

CONTROLLER'S OFFICE
Records Management Schedule

| Item | Retention Period | Official Repository | Location | Go-to Person (GTP) | RIT Archives |
|---|-----------------------------------|---------------------------------|-----------------|---------------------------|---------------------|
| Accounts payable ledger, vouchers and attachments | 6 years | Controller's Office | | | |
| Accounts receivable ledger and statements | 6 years | Controller's Office | | | |
| Annual Tax Payment Records (941) | 6 years after return is filed | Controller's Office | | | |
| Auditor management letters | Permanent | Controller's Office | | | |
| Banking Records, including deposit and withdrawal records, bank statements and reconciliation, voided and canceled checks | 6 years | Controller's Office | | | |
| Billing Records | 6 years | Controller's Office | | | |
| Bond Records (Offering, Funding, and Reimbursement) | 6 years after life of bond | Controller's Office | | | |
| Budget Materials | 6 years | Controller's Office | | | |
| Capital Equipment Records | Life of Asset | Controller's Office | | | |
| Cash Receipts | 6 years | Controller's Office | | | |
| Certificates of Insurance, Indemnification Agreements, Hold Harmless Agreements, Contracts | 6 years after expiration | Appropriate College/Departments | | | |
| Chart of accounts | Permanent | Controller's Office | | | |
| Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees | Permanent | Appropriate Committee | | | ✓ |
| Consultant contracts/files (expired) | 6 years after all obligations end | Appropriate Departments | | | |
| Contracts and agreements (not otherwise listed) | 6 years after all obligations end | Appropriate Departments | | | |
| Contracts with employees | 6 years after all | Appropriate | | | |

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| | obligations end | Departments | |
| Crime Reports | 4 years after report date | Public Safety | |
| Depreciation Records | Life of Asset | Controller's Office | |
| Departmental Policy and Mission Statements | Permanent | Appropriate College/Department | ✓ |
| Direct Loan Counseling Records (Exit) | 3 years after loan is repaid, canceled, or assigned to the Department of Education | Student Financial Services | |
| Employee Fringe Benefit Payment Records (including determination of value) | 6 years | Controller's Office | |
| Employee Reimbursement Records | 6 years | Controller's Office | |
| Employee W-2 or 1099 | 6 years | Controller's Office | |
| Equipment files & maintenance records | 6 years after disposition | Appropriate College/Departments | |
| Equipment leases | 6 years after disposition | Appropriate College/Departments | |
| Excise Tax Returns | 6 years after return is filed | Controller's Office | |
| Expense reports | 6 years | Controller's Office | |
| Federal Student Aid records (including program transactions and statements) | 6 years | Controllers' Office | |
| Financial records, supporting documents, statistical records and all other records pertinent to an award | 6 years from the date of the submission of the final report (New York State awards) 3 years from the date of the submission of the final report | Controller's Office | |

| | (for federal awards) | | |
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| Financial statements (audited) and work papers | 6 years | Controller's Office | |
| General Correspondence (including emails) | 6 years | Appropriate Departments | |
| Imputed Income Records | 6 years | Controller's Office | |
| Income Tax Returns | 6 years after returns are filed | Controller's Office | |
| Indirect Cost Rate Calculations | 3 years following end of effective date | Controller's Office | |
| Information Returns (990, 1099, 8282, etc.) | 6 years after returns are filed | Controller's Office | |
| Information Returns filed with Federal and State authorities (Census Bureau, Labor Department, Questionnaires, etc.) | 6 years after returns filed | Controller's Office | |
| Investment consultant reports | 6 years | Controller's Office | |
| Investment manager contracts (including correspondence) | 6 years after all obligations end | Controller's Office | |
| Investment performance reports | 6 years | Controller's Office | |
| Invoices | 6 years | Controller's Office | |
| IRS exemption determination & related correspondence | Permanent | Controller's Office | |
| Journal entries with backup | 6 years | Controller's Office | |
| Payroll Deduction Authorization Forms | 6 years after employment ends | Controller's Office | |
| Payroll Vouchers | 3 years | Controller's Office | |
| Performance Appraisals and related documents | 3 years after termination | Appropriate Departments | |
| Periodicals and Newsletters (departmental, administrative, and student groups) | 2 years | Appropriate College/Departments | ✓ |
| Perkins Loan Counseling Records (Entrance and exit) | 6 years | Student Financial Services | |

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| Perkins Loan Promissory Notes | 3 years after loan repaid, canceled, or assigned to Department of Education | Student Financial Services | |
| Photos, Videos, Films and DVDs | Permanent | Appropriate College/Department | ✓ |
| Post Award Grant and Contract Files (not including financial records) | 6 years after close of grant (for New York State awards) 3 years after close of grant (for federal awards) | Controller's Office | |
| Post Award Grant and Contract Files (financial records) | 9 years after end of fiscal year in which transaction occurred | Controller's Office | |
| Posters and Flyers (departmental, administrative, and student groups) | 2 years | Appropriate College/Department | ✓ |
| Private Grants, Contract Documents and Files | 3 years after end of all obligations | Controller's Office | |
| Private Use Records | 6 years after life of bond | Controller's Office | |
| Purchase Orders (including supporting documentation) | 6 years | Purchasing Department | |
| Record of Payments and Deductions | 5 years | Controller's Office | |
| Record of student accounts (including charges, cash payments, Federal Student Aid payments, cash disbursements, refunds, returns, and overpayments) | 6 years | Student Financial Services | |
| Request for Proposals | 6 years | Purchasing Department | |

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| Sales Tax Returns | 6 years after return is filed | Controller's office |
| Software Licenses & Support Agreements | 6 years after all obligations end | Appropriate Departments |
| Tax audit closing letters | Permanent | Controller's Office |
| Time Cards (including student employees) | 3 years | Controller's Office |
| Trial Balances | 6 years | Controller's Office |
| Tuition Fees and Schedules | Permanent | Student Financial Services |
| Wage Assignment Orders | 5 years after closed | Controller's Office |