

# Records Retention Schedule

Updated as of August 21, 2019

Department Responsible for Retaining	Record Type	Retention Period
ADMISSIONS	Accepted Students, Not Enrolled	3 years
	Denied & Waitlisted Students	3 years
	Confidential Documents - teacher recs, etc.	1 year
	Financial Aid	4 years after graduation
	Incomplete Applications	1 year
	Marketing Materials	Permanent
ADVANCEMENT	Alumni Records	Permanent
	Aidan Fund Records	7 years
	Bequests	Permanent
	Deferred Gifts	Permanent
	Donor Files	Permanent
	Income In-Kind	Permanent
	Statements - including perpetual trust	3 years, end of fiscal & calendar year
BUSINESS OFFICE	Aidan Business & Finance Policies	Permanent
	Articles of Incorporation and Bylaws	Permanent
	Audit Reports	Permanent
	Board Committee Minutes	Permanent
	Board Minutes and Packets	Permanent

BUSINESS OFFICE	Building Drawings and Plans	Permanent
	Cancelled Checks (including electronic)	5 years
	Construction and Major Equipment Records	Permanent
	Contract Bids	3 years
	Contracts and Agreements	Permanent
	Deposit slips (including electronic)	3 years
	Income – bequests	Permanent
	Income – broker statements	3 years
	Inventories	3 years
	Invoices	3 years
	Journals	3 years
	Ledgers – trial balances, A/P, and A/R	3 years
	Legal Opinions	Permanent
	Loan Documentation	Permanent
	Long Range Plans – facilities and strategic	Permanent
	Mortgage and Note Agreements	Permanent
	Property/Real Estate/Zoning Documentation	Permanent
	Reports Required by Federal and State	Permanent
	Student Contracts	7 years
	Time Sheets	5 years
Vouchers AP & CR	3 years	
W-2s	7 years	
COMMUNICATIONS	Constituent Communications	Permanent
	Photographs & Videos	Permanent

	Publications	Permanent
HEAD'S OFFICE / HUMAN RESOURCES	All Items in Aidan Personnel File except for:	6 years after separation
	<ol style="list-style-type: none"> <li>1. Appointment letters – original &amp; renewals</li> <li>2. New Hire Forms</li> </ol>	Permanent
	Board & Committee Agendas and Materials	Permanent
	Documents Related to Overnight Travel	5 years after graduation
	Employee Initial Benefit Enrollment Forms	6 years past separation
	New Hire Forms	Permanent
	Payroll Change Form	6 years past separation
	Position Descriptions – employee files both electronic and paper	Permanent
	Separation Form	Permanent
	Student Accident Reports	7 years after graduation
	Student Health Forms – graduated and withdrawn	7 years after graduation
	Student Injury Records	7 years after graduation
	Time Sheets	5 years
	RECORDS RETENTION COORDINATOR	All Items in Academic File except for:
<ol style="list-style-type: none"> <li>1. Transcripts</li> <li>2. Progress reports</li> <li>3. Narratives</li> <li>4. Conference reports</li> <li>5. Notes in student files</li> </ol>		Permanent
Any testing done in school		Permanent
Student Learning Diagnostic Files		1 year after graduation