

**Records Management Program Master Schedule**

<b>General Category</b>	<b>Specific Category</b>	<b>Type of Record</b>	<b>Custodian of Record</b>	<b>Record Retention Period</b>
Academic	Academic Administration	Enrollment Verifications	University Registrar	Permanently
Academic	Admissions (Enrolled)	Matriculation Forms	University Registrar	5 Years After Separation
Academic	Admissions (Enrolled)	Offer Letter	University Registrar	5 Years After Separation
Academic	Admissions (Enrolled)	Advanced Placement Records	University Registrar	Permanently (AACRAO Says 5 Years After Graduation, But Don't These Records Become Part of Student's Transcript?)
Academic	Admissions (Enrolled)	Applications	University Registrar	Permanently
Academic	Admissions (Enrolled)	Clearances or Background Checks (e.g. Criminal, Child Abuse Clearance, OSHA, etc.)	University Registrar	5 Years After Separation
Academic	Admissions (Enrolled)	Entrance Exam Reports, GRE, MCAT, LSAT, GMAT	University Registrar	5 Years After Separation
Academic	Admissions (Enrolled)	Health, Immunization and Other Documentation Records Required for Academic Program	University Registrar	5 Years After Separation
Academic	Admissions (Enrolled)	Supporting Documentations (e.g., Letters of Recommendation, Resumes and Essays)	Enrollment Management or College Department responsible for College Admissions	6 Weeks After Enrollment Date
Academic	Admissions (Enrolled)	Residency Certificates	University Registrar	5 Years After Separation
Academic	Admissions (Enrolled)	Residency Change Documents (Non-Resident to Resident)	University Registrar	6 Years After submission
Academic	Admissions (Enrolled)	Transcripts — high school and other college	University Registrar	5 Years After Separation
Academic	Admissions (Non-Enrolled)	All Admission Records	Enrollment Management or College Department Responsible for College Admissions	1 Year After Expected Enrollment Date
Academic	Agreements	Graduate Medical Education Agreements		See "Agreements" Under the Legal & Risk Management Schedule
Academic	Curriculum and Instruction Records	Academic Program Administrative Records (Add/Drop Reports)	Office of the Provost	1 Year After Transaction Date
Academic	Curriculum and Instruction Records	Academic Program Administrative Records (Course Enrollment Summaries; Graduation Summaries; Registration Reports; Summer Term Reports)	Office of the Provost	Permanently
Academic	Curriculum and Instruction Records	Course Catalog and Schedule of Courses	Office of the Provost	Permanently
Academic	Curriculum and Instruction Records	Course Proposals	Office of the Provost	Permanently
Academic	Curriculum and Instruction Records	Degree Requirements	Office of the Provost	Permanently
Academic	Curriculum and Instruction Records	End of Course Survey (Instrument and Results)	As Designated by College/School	7 Years. Note: Any evaluations/results submitted to an employment file and/or tenure dossier become a part of those records and will be retained for the period designated for those records.
Academic	Curriculum and Instruction Records	New Degree Records	Office of the Provost	Permanently

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Academic	Curriculum and Instruction Records	Program Development and Review Records	Office of the Provost	Permanently
Academic	Curriculum and Instruction Records	Syllabi	Instructor	1 Academic Year
Academic	Financial Aid	Borrowers Loan Records (Institutional and Perkins Loans, Repayment Schedules, Statement of Rights and Responsibilities, Records of Actions Taken, Related Correspondence)	Student Financial Services	5 Years After The Loan Is Paid In Full
Academic	Financial Aid	Federal Family Education Loan and Direct Program Records and Supporting Documents	Student Financial Services and Financial Aid	5 Years After Report is Issued
Academic	Financial Aid	University State and Federal Program Records and Supporting Documents (Institutional Programs Participation Agreements, Title IV Records, State Grant and Special Programs)	Financial Aid	Permanently
Academic	Financial Aid (Enrolled)	Financial Aid Records (including appeals)	Financial Aid	3 Years After Separation
Academic	Financial Aid (Non Enrolled)	Financial Aid Records (including appeals)	Financial Aid	1 Year After Expected Enrollment Date
Academic	Graduate Medical Education	Academic Dismissal	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Annual Reports	Graduate Medical Education (Respective Department Responsible for Creating the Record)	7 Years After Filing Report
Academic	Graduate Medical Education	Applicant Summary (Names, Gender, Ethnicity, Accepted/Rejected Status)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Application	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Background Check Results	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Board Status/Certification	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Committee activity (e.g., Quality Committee, Chief Resident Committee, etc.)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Correspondence	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Curriculum Vitae	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Debt Management Documents (e.g. Loan Deferment Papers, etc.)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Department Records (e.g., Program Documents, Individual Department Accreditation, etc.)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently

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Academic	Graduate Medical Education	Duty Hour Compliance	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	ECFMG	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Evaluations (Monthly/Rotational; Semi-Annual; Final)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Grievance	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	License	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Medical School Diploma	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Notice of Academic Action (Performance/Deficiency)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Notice of Violation of Academic Integrity Policies, Including Sanctions	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Probation. Remediation Records (Notification of Probation Letter; Letter Ending Probation)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Procedure/Case Log Summary	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Graduate Medical Education	Research/Scholarly Activity	Graduate Medical Education (respective department responsible for creating the record)	Permanently
Academic	Graduate Medical Education	Visa/Immigration Paperwork	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Academic	Immigration/International	International Employee Records (i.e., Visa Records)	International Students and Scholars Services	3 Years After End of Employment
Academic	Immigration/International	International Student Records (i.e., Visa Records)	International Students and Scholars Services	3 Years From Inactivity
Academic	Study Abroad	Study Abroad Student and Staff Records	Study Abroad Office	5 years Separation
Academic	Statistical Data/Documents, and Reports	Degree, Grade, Enrollment, and Racial/Ethnic Statistics	Office of the Provost	Permanently
Academic	Student	Academic records (Including Narrative Evaluations, Competency Assessments, etc.)	University Registrar	Permanently
Academic	Student	Academic Dismissal	Department	Permanently
Academic	Student	Academic Warning	University Registrar	5 Years After Separation
		Add/Drop Form	Student Advisor's Department	1 Year After Date of Submittal

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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Academic	Student	Change of Course Forms-Continuing Education, Summer Sessions, and Extramural Studies	University Registrar	10 years
Academic	Student	Change to Student ID Number	University Registrar	Permanently
Academic	Student	Class Rosters/Lists	University Registrar	Permanently
Academic	Student	Commencement Records	University Registrar	Permanently
Academic	Student	Contact Information for Graduates	University Registrar	5 Years After Separation
Academic	Student	Co-op Program Records	Steinbright Center	5 Years After Separation
Academic	Student	Course Offerings	University Registrar	Permanently
Academic	Student	Curriculum Change Authorizations	University Registrar	5 Years After Separation
Academic	Student	Examinations, Tests, Term Papers, Homework	Faculty Member	1 year from course completion Note: Any exam, test, term paper, homework submitted to an academic grievance file becomes part of those records and will be retained for the period designated for those records.
Academic	Student	FERPA Disclosure Requests and Consents (Consent to Release Personally Identifiable Information)	University Registrar	Permanently
Academic	Student	Grade Changes, Grade Reports, Grade Sheets	University Registrar	Keep Until Student Graduates
Academic	Student	Graduation Lists	University Registrar	Permanently
Academic	Student	Hold or Encumbrance Authorizations	University Registrar	Permanently
Academic	Student	Internship Program Records	Steinbright Center	5 Years After Separation
Academic	Student	Student Class Schedules	University Registrar	1 Year After Separation
Academic	Student	Thesis and Dissertation Records	Library	Permanently
Academic	Student	Thesis/Dissertation Approval Form	Library	Permanently
Academic	Student	Thesis/Dissertation Completion Form	Office of Graduate Studies	Permanently
Academic	Student	Completion Form for Thesis/Dissertation	Office of Graduate Studies	Permanently
Academic	Student	Transcript Requests	University Registrar	1 Year After Separation
Academic	Student	Transcripts	University Registrar	Permanently
Academic	Student	Transfer Credit Evaluations	University Registrar	5 Years After Separation
Academic	Student	Veteran Administration Certifications	University Registrar	3 Years After Separation
Academic	Student	Withdrawal Authorizations/Leaves of Absence	University Registrar	5 Years After Separation
Academic	Student	Academic Grievance Records	Applicable Academic Departments	5 Years After Separation
Accounting & Finance	Accounting	Account Reconciliations (Balance Sheet)	Comptroller's Office	Permanently
Accounting & Finance	Accounting	Accounts Receivable Statements - API, DeL and RRG	Comptroller's Office	7 Years From Receipt/Write-off of Accounts Receivable

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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Accounting & Finance	Accounting	Accounts Receivable Statements - Drexel/ PHEC Intercompany	Comptroller's Office	7 Years From Receipt/Write-off of Accounts Receivable
Accounting & Finance	Accounting	Accounts Receivable Statements - University (Tenet)	Comptroller's Office	7 Years From Receipt/Write-off of Accounts Receivable
Accounting & Finance	Accounting	Annual Financial Report	Comptroller's Office	Permanently
Accounting & Finance	Accounting	Assets: Acquisition/Disposition	Comptroller's Office	7 Years From Disposition or End of Depreciation
Accounting & Finance	Accounting	Audit Work Papers	Comptroller's Office	7 Years
Accounting & Finance	Accounting	California Form 587	Comptroller's Office	5 Years If Assessment Made: 20 or Until Resolved
Accounting & Finance	Accounting	California Form 590	Comptroller's Office	5 Years If Assessment Made: 20 or Until Resolved
Accounting & Finance	Accounting	California Nonresident Contractors	Comptroller's Office	20 Years From End of Tax Year
Accounting & Finance	Accounting	Capital Asset Disposition Form	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Capital Equipment Records	Comptroller's Office	7 Years From End of Depreciation
Accounting & Finance	Accounting	Check Request	Comptroller's Office	4 Years After Dishonor/10 Years After Date
Accounting & Finance	Accounting	Cost Center Request Form	Comptroller's Office	Permanently
Accounting & Finance	Accounting	Depreciation Schedules	Comptroller's Office	7 Years From End of Depreciation
Accounting & Finance	Accounting	Financial Statements (i.e., Balance Sheet Statement, Statement of Cash Flow, Income Statement)	Comptroller's Office	Permanently
Accounting & Finance	Accounting	Fringe Benefit Returns and Records	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Funding Transfer Form	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Local Business and Entertainment Request, Report, and Attachments	Comptroller's Office	7 Years
Accounting & Finance	Accounting	New Account Records and B-Up Documentation	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Service Department Charges Form	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Signature Authority Authorization Forms	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Transaction Correction Form	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Travel Advance and Prepaid Expense Report	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Travel Expense Reimbursement Request, Report, and Attachments	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Travel Reimbursements and Attachments	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Trial Balances	Comptroller's Office	7 Years
Accounting & Finance	Accounting	Accounts Payable Vouchers and Attachments	Comptroller's Office	7 Years
Accounting & Finance	Agreements	Accounting & Finance Agreements		See "Agreements" Under Legal & Risk Management Schedule
Accounting & Finance	Bond	Bond and Debt Compliance Reports/ Certificates	Treasurer	Permanently

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Accounting & Finance	Bond	Bond Offering Statements	Treasurer	Permanently
Accounting & Finance	Bond	Bond Trustee Custodial Statements	Treasurer	Permanently
Accounting & Finance	Bond	Bond, Invoices Paid	Treasurer	Permanently
Accounting & Finance	Budget	Capital Project Funding Transfer Form	Budget & Planning	7 Years
Accounting & Finance	Budget	Budget Records	Budget & Planning	7 Years
Accounting & Finance	Bursar	3rd Party Billing Vouchers	Bursar's Office	7 Years
Accounting & Finance	Bursar	Bursar Contracts	Bursar's Office	7 Years
Accounting & Finance	Bursar	Daily Bank Deposit Slips	Bursar's Office	7 Years
Accounting & Finance	Bursar	Daily Reconciliations	Bursar's Office	7 Years
Accounting & Finance	Bursar	Disbursement Records	Bursar's Office	4 Years From End of Student's Attendance
Accounting & Finance	Bursar	Individual Student Accounts	Bursar's Office	7 Years
Accounting & Finance	Bursar	Petty Cash Reimbursement	Comptroller's Office	7 Years
Accounting & Finance	Bursar	Student E-Bills	Bursar's Office	7 Years
Accounting & Finance	Bursar	Student Loan Records	Bursar's Office	5 Years After the Loan is Paid in Full
Accounting & Finance	Bursar	Tuition and Fee Charges	Bursar's Office	7 Years
Accounting & Finance	Bursar	Tuition Collection Documents	Bursar's Office	7 Years
Accounting & Finance	Bursar	Tuition Remission	Department of Human Resources	7 Years
Accounting & Finance	Cash Management	Banking Records, Including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Canceled Checks	Comptroller's Office	7 Years
Accounting & Finance	Cash Management	Daily Bank Activity Reports	Treasurer	7 Years
Accounting & Finance	Cash Management	EFT Authorizations	Comptroller's Office	7 Years
Accounting & Finance	Cash Management	Wire Payment and Support Log	Treasurer	7 Years
Accounting & Finance	Endowment	Planned Giving Documents	Treasurer	Permanently
Accounting & Finance	Expenditures	Employee Reimbursement Vouchers and Records	Comptroller's Office	7 Years
Accounting & Finance	Expenditures	IC Determination Documents/ Contracts	Comptroller's Office	Term + 7
Accounting & Finance	Expenditures	Inter-departmental Transfers	Comptroller's Office	7 Years
Accounting & Finance	Expenditures	Petty Cash Records	Comptroller's Office	7 Years
Accounting & Finance	Expenditures	Vouchers for the Purchase of Goods/Services	Comptroller's Office	7 Years
Accounting & Finance	Fixed Assets	Acquisition/Disposal of Real Property	Comptroller's Office	7 Years From End of Depreciation
Accounting & Finance	Fixed Assets	Depreciation Records	Comptroller's Office	7 Years From End of Depreciation
Accounting & Finance	Fixed Assets	Disposal of Fixed Assets Records	Comptroller's Office	7 Years From End of Depreciation
Accounting & Finance	Fixed Assets	Physical Inventories Records	Comptroller's Office	7 Years From End of Depreciation
Accounting & Finance	General Ledger	Journal Entries and Back-Up Documentation	Comptroller's Office	7 Years From End of Depreciation

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Accounting & Finance	General Ledger	Ledgers (Accounts Payable, Accounts Receivable, etc.)	Comptroller's Office	7 Years From End of Depreciation
Accounting & Finance	Grant Administration	Effort Reports	Office of Research Administration	See Retention Period for associated agreement.
Accounting & Finance	Grant Administration	Financial Records Relating to a Grant or Award (Federal, State, Private)	Office of Research Administration	See Retention Period for associated agreement.
Accounting & Finance	Grant Administration	Invoices	Office of Research Administration	See Retention Period for associated agreement.
Accounting & Finance	Grant Administration	Invoices (General Expenses) (Accounts Payable)	Office of Research Administration	See Retention Period for associated agreement.
Accounting & Finance	Grant Administration	Personnel Activity Report Forms (PAFs)	Office of Research Administration	See Retention Period for associated agreement.
Accounting & Finance	Grant Administration	Receipts	Office of Research Administration	See Retention Period for associated agreement.
Accounting & Finance	Grant Administration	Records for Real Property and Equipment Acquired with Federal Funds	Office of Research Administration	7 Years From Disposition/End of Depreciation
Accounting & Finance	Intercompany	Intercompany Notes/ Receivables	Comptroller's Office	7 Years From Receipt/Write-off of Accounts Receivable
Accounting & Finance	Inventory Control	Inventory Records	Comptroller's Office	7 Years From End of Depreciation
Accounting & Finance	Investments	Cambridge Monthly/ Qtrly. Reports	Treasurer	7 Years
Accounting & Finance	Investments	Investment Bank Statements	Treasurer	7 Years
Accounting & Finance	Investments	Manager Reports	Treasurer	7 Years
Accounting & Finance	Payroll	Annual Payment Records (W-2, Alpha Lists, Employee Transaction Lists)	Payroll	7 Years
Accounting & Finance	Payroll	Direct Deposit Authorizations	Comptroller's Office	7 Years From End of Relationship
Accounting & Finance	Payroll	I-9's	Comptroller's Office	Later of 3 years From Hire Date or 1 Year From End of Employment
Accounting & Finance	Payroll	Imputed Income Records (Auto Usage, CCTS)	Comptroller's Office	7 Years
Accounting & Finance	Payroll	Pay Cycle Records	Comptroller's Office	4 Years
Accounting & Finance	Payroll	Payroll Deduction Authorization Forms (W4, DBD, CFCU, Bonds)	Payroll	7 Years
Accounting & Finance	Payroll	Returned W2-s	Comptroller's Office	7 Years
Accounting & Finance	Payroll	Time Cards and Sheets	Comptroller's Office	3 Years
Accounting & Finance	Payroll	W-2 Request Form, W-4, W-5 Forms	Payroll	7 Years
Accounting & Finance	Payroll	Wage and Tax Statements	Payroll	7 Years
Accounting & Finance	Payroll	Wage Attachments, Child Support, and Garnishment Records	Comptroller's Office	7 Years
Accounting & Finance	Research	PI Billing Records for Per Diem and Service Charges	Office of Research Administration	7 Years
Accounting & Finance	Tax	Excise Tax Returns and Records	Comptroller's Office	7 Years
Accounting & Finance	Tax	Income Tax Returns and Worksheets	Tax Office	7 Years

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Accounting & Finance	Tax	Information Returns (1099)	Comptroller's Office	7 Years
Accounting & Finance	Tax	Information Returns (990, 1099, 8282, 90.22, etc.)	Tax Office	7 Years
Accounting & Finance	Tax	International Student Tax Records	Tax Office	7 Years
Accounting & Finance	Tax	Payroll Tax Returns (W-2, Social Security, Unemployment Tax) and Records	Comptroller's Office	7 Years
Accounting & Finance	Tax	Pension Tax Returns and Records	Comptroller's Office	7 Years
Accounting & Finance	Tax	Philadelphia City Wage Tax	Comptroller's Office	7 Years From Time Tax Became Collectible
Accounting & Finance	Tax	Property Tax Returns and Records	Tax Office	7 Years
Accounting & Finance	Tax	Sales Tax Returns and Records	Tax Office	7 Years
Compliance, Privacy, and Internal Audit	Compliance/Certifications/Security	Annual Conflict of Interest Disclosure Statements and Resolutions	Office of Chief Compliance / Compliance and Privacy Office	10 Years
Compliance, Privacy, and Internal Audit	Compliance/Certifications/Security	Sanction Check Confirmation Letter - Vendors	Department responsible for retaining the associated agreement.	Retain for as long as associated agreement.
Compliance, Privacy, and Internal Audit	Compliance/Certifications/Security	Sanction Check Confirmation Letter - Employee (Pre-Employment)	Office of Human Resources	Retain with employee file.
Compliance, Privacy, and Internal Audit	Compliance/Certifications/Security	Compliance Committee Minutes	Compliance and Privacy Office	10 Years
Compliance, Privacy, and Internal Audit	Compliance/Certifications/Security	Compliance Audits, Reviews, Investigations, Whistleblower Logs and Reports	Office of Chief Compliance / Compliance and Privacy Office	10 Years
Compliance, Privacy, and Internal Audit	Compliance/Certifications/Security	Breach Notification Records	Office of Chief Compliance / Compliance and Privacy Office	7 Years
Compliance, Privacy, and Internal Audit	Compliance/Certifications/Security	Records of Training Content and Attendance	Office of Chief Compliance / Compliance and Privacy Office	10 Years
Compliance, Privacy, and Internal Audit	Compliance/Certifications/Security	Privacy and Security Committee Minutes	Compliance and Privacy Office	7 Years
Compliance, Privacy, and Internal Audit	Compliance/Certifications/Security	Security Sub-Committee Minutes	College of Medicine Information Technology (Security Officer)	7 Years
Compliance, Privacy, and Internal Audit	HIPPA -PRIVACY	Healthcare component designation records for hybrid entities or single affiliated covered entity.	Privacy and Security Committee	7 years from when record was last in effect.
Compliance, Privacy, and Internal Audit	HIPPA -PRIVACY	Signed authorizations for the disclosure of PHI and any related records (non-research) (for research, please see research schedule).	Clinical Department	7 years from when the record was last in effect.
Compliance, Privacy, and Internal Audit	HIPPA -PRIVACY	Documentation required for and related to the disclosure of PHI for research (e.g., waiver of authorization for a study by the IRB/privacy board).	Compliance and Privacy Office	7 years from when the record was last in effect.
Compliance, Privacy, and Internal Audit	Agreement	Data set agreements with limited data set recipients and related documentation.	Researcher's Department	7 years from when the record was last in effect.



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Compliance, Privacy, and Internal Audit	HIPPA -PRIVACY	Privacy notices, written acknowledgments of receipt of notices, and documentation of good faith efforts to obtain acknowledgment (if not obtained).	Clinical Department	7 years from when the record was last in effect.
Compliance, Privacy, and Internal Audit	HIPPA -PRIVACY	Records documenting any request to DUCoM to restrict the use or disclosure of PHI.	Clinical Department	7 years from when the record was last in effect.
Compliance, Privacy, and Internal Audit	HIPPA -PRIVACY	Regarding an individual's access to his or her designated record set, documentation of what constitutes the designated record set that may be accessed, and the titles of persons or offices responsible for receiving and processing requests for access by individuals.	Privacy and Security Committee	7 years from when the record was last in effect.
Compliance, Privacy, and Internal Audit	HIPPA -PRIVACY	Records relating to accountings of disclosures of PHI, including: information required to be in an accounting of disclosures of PHI; the written accounting provided to the individual; titles of persons or offices responsible for receiving and processing requests for accountings; identity of the privacy official responsible for developing and implementing HIPAA policies and procedures; records documenting staff training; all complaints received and the disposition of complaints; sanctions imposed on staff members for failing to comply with HIPAA privacy policies; policies and procedures in compliance with HIPAA requirements and any changes thereto; any communications, actions or activity required by the Privacy Rule to be documented.	Clinical Department	7 years from when the record was last in effect.
Compliance, Privacy, and Internal Audit	HIPPA -SECURITY	Regarding security standards, documentation as to why it is not reasonable or appropriate to implement an "addressable" implementation specification.	Privacy and Security Committee	7 years from when the record was last in effect.
Compliance, Privacy, and Internal Audit	HIPPA -SECURITY	Business associate agreements and related documentation.	Originating Department	Longer of (i) 7 years of last date of service; or (ii) 7 years from expiration/termination of associated agreement.
Compliance, Privacy, and Internal Audit	HIPPA -SECURITY	Records of movements of hardware and electronic media relating to physical safeguards, and the person responsible for such movements.	College of Medicine Information Technology (Security Officer)	7 years from when the record was last in effect.
Compliance, Privacy, and Internal Audit	HIPPA -SECURITY	Documentation of repairs and modifications to physical components of a facility, related to physical security.	College of Medicine Information Technology (Security Officer)	7 years from when the record was last in effect.

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Compliance, Privacy, and Internal Audit	HIPPA -SECURITY	Policies and procedures adopted to comply with HIPAA security requirements, including records of actions, activities or assessments as to HIPAA security requirements.	College of Medicine Information Technology (Security Officer)	7 years from when the record was last in effect.
Compliance, Privacy, and Internal Audit	Internal Audit	Internal Audit Reports and supporting documentation.	Internal Audit and Management Consulting Services	7 Years
Corporate & Governance	Accreditation Records	University Accreditation Final Report and Determination	Office of the Provost	Permanently
Corporate & Governance	Accreditation Records	College/School Accreditation Final Report and Determination	College/School Responsible For Meeting Accreditation Requirements	Permanently
Corporate & Governance	Accreditation Records	Accreditation Supporting Records	Department Responsible For Meeting Accreditation Requirements	The longer of: (i) As Required/Recommended by Accrediting Agency/Association; or (ii) Two Cycles of Accrediation
Corporate & Governance	Board of Trustees	Board of Trustee Committee Agendas, Meeting Minutes, Notices & Corresponding Materials	Department Responsible for Managing Meetings	Permanently
Corporate & Governance	Board of Trustees	Board of Trustee Committee Related Documentation and Correspondence	Department Responsible for Managing Meetings	Permanently
Corporate & Governance	Board of Trustees	Board of Trustee Agenda, Meeting Minutes, Notices & Corresponding Materials	Office of the General Counsel	Permanently
Corporate & Governance	Board of Trustees	Board of Trustee and Committee Resolutions, Motions, Enactments	Office of the General Counsel	Permanently
Corporate & Governance	Board of Trustees	Completed Conflict of Interest Forms (Trustees)	Office of the General Counsel	Permanently
Corporate & Governance	Board of Trustees	Board of Trustee and Committee Membership Lists	Office of the General Counsel	Permanently
Corporate & Governance	Board of Trustees	Trustee Curriculum Vitae	Institutional Advancement	Permanently
Corporate & Governance	Board of Trustees	Policies, Procedures and Protocols	Office of the General Counsel (Drexel) / Communications & Marketing (DrexelMed)	Permanently
Corporate & Governance	Corporate Documents	Governing Records, i.e., Charter, Articles of Incorporation, Merger or Division, By-Laws and Related Documentation	Office of the General Counsel	Permanently
Corporate & Governance	Corporate Documents	Fictitious Name Filings	Office of the General Counsel	Permanently
Corporate & Governance	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Mission Statement/Strategic Plans	Office of the Provost (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanently
Corporate & Governance	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Faculty Senate Records, i.e. Agendas, Award Records, Election and Ballot Records and Results.	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanently

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Corporate & Governance	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Governance Records, i.e. Faculty Senate Constitution, Charter and By-laws and Protocols	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanently
Corporate & Governance	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Faculty Senate Agenda, Meeting Minutes, Notices & Corresponding Materials	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanently
Corporate & Governance	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Membership Lists	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanently
Corporate & Governance	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Faculty Senate Committee Records (Grievance, Other Confidential Files, Public Files, Meeting Minutes, Reports, etc.)	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanently
Corporate & Governance	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Faculty Senate Resolutions, Motions, Enactments	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanently
Corporate & Governance	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Studies and Surveys	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanently
Corporate & Governance	Corporate Documents	University-Wide Policies	Department Responsible for Issuing Policy	Permanently
Health & Safety	Biosafety	UBSC Industrial hygiene Guidelines.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety	UBSC Member Roster and CVs.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety	UBSC Minutes (which may include deliberation/discussion and reasons leading to particular Environmental safety and recombinant DNA use decisions).	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety	UBSC Recombinant DNA Guidelines.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety	UBSC Records of Attendance.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety	UBSC Select Agent Guidelines.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Access Records (list of Individuals who have been granted access; entry logs).	Office of Research	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	APHIS/CDC Form 1 (Application for Registration); Certificate of Registration (and Amendments, Approval of Amendments, Denials, Revocations, Suspensions) and supporting documentation.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	APHIS/CDC Form 2 (Request to Transfer) and supporting transfer records.	Investigator	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	APHIS/CDC Form 3 (Report of Theft, Loss, or Release), initial report sent to CDC/APHIS and other related records.	Office of Regulatory Research Compliance	3 years from completion of related studies.

Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	APHIS/CDC Form 4 (Report of Identification), initial report sent to CDC/APHIS and other related records.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	APHIS/CDC Form 5 (Request for Exemption) and decisions, reconsideration of decision.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Biosafety Plan and Biosafety records, reports and other related documents.	Environmental Health & Safety	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Designation of Responsible Official and supporting/related documentation.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Facility Inspection Report by CDC.	Investigator	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Federal Bureau of Investigation Form 961 for individual information and finger print certification.	Investigator	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Incident Response Plan and incident records, reports and other related documents.	Investigator	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Intra-entity Transfer Records.	Investigator	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Inventory and Destruction Records.	Investigator	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Notice of approval of access to select agents and or toxins (and decision, appeal).	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Protocol for Intra-entity transfers.	Investigator	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Reports of loss, theft, release, alteration of inventory records, or other reportable activities/events.	Investigator	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Security Plan and security records, reports and other related documents.	Investigator	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Training Records	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Biosafety - Select Agents (Bioterroristic Agents)	Written explanations of any discrepancies.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Health & Safety	Environmental Health & Safety	Asbestos Records	Environmental Health & Safety	30 Years
Health & Safety	Environmental Health & Safety	Asbestos Surveys of Environmental Sites	Environmental Health & Safety	Permanently
Health & Safety	Environmental Health & Safety	Chemical and Hazardous Waste Manifest and Disposal Records	Environmental Health & Safety	3 Years (+ 1)

**Records Management Program Master Schedule**

<b>General Category</b>	<b>Specific Category</b>	<b>Type of Record</b>	<b>Custodian of Record</b>	<b>Record Retention Period</b>
Health & Safety	Environmental Health & Safety	Chemical Hazardous Material Survey Records	Environmental Health & Safety	30 Years
Health & Safety	Environmental Health & Safety	Chemical Inventory	Environmental Health & Safety	30 Years
Health & Safety	Environmental Health & Safety	Chemical Pick-Up Request/Chain of Custody	Environmental Health & Safety	365 Days (+ 1 Year)
Health & Safety	Environmental Health & Safety	Declaration of Possession/Nonpossession of Select Agents	Environmental Health & Safety	3 years from completion of related studies.
Health & Safety	Environmental Health & Safety	Due Diligence Environmental Site Assessments	Environmental Health & Safety	Permanently
Health & Safety	Environmental Health & Safety	Emergency Response Plans and Procedures	Environmental Health & Safety	Permanently
Health & Safety	Environmental Health & Safety	Employee Incident Report	Environmental Health & Safety	Permanently
Health & Safety	Environmental Health & Safety	Employee Medical Data	Environmental Health & Safety	30 years from end of employment.
Health & Safety	Environmental Health & Safety	Environmental Impact Evaluations	Environmental Health & Safety	Permanently
Health & Safety	Environmental Health & Safety	Eyewash Weekly Inspection Checklist	Environmental Health & Safety	7 Years
Health & Safety	Environmental Health & Safety	Flood Reports	Environmental Health & Safety	7 Years
Health & Safety	Environmental Health & Safety	Forms for minors working in research labs.	Environmental Health & Safety	Later of 7 years or minor's 25th birthday,
Health & Safety	Environmental Health & Safety	Forms for visitors working in research labs.	Environmental Health & Safety	7 Years
Health & Safety	Environmental Health & Safety	Fume hood testing records.	Environmental Health & Safety	7 Years
Health & Safety	Environmental Health & Safety	Incident Reports involving possible hazardous exposure (including Sharps Injury Log).	Environmental Health & Safety	30 Years
Health & Safety	Environmental Health & Safety	Indoor Air Quality	Environmental Health & Safety	Permanently
Health & Safety	Environmental Health & Safety	Laboratory Safety Self-Inspection Checklists	Environmental Health & Safety	7 Years.
Health & Safety	Environmental Health & Safety	Lead Surveys of Environmental Sites	Environmental Health & Safety	Permanently
Health & Safety	Environmental Health & Safety	Licenses and Permits	Environmental Health & Safety	Permanently
Health & Safety	Environmental Health & Safety	Material Safety Data Sheets Records	Environmental Health & Safety	30 years from time superseded, unless the data is otherwise available in an inventory to be kept 30 years.
Health & Safety	Environmental Health & Safety	Other Incident Records	Environmental Health & Safety	7 Years
Health & Safety	Environmental Health & Safety	Radiation Dose Reports	Office of Regulatory Research Compliance	Permanently
Health & Safety	Environmental Health & Safety	Radiation Safety Training Records	Office of Regulatory Research Compliance	Permanently
Health & Safety	Environmental Health & Safety	Radioactive Material Monitoring and Exposure Records	Office of Regulatory Research Compliance	Permanently
Health & Safety	Environmental Health & Safety	Radioactive Material Receiving, Handling, Disposition and Inventory Records	Office of Regulatory Research Compliance	Permanently
Health & Safety	Environmental Health & Safety	Radioactive Materials License and Safety Committee Records	Office of Regulatory Research Compliance	Permanently
Health & Safety	Environmental Health & Safety	Safety Inspection Records	Environmental Health & Safety	7 Years
Health & Safety	Environmental Health & Safety	Safety Training Records	Environmental Health & Safety	7 years from end of employment.
Health & Safety	Environmental Health & Safety	Fire Extinguisher Replacement - Request Form	Fire and Life Safety	Permanently
Health & Safety	Environmental Health & Safety	Fire Protection Systems Records	Fire and Life Safety	Permanently

**Records Management Program Master Schedule**

<b>General Category</b>	<b>Specific Category</b>	<b>Type of Record</b>	<b>Custodian of Record</b>	<b>Record Retention Period</b>
Health & Safety	Environmental Health & Safety	Portable Extinguisher Training Records	Fire and Life Safety	Permanently
Health & Safety	Environmental Health & Safety	Fire Alarm Activation Log	Fire and Life Safety	10 Years
Health Services	Medical Records	Medical Record (Including Counseling Records)	Clinical Department	The Longer of (i)10 Years From the Last Date of Treatment; (ii) if Patient is a Minor, 10 Years After Patient Turns 18 Years Old
Health Services	General Laboratory	Accession Log	Pathology Department	2 Years
Health Services	General Laboratory	Maintenance/Instrument Maintenance Records	Pathology Department	2 Years
Health Services	General Laboratory	Quality Control Records	Pathology Department	2 Years
Health Services	Surgical Pathology (Including Bone Marrows)	Reports (Surgical Pathology (Including Bone Marrows), Cytology, Non-Forensic Autopsy)	Pathology Department	10 Years
Health Services	Medical Billing/Reimbursement	Reimbursement/Payment Records	Physician Business Services	10 Years
Health Services	Medicare/Insurance	Cost Report Claims Under Medicare/Medicaid/Other Insurance	Physician Business Services	10 Years
Health Services	Regulatory/Reporting Records	Records of Reports of Suspected Cases of Child Abuse	Clinical Department	3 Years After Minor Turns 18 Years Old
Health Services	Regulatory/Reporting Records	Reports of Contagious or Communicable Disease to Governmental Agencies	Clinical Department	Permanently
Human Resources	Affirmative Action	Affirmative Action Plans and Progress Reports	Office of Equality & Diversity	3 Years
Human Resources	Affirmative Action	Employment Data Analysis Records	Office of Equality & Diversity	3 Years
Human Resources	Affirmative Action	Employment Tests and Selection Criteria - Impact or Adverse Impact Records	Office of Equality & Diversity	3 Years
Human Resources	Affirmative Action	Equal Employment Opportunity Reports	Department of Human Resources	3 Years
Human Resources	Affirmative Action	Records to Complete EEO-6 or IPEDS Staff Survey	Department of Human Resources	3 Years
Human Resources	Affirmative Action/ Equal Opportunity	Conciliation Agreements/ Orders on Consent	Office of Equality and Diversity	10 Years
Human Resources	Agreements		See "Agreements" under Legal & Risk Management Schedule	
Human Resources	Benefits	Annual Benefits Reports	Department of Human Resources	7 Years
Human Resources	Benefits	Beneficiary Designation Form	Department of Human Resources	7 Years
Human Resources	Benefits	Benefit Employer Contribution	Department of Human Resources	7 Years

Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Human Resources	Benefits	Benefit Plan Selection Data	Department of Human Resources	7 Years
Human Resources	Benefits	Benefit Provider Report of Events	Department of Human Resources	7 Years
Human Resources	Benefits	Domestic Partner Records	Department of Human Resources	7 Years
Human Resources	Benefits	Major Life Event Form	Department of Human Resources	7 Years
Human Resources	Benefits	Tuition Remission Records	Department of Human Resources	7 Years
Human Resources	Benefits	Release Consent Form	Department of Human Resources	7 Years
Human Resources	Benefits	Return to Work Form	Department of Human Resources	7 Years
Human Resources	Benefits	Pre-Tax Benefit Records (e.g. Dependent Care, Health Care Spending, Commuter)	Department of Human Resources	7 Years
Human Resources	Benefits	Health, Life & Disability Insurance Plan Documents	Department of Human Resources	7 Years
Human Resources	Benefits	Leave Records (e.g. ,FMLA, Non-FMLA, Personal, Sick, Vacation)	Department of Human Resources	7 Years
Human Resources	Benefits	Retirement & Pension Plans	Department of Human Resources	7 Years
Human Resources	Benefits	Retirement Plans Investment Committee Records	Department of Human Resources	Permanently
Human Resources	Employee Relations	Employee Relations Files - Intake Form and File, Quarterly Reporting Log	Department of Human Resources	7 Years
Human Resources	Employment	Web*Salary Access Authorization (e.g. approval to access salary information).	Department of Human Resources	7 Years
Human Resources	Employment	5500 Reports	Department of Human Resources	7 Years
Human Resources	Employment	Hiring Records (e.g., applications, resumes, background, reference, federal sanction, education checks, employment verification, employment authorization, and business case for hiring).	Department of Human Resources	7 Years
Human Resources	Employment	California Tax Form	Department of Human Resources	7 Years
Human Resources	Employment	Information Change Form (e.g., name, address, etc.).	Department of Human Resources	7 Years

Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Human Resources	Employment	Search Committee Records for Staff and Faculty (Applications, Committee Meeting Minutes, Interview Materials/Notes, Letter of Offer/Nonoffer, Letters of Recommendation, Transcripts).	Search Committee Chair	7 Years
Human Resources	Employment	Unsuccessful Employment Applications and Supporting Records	Department of Human Resources	7 Years
Human Resources	Employment	Personnel Files (including communications, degree/license/certification verifications)	Department of Human Resources	FY + 6 years after the date of filing of an ERISA-related return or report. Best practice is to keep the records for life of the plan.
Human Resources	Employment	Non-Employee Associate Form	Department of Human Resources	7 Years
Human Resources	Employment	Voluntary Exit Questionnaire	Department of Human Resources	7 Years
Human Resources	Employment	Voluntary Self-Identification Form	Department of Human Resources	7 Years
Human Resources	Employment	Volunteer Registration forms, parental consent forms, and agreements.	Department of Human Resources	7 Years
Human Resources	Employment	Employment-Related Grievances	Department of Human Resources	7 years after termination of employment.
Human Resources	Employment	Faculty Records (e.g. Appointment, Non-reappointment, Tenure, Promotion).	Office of the Provost / Faculty Affairs & Professional Development	Permanently
Human Resources	Employment	Annual Performance Evaluations	Department of Human Resources	7 years after termination of employment.
Human Resources	Employment	Faculty Compensation and Incentive Program	Department of Human Resources	7 years after termination of employment.
Human Resources	Employment	Sabbatical	Office of the Provost	7 years after termination of employment.
Human Resources	Payroll	Time Cards	Payroll Office	7 Years
Human Resources	Payroll	Annual Payroll Records (e.g. W-2)	Department of Human Resources	7 Years
Human Resources	Payroll	Payroll Vouchers	Department of Human Resources	7 Years
Human Resources	Payroll	Record of payments and deductions (payroll registers, deductions lists, adjustments).	Department of Human Resources	7 Years
Human Resources	Payroll	Direct Deposit Authorization Form	Payroll Office	7 Years
Human Resources	Payroll	Federal Tax Levies	Payroll Office	7 Years
Human Resources	Payroll	Pay Authorization Records	Payroll Office	7 Years
Human Resources	Payroll	Paycheck Delivery Records	Payroll Office	7 Years
Human Resources	Payroll	Payroll Adjustments - Off Cycle pay, overpayments, retroactive pay, refunds, one-time pay, leave adjustments.	Payroll Office	7 Years
Human Resources	Payroll	Payroll Check Register	Payroll Office	7 Years
Human Resources	Payroll	Payroll Register	Payroll Office	7 Years
Human Resources	Payroll	Payroll Resolution Form	Payroll Office	7 Years
Human Resources	Payroll	Savings Bond Form	Payroll Office	7 Years



Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Human Resources	Payroll	Supplemental Pay Form	Department of Human Resources	7 Years
Human Resources	Payroll	Wage Assignment Orders	Department of Human Resources	7 Years
Human Resources	Student Employment	Student Employee Records	Department Employing Student	7 Years
Human Resources	Employment	HIPPA Compliance Records (e.g., (1) compliance form; (2) online training; and (3) training acknowledgement signed form.	Department of Human Resources	7 Years
Human Resources	Employment	MVR paperwork (e.g., motor vehicle check for university drivers, proper license, no tickets, summary or rights, etc.).	Department of Human Resources	7 Years
Information Management	Agreements	IT-Related Agreements (e.g., Software License Agreements)	Information Resources & Technology / Information Technology	See "Agreements" under Legal & Risk Management Schedule
Information Management	Disaster Recovery	All Back-Ups	Information Resources & Technology / Information Technology	Refer to Back-Up Policies
Information Management	Maintenance & Management	Change Management Records	Information Resources & Technology / Information Technology	Permanently
Information Management	Maintenance & Management	Inventories (e.g. Software, Back-Up)	Information Resources & Technology / Information Technology	Dynamic
Information Management	Maintenance & Management	Operation Logs	Information Resources & Technology / Information Technology	3 Years
Information Management	Maintenance & Management	Performance Records (e.g., Hardware, Network, Data, Telephone)	Information Resources & Technology / Information Technology	3 Years
Information Management	System Security	Encryption Records	Information Resources & Technology / Information Technology	Permanently
Information Management	System Security	Security Change Requests	Information Resources & Technology / Information Technology	Permanently
Information Management	System Security	Security Logs	Information Resources & Technology / Information Technology	30 Days
Intellectual Property	Agreements	Intellectual Property Agreements	See "Agreements" under Legal & Risk Management Schedule	
Intellectual Property	Copyright	Assignments	Office of Research Technology Commercialization	Permanently
Intellectual Property	Copyright	Certificate of Registration	Office of Research Technology Commercialization	Permanently
Intellectual Property	Copyright	Registration (and copy of registered work)	Office of Research Technology Commercialization	Permanently
Intellectual Property	Copyright	Renewals	Office of Research Technology Commercialization	Permanently
Intellectual Property	Patent & Trademarks	Background Reviews	Office of Research Technology Commercialization	Permanently
Intellectual Property	Patent & Trademarks	Invention Disclosure Form	Office of Research Technology Commercialization	Permanently
Intellectual Property	Patent & Trademarks	Original executed United States Patent and Trademark Office (USPTO) Assignment Forms	Office of Research Technology Commercialization	Permanently

Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Intellectual Property	Patent & Trademarks	Trademark Applications, Original Registered Trademarks (and other supporting documentation and correspondence)	Office of the General Counsel Communications	Permanently
Intellectual Property	Patent & Trademarks	Patent Applications (and other supporting documentation and correspondence)	Office of Research Technology Commercialization	Permanently
Intellectual Property	Patent & Trademarks	Patent Litigation Records	Office of the General Counsel	Permanently
Intellectual Property	Patent & Trademarks	Brand-Identity Records	Communications & Marketing University Relations	Permanently
Legal & Risk Management	Agreements	Articulation Agreements	Originating Department	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Auto Lease Agreements	Procurement	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Bank Agreements	Treasurer	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Bond and Loan Agreements	Treasurer	Permanently
Legal & Risk Management	Agreements	Collective Bargaining Agreements	Facilities	Permanently
Legal & Risk Management	Agreements	Confidentiality Agreements	Clinical Research Group (for DrexelMed Clinical Research) Office of Research Compliance Administration (All Drexel Research Matters) Office of Research Technology Commercialization (For Matters Affecting Drexel or DrexelMed Intellectual Property) Department (For All Other Matters at Drexel and DrexelMed)	7 Years From the Later of (i) Expiration/Termination of the Agreement; or (ii) Confidentiality Term
Legal & Risk Management	Agreements	Construction Agreements (Including Insurance Certificates)	Facilities/Health Sciences Campus Operations	13 Years
Legal & Risk Management	Agreements	Consulting Agreements	Originating Department	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Consulting Agreements - Construction Projects	Facilities/Health Sciences Campus Operations	13 Years
Legal & Risk Management	Agreements	Credit Card Merchant Processor Agreements	Treasurer	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Donor Agreements - Related to Endowment	Treasurer	Permanently
Legal & Risk Management	Agreements	Donor Agreements - Related to All Other Gifts/Donations	Institutional Advancement	Permanently
Legal & Risk Management	Agreements	Employment Agreements	Department of Human Resources	7 Years After Employment
Legal & Risk Management	Agreements	Equipment Lease Agreements	Procurement	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Grants (Non-Governmental and Non-Research)	Originating Department	7 Years From Expiration/Termination of the Agreement Unless Longer Period Required by Grant Rules.
Legal & Risk Management	Agreements	Hotel/Conference Agreements	Originating Department	7 Years From Expiration/Termination of the Agreement.
Legal & Risk Management	Agreements	Housing Agreements	University Housing	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Intellectual Property Agreements (i.e., Licenses, Options, Settlement Agreements (Including For Interferences), Interinstitutional Agreements)	Office of Research Technology Commercialization	Permanently

Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Legal & Risk Management	Agreements	Intercompany Agreements (e.g., Revenue Sharing Agreement)	Comptroller's Office	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Financial Manager Agreements	Treasurer	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Managed Care Agreements	Office of the General Counsel	10 Years from Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Material Transfer Agreements	Office of Research Administration	Permanently
Legal & Risk Management	Agreements	Participation Agreements for any Group Purchasing Organizations	Procurement	7 Years From Expiration/Termination of the Agreement.
Legal & Risk Management	Agreements	Preferred Vendor Agreements	Procurement	7 Years From Expiration/Termination of the Agreement.
Legal & Risk Management	Agreements	Real Estate Easements and Supporting Documentation	Office of the General Counsel	Permanently
Legal & Risk Management	Agreements	Real Estate Leases, Subleases, and Office Session Leases	Office of the General Counsel	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Real Estate Sales Agreement	Office of the General Counsel	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Service Agreements (Insurance Carriers)	Office of Risk Management	Permanently
Legal & Risk Management	Agreements	Services Agreement ( e.g., Independent Contractor/Vendor/Service Agreements)	Originating Department	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Software License Agreements	Originating Department	7 Years From the Later of (i) Expiration/Termination of the Agreement; or (ii) Use of Software
Legal & Risk Management	Agreements	Tuition Payment Agreements	Bursar's Office	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	All Other Agreements	See Related Schedule	7 Years From Expiration/Termination of the Agreement
Legal & Risk Management	Agreements	Graduate Medical Education Agreements	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Legal & Risk Management	Agreements	Training Agreement - Graduate Medical Education Records	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanently
Legal & Risk Management	Claims	Preservation Notice (Litigation Hold Notice)	Office of the General Counsel/Office of Risk Management	One (1) Year After Final Disposition of Claim
Legal & Risk Management	Claims	Subpoenas/Document Requests	Office of the General Counsel/Office of Risk Management	One (1) Year After Final Disposition of Claim
Legal & Risk Management	Claims	Settlement/Release/Waivers	Carrier/Office of Risk Management	Permanently
Legal & Risk Management	Claims	Incident Reports (Including Auto Accident Report Form)	Carrier/Office of Risk Management	Later of (i) 7 Years From Date of Reported Accident; or (ii) If Minor Involved, When Minor Turns 25 Years Old
Legal & Risk Management	Claims	Payment Records of Insurance Premiums	Accounts Payable	Permanently
Legal & Risk Management	Claims	Payment Records of Settlements or other Dispositions	Accounts Payable	Permanently
Legal & Risk Management	Claims (Medical Malpractice)	Case Summary	Carrier/Office of Risk Management	Permanently

Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Legal & Risk Management	Claims (Medical Malpractice)	Correspondence	Carrier/Office of Risk Management	1 Year After Final Disposition
Legal & Risk Management	Claims (Medical Malpractice)	Court Documents/Records/Docket/Discovery	Carrier/Office of Risk Management	1 Year After Final Disposition
Legal & Risk Management	Claims (Medical Malpractice)	Loss-Run Report	Office of Risk Management	Permanently
Legal & Risk Management	Claims (Medical Malpractice)	Payment Records of Settlements or Other Dispositions	Carrier/Office of Risk Management	Permanently
Legal & Risk Management	Claims (Medical Malpractice)	Settlement/Release/Waivers	Carrier/Office of Risk Management	Permanently
Legal & Risk Management	Claims (University Not a Party)	Subpoenas/Document Requests	Office of the General Counsel	1 Year
Legal & Risk Management	Claims (Worker's Compensation)	Employee Worker's Compensation File	Carrier/Office of Risk Management	10 Years From Last Activity in Employee's Last Reported Claim.
Legal & Risk Management	Insurance Policy	Benefits Policy	Department of Human Resources	Permanently
Legal & Risk Management	Insurance Policy	Certificates of Insurance (of Vendors or Third Parties)	Department Responsible for Retaining Associated Agreement	Retain For Same Period as Associated Agreement
Legal & Risk Management	Insurance Policy	Insurance Policies: - Crime - Educators Legal Liability Policy (Directors and Officers/Employment Practices Liability) - Excess/Umbrella Liability Policy - Fiduciary Policy - Fine Art Policy - Foreign Liability Package Policy - General Liability - Inland Marine/Watercraft/Trailers/Boat Floater Policy - Limited Professional Liability Policy / Professional Liability Policy (Including Certificates of Insurance and Endorsements) - Property Policy - Workers Compensation Policy	Office of Risk Management	Permanently
Legal & Risk Management	Insurance Policy	Other Policies	Department Securing the Policy	Permanently
Legal & Risk Management	Insurance Policy	Student Athletic Insurance	Student Athletics	Permanently
Legal & Risk Management	Insurance Policy	Student Health Insurance Policy	Student Life	Permanently
Police & Public Safety	Criminal History Files	Evidence Records - Handling and Storage of Evidence Records - Logs documenting the receipt, transfer, and release of materials taken into evidence, including property reports, release records, evidence tags, and similar records	Drexel Police	7 years if not entered into a Criminal History Case File
Police & Public Safety	Criminal History Files	Evidence Records - Photographs (Photos of crime scenes, including photographic prints and negatives)	Drexel Police	7 years if not entered into a Criminal History Case File

**Records Management Program Master Schedule**

<b>General Category</b>	<b>Specific Category</b>	<b>Type of Record</b>	<b>Custodian of Record</b>	<b>Record Retention Period</b>
Police & Public Safety	Criminal History Files	Evidence Records - Tape recordings (Dispatch audio tapes recorded to monitor radio transmissions)	Drexel Police	7 years if not entered into a Criminal History Case File
Police & Public Safety	Criminal History Files	Evidence Records - Video tapes concerning all other cases	Drexel Police	7 years if not entered into a Criminal History Case File
Police & Public Safety	Criminal History Files	Evidence Records (Records pertaining to the collection and storage of evidence collected at crime scenes and during police investigations).	Drexel Police	7 years if not entered into a Criminal History Case File
Police & Public Safety	Intelligence Files	Intelligence files - records containing information regarding individuals/groups	Drexel Police	When one of the following appliest: (1) data is no longer relevant or necessary to the goals and objectives of Drexel Police, (2) Data has become obsoletem making it unreliable for present purposes, and the utility of updating the data would be worthless, (3) The data cannot be used for strategic or tactical intelligence studies.
Police & Public Safety	Internal Affairs Investigations	Records pertaining to internal investigations regarding police conduct or actions, board of inquiry proceedings, and any subsequent disciplinary actions; includes incident log and all documentation related to substantiated and unsubstantiated charges.	Drexel Police	7 years
Police & Public Safety	Jurisdiction	Memoranda of Understanding (e.g. Philadelphia Police)	Drexel Police	Permanently
Police & Public Safety	Logs	Court Documents, including: PFAs, Subpoenas, Court Orders, etc.	Drexel Police	7 years
Police & Public Safety	Logs	Crime Logs	Public Safety	7 years
Police & Public Safety	Logs	Dispatch Logs	Drexel Police	7 years after last entry
Police & Public Safety	Logs	Mutual Aid Logs	Public Safety	Permanently
Police & Public Safety	Logs	Routine Activity Logs - Records of Routine Welfare Checks, alarm checks, etc.	Department of Public Safety	7 years
Police & Public Safety	Logs	Traffic Accident Logs	Drexel Police Department	7 years if not part of Criminal History Case File
Police & Public Safety	Miscellaneous Records	Training Records	Drexel Police Department	7 years if not part of Criminal History Case File
Police & Public Safety	Public Safety	Accident reports	Drexel Police Department	7 years if not part of Criminal History Case File
Police & Public Safety	Public Safety	Crime reports	Drexel Police Department	7 years if not part of Criminal History Case File
Police & Public Safety	Public Safety	Property damage reports	Drexel Police Department	7 years if not part of Criminal History Case File
Police & Public Safety	Reports	Activity Summaries	Drexel Police Department	7 years if not part of Criminal History Case File
Police & Public Safety	Reports	Annual Uniform Crime Report/NIBRS-including required notifications, etc.	Department of Public Safety	Permanently

**Records Management Program Master Schedule**

<b>General Category</b>	<b>Specific Category</b>	<b>Type of Record</b>	<b>Custodian of Record</b>	<b>Record Retention Period</b>
Police & Public Safety	Reports	Incident Reports	Drexel Police Department	7 years if not part of Criminal History Case File
Police & Public Safety	Reports	Offense Reports	Drexel Police Department	7 years if not part of Criminal History Case File
Real Estate, Facilities & Procurement	Agreements	Real Estate, Facilities & Procurement Agreements	See "Agreements" under Legal & Risk Management Schedule	13 Years
Real Estate, Facilities & Procurement	Construction	Annual Reports from the Office of Facilities and the University Planning Office.	Facilities	Permanently
Real Estate, Facilities & Procurement	Construction	As-Built Drawings	Facilities/Health Sciences Campus Operations	Permanently
Real Estate, Facilities & Procurement	Construction	Bid Documents - Plans, Specifications and Project Budgets	Facilities/Health Sciences Campus Operations	13 Years
Real Estate, Facilities & Procurement	Construction	Consultant/Contractor Invoices/Vouchers	Planning, Design & Construction/Health Sciences Campus Operations	13 Years
Real Estate, Facilities & Procurement	Construction	Design Standards	Planning, Design & Construction	13 Years
Real Estate, Facilities & Procurement	Construction	Licensing	Facilities/Health Sciences Campus Operations	Permanently
Real Estate, Facilities & Procurement	Construction	Master Plan	Planning, Design & Construction	Permanently
Real Estate, Facilities & Procurement	Construction	Meeting Minutes and Supporting Materials, Decisions Concerning Maintenance, Construction, and Renovation With Cost Recovery Support Documentation	Planning, Design & Construction	13 Years
Real Estate, Facilities & Procurement	Construction	Official Drawings of the Campus	Facilities	Permanently
Real Estate, Facilities & Procurement	Construction	Permits	Facilities/Health Sciences Campus Operations	Permanently
Real Estate, Facilities & Procurement	Construction	Progress Submissions	Facilities/Health Sciences Campus Operations	13 Years
Real Estate, Facilities & Procurement	Construction	Record Documents (Finalized Version of the As-Built Drawings)	Facilities/Health Sciences Campus Operations	Permanently
Real Estate, Facilities & Procurement	Construction	Substantial Completion Letters	Planning, Design & Construction	13 Years
Real Estate, Facilities & Procurement	Equipment and Supplies	Vehicle Records (Emission Records, Fuel Records, Maintenance Records, Registration Records, Titles, Use Records)	Facilities	7 Years
Real Estate, Facilities & Procurement	Facilities	Bid and Competitive Selection Records and Req. for Proposal	Facilities/Health Sciences Campus Operations	7 Years
Real Estate, Facilities & Procurement	Facilities	Equipment Inventory Records	Facilities/Health Sciences Campus Operations	7 Years
Real Estate, Facilities & Procurement	Facilities	Equipment Maintenance Records	Facilities/Health Sciences Campus Operations	7 Years
Real Estate, Facilities & Procurement	Facilities	Vehicle Daily Inventory Records	Facilities	5 Years
Real Estate, Facilities & Procurement	Facilities	Vehicle Maintenance Records	Facilities	7 Years
Real Estate, Facilities & Procurement	Maintenance	Building/Grounds Repair, Maintenance, Remodeling, and Construction Records	Facilities/Health Sciences Campus Operations	13 Years
Real Estate, Facilities & Procurement	Maintenance	Work Orders	Facilities/Health Sciences Campus Operations	13 Years

Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Real Estate, Facilities & Procurement	Real Estate	Preparatory/Acquisition Documents (e.g. Closing Documents/Binder, Due Diligence, Legal Descriptions, Maps, Drawings, Surveys, Titles, and Deeds)	Office of the General Counsel	Permanently
Real Estate, Facilities & Procurement	Real Estate	Real Estate Correspondence	Office of the General Counsel	7 Years
Real Estate, Facilities & Procurement	Space Usage and Valuation	Building Space Inventory and Valuation Records	Office of the General Counsel	Permanently
Real Estate, Facilities & Procurement	Space Usage and Valuation	Campus Space Usage Records	Operations & Space Management	Permanently
Real Estate, Facilities & Procurement	Purchase	Purchasing Records - Sponsored Research	Procurement	Permanently
Real Estate, Facilities & Procurement	Purchase	Purchasing Records - Construction	Procurement	13 Years
Real Estate, Facilities & Procurement	Purchase	Purchasing Records - General	Procurement	7 Years
Real Estate, Facilities & Procurement	Purchase	Purchasing Records - Receipts (e.g. P-Card Receipts)	Originating Department	7 Years
Real Estate, Facilities & Procurement	Purchase	Purchasing Records - Bond	Procurement	Permanently
Real Estate, Facilities & Procurement	Procurement	Purchasing Records - All Unsuccessful Bids and Proposals	Procurement	13 Years
Research	Agreements	Industry-Sponsored or Supported Research Agreements (e.g., Sponsored Research Agreements, Investigator-Initiated Support Agreements, Equipment Loan Agreements).	Office of Research Administration	Permanently
Research	Agreements	Industry-Sponsored or Supported Clinical Research Agreements (e.g., Clinical Trial Agreements, Investigator-Initiated Support Agreements, Equipment Loan Agreements).	Clinical Research Group	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.

Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Agreements	Federal Government-Supported Agreements (e.g., Grants, Cooperative Agreement, Subcontracts).	Office of Research Administration	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.
Research	Agreements	State Government-Supported Research Agreements (e.g., Grants, Subcontracts).	Office of Research Administration	The longer of: 7 years after expiration or termination or as required under the agreement, grant rules, or regulation.
Research	Agreements	Local Government-Supported Research Agreements (e.g., City of Philadelphia Contracts, Grants, Subcontracts).	Office of Research Administration	The longer of: 7 years after expiration or termination or as required under the agreement, grant rules, or regulation.
Research	Agreements	Non-Governmental and Non-Industry Clinical Research Agreements (e.g., collaboration agreements, , service, and equipment loan agreements, Memorandum of Understandings).	Office of Research Administration	Permanently
Research	Animal Research	Animal Care division of the Animal and Plant Health Inspection Service (APHIS) Registration/Assurance Records (including application, approvals, correspondence).	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	IACUC Records - Minutes of IACUC meetings, including records of attendance, activities of the Committee, and Committee deliberations (i.e., reasons leading to a particular IACUC decision - separate records and/or which may be incorporated into minutes).	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	IACUC Records - Protocols; Proposed activities involving animals and proposed significant changes in activities involving animals, and whether IACUC approval was given or withheld.	Office of Regulatory Research Compliance Principal Investigator	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.



Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Animal Research	IACUC Records - Suspension of activities involving animals.	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	IACUC Records - Semiannual IACUC evaluation reports and recommendations (including minority views) of facilities and programs, prepared in accordance with the requirements of 9 CFR Sec. 2.31(c)(3).	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	IACUC Records - Corrections or approval of previous minutes; presentation of program, policy, facility and compliance reports; and decisions on policies, protocols, and amendments.	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	IACUC Records - Membership (including rosters, qualifications, CVs).	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	IACUC Records - Education and Training (including material, individual member's satisfaction of training).	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	Records regarding any live dog or cat purchased, acquired, owned, held, or otherwise in Institution's possession or under control, transported, euthanized, sold or otherwise disposed of by the institution (including any records of offspring born from such cats or dogs) (See 9 CFR § 2.35 for detailed list of records).	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	OLAW Assurance and reports (annual, serious/continuing noncompliance, deviations, suspensions).	Office of Regulatory Research Compliance	5 Years
Research	Animal Research	Animal Adoption Forms	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.

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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Animal Research	Cage Wash and Chemical PM Records	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	Individual Animal Health Records	Principal Investigator/Department University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	Quarantine Request Form	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	Rodent Sentinel Records	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	Training Certification Request Forms	Office of Regulatory Research Compliance University Laboratory Animal Resources	For term of employment plus 3 years.
Research	Animal Research	USDA Animal Numbers	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	USDA Annual Reports	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	Weekly Veterinary Rounds Reports	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.

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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Animal Research	IACUC Certification of Species-Specific Training	Office of Regulatory Research Compliance University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	Pennsylvania Kennel License Exemption	University Laboratory Animal Resources	3 Years
Research	Animal Research	Records of accrediting (AAALAC International) body determination.	Office of Regulatory Research Compliance	6 Years
Research	Animal Research	USDA Inspection Reports	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Animal Research	Rodent Breeding Report	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Basic Research	Data and Results	Researcher's Department	If records support a claim made in patents or a patent application, 30 years from completion of the research. All other records, should be kept 7 years from the later of (i) completion of the research or (ii) date of last third party request for such records. If a longer period is specified in the protocol or associated agreement, such period should be used.
Research	Basic Research	Images, Microscopic Slides	Researcher's Department	If records support a claim made in patents or a patent application, 30 years from completion of the research. All other records, should be kept 7 years from the later of (i) completion of the research or (ii) date of last third party request for such records. If a longer period is specified in the protocol or associated agreement, such period should be used.
Research	Basic Research	Notebooks	Researcher's Department	If records support a claim made in patents or a patent application, 30 years from completion of the research. All other records, should be kept 7 years from the later of (i) completion of the research or (ii) date of last third party request for such records. If a longer period is specified in the protocol or associated agreement, such period should be used.

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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Basic Research	Samples of chemicals and materials synthesized(plasmids, cell lines) during research.	Researcher's Department	If records support a claim made in patents or a patent application, 30 years from completion of the research. All other records, should be kept 7 years from the later of (i) completion of the research or (ii) date of last third party request for such records. If a longer period is specified in the protocol or associated agreement, such period should be used.
Research	Conflict of Interest	Non-Governmental Sponsored/Supported Research: Records of financial disclosure and all actions taken to resolve conflict of interest.	Office of the Vice Provost for Research/ Office of the Vice Dean for Research	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Conflict of Interest	PHS-Funded and NSF Funded Research: Records of financial disclosure and all actions taken to resolve conflict of interest.	Office of the Vice Provost for Research/ Office of the Vice Dean for Research	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Grant Administration	Grant Proposal Records (not required, but kept for 18 months for proposals not funded, maintained for awarded funds).	Office of Research Administration	3 years from the date of submission of the proposal.
Research	Grant Administration	Travel Reports (in connection with research).	Office of Research Administration	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Research	Grant Administration	Statistical Records	Office of Research Administration	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.

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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Human Subject Research	Research and Regulatory Records: - Administrative Letters/Correspondence. - Data and/or Results, Case Report Forms, Data Collection Instruments (e.g., analysis forms, questionnaires, etc.). - Adverse Event Reports/Documentation. - Safety Reports(Provided by Sponsor). - Closure Letter. - Copy of associated agreements (clinical trial agreements, services agreements, etc.). - CVs . - Drug Supply Correspondence. - FDA Forms/Documents. - Conflict of Interest Documentation. - Hazmat Documentation. - Protocol (Including Amendments), Investigator Brochures.	Department of Principal Investigator	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.
Research	Human Subject Research	Research and Regulatory Records (con't) : - IRB Submission Documentation / Correspondence/Approvals. - Lab Certifications. - Logs.Lists (Monitoring, Screening, Delegation of Authority, Source Documentation, Subjects). - Original Copy of the approved and stamped Informed Consent/Assent/HIPAA Authorization. - Consent Waiver. - Informed Consents/Assents/HIPAA Authorizations with original signatures from the subject. - Training Certifications: - Any other documents required by regulation	Department of Principal Investigator	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.
Research	Human Subject Research	Approval letters from outside IRBs if the project has been reviewed by another IRB.	Department of Principal Investigator	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.

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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Human Subject Research	Research Proposal/Narrative Portions of the grant applications such as the hypothesis, purpose, specific aims, experimental methods and analysis or Masters or Doctoral research proposal.	Principal Investigator's Department	<p>The longer of:</p> <ul style="list-style-type: none"> <li>(i) 3 years after completion of the research,</li> <li>(ii) period specified in the protocol,</li> <li>(iii) period specified in the associated agreement(s), or</li> <li>(iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified;</li> <li>(v) if pediatric research, until the youngest subject turns twenty-five years old.</li> </ul> <p>Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.</p>
Research	Human Subject Research	Internal Indemnification Form	Office of Regulatory Research Compliance	<p>The longer of:</p> <ul style="list-style-type: none"> <li>(i) 3 years after completion of the research,</li> <li>(ii) period specified in the protocol,</li> <li>(iii) period specified in the associated agreement(s), or</li> <li>(iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified;</li> <li>(v) if pediatric research, until the youngest subject turns twenty-five years old.</li> </ul> <p>Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.</p>
Research	Human Subject Research	Audio or video (if subjects recorded).	Principal Investigator's Department	<p>The longer of:</p> <ul style="list-style-type: none"> <li>(i) 3 years after completion of the research,</li> <li>(ii) period specified in the protocol,</li> <li>(iii) period specified in the associated agreement(s), or</li> <li>(iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified;</li> <li>(v) if pediatric research, until the youngest subject turns twenty-five years old.</li> </ul> <p>Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.</p>

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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Human Subject Research	Publications	Principal Investigator's Department	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.
Research	Institutional Review Board	Curriculum Vitae and Training Records of IRB Members	Office of Regulatory Research Compliance	3 Years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Education & Training Material	Office of Regulatory Research Compliance	3 Years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	IRB Membership Rosters	Office of Regulatory Research Compliance	3 Years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	IRB Site Visit Reports	Office of Regulatory Research Compliance	3 Years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Subcommittee Meeting Schedule and Reports	Office of Regulatory Research Compliance	3 Years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	IRB Guidelines	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Correspondence to/from Federal oversight agencies.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Documentation of Convened IRB Meetings (Agendas and Meeting Minutes).	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Documentation of Exemptions	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.

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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Institutional Review Board	Documentation of Expedited Reviews	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Documentation of Protocol Exceptions	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Documentation of Review by another Institution's IRB.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Investigation Reports of non-compliance.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	IRB Correspondence with Investigators (including notification of review for full board studies and expedited review studies, requests for additional information, notice of continuing review, approval letters).	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Original Documentation associated with an IRB Review (Reviewer sheets with determinations and specific findings justifying determinations from reviewer with date and initials).	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Research (Protocol) Tracking System Audit Reports	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board	Statement of significant new findings.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Advertising or recruiting materials, if any.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	All other IRB correspondence related to the research.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Submissions (and supporting documentation) to the IRB for Initial, expedited, exempt and continuing review. Modification reviews, Information and Final Review Reports and all submission-related information.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	All Reviewer Worksheets relevant to the individual study which documents required IRB findings or determinations.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.



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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Institutional Review Board (Human Subject Research)	Applications for Federal support, if any.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Data and Safety Monitoring Board (DSMB) reports, if any.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Documentation of all IRB review and approval actions, for convened (full) or expedited IRB review.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Documentation of Project Closeout. (It is the policy of the Institution to administratively close any new research application when additional information requested by the IRB is not submitted within a specified period.) Notification of such project closure is sent to the PI prior to the closure, alerting the individual of the pending action.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Documentation of the type of IRB review.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Investigator Drug Brochures, if any.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Letters of Support, if any.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Adverse event reports occurring at the Institution or affiliated institution ) and reported to any regulatory agency.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Adverse event reports of external adverse events and/or safety reports received from sponsors or cooperative groups.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Scientific evaluations of the proposed research.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research	Institutional Review Board (Human Subject Research)	Informed consent document with stamp IRB approval (if the study is not exempt or informed consent has not been waived), with the beginning and ending dates of the current approval period clearly displayed on at least the first page.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.

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General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research	Research Misconduct	inquiry Records (e.g., Inquiry Report, Inquiry Committee Membership Roster, Meeting Minutes, Appointment letters to Inquiry Committee, Decision).	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Investigation Records (Appointment of Members of Investigation Committee, Charge to Committee, Comments by Complainant and Respondent, Transcripts/Recordings/Notes of Interviews, Meeting Minutes, Inventory of Records, Written determination of irrelevant or duplicate records, Relevant Research Records or Evidence, Final Investigation Report (Original), Decisions, Appeal.	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Allegation of Misconduct	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Institutional Administrative Actions	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Settlement Records (with HHS)	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Notifications to Respondents and Complainants (of Allegations, Inquiry, Results, Investigation )	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Notification to the Office of Research Integrity	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Periodic Reports Submitted to Office of Research Integrity	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Policy/Procedures (in which investigation is conducted).	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Request for Extension of Investigation Period from Office of Research Integrity	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Statement of Finding	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research	Research Misconduct	Application for Exclusion (and decisions, reconsideration of decision).	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.

Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Student Life	ADA	ADA Student Accomodation Records File (e.g. Request for Accomodation, Supporting Documents, Letter of Accomodation, Signed Released Forms, Correspondence)	Disability Services	5 Years from graduation or separation
Student Life	ADA	ADA Accomodation Records for Testing	Disability Services	5 Years from close of academic term
Student Life	Athletics	Coaches Certification Exam Results	Athletics	7 Years
Student Life	Athletics	Eligibility Checklists Records	Athletics	7 Years
Student Life	Athletics	Game Arrangements Records	Athletics	5 Years
Student Life	Athletics	Game Official's Evaluation Forms	Athletics	1 Year
Student Life	Athletics	Game Statistics	Athletics	Permanently
Student Life	Athletics	Individual Student - Athletes Records: Academics	Athletics	7 Years
Student Life	Athletics	Individual Student - Athletes Records: Eligibility	Athletics	7 Years
Student Life	Athletics	Individual Student - Athletes Records: Equipment	Athletics	7 Years
Student Life	Athletics	Individual Student - Athletes Records: Insurance	Athletics	7 Years
Student Life	Athletics	Individual Student - Athletes Records: Physical	Athletics	7 Years
Student Life	Athletics	Level II/Secondary Violations/Waiver Records/ Investigation Notes	Athletics	7 Years
Student Life	Athletics	Major Infractions Case / Investigation Notes / NCAA Report	Athletics	7 Years
Student Life	Athletics	National Letter of Intent / Financial Aid Agreement Forms	Athletics	7 Years
Student Life	Athletics	Official Visits	Athletics	7 Years
Student Life	Athletics	Participation Forms	Athletics	7 Years
Student Life	Athletics	Photographs (Student-Athletes, Coaches, Staff)	Athletics	Permanently
Student Life	Athletics	Practice Log Records (CARA)	Athletics	7 Years
Student Life	Athletics	Press Clippings	Athletics	Permanently
Student Life	Athletics	Recruiting Records	Athletics	7 Years
Student Life	Athletics	SAF (Special Assistance Fund)	Athletics	7 Years
Student Life	Athletics	SAOF (Student-Athlete Opportunity Fund)	Athletics	7 Years
Student Life	Athletics	Sports Camps Documentation	Athletics	7 Years
Student Life	Athletics	Sports Sponsorship Files	Athletics	7 Years
Student Life	Athletics	Squad Lists	Athletics	7 Years
Student Life	Athletics	Student Athlete Academic Advising Records	Athletics	7 Years
Student Life	Athletics	Student Athlete Medical Records	Athletics	7 Years

Records Management Program Master Schedule

General Category	Specific Category	Type of Record	Custodian of Record	Record Retention Period
Student Life	Athletics	Ticket Records	Athletics	7 Years
Student Life	Athletics	Title IX & Demographics	Athletics	7 Years
Student Life	Athletics	Transfer Information	Athletics	7 Years
Student Life	Auxiliary Services	Conference Records (e.g. Invoices, Quotes/Offers, Promotional Items, Budget Reports)	Drexel Business Services	7 Years
Student Life	Auxiliary Services	Housing Records (e.g. Room Condition Reports, Emergency Contacts, Check-out Paperwork, Incident Reports, Weekly Key Audit Reports, Phone Logs, Invoices and Receipts)	Drexel Business Services	7 Years
Student Life	Auxiliary Services	University Housing Incident Reports	Drexel Business Services	7 Years
Student Life	Auxiliary Services	Printing & Mailing Service Records (e.g. Job Jackets, Mailing Orders, Payment Confirmations, Samples and Receipts)	Drexel Business Services	7 Years
Student Life	Auxiliary Services	Student Union Operations (e.g. Opening/Closing Report for Student Areas, Event Reports, Food Service, Equipment Service, Policy/Procedures, Inventory of Products, and Equipment Checkout Records)	Drexel Business Services	7 Years
Student Life	Auxiliary Services	Parking Records (e.g. Applications, Forms, Requests, Occupancy Data, Parking Fines and Citations, Revenue Records)	Drexel Business Services	7 Years
Student Life	Auxiliary Services	Dragon Card Records	Drexel Business Services	7 Years
Student Life	Auxiliary Services	Retail/Sales Permits	Drexel Business Services	Permanently
Student Life	Greek Organizations	Anti-Hazing Forms	Fraternity and Sorority Life	5 years
Student Life	Greek Organizations	Event Forms (including alcohol registration forms)	Fraternity and Sorority Life	5 years
Student Life	Greek Organizations	New Member Forms	Fraternity and Sorority Life	5 years
Student Life	Greek Organizations	Pan-Hellenic MRBAs	Fraternity and Sorority Life	1 year
Student Life	Greek Organizations	Recognition and Organizations Records	Fraternity and Sorority Life	Permanently
Student Life	Health	Counseling Records	See "Medical Record" under the Health Services Schedule	
Student Life	Health	Student Insurance Records	See "Student Health Insurance Records" under the Legal & Risk Management Schedule	
Student Life	Releases and Waivers	Signed Releases & Waiver Forms for Activities and Events (e.g. Field Trips, Campus Events, etc.)	Department Organizing the Activity	Later of (i) 7 Years From Date of the Activity Even/or (ii) If Minor Involved, When Minor Turns 25 Years Old.
Student Life	Student Judicial	Student Conduct Records (Findings of Violation and Related Case Files)	Student Conduct and Community Standards	6 Years

**Records Management Program Master Schedule**

<b>General Category</b>	<b>Specific Category</b>	<b>Type of Record</b>	<b>Custodian of Record</b>	<b>Record Retention Period</b>
Student Life	Student Organizations	Event Records	Office of Campus Activities	5 Years
Student Life	Student Organizations	Student Organization Recognition Paperwork	Office of Campus Activities	7 Years
University Relations, Communications and Events	Alumni Records	Membership Lists, Curriculum Vitae, Mailing List and Related Correspondence	Institutional Advancement	Permanently
University Relations, Communications and Events	Donor Records	Agreements	See "Agreements" Under the Legal & Risk Management Schedule	
University Relations, Communications and Events	Donor Records	Institutional Planning Records	Institutional Advancement	Permanently
University Relations, Communications and Events	Marketing & Communications	Photographs, video, other Images (Including Supporting Photography Consent Form, Release, Waiver, or Similar Necessary Authorizations)	University Relations / Communications & Marketing	Permanently
University Relations, Communications and Events	Marketing & Communications	Advertising (Including Supporting Photo and Ad Authorizations)	University Relations / Communications & Marketing	Permanently
University Relations, Communications and Events	Marketing & Communications	Publications (Including Source Records Supporting Publications)	University Relations / Communications & Marketing	Permanently
University Relations, Communications and Events	Marketing & Communications	University-Wide Communications	University Relations / Communications & Marketing	Permanently
University Relations, Communications and Events	University Wide Events	Event Records (e.g. Guest List, Invitations, Seating Charts, Brochures, Agenda and Other Materials Memorializing the Event)	University Relations / Communications & Marketing	Permanently
University Relations, Communications and Events	Government & Community	Government & Community Relations Records (e.g. Federal, State and Local Lobbying & Legislative Records, Reports and Correspondence with Government Agencies)	Government Relations	Permanently