years if included in paper file from Admission and then purged.	Office of the Registrar	Academic Records Associate

Admission	Other Correspondence with Students Accepted who do not Enroll	5 Years	Office of Admission	Assistant Dean of Communication
Admission	Recruitment Materials	Until Enrollment	Office of Admission	Assistant Dean of Communication
Admission	Residency Classification Forms	2 years after the student graduates	Student Life	Housing Coordinator
Admission	Student Waiver of Right of Access to See Letters of Recommendation for Admission	5 years if included in paper file from Admission and then purged.	Office of the Registrar	Academic Records Associate
Admission	Transcripts - High School	For students who enroll: 5 years after graduation or date of last attendance. Then scanned and kept permanently	Office of the Registrar	Academic Records Associate
Admission	Transcripts -- Other Colleges	For students who enroll: 5 years after graduation or date of last attendance. Then scanned and kept permanently	Office of the Registrar	Academic Records Associate
Advancement Records	Deeds of Gift	5 years from date gift received and performance by College complete	Office of Advancement	Director of Advancement Services
Advancement Records	Endowed Scholarship Agreements	Permanent	Office of Advancement	Director of Advancement Services
Advancement Records	Endowments	Permanent	Office of Advancement	Director of Advancement Services
Advancement Records	Gift Agreements	5 Years from date gift is complete	Office of Advancement	Director of Advancement Services
Advancement Records	Trusts and Bequests	Permanent	Office of Advancement	Director of Advancement Services
Advising Records	Advising File	Maintained by advisor during student's tenure; collected by Advising Office when student leaves and given to Registrar's Office to be merged with official file. After 5 years, file is scanned and retained permanently and the paper copy purged.	Office of Academic Advising	Director of the Academic Achievement Center
Athletics	Eligibility Records	6 Years	Athletics	Associate Athletics Director
Athletics	Recruitment Records	6 Years	Athletics	Associate Athletics Director
Athletics	Squad Lists	6 Years	Athletics	Associate Athletics Director
Athletics	Student Athlete Drug Testing Consent Forms	6 Years	Athletics	Associate Athletics Director
Athletics	Student Athlete Financial Aid Records	4 years after graduation or date of last attendance	Financial Aid	Director of Financial Aid
Athletics	Summer Camp Records	6 Years	Athletics	Associate Athletics Director
Business Records - Financial	Accounts Payable (Invoice Records/Checks/Purchasing Card Statements)	7 years after end of fiscal year	Business Office	Accounts Payable Clerk
Business Records - Financial	Accounts Payable (Voided Checks)	1 year after end of fiscal year	Business Office	Accounts Payable Clerk

Business Records - Financial	Audit Reports (including audited financial records and related correspondence (e.g., management letters))	Permanent	Business Office	Controller
Business Records - Financial	Bank Reconciliations (including journal entries)	5 years	Business Office	Payroll Clerk
Business Records - Financial	Bank Statements	5 years	Business Office	Payroll Clerk
Business Records - Financial	Borrowing Documentation	Permanent	Business Office	Controller
Business Records - Financial	Cashier Daily Work (Balance Sheets/Deposit Slips)	7 years	Business Office	Accounts Receivable Specialist
Business Records - Financial	Current Investment Statements	10 years	Business Office	Controller
Business Records - Financial	U. S. Department of Education/Federal Funds Reporting	7 years	Business Office and Financial Aid	Controller/Director of Financial Aid
Business Records - Financial	Employee Timesheets	7 years	Business Office	Payroll Clerk
Business Records - Financial	General Ledger Posting (PGLTs)	7 years	Business Office	Accounts Payable Clerk
Business Records - Financial	Gift Annuities/Charitable Remainder Trusts	Through the audit cycle after Annuitant dies	Business Office	Controller
Business Records - Financial	Gift Documents for Older Gifts	Permanent	Business Office	Controller
Business Records - Financial	I-9s for Terminated Employees	10 years	Business Office	Payroll Clerk
Business Records - Financial	Insurance/CURMA-CUTA/Policies & claims	5 years	Business Office	Controller
Business Records - Financial	Investment Reports	10 years	Business Office	Vice President for Finance and Operations
Business Records - Financial	IRS Reports (990)/IRS Correspondence	Permanent	Business Office	Controller
Business Records - Financial	Journal Entries	7 years	Business Office	Finance Director
Business Records - Financial	Oil and Gas statements	10 years	Business Office	Controller
Business Records - Financial	Payroll 941s/W2s	7 years	Business Office	Payroll Clerk
Business Records - Financial	Payroll Employee Files	Permanent	Business Office	Payroll Clerk
Business Records - Financial	Payroll Registers	7 years	Business Office	Payroll Clerk
Business Records - Financial	Property Records	Permanent	Business Office	Controller
Disability Services	Employee Accommodation Records	7 years after employment ends	Office of Human Resources	Director of Human Resources
Disability Services	Student Accommodation Records	7 years after graduation or last contact	Office of Disability Services	504 and Compliance Coordinator
Employment and Benefit Records	Accrued Retirement Benefit Records	Life of employee or former employee	Office of Human Resources	Director of Human Resources

Employment and Benefit Records	Applications for Positions Applicant Hired	Life of employee or former employee	Office of Human Resources	Employment Specialist
Employment and Benefit Records	Applications for Positions Applicant Not Hired	1 Year from notification	Office of Human Resources	Employment Specialist
Employment and Benefit Records	Beneficiary Designations	3 years after employment ends	Office of Human Resources	Human Resources Coordinator
Employment and Benefit Records	Disability Records	Permanent	Office of Human Resources	Director of Human Resources
Employment and Benefit Records	Disciplinary Actions	Life of employee or former employee	Office of Human Resources	Director of Human Resources
Employment and Benefit Records	Employee Background Investigation Results	2 years after employment ends	Office of Human Resources	Employment Specialist
Employment and Benefit Records	Employee Benefit Plans	3 Years after termination of plan	Office of Human Resources	Human Resources Coordinator
Employment and Benefit Records	Employee Evaluations	3 years after employment ends	Office of Human Resources	Director of 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	Office of Human Resources - OSHA reporting; Campus Safety - MSDS sheets; Sciences Laboratory Manager - Chemical inventory	Director of 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	Office of the Provost	Assistant to the Provost
Employment and Benefit Records	FMLA Records (including requests for FMLA, dates and/or hours of FMLA, employee notices, employer notices, policies and procedures, premium payments to employees, documents reflecting disputes)	Life of employee or former employee	Office of Human Resources	Human Resources Coordinator
Employment and Benefit Records	Garnishment Records	3 Years	Payroll	Payroll Clerk
Employment and Benefit Records	I-9 Forms	3 years after date of hire or 1 year after date employment ends, whichever is later	Office of Human Resources	Employment Specialist

Employment and Benefit Records	Immigration Records	7 years after employment ends	Office of Human Resources	Employment Specialist
Employment and Benefit Records	Job Announcements and Advertisements	1 Year from notification	Office of Human Resources	Employment Specialist
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	Office of Human Resources	Human Resources Coordinator
Employment and Benefit Records	Overtime Reports	3 years from end of employment	Payroll	Payroll Clerk
Employment and Benefit Records	Payroll - Deductions Authorized by Employees	20 years	Payroll	Payroll Clerk
Employment and Benefit Records	Payroll & Time Records	7 years	Payroll	Payroll Clerk
Employment and Benefit Records	Payroll Claims	6 years after the claim is filed	Payroll	Payroll Clerk
Employment and Benefit Records	Payroll Deductions	4 years after employment ends	Payroll	Payroll Clerk
Employment and Benefit Records	Payroll List	20 years	Payroll	Payroll Clerk
Employment and Benefit Records	Payroll Tax Records (including all returns, schedules and FUTA records)	20 years	Payroll	Payroll Clerk
Employment and Benefit Records	Personnel Files (including but not limited to history, application, resumes, performance evaluations, compensation rate and changes)	Life of employee or former employee	Office of Human Resources	Director of Human Resources
Employment and Benefit Records	Unemployment Insurance	3 Years	Office of Human Resources	Human Resources Coordinator
Employment and Benefit Records	W-2 Forms	4 years after employment ends	Payroll	Payroll Clerk
Employment and Benefit Records	W-4 Forms	4 years after employment ends	Payroll	Payroll Clerk
Employment and Benefit Records	Worker's Compensation Records	7 Years	Office of Human Resources	Human Resources Coordinator
Facilities Records	Construction Records (including, but not limited to plans, designs, bid awards, change orders, contracts)	Permanent	Facilities	Facilities Project Manager and Construction Director

Facilities Records	Air / Water Emission Records	5 years	Facilities, when applicable	Facilities Trades and Grounds Director
Facilities Records	Blueprints	Permanent	Facilities	Facilities Project Manager and Construction Director
Facilities Records	Building Plans and Specifications	Permanent	Facilities	Facilities Project Manager and Construction Director
Facilities Records	Grounds and Building Inspection, Repair and Maintenance Reports	7 years	Facilities	Facilities Trades and Grounds Director
FERPA Records	Requests and Disclosures of Personally Identifiable Information (e.g., subpoena or court order)	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
FERPA Records	Requests for Formal Hearings	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
FERPA Records	Student Requests for Nondisclosure of Directory Information (and revocations)	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
FERPA Records	Student's Written Consent for Records Disclosure	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
FERPA Records	Waivers for Rights of Access	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
FERPA Records	Written Decisions of Hearing Panels	5 years in file, scanned in, permanent	Office of the Registrar	Academic Records Associate
Financial Aid	Audit and Program Review Reports	10 years	Financial Aid	Director of Financial Aid
Financial Aid	Collection Records	3 years from date paid in full	Business Office	Loan Coordinator
Financial Aid	Copies of Paid in Full Promisory Notes	3 years from date paid in full	Business Office	Loan Coordinator
Financial Aid	Cost of Attendance	10 years	Financial Aid	Director of Financial Aid
Financial Aid	Federal Perkins Loans Assigned to the US Dept of Education	3 years from the date paid in full	Business Office	Loan Coordinator
Financial Aid	Federal Work-Study Records	3 years from end of award year	Financial Aid	Assistant Director of Financial Aid
Financial Aid	Financial Aid Applications	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	Financial Aid	Director of Financial Aid
Financial Aid	Financial Aid Assistance Records	4 years after graduation or date of last attendance	Financial Aid	Director of Financial Aid

Financial Aid	Financial Aid Awards	4 years after graduation or date of last attendance	Financial Aid	Director of Financial Aid
Financial Aid	Financial Aid Records	3 Years After Annual audit has been accepted by US Dept. of Education	Financial Aid	Director of Financial Aid
Financial Aid	Fiscal Operations Reports	3 years from end of award year report submitted	Financial Aid	Director of Financial Aid
Financial Aid	Institutional Student Information Records	4 years after graduation or date of last attendance	Financial Aid	Director of Financial Aid
Financial Aid	Loans Receivable	3 years after loans are paid in full	Business Office	Loan Coordinator
Financial Aid	National Student Loan Data System Records	3 years from end of award year	Financial Aid	Director of Financial Aid
Financial Aid	Original Promissory Notes	Until paid in full	Business Office	Loan Coordinator
Financial Aid	Private Lender Loan Applications / Award Documentation	4 years after graduation or date of last attendance	Financial Aid	Assistant Director of Financial Aid
Financial Aid	Required Records Relating to Factors of Financial Responsibility and Standards of Administrative Capacity	5 years	Financial Aid	Director of Financial Aid
Financial Aid	State Agency Reports	5 years	Financial Aid	Director of Financial Aid
Financial Aid	Uncollected Account Records	until collected and then 3 years after paid in full	Business Office	Loan Coordinator
Financial Aid	Work-Study Student Authorization Forms	4 years after graduation or date of last attendance	Financial Aid	Assistant Director of Financial Aid
Government Licenses, Reports, Investigations and Accreditation	Anti-Harassment Cases (Title IX)	Permanent	Office of Social Responsibility and Engagement	Title IX Coordinator
Government Licenses, Reports, Investigations and Accreditation	Government Licenses and Permits	Permanent	Department	Department Chairperson
Government Licenses, Reports, Investigations and Accreditation	Government Licenses and Permits	Permanent	Department	Department Chairperson
Government Licenses, Reports, Investigations and Accreditation	Reports of Government (including State and Federal) Investigations	10 years after completion of litigation and then destroyed (shredded) with permission of College	General Counsel	General Counsel
Government Licenses, Reports, Investigations and Accreditation	Settlement Agreements with Government Agencies	10 years after completion of litigation and then destroyed (shredded) with permission of College	General Counsel	General Counsel
Government Licenses, Reports, Investigations and Accreditation	Faculty Grievances	10 years	Office of the Provost	Assistant to the Provost

Government Licenses, Reports, Investigations and Accreditation	Employee Grievances	10 years	Office of Human Resources	Director of Human Resources
Government Licenses, Reports, Investigations and Accreditation	Student Grievances	10 years	Office of the Provost	Assistant to the Provost
Grant Records	Grant Award Agreements, Governmental and Private	Term of Grant Award + 5 years	Office of Advancement	Director of Advancement Services
Health and Counseling Records	Counseling Records	7 years from termination of counseling relationship	Office of Counseling and Testing	Director of Counseling Services
Health and Counseling Records	Student Health Medical Records	Barry Pointe Family Care will keep electronic records indefinitely	Student Health Center	Nurse Practitioner
Intellectual Property	Licensing Agreement Work Papers	6 years from termination of licensing agreement	Office of Advancement	Director of Communication
Intellectual Property	Original Executed Invention Disclosure Forms	Permanent	Business Office	Controller
Intellectual Property	Original Executed Licensing Agreements	Permanent	Business Office	Controller
Intellectual Property	Original Executed USPTO Assignment Forms	Permanent	Business Office	Controller
Intellectual Property	Original Letters - Patents	Permanent	Business Office	Controller
Intellectual Property	Original Registered Trademarks	Permanent	Business Office	Controller
Intellectual Property	Royalty Records	life of technology / patent plus 6 years	Business Office	Controller
Intellectual Property	Trademark Related Work Papers	Permanent	Office of Advancement	Director of Communication
Intellectual Property	US Patent Application / Correspondence Records	Permanent	Business Office	Controller
Library Records	Catalog Records	Permanent while item is in collection	Library Services	Director of Library Services
Library Records	License Agreements	5 years with original agreements kept for the life of the agreement	Library Services	Director of Library Services
Library Records	Patron Records	Duration of student or faculty member tenure at Jewell	Library Services	Director of Library Services
Library Records	Usage Statistics	5 years	Library Services	Director of Library Services
Litigation	Other Litigation Pleadings and Settlement Agreements (including commercial, employment and other litigation)	10 years after completion of litigation and then destroyed (shredded) with permission of College	General Counsel	General Counsel

Litigation	Professional and General Liability Litigation Pleadings and Settlement Agreements	10 years after completion of litigation and then destroyed (shredded) with permission of College	General Counsel	General Counsel
Marketing / Public Relations	Consent Forms for Photographs	5 years from date when photo was taken	Office of Advancement	College Photography and Archivist
Marketing / Public Relations	Internal Publications	Permanent	Office of Advancement	Director of Communication
Marketing / Public Relations	Press Releases	Permanent	Office of Advancement	Director of Communication
Marketing / Public Relations	Printed Brochures and Other Materials Distributed to the Public	Permanent	Office of Advancement	Director of Communication
Police Records	Annual Campus Safety Report	4 years	Campus Safety	Facilities Administrative Director
Police Records	Other Police Records	Follow retention schedule set forth by State of Missouri	Campus Safety	Facilities Administrative Director
Publications	Catalogs	Electronic catalog files are kept permanently; old paper catalogs are kept permanently but also scanned.	Office of the Registrar	Registrar - maintaining electronic catalogs Academic Records Associate - other catalogs
Publications	Commencement Programs	Permanent	Office of the Registrar	Academic Services Specialist
Research	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	IACUC	Committee Chairperson
Research	IRB Meeting Records (including meeting minutes, as appropriate, continuing review activities, correspondence with investigators, IRB member lists, IRB procedures)	3 years	IRB Committee	Committee Chairperson
Research	Research proposals, consent forms, progress reports, injury or SAE reports	3 years following termination or conclusion of study	IRB Committee	Committee Chairperson

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	Department	Principal Investigator/Department Chairperson
Safety and Risk Management	Premises Safety Records	5 years	Facilities	Facilities Administrative Director
Statistical Data and Reports	Athletic Participation / EADA Documents	6 Years from Date of Required Disclosure	Office of the Registrar, Athletic Director	Registrar's Office: Registrar
Statistical Data and Reports	Athletic Participation / Equity in Athletics Disclosure Act Documents	Squad lists kept in Datatel permanently	Athletics	Assistant Athletics Director
Statistical Data and Reports	Crime Statistics / Security Report	3 Years from Date of Required Disclosure	Office of Disability Services, Campus Safety	Office of Disability Services: 504 and Compliance Coordinator Campus Safety: Facilities Administrative Director
Statistical Data and Reports	Degree Statistics	Data in system; Reports kept permanently	Office of the Registrar	Associate Registrar
Statistical Data and Reports	Enrollment Statistics	Data in system; Reports kept permanently	Office of the Registrar	Associate Registrar
Statistical Data and Reports	Grade Statistics	Data in system; Reports kept permanently	Office of the Registrar	Associate Registrar
Statistical Data and Reports	Other Required Reports or Statistical Compilations	3 years by Registrar	Office of the Registrar	Associate Registrar
Statistical Data and Reports	Schedule of Classes (institutional)	Permanent on system	Office of the Registrar	Associate Registrar
Statistical Data and Reports	Student Body Demographics (racial and ethnic diversity)	IPEDS reports - Permanent on system	Office of the Registrar	Associate Registrar
Statistical Data and Reports	Student-Right-to-Know Graduation/ Completion	IPEDS reports - Permanent on system	Office of the Registrar	Associate Registrar