

NTID OFFICE OF ADMISSIONS Records Management Schedule

| Item | Retention Period | Official Repository | RIT Archives |
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| Acceptance letters (Non-enrolled students) | 2 years after admission | NTID Office of Admissions | |
| Accounts payable ledger, vouchers and attachments | 6 years | Controller's Office | |
| Accounts receivable ledger and statements | 6 years | Controller's Office | |
| Advanced Placement Records (Non-enrolled students) | 2 years after application | NTID Office of Admissions | |
| Advertising materials, other than catalogues | 5 years after compilation | NTID Office of Admissions | |
| Applications for Admissions or Readmission (Non-enrolled Students) | 2 years after application | NTID Office of Admissions | |
| Banking Records, including deposit and withdrawal records, bank statements and reconciliation, voided and canceled checks | 6 years | Controller's Office | |
| Committee and Task Force minutes, agenda and materials, including standing and ad hoc committees | Permanent | Appropriate Committee | ✓ |
| Contracts with employees | 6 years after all obligations end | Appropriate Departments | |
| Correspondence (Non-enrolled Students) | 2 years after application | NTID Office of Admissions | |
| Correspondence, Relevant (student-specific correspondence other than admissions) | 1 year after graduation | Appropriate College/Department | |
| Entrance Exam Reports (Non-enrolled Students) | 2 years after application | NTID Office of Admissions | |
| Equipment files & maintenance records | 6 years after disposition | Appropriate College/Departments | |
| Equipment leases | 6 years after disposition | Appropriate College/Departments | |
| General Correspondence (including emails) | 6 years | Appropriate Departments | |
| Letters of Recommendation (Non-enrolled Students) | 2 years after application | NTID Office of Admissions | |
| Letters of Recommendation-Graduate | Until date of graduation | NTID Office of Admissions | |
| Letters of Recommendation-Undergraduate | Until date of admission | NTID Office of Admissions | |
| Performance Appraisals and related | 3 years after | Appropriate | |

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| documents | termination | Departments | |
| Photos, Videos, Films and DVDs | Permanent | Appropriate College/Department | ✓ |
| Posters and Flyers (departmental, administrative, and student groups) | 2 years | Appropriate College/Department | ✓ |
| Recruitment materials (for individual students) | Until date of enrollment | NTID Office of Admissions | |
| Residency Classification Forms (Not Enrolled Students) | 3 years after application | NTID Office of Admissions | |
| Software Licenses & Support Agreements | 6 years after all obligations end | Appropriate Departments | |
| Student Advising Files | 10 years after admission | NTID Office of Admissions | |
| Student Employee applications and resumes | 6 years after employment ends | Student Employment Office | |
| Student Employee orientation and training materials | Permanent | Student Employment Office | |
| Student Employee records | 6 years after employment ends | Student Employment Office | |
| Transcripts (High School) (Non-enrolled Students) | 2 years after application | NTID Office of Admissions | |
| Travel Expense reports | 6 years | Controller's Office | |
| Veteran Administration Certifications | 4 years after graduation/date of last attendance | NTID Office of Admissions | |