

BY DEPARTMENT\AREA	Type	While an Active Record	+ 1 year	+ 3 years	+ 5 years	+ 7 years	Other	Permanent
Accounting	Account Ledgers				X			
Accounting	Accounts Payable Ledgers					X		
Accounting	Accounts Receivable Ledgers					X		
Accounting	Auditor's Reports				X			
Accounting	Bank Reconciliations & Support				X			
Accounting	Bank Statements				X			
Accounting	Canceled Checks				X			
Accounting	Check Registers					X		
Accounting	Collection Records				X			
Accounting	Deposit Records				X			
Accounting	Depreciation Schedules				X			
Accounting	Equipment Inventory				X			
Accounting	Expense Reports					X		
Accounting	Form 1042s					X		
Accounting	Form 1099s					X		
Accounting	Form 941					X		
Accounting	Form 990							X
Accounting	Form 990-T							X
Accounting	Form D-20						X	
Accounting	Form W-9					X		
Accounting	General Ledgers						10 years	
Accounting	Invoices					X		
Accounting	IRS Determination Letter							X
Accounting	Leases, agreements, & other contracts			X				
Accounting	Mortgage Records							X
Accounting	Payment/Disbursement Records				X			
Accounting	Petty Cash Reports				X			
Accounting	Procurement Card Reports				X			

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Accounting	Property Improvement Records				X			
Accounting	Property Records/Inventory				X			
Accounting	Purchase Requisitions (Purchasing)				X			
Accounting	Receipts				X			
Accounting	Requisitions			X				
Accounting	Royalty Payments				X			
Accounting	Sales				X			
Accounting	Sales/Use Tax Reports & Support						X	
Accounting	Uncollected Amounts				X			
Accounting	Wire Transfer Records				X			
Admissions/Graduate/Professional Schools	Acceptance Letters				X			
Admissions/Graduate/Professional Schools	Acceptance Letters		X					
Admissions/Graduate/Professional Schools	Applications				X			
Admissions/Graduate/Professional Schools	Correspondence				X			
Admissions/Graduate/Professional Schools	Correspondence		X					
Admissions/Graduate/Professional Schools	Entrance Exams & Placement Scores				X			
Admissions/Graduate/Professional Schools	Letters of Recommendation				X			
Alumni Relations	Alumni Directories						Archives	X
Alumni Relations	Alumni Newsletters						Archives	X
Archives	All material that may have historical significance						Archives	
Campus Ministry	HR, Accounts Payable & Receivable, Development			X			2 years	
Campus Ministry	Personnel Files			X				

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Campus Ministry	Sacramental Records include: Baptism, First Communion, Confirmation, Marriages including Convalidations. These sacraments are made at the Fordham University Church & then recorded at our parish, Our Lady of Mercy, All records pertaining to these sacraments are then kept at Our Lady of Mercy. Records may be obtained by contacting Our Lady of Mercy (718) 933-4400, 2496 Marion Avenue, Bronx, NY 10458. The only records we keep is a copy of the marriage license, & the data form. Those have been kept for at least the last ten years.							
Career Services	Employer & Student Accounts in CareerLink/Symplicity	X					Employers & students manage their own accounts. May delete after graduation or continue to use the on-line job posing system.	
College Deans	Faculty H&books			X				
Counseling & Psychological Services	Hospital Affiliation Agreements							X
Counseling & Psychological Services	Student Mental Health Charts					X		
Counseling & Psychological Services	Student Personal Information/Psychological Records							X
Counseling & Psychological Services	Student Worker CPS Confidentiality Agreement							X
Department Office	Course Evaluation Forms				X			
Department/Hiring Unit	Employment Applications			X				

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Department/Hiring Unit	Faculty Job Announcements & Advertisements			X				
Department/Hiring Unit	Letters of Recommendation			X				
Department/Hiring Unit	Resumes			X				
Development	Documentation for Gifts over \$10,000					X		
Development	Endowment Agreements & Supporting Documents							X
Development	General Correspondence with Major Donors							X
Development	Gift Agreements (not endowment)					X		
Development	Grants, Corporate, Foundation.					X		
Development	Grants, Government					X		
Development	Planned Giving, Annuities, Bequests, Pooled Income, Trusts							X
Disability Services	Copies of Proctored Exams						30 days past start of next semester	
Disability Services	Documentation Received for New Students Pending Intakes			X				
Disability Services	Electronic Student Record & Case Notes in Access-A-File							X
Disability Services	Identified New Students List for Registration/Intake Process			X				
Disability Services	Note-taker Information Forms/Signed Agreements (Completed New Each Semester)		X					
Disability Services	Personal Care Attendant Agreements					X		

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Disability Services	Registered Students' Files/Documentation					X		
Disability Services	Semester Note-taker Assignment Spreadsheets			X				
Disability Services	Student Equipment Contract					X		
Disability Services	Test Proctor Forms			X				
Disability Services	Test Proctoring Schedule Spreadsheets			X				
Disability Services	Visiting Student Files/Documentation					X		
Dorothy Day Center for Service & Justice	Certificates of Insurance					X		
Dorothy Day Center for Service & Justice	Employment Paperwork				X			
Dorothy Day Center for Service & Justice	Permission Slips						2-4 years	
Dorothy Day Center for Service & Justice	Waiver & Indemnity forms/Use of Facility Agreement					X		
EMS Emergency Service	Pre Hospital Care Reports					X		
Enrollment Services	Admissions, Academic Records, Electronic Data, Publications, Statistics & Institutional Reports, FERPA records, Federal Disclosure Records, & Financial Aid Records.	Follow guidelines of the American Association of Collegiate Registrars & Admissions Officers. 2010.					Below are examples of those guidelines.	
Enrollment Services	Bulletins & Course Catalogs						Archives	X
Enrollment Services	Enrollment Statistics						Archives	X
Enrollment Services	Grade Statistics						Archives	X
Enrollment Services	Pass/Fail Requests		X					
Enrollment Services	Racial/Ethnic Statistics						Archives	X
Enrollment Services	Registration Forms		X					
Enrollment Services	Transcript Requests		X					
Enrollment Services	Transcripts							X

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Enrollment Services -Financial Aid	Administrative records for Perkins, FWS, FSEOG, & Pell			X				
Enrollment Services -Financial Aid	FAFSA/CSS Profile			X				
Enrollment Services -Financial Aid	FAO Departmental Reports & Records					X		
Enrollment Services -Financial Aid	Financial Aid Awards			X				
Enrollment Services -Financial Aid	Financial Aid Transcripts			X				
Enrollment Services -Financial Aid	FISOP/FISAP			X				
Enrollment Services -Financial Aid	Individual Repayment History- University Loans			X			Until Repaid	
Enrollment Services -Financial Aid	Promissory Notes			X			Until repaid	
Enrollment Services -Financial Aid	State/Outside Grant Scholarship Programs			X				
Enrollment Services/Graduate/Professional Schools	Application for Degree				X			
Enrollment Services/Graduate/Professional Schools	Degree Audit Records				X			
Facilities	Acceptance Testing & Certification				X			
Facilities	Air Emissions			X				
Facilities	Asbestos							X
Facilities	Building Permits			X				
Facilities	Building Plans & Specifications							X
Facilities	Chemical			X				
Facilities	Compliance Plans							X
Facilities	Hazardous Waste Records							X
Facilities	Inspection - Fire Extinguishers		X					
Facilities	Maintenance Records		X					
Facilities	Manifests			X				
Facilities	MDSS						30 Years	

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Facilities	Medical			X				
Facilities	Office Layouts	X						
Facilities	Oil					X		
Facilities	Operating Permits			X				
Facilities	Plans & Specs				X			
Facilities	System Inspections				X			
Facilities	Training Records						10 years	
Facilities	Zoning Permits							X
Finance	Capital Budgets				X			
Finance	Financial Plans				X			
Finance	Operating Budgets				X			
Finance	Strategic Plans							
Fordham Press	College Press Publication List						Archives	X
Global Outreach	Copies of Passports				X			
Global Outreach	Copies of Student Drivers Licenses				X			
Global Outreach	Donation Registry				X			
Global Outreach	Invoices				X			
Global Outreach	Student Emergency Contact Information				X			
Global Outreach	Student Health Information				X			
Human Resources	Accident Reports					X		
Human Resources	Actuarial Records					X		
Human Resources	Background Investigation Results			X				
Human Resources	Background Investigation Results				X			
Human Resources	Beneficiary Designation	X			X			
Human Resources	Disability Records	Life of participant				X		
Human Resources	Disciplinary Warnings & Actions	X			X			
Human Resources	Emergency Contacts				X			

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Human Resources	Employee Directories						Archives	X
Human Resources	Employee Evaluations	X			X			
Human Resources	Employee Injury Records					X		
Human Resources	Employment Application or Resume	X			X			
Human Resources	Employment Applications			X				
Human Resources	Employment Applications	X			X			
Human Resources	Employment History				X			
Human Resources	Expired Collective Bargaining Agreements							X
Human Resources	Exposed Employee Medical Records						30 years	
Human Resources	Family & Medical Leave Act Compliance Records			X				
Human Resources	Incentive Plans					X		
Human Resources	Individual Employee Files	Life of participant				X		
Human Resources	Job Announcements & Advertisements			X				
Human Resources	Layoff or Termination				X			
Human Resources	Letters of Recommendation			X				
Human Resources	Letters of Recommendation				X			
Human Resources	Pension Plan Description					X		
Human Resources	Personnel Actions	X			X			
Human Resources	Promotions				X			
Human Resources	Resumes				X			
Human Resources	Safety Records					X		
Human Resources	Superseded Employee Manuals			X				
Human Resources	Superseded Job Descriptions				X			
Human Resources	Transfers				X			
Human Resources	Vesting	Life of participant				X		
Human Resources	Workers Compensation						18 Years	

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Institutional Research	IPEDS Reports			X				
Intercampus Transportation	Athletic Travel: van assignment				X			
Intercampus Transportation	Chartered Trip Database				X			
Intercampus Transportation	Dispatcher Record					X		
Intercampus Transportation	Driver Schedules	X						
Intercampus Transportation	Driver Staff Records			X				
Intercampus Transportation	GPS Data						While available from provider	
Intercampus Transportation	Passenger List						3 months	
Intercampus Transportation	Trip Information	X						
Intercampus Transportation	Vehicle Accident Reports					X		
Intercampus Transportation	Vehicle Records				X			
International Services	International Student (1-20) (J, M & F) Immigration Documents			X				
International Services	International Scholars (J, H, O, P, etc.)			X				
Legal Counsel	Attorney Opinion Letters				X			
Legal Counsel	Contracts					X		
Legal Counsel	Decisions & Settlement Documents							X
Legal Counsel	Deeds & Titles							X
Legal Counsel	Deeds & Titles for Donated Real Property.							X
Legal Counsel	Leases					X		
Legal Counsel	Licenses					X		
Legal Counsel	Litigation Files - Depositions, Discovery Material, Transcripts, Court Documents & Records					X		
Legal Counsel	Patent & Trademark Records							X
Legal Counsel	Policy Statements					X	Archives	

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Legal Counsel	Record of Hiring Reports					X		
Payroll	Cost of Living Tables				X			
Payroll	Garnishments	X						
Payroll	I-9s			X				
Payroll	Individual Employee Files Wage or Salary History				X			
Payroll	Payroll Deductions				X			
Payroll	Time Cards or Sheets				X			
Payroll	W-2 Forms				X			
Payroll	W-4 Forms				X			
Payroll	Wage Rate Tables				X			
Payroll & Departments	Attendance Records				X			
President's Office	Association By-laws & signed agreements							X
President's Office	Budgets		X					
President's Office	Development Acknowledgments - < \$100,000					X		
President's Office	Development Acknowledgments - Major donors							X
President's Office	Documents & Events with Historic Significance						Archives	X
President's Office	General Correspondence						18 months	
President's Office	Honorary Degrees							X
President's Office	Meeting Minutes							X
President's Office	Speeches							X
Provost	C.V.				X			
Provost	Employment Applications				X			
Provost	Faculty Appointment. Promotion Application				X			
Provost	Faculty Committee Evaluation Reports				X			
Provost	Faculty Evaluations				X			

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Provost	Letters of Appointment, Promotion & Tenure				X			
Provost	Letters of Recommendation				X			
Provost	Letters of Recommendation			X				
Provost	Peer Review Documents				X			
Provost	Rank & Tenure Records				X			
Provost	Resumes				X			
Provost	Scholastic Evaluation				X			
Provost	Visa & Green Card Applications & Documentation for Faculty				X			
Research	A-133 Audits					X		
Research	Animal Welfare			X				
Research	Cost Rate Calculations			X				
Research	Federal Grants & Contracts					X		
Research	Institutional Newspapers & Newsletters						Archives	X
Research	IRB			X				
Research	State Grants & Contracts					X		
Residential Life	Housing Assignments					X		
Student Affairs	Student Directories						Archives	X
Student Affairs	Student H&books						Archives	X
Student Affairs	Student Newspapers						Archives	X
Student Affairs/Dean's Office	Disciplinary Records	X						
Student Health Services	Lab logs	X						
Student Health Services	Medical Records				X			
Student Leadership/Community Affairs	Student Club & Organization Records			X				