

Purpose: To establish standards for the maintaining of records within Pennsylvania College of Health Sciences.

Scope

All departments within Pennsylvania College of Health Sciences are required to maintain and destroy documents as directed by Federal, State, and Local regulations. All employees responsible for the maintenance of records and information, as well as anyone accessing said information, must adhere to this policy.

Policy Detail

A. Responsibilities/Storage

All departments are expected to comply with the applicable retention period(s) outlined in the table below. It is the responsibility of each department to determine protocol for the maintenance of records and information in compliance with this policy. Additionally, departments are tasked with ensuring the restricted access to confidential records and information, as governed by Federal, State, and Local regulations.

B. Destruction

It is the responsibility of each department to ensure the proper destruction of records and information when the retention period has expired. Destruction of records may be accomplished according to the following guidelines:

- i. Non-confidential records should be recycled using the appropriate boxes present throughout campus.
- ii. Confidential records should be shredded.
- iii. Electronically-stored records and information should be appropriately erased or destroyed.

C. Schedules

Federal, State, and Local regulations, as well as accreditor requirements influence the retention guidelines listed below. All time periods are subject to change.

Academic/Student Records & Information	
Admissions Records	10 years after graduation or separation
Grade Records	Maintain permanently
Exams/Assignments	1 year after course completion
Career Planning and Placement Records	4 years after graduation or separation
Class Schedules	Maintain permanently
College Catalog	Maintain permanently
Degree Audit Records	5 years after graduation or separation
Disciplinary Action Records	5 years after graduation or date of last incident
Grade Change Documentation	5 years after graduation or separation
Grade Appeals Documentation	1 year after the final appeal decision
General Enrollment Statistics	Maintain permanently
Financial Aid Records	5 years after annual audit accepted
I-20 Forms (International Students)	5 years after graduation or separation

Pennsylvania College of Health Sciences
ADMINISTRATIVE POLICY STATEMENT

Issued:
 Last Revised:
 Last Reviewed:

Policy 10.2.9

Document Retention

Page 2 of 4

Student Departmental Academic Files	5 years
Blackboard Courses	2 years after course completion
Transcript Requests	1 year
General Tuition Fees and Schedules	Maintain permanently
College Publications (General)	Maintain permanently
College Publications (Locally Produced)	Maintain permanently
Student Counseling Files	5 years after the case is closed
Student Group and Organization Information	Maintain permanently
Student Handbooks	Maintain permanently
Alumni Club Files	Maintain permanently
Alumni Council Records	Maintain permanently
Reunion Class Files	Maintain permanently

Administration Records & Information	
Trustees Proceedings, including Committees and Reports	Maintain permanently
Design/Construction Contracts	Maintain for life of building
All Other Contracts	7 years after contract's termination
Insurance Policies	Permanent
Equipment Warranties	Maintain for life of equipment
Patent, Trademark and Other Intellectual Property Records	Maintain permanently
Litigation, Claims, Risk Management, Incident Reports	7 years
Authorizations for Release of Records, Subpoenas, and Court Orders	7 years
Real Property Records	Permanent
Accreditation Records	Permanent
Licensure Records	Permanent
Faculty Meeting Minutes	Permanent
Faculty Promotion and Review Records	Permanent
Conflict of Interest Disclosures	Permanent
Presidential Search Records	Permanent
Academic Position Search Records	2 years from completion of search
Publicity Records	Permanent
Public Safety Records	5 years
Annual Reports	Permanent
Commencement Lists	Permanent
Policies and Procedures	10 years after withdrawal/revision

Financial Records & Information	
Accounts Payable and Receivable Records	5 years
Books of Accounts	7 years

Pennsylvania College of Health Sciences
ADMINISTRATIVE POLICY STATEMENT

Issued:
 Last Revised:
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Policy 10.2.9

Document Retention

Page 3 of 4

Banking Records	7 years
Financial Statements; Annual Reports to Government Agencies	Permanent
Budgets	Permanent
Payroll Records	7 years
Employee Benefits Plans	1 year after plan term
Records of Property Subject to Gain or Loss Treatment	7 years after taxable disposition
Records in Support of Income, Deductions, and Credits	7 years
Tax Returns and Supporting Records	7 years
Fundraising Records	5 years after end of registration period
Endowment Records	Permanent

Human Resources Records & Information	
FMLA Leave Records	3 years
EEOC Reports	5 years
EEO-1	7 Year
Personnel Files	7 years from termination
Training Records	4 years
In-Service Records	4 years
Educational Program Records	4 years
Records of Workers Employed Under Special Certificates	3 Years
Wage-Hour Administrator Certificates and Notices	5 years
Immigration Records	3 years after hire, or 1 year after termination (whichever is later)
Employee Attendance Records	3 years
Other Employment Records	3 years
Medical Tests and Screening Required by Law	30 years after employee termination
Records of Personal or Environmental Monitoring of Exposure to Hazardous Substances	30 years after employee termination
Employee Records of Significant Adverse Effect to Health or Environmental Hazards	30 years after employee termination
Employee Records of Allegations Concerning Exposure to Environmental Hazards Against Employer	30 years after employee termination
Other Employee Health Records	7 years after termination
Description of Benefit Plans, Seniority, or Merit Pay Systems	1 year after plan term
Pension Plan Descriptions and ERISA Benefits	6 years

Pennsylvania College of Health Sciences
ADMINISTRATIVE POLICY STATEMENT

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Policy 10.2.9

Document Retention

Page 4 of 4

**Adapted from University of Pennsylvania's Records Retention Schedule.*

Audience:	Employees
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