

## Record type

<b>MOUNT HOLYOKE COLLEGE RECORDS RETENTION SCHEDULE</b>		
<b>Document</b>	<b>Retention Period</b>	
	<b>Statutory</b>	<b>College</b>
<b>GENERAL</b>		
Licenses	Active+6 years	Active+6 years
Leases	Active+ 6 years	Active+ 6 years
Contracts and Agreements	Active+6 years	Active+6 years
Sales/Gift Transaction Documentation	Current+5 years	Current+5 years
Inventory	Current+5 years	Current+5 years
<b>SECRETARY TO THE BOARD</b>		
Articles of Incorporation	Permanent	Permanent
Charter	Permanent	Permanent
By-laws	Permanent	Permanent
Board of Trustees Meeting Minutes	Permanent	Permanent
Trustee Committee Meeting Minutes	Permanent	Permanent
<b>DEAN OF FACULTY</b>		
Patent and Trademark Records	Active+ 6 years	Active+ 6 years
Government Grant Files	Active+3 years	Active+3 years
<b>LITS</b>		
Employee Directories	5 years	5 years
Email Backup Tapes	none	1 year
<b>INSTITUTIONAL RESEARCH</b>		
IPEDS	3 years	3 years
IPEDS (if charge of discrimination filed)	until disposition	until disposition
<b>REGISTRAR</b>		

## Record type

Name Change Authorization	Enrolled+ 6 years	Enrolled+6 years
<b>STUDENT FINANCIAL SERVICES</b>		
Ledgers and Transaction Journals	Permanent	Permanent
Cash Receipts	Current+4 years	Current+4 years
A/R Detail Batch Reports	Current+4 years	Current+4 years
A/R Student Class Folders	Current+4 years	Current+4 years
Telephone Interface	Current+1 year	Current+1 year
A/R Interfaces	Current+4 years	Current+4 years
Deposit Tickets	Current+4 years	Current+4 years
Journal Entry Detail	Current+4 years	Current+4 years
Invalid Batch Listings	None	Destroy
Batch Updates	1 year	1 year
PLP Transaction Journals	Permanent	Permanent
Student Loan Transaction Journals	Permanent	Permanent
Balancing Reports	Permanent	Permanent
Aging Reports	Permanent	Permanent
Delinquency Reports	Permanent	Permanent
FISL	Permanent	Permanent
<b>CAREER DEVELOPMENT CENTER</b>		
Student Employment Agreements	6 years	6 years
Student Job Descriptions	6 years	6 years
<b>ASSOCIATE TREASURER</b>		
Investment Committee Meeting Minutes	Permanent	Permanent
Deeds and Titles	Permanent	Permanent
Deeds and Titles for Donated Real Property Later Sold	none	Permanent
Attorney Opinion Letters (Real Estate)	Active+4 years	Permanent
Unitrust Tax Returns and Support	3 years	Permanent
Wire Transer Records	5 years	5 years
Government Grant Files	Active+3 years	Active+3 years

Record type

Life Income Agreements	none	Permanent
Property Records	Active+5 years	Active+5 years
Mortgage, Bond and Long-term Debt Records	Active+5 years	Active+5 years
Sales of Property Records	Active+5 years	Active+5 years
Budget Reports	none	Active+5 years
Estate Files	none	Permanent
Form 990/990T and Support	3 years	20 years
Closed Out Accounts	none	Permanent
Conditional Gifts	none	Permanent
Endowment Funds Reports	none	Permanent
Ref Sub-ledger	none	Permanent
Restricted Funds Ledger	none	Permanent
Statement of Changes	none	Permanent
Numeric Ref Ledger	none	Permanent
Gifts Batches	none	5 years
<b>COMPTROLLER</b>		
Accounts Receivable Ledgers/Transaction Journals	6 years	Permanent
Accounts Receivable Detail Batch	none	Current+4 Years
Accounts Receivable Batch Updates	none	1 year
Accounts Receivable Interface	none	Current+4 years
Cash Receipts	Current+4 Years	Current+4 Years
Telephone Interface	none	Current+1 year
Deposit Records	none	Current+4 years
Accounts Receivable Journal Entry Detail	none	Current+4 years
Unclaimed Property Filings	6 years	6 years
Unclaimed Property Records	none	6 years
Receipts for Gifts and Sales	6 years	6 years
Uncollected Accounts	Current+6 years	Current+6 years
Processed/Paid Purchase Orders	5 years	5 years
Original Invoices	5 years	Current+4 years
Expense Reports	5 years	5 years
Accounts Payable Subsidiary Reports	5 years	5 years

Record type

Accounts Payable Check Registers	5 years	5 years
1099's	Current+4 years	Current+4 years
Bank Statements	5 years	7 years
Bank Reconciliations	none	7 years from date filed
Property Tax Exemption Records	none	Permanent
Operating Account & Statements	7 years	7 years
General Ledgers and Operating Ledgers	Current+5 years	Permanent
Subsidiary Ledgers	Current+5 years	10 years
Journal Vouchers and backup	none	Current+5 years
BNEW Operating Accounts	7 years	7 years
Account Reconciliations	none	7 years
Audited Financial Statements	Current+4 Years	Permanent-Archived
Audit Reports and Supporting Workpapers	Current+4 Years	Permanent
Management Letters	none	Permanent
Massachusetts Sales & Meal Taxes	5 years	5 years
Operating Cash Reports	7 years	7 years
Massachusetts Form PC	20 years	20 years
<b>HUMAN RESOURCES</b>		
Job Announcements/Advertisements	1 year	1 year
Applications/Materials from Individuals Not Hired	1 year	1 year
Applications/Materials from Individuals Hired	Active+1 year	Active+1 year
Letters of Recommendation for Individuals Hired	Active+6 years	Active+6 years
Employee Beneficiary Designation	Active	Active
Employee Emergency Contacts	Active	Active
Employee Promotions	Active	Active
Employee Attendance Records	3 years	3 years
Employee Evaluations	3 years	3 years
Employee Transfers	3 years	3 years
Employee Personnel Actions	3 years	3 years
Employee Disciplinary Warnings and Actions	3 years	3 years
Employee Layoffs or Terminations	3 years	3 years
Employee/Student Employment Eligibility Forms (I-9)	Later of Active+1 year	Later of Active+1 year

Record type

	or 3 years after hired	or 3 years after hired
EEO-6 Reports	3 years	3 years
Superseded Staff Handbooks	10 years	10 years
Superseded Job Descriptions	10 years	10 years
Employee Accident Reports	6 years	6 years
Employee Exposure Reports	30 years	30 years
Employee Injury/Medical Complaint Records	6 years	6 years
Individual Employee Files	Life	Life
Employee Educational Assistance	Life	Life
Sick Leave Benefits	Life	Life
Retirement Benefits Accrued	Life	Life
Disability Records	Life	Life
Actuarial Records	6 years	6 years
Incentive Plans (after expiration)	6 years	6 years
Pension Plans (after expiration)	6 years	6 years
Retirement Plans (after expiration)	6 years	6 years
<b>PAYROLL</b>		
Wage Rate Tables	3 years	3 years
Wage or Salary History	6 years	6 years
Salary or Current Rate of Pay	6 years	6 years
Payroll Deductions	6 years	6 years
Timesheets	5 years	7 years
W-2 and W-4 Forms	6 years	6 years
Garnishments	Active	Active
Payroll Register	6 years	6 years
Notices of Employment Security Claims	4 years	4 years
Forms 941 and 945	4 years	4 years
Student Timesheets	6 years	7 years
<b>FACILITIES MANAGEMENT</b>		
Property Improvement Records	Active+5 Years	Active+5 Years
Building Permits	Active+5 Years	Active+5 Years

Record type

	Building Plans and Specifications	Permanent	Permanent
	Office Layouts	Active	Active
	Zoning Permits	Active	Active
	Operating Permits	Active	Active
	Maintenance Records	Active	Active
	Job Cost/Job Cost Inventory	Current+5 years	Current+5 years
<b>PUBLIC SAFETY</b>			
	Campus Crime Reports-Annual	4 years	4 years
	Campus Crime Reports-Interim	2 years	2 years
	Motor Vehicle Records	Active	Active
<b>ENVIRONMENTAL HEALTH &amp; SAFETY</b>			
	Air or Water Waste Emissions	3 years	3 years
	Hazardous Chemical Waste Records	5 years	5 years
	Laboratory Practices	Active	Active
<b>RISK MANAGEMENT</b>			
	Claims	Active	Active
	Court Documents and Records	Active	Active
	Deposition Transcripts	Active	Active
	Discovery Materials	Active	Active
	Litigation Files	Active+2 years	Active+2 years
	Property Insurance Records	none	none
	Liability Insurance Policies	none	none
	Insurance Claim Documents	none	none
<b>DEVELOPMENT</b>			
	Private Grant Files	Active+3 years	Active+3 years