

Viterbo University

Records Retention Schedule

Viterbo University has made every effort to comply with all State and Federal record retention requirements. The list below represents, to the best of our knowledge, all external and internal requirements for record retention for Viterbo University, La Crosse, Wisconsin.

Updated:
8/6/2018

<u>Record Type</u>	<u>Custodian</u>	<u>Retention Period</u>	<u>Footnote</u>
Instructional Material	Academic Offices / Deans	Until Obsolete	
Licensure approvals (e.g. DPI)	Academic Offices / Deans	Permanent	
Program / Departmental Reviews	Academic Offices / Deans	10 years	
Program review records	Academic Offices / Deans	Permanent	
Program-specific accreditation reports, responses, and official letters	Academic Offices / Deans	Permanent	
Program-specific handbooks	Academic Offices / Deans	10 years, or as needed for program-specific accreditation.	
Student pass rates for professional licensure (e.g. Social Work, Nursing, Education)	Academic Offices / Deans	Permanent (?)	
Syllabi	Academic Offices / Deans	5 years	
Liability Waivers	Academic/Administrative Offices	6 years	
Admission Data/Documents for applicants who do not enroll (whether accepted or not) i.e. acceptance letters, application, entrance exam scores, placement test scores, other test scores, high school and/or college transcripts, letters of recommendation, personal statements	Enrollment Operations	3 years after application term	*pending discussion and approval within the EM division

<u>Record Type</u>	<u>Custodian</u>	<u>Retention Period</u>	<u>Footnote</u>
Recruitment suspect/prospect records (for students who do not apply to the university)	Enrollment Operations	3 years after application term	*pending discussion and approval within the EM
Advising file	Adviser, individual	Colleague	
Placement test score	Admissions	2 years if not enrolled/ until graduation	
Undergraduate entrance examination reports/test score (ACT, SAT, etc.)	Admissions	2 years if not enrolled/ until graduation	
Minutes	Boards/Committees	Permanent	
Accident Reports	Business Office	6 years	
Accounts Payable Ledger	Business Office	7 years	#
Accounts Receivable Invoices	Business Office	7 years	#
Articles of Incorporation	Business Office	Permanent	
Audit Reports	Business Office	Permanent	
Bank Reconciliations	Business Office	7 years	
Bank Statements	Business Office	7 years	
Budget Adjustments	Business Office	1 year	#
Budget Preparation Documentation	Business Office	3 years	
Budget Reports	Business Office	Permanent	#
Budget Requests	Business Office	3 years	
Business Licenses	Business Office	Permanent	
Bylaws	Business Office	Permanent	
Checks - Cancelled	Business Office	8 years	@
Contracts	Business Office	6 years after termination	
Credit Card Receipts	Business Office	180 days	
Debt Documentation	Business Office	Permanent	
Financial Statement	Business Office	Permanent	
Financial Aid Transmittals	Business Office	1 year	#
Fiscal Operations Report	Business Office	4 years	

<u>Record Type</u>	<u>Custodian</u>	<u>Retention Period</u>	<u>Footnote</u>
Fixed Assets Records	Business Office	Permanent	
General Ledger Imports	Business Office	1 year	#
General Ledger Posting Reports	Business Office	1 year	#
General Ledgers	Business Office	Permanent	#
Grants Funded	Business Office	Permanent	
Insurance Records & Policies	Business Office	6 years	
Investment Reports	Business Office	Permanent	
Invoices	Business Office	2 years	#
Journal Entries	Business Office	Permanent	#
Legal Correspondance	Business Office	Permanent	
Note Receivables	Business Office	7 years	
Perkins and Nursing Loan Files	Business Office	7 years after paid in full	
Perkins and Nursing Loan Ledgers	Business Office	Permanent	
Petty Cash Vouchers	Business Office	3 years	
Purchase Orders	Business Office	7 years	
Receipts	Business Office	180 days	
Sales Tax Reports	Business Office	4 years	
Settled Insurance Claims	Business Office	3 years	
Student Earning Records	Business Office	7 years	#
Tax Records	Business Office	Permanent	
Travel Expense Reports	Business Office	7 years	
Vouchers	Business Office	7 years	
Workers Comp Claims	Business Office	Permanent	
Credential Files	Career Services	20 years	
News Releases	Communications and Marketin	Permanent	
Newsletters	Communications and Marketin	Permanent	
Inventories	Copy Center	7 years	
Grades, calculations	Faculty (in LMS)	1 year	
Financial Aid Files	Financial Aid	3 years after audit after the last year of attendance or 7 years after paid in full if Perkins or Nursing	

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Veterans Administration certification	Financial Aid Office	3 years from last enrollment	
Fine Arts Event Files	Fine Arts Center	6 years after event	
Performance Contracts	Fine Arts Center	6 years after contract termination	
Grant Proposals	Grant Coordinator	5 years	
Final grant reports and compliance documents	Grant Project Director	Permanent	
Adjunct Contracts (Payroll)	Human Resources	7 years after termination	
Benefit Plan Document	Human Resources	Permanent	
Employee Applicant Files	Human Resources	1 year	
Empoyment Contracts	Human Resources	7 years after termination	
Faculty and Employee Handbook	Human Resources	Maintained online -permanent	
Job Announcemnts	Human Resources	3 years	
Personnel Files Faculty	Human Resources	Permanent	
Personnel Files Non-Faculty	Human Resources	7 years past termination	
Alumni Surveys	Institutional Advancement	Permanent	
Gift Receipts	Institutional Advancement	5 year	&
Foreign/international student forms (I-20, etc.)	International Admissions Officer	1 year after completion of program	
Institutional Review Board submissions and approvals	IRB Chair	7 years after research ends	
Artifacts	Library	Permanent	
Academic action authorization (dismissal, etc.)	Office of the Registrar	Permanent	
Acceptance letter	Office of the Registrar	Permanent	
Add/drop form, paper	Office of the Registrar	5 years	
Advanced Placement (AP) test score	Office of the Registrar	Permanent	
Application for admission or re-entry	Office of the Registrar	Permanent	
Application for graduation	Office of the Registrar	Stored in Self -Service Permanently	
Audit authorization	Office of the Registrar	5 years	
Catalogs, University	Office of the Registrar	Permanent	

<u>Record Type</u>	<u>Custodian</u>	<u>Retention Period</u>	<u>Footnote</u>
Change of information form	Office of the Registrar	5 years after graduation or date of last attendance	
Changes of grade form	Office of the Registrar	Permanent	
Class lists for grades	Office of the Registrar	Permanent - Paper and Colleague	\$
Class schedule	Office of the Registrar	Permanent - Colleague	
College Level Exam Program (CLEP) test score	Office of the Registrar	Permanent	
Commencement Program	Office of the Registrar	Permanent	
Correspondence, student, relevant	Office of the Registrar	5 years after graduation or date of last attendance	
Credit/no credit approval	Office of the Registrar	5 years	
Curriculum change authorization (waivers/substitutions)	Office of the Registrar	5 year after graduation or date of last attendance	
Degree audit record	Office of the Registrar	Permanent, #	
Degree Statistics	Office of the Registrar	Permanent	
Enrollment Statistics	Office of the Registrar	Permanent	
Enrollment verification	Office of the Registrar	1 year after verification	
FERPA, record of requests and disclosures of personally identifiable information except for directory information and requests from students for their own records	Office of the Registrar	As long as the educational records to which they refer are retained	
FERPA, request for formal hearings	Office of the Registrar	Permanent	
FERPA, student request for nondisclosure of directory information	Office of the Registrar	Until terminated by the student or permanent	
FERPA, student statement on content of records regarding hearing panel discussions	Office of the Registrar	Permanent	
FERPA, student's written consent for records disclosure	Office of the Registrar	Until terminated by the student or permanent	
FERPA, waiver for rights of access	Office of the Registrar	Until terminated by the student or permanent	

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FERPA, written decisions of hearing panel	Office of the Registrar	Permanent	
Grade Statistics	Office of the Registrar	Permanent	
Graduation list	Office of the Registrar	Permanent	
Military document	Office of the Registrar	5 years after graduation or date of last attendance	
Name change authorization	Office of the Registrar	5 years after graduation or date of last attendance	
Other test score	Office of the Registrar	Permanent	
Race/ethnicity statistics	Office of the Registrar	Permanent	
Re-admission Data/Documents for Applicants Who Do Not Enroll (whether accepted or not) I.e. acceptance letters, application, entrance exam scores, placement test scores, other test scores, high school transcript, other college transcripts)	Office of the Registrar	1 year after date submitted	
Re-entry application	Office of the Registrar	Permanent	
Re-entry transcript (other colleges)	Office of the Registrar	Permanent	
Registration form (paper)	Office of the Registrar	5 years after date submitted	
SRK Graduation/Completion, Transfer-out Data	Office of the Registrar	Permanent	
Transcript request	Office of the Registrar	1 year after date submitted	
Transcript, high school	Office of the Registrar	Permanent	
Transcript, other colleges	Office of the Registrar	Permanent	
Transfer credit evaluation	Office of the Registrar	Colleague	
Withdrawal authorization	Office of the Registrar	Permanent	
Form 941	Payroll	7 years	
Garnishments	Payroll	7 years	
State Unemployment Returns	Payroll	7 years	
State Withhold Forms	Payroll	7 years	
Test for employee benefit plans	Payroll	7 years	

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Time Cards	Payroll	7 years	
W-2's	Payroll	Permanent	
W-4's and I-9'	Payroll	7 years	
Blueprints	Physical Plant	Permanent	
Construction Documentation	Physical Plant	Permanent	
Crime Statistics/Security report	Campus Safety and Security	3 years	
Fire Inspection Reports	Campus Safety and Security	6 years	
Floor Plans	Physical Plant	Permanent	
Medical record	School Nurse	5 year after graduation or date of last attendance	
Student Organizational Reports	Student Development	Permanent	
Student Petitions	Student Development	Permanent	
Student Surveys	Insituational Research	3 years	
Academic integrity incidents	Vice President for Academic Affairs	5 years after graduation or date of last attendance	
Adjunct Handbook	Vice President for Academic Affairs	10 years. Snapshot of current handbook taken annually, stored in library.	
Adjunct Qualifications	Vice President for Academic Affairs	7 years after termination	
Faculty files (hiring, termination/retirement, qualifications)	Vice President for Academic Affairs	Permanent	
Faculty files (promotion, tenure)	Vice President for Academic Affairs	7 years after termination	
Federal grant year end reports and key data	Vice President for Academic Affairs	Permanent	
Regional accreditor reports, responses, and official letters	Vice President for Academic Affairs	Permanent	
State authorizations for program delivery	Vice President for Academic Affairs	Permanent	
Student evaluations of courses and teaching	Vice President for Academic Affairs	7 years	

<u>Record Type</u>	<u>Custodian</u>	<u>Retention Period</u>	<u>Footnote</u>
Background Disclosure Form (admitted and not admitted applicants)	Vice President for Student Development	5 years after application term	
Disciplinary action document	Vice President for Student Development	5 year after graduation or date of last attendance	

Footnotes

This report data is available through the Colleague ERP. Documents older than 2004 are store electronically in an Access database or other electronic archival means.

@ Effective January 2008 cancelled checks are scanned and stored by US Bank and stored on their database.

& Electronic information is stored in Razor's Edge software package in the Instituional Advancement Office.

\$ Electronic information is stored in Source Code software package

% Beginning Fall 2005, grading was done via web submission and no paper copies are stored. (Semester based Programs only)