Updated Marc h 2017

FILE/RECORD RETENTION PERIOD

CORPORATE RECORDS

Articles of Incorporation Permanent-in safe

By-Laws Permanent-in safe

Deeds, Titles, Easemen ts

Updated Marc h 2017

Student A/R Files 7 years

Student Loan Files 3 years after paid off

A/R Transaction Forms 6 years

TMS Monthly Report s 3 years

Write-off Backup Permanent until paid

Annual A/R Files 3 years

ACS Loan Ledgers 7 years

ACS Ban k Reconciliat ions 5 years

Collection Records 7 years

CASHIER

Cashier Daily Balance Folders 7 years

Tri-Met, Copicard, Mailroom reports 1 year

ACCOUNTS PAYABLE

A/P Invoice Vouchers 7 years

Purchase Orders 5 years

DONOR RECORDS

Correspondence Reviewed Annually

Non-cash Gift Receipts Permanent

Records of Disposition of Gift Permanent

Valuation of Gift Permanent

GRANTS

Closed Grant Files 3 yea rs from final report

Quarterly Report Files 3 years

P AYROLL

Student Timesheets 6 years

P ayroll Earnings Records 7 years

Student Files 3 years after termination

Employee Files

W-2's Permanent

Garnishments While employed

Quarterly Reports 7 years

Work-Study Reports 2 years

Student Summer Research Records 2 years

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CORRESPONDENCE

General Correspondence Reviewed Annually

Endow ed/Restricted Permanent

INSURAN CE

Accident Reports 6 years

Claims (after settlement) 10 years

Fire Inspection Reports 6 years

P olicies (all types-expired) 4 years

Health and Safety Reports 5 years

HUMAN RESOURCES

Employmen t and Personnel Recor ds 7 yea rs after termination

Employee leaves of absence (LTD/STD,FMLA,OFLA)

Records relating to an employee's leave of absence

due to military service Permanent

Grievances 7 years after termination

Contracts for employment

P ayroll records (all t ypes) 6 years

OSH A log, summary of occu pational injuries/illness 5 years

Worker's Compensation Records 30 years a5 (a) -02 (t) -04 (i) 01 (on) TJ ET Q Q 41