



LOYOLA
UNIVERSITY CHICAGO

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**LOYOLA UNIVERSITY CHICAGO POLICY
FOR
NON-FINANCIAL RECORDS RETENTION**

DATE OF ISSUANCE: **September 1, 2004**

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ACCOUNTABLE DEPARTMENT/UNIT: **Financial Services**. Questions about policy content should be directed to the **University Controller of Loyola University Chicago**.

ABSTRACT: Describes Loyola University Chicago's policy for the collection, preservation and maintenance of *Non-financial* records concerning the university's operations. Loyola University Chicago record retention requirements in areas of financial records are not addressed in this policy.

Loyola University Chicago
Record Retention Schedule for Departments Other Than Finance

Please Note:

The general principles cited in pages 1-6 of the September 1, 2004 Loyola University Chicago Policy for Financial Records Retention also govern this Record Retention Schedule.

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Academic Records			
Admissions records	2 years Master record maintained at Admissions or Professional & Graduate Schools		Admission – Professional & Graduate School
Grade records	Permanent/Registration & Records		Registration & Records
Career planning and placement	4 years after last date of service		Career Center
Class schedules	Transfer to archives after 2 years Permanent/Registration & Records	X	Registration & Records
College catalog	Transfer to archives after 2 years Permanent/Registration & Records	X	Registration & Records
Commencement lists	Copy to archives Permanent/Registration & Records	X	Registration & Records
Degree audit records	5 years after date of last attendance		Each School
Enrollment statistics	Transfer to archives after 2 years Permanent/Registration & Records	X	Registration & Records
Financial aids records	5 years after student ceases to attend		Financial Aid Office
Foreign student forms (I-20)	5 years after graduation or date of last attendance		International Office
Learning assistance files	10 years after last service		Learning Assistance Office
Student academic files (departmental)	5 years after graduation Permanent file/Registration & Records		Registration & Records
Transcript requests	1 year from date of request		Registration & Records
Tuition fees and schedules	Transfer to archives after 2 years Permanent/Registration & Records	X	Registration & Records
Administrative Records			
Departmental reports and files	3 years Discuss with archives before transferring	X	Each Office
University Policy Committees & Other School Committees	Retain until work of committee has been completed and then transfer to archives.	X	Each Office
Policy & Procedures	When office no longer needs this information, transfer to archives	X	Each Office
Publications, articles, information about faculty, staff, students	When office no longer needs this information, transfer to archives Transfer to archives	X	Each Office
Handbooks	Retain until replaced by another. When issued	X	Each Office

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Advancement			
Alumni			
Alumni Biographical Files	When office no longer needs files, transfer to archives		Alumni Office
Reunion class files	When office no longer needs files, transfer to archives		Alumni Office
Corporate & Foundations			
Donor files	Keep permanently		Corporate & Foundations
Development			
Donor files	Keep permanently		Development
Planned Giving	Keep permanently		Development
Gift Processing Information	Keep permanently		Development
Special Events			
Files on University Events	Keep as long as necessary		Special Events
Special Events	Summary list of events, speakers and dates to archives. Memorabilia of special dinners, building openings etc. to archives	X	Special Events
Board of Trustees			
Meeting minutes of the Board of Trustees and the Executive Committee	Permanent		President's Office/University Legal Counsel
Meeting minutes of the Board of Trustees Audit & Finance Committees	7 Years		Financial Services
Meeting minutes of other Board of Trustees Subcommittees	Content will determine the appropriate retention period of minutes		Individual Departments
Contracts			
Design and Construction contracts	Life of building		Facilities
Other contracts, except research	10 years after termination unless transfers ownership rights, then permanent		Each Office
Insurance policies	Permanent/Finance		Finance Office
Equipment warranties	Life of equipment		Each Office
Trademarks and service marks	Permanent		Legal Counsel
Patents	Permanent		Research Services
Litigation	Litigation files kept 5 years after case is closed. Final disposition documents are kept.		General Counsel
Claims, risk management, incident reports	10 years		Finance Office/Insurance
Authorizations for release of records, subpoenas, court orders	5 years		Each Office

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Real Estate acquisition & disposition documents, leases & real estate tax exemptions and valuation complaints	Send to archives ten years after properties are sold or demolished	X	Legal Counsel
Design and Construction contracts	Life of building		Facilities
Curriculum			
Changes in the Core	When office no longer needs files, transfer to archives	X	Academic Affairs
Changes in Majors and Minors	When office no longer needs files, transfer to archives	X	Academic Affairs
Faculty			
Faculty meeting minutes	When office no longer needs files, transfer to archives	X	Each School
Faculty promotion and tenure records, tenure review records, records of paid leaves and stipends.	Permanent/Faculty Affairs		Faculty Affairs
Finance: See September 1, 2004 Policy for Financial Records Retention			
Human Resources			
Benefits			
Description of benefit plans, seniority or merit pay systems	10 years after all benefits are paid out under the plan. Records pertaining to individual participants to be kept 10 years after the participant (or the joint and surviving beneficiary if applicable) ceases to participate in the plan		Human Resources
Pension plan descriptions and ERISA benefits	1 year after term of plan		Human Resources
Employee Medical Files	30 years from termination		Human Resources
Faculty & Staff Employment Records			
Records relating to taking of leave under Family Medical Leave Act	3 years		Human Resources
EEO-6 & Affirmative Action Reports	5 years		Human Resources
Personnel files including background checks, in-service & training records, immigration records	10 years from termination		Human Resources
Union Organizing			
Collective bargaining agreements	10 years from conclusion of contract		Human Resources
Records of activities related to union organization including attempts that don't result in a contract	7 years from conclusion of contract and any attempts that do not result in a contact		Human Resources

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Physical Plant and Equipment			
Construction			
Building plans and specifications	Life of building; transfer to archives after building destruction	X	Facilities
Equipment			
Records of required testing of fire protection equipment	4 years		Facilities
Records of periodic inspections of extinguishing systems	While in use		Facilities
Material hoists, personnel hoists and elevator standards and certification records	4 years		Facilities
Records of inspection, performance, exercising period and repairs of emergency power equipment	4 years		Facilities
Evidence of required hydrostatic testing or portable fire extinguishers	Until hydrostatically retested at stated intervals or until taken out of service		Facilities
Mechanical and electrical equipment checks	4 years		Facilities
Records of required testing of fire protection equipment	4 years		Facilities
Facilities			
Operational manuals	Life of building		Facilities
Records related to measurement of noise in work environment	4 years		Facilities
Records of fire, internal disaster and evacuation plan drills	4 years		Facilities
Records of fire department inspection	4 years		Facilities
Written report and evaluation of all external disaster plans	4 years		Facilities
Health & Safety			
Records of inventory, use and control of radioactive materials	30 years		Facilities
Records of disposal or abatement of toxic and hazardous waste	5 years then transfer to archives and retain for 30 years	X	Facilities
Records of hazardous waste generating	5 years then transfer to archives and retain for 30 years	X	Facilities
Records of employee exposure to hazardous substances	Medical and related exposure records will be maintained for the duration of the employee's employment. Then retain in archives for 30 years		Facilities
Records of asbestos exposure	Medical and related exposure records will be maintained for the duration of the employee's employment. Then retain in archives for 30 years		Facilities
Records of inventory, use and control of radioactive materials	30 years		Facilities

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Chemical Hygiene Plan	6 years after superseded		Facilities and individual departments that maintain labs
Material Safety Data Sheets	1 year after end of chemical use and then 30 years in archives.	X	Facilities & all departments using the chemicals
Chemical Inventories	30 years after end of year or end of use of chemical	X	Facilities & all departments using the chemicals
General/Industrial Hygiene Sampling Records	3 years then transfer to archives and retain for 30 years	X	Facilities
Internal Safety Inspections	3 years after last inspection or corrective action taken, whichever is longer		Facilities
Safety Training Records	3 years in department and 7 years in archives after the calendar year for recertification, expiration of training certificate, or termination of employment	X	Facilities and individual departments where the employee (s) is assigned.
Air Quality Sampling Files	6 years after corrective action taken and then 30 years in archives	X	Facilities
Blood born Pathogens	3 years for training. Medical and related exposure records will be maintained for the duration of the employee's employment. Then retain in archives for 30 years.		Facilities for Training and Wellness Center or Occupational Health for medical and exposure records
Respiratory Protection	3 years for training and fit test records. 30 years after termination for medical evaluation and surveillance records.		Facilities & Occupational Health Office
Public Relations			
Photographs, slides & audiovisual materials documenting the university	Transfer to archives when no longer in use. Releases and permissions for pictures and similar items to be kept as long pictures and items are kept.	X	Public Relations
Publicity materials; press releases, publications, reports	Two copies to archives when released	X	Public Relations
Publications	Two copies to archives when released. Permanent/Public Relations	X	Public Relations
Public Safety Records	10 years		Public Safety
Regulatory Records			
Accreditation records	Copy to archives Permanent/Academic Affairs or Professional Schools	X	Academic Affairs Each School
Licensure records	Permanent/Academic Affairs or Professional Schools		Academic Affairs Each School
Research			
Administrative records	See Administrative Records section above		Research Services
Paper copies of records related to grants/contracts	Longer of : (1) 5 years after expiration or termination of the grant; (2) resolution of any litigation, claim or audit; (3) period stated in award document		Research Services

RECORD CATEGORY	RETENTION SCHEDULE	TRANSFER TO ARCHIVES	RESPONSIBLE DEPARTMENT
Electronic records related to grants/contracts (PTAP, IPRS)	Delete when no longer needed		Research Services
Protocols and related documents (including consents and indemnification) covering use of human subjects and animals in research	Permanent		Principal Investigator
IRB/IACUC records, minutes, agendas, other records	7 years		Research Services
Search Committee Records			
Presidential search records	Transfer to archives after 2 years Permanent	X	President's Office
Other search records	7 years from date search is completed		Chair of the Search
Student Life Records			
College publications	Transfer to archives as distributed Permanent/Student Affairs	X	Student Affairs Office
Disciplinary records	10 years after infraction		Student Affairs Office
Fraternities and sororities files	Permanent/Student Affairs		Student Affairs Office
Medical/immunization/counseling records	Medical & Counseling records 10 years after graduation or last visit. Immunization records for 60 years.		Wellness Center
Publications, locally produced	Transfer to archives as distributed Permanent/Student Affairs	X	Student Affairs Office
Student groups and organizations	Permanent/Student Affairs		Student Affairs Office
Student handbooks	Transfer to archives as distributed Permanent/Student Affairs	X	Student Affairs Office
Team rosters	Transfer to archives as distributed Permanent/Student Affairs	X	Athletics
Athletic contest scores and statistics	Transfer to archives as distributed Permanent/Student affairs	X	Athletics
Athletic injury files	7 years		Athletics
Media guides	Transfer to archives as distributed Permanent/Student Affairs	X	Athletics
NCAA case files/infraction files	7 years from date of last incident		Athletics
Student Housing Contracts	7 years		Residence Life