
 <p>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</p>	<p>BUSINESS POLICY AND PROCEDURE MANUAL</p>	Date Issued: 10/10	Revision Date:	Page: 1 of 1
				Classification Code: 01-12
		Section: ADMINISTRATION		
		Subject: RETENTION OF RECORDS		

GENERAL STATEMENT OF POLICY

The University has an obligation to make and maintain records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the University designed to furnish information to protect the legal and financial rights of the state and of persons directly affected by the University's activities. This policy provides guidance to university personnel on the retention of such documents. The retention periods established for University records are based on the legal, administrative, financial, research, and historical needs of the University. The type of media a record is created or retained on has no bearing on retention time requirements since retention periods are *media neutral*. However, records having long retention periods must be either retained on a media that has a long life span or a migration plan must be in place to ensure availability of the records for as long as they are needed.

The Vice President for Finance & Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.

 <p>SOUTHEAST MISSOURI STATE UNIVERSITY · 1873</p>	<p align="center">BUSINESS POLICY AND PROCEDURE MANUAL</p>	Date Issued: 10/10	Revision Date: 08/18	Page: 1 of 2
		Classification Code: OP 01-12		
		Section: ADMINISTRATION		
		Subject: RETENTION OF RECORDS		

OPERATING PROCEDURES

Document Retention Guidelines apply to all communication mediums including paper and electronic records.

Area/Documents

HUMAN RESOURCES

EEO-1 Form

Recommended Retention

Current copy must **always** be available (Updated Annually)

EEOC Claims

Maintain file **until final disposition** and no further claims are anticipated

Adverse Action
(termination, failure to hire,
demotions, failure to promote)

Maintain file for **1 year** after the alleged adverse action
Claim must be brought within 300 days
Maintain claim file **until final disposition with** anticipated further claims

Hostile Environment

Maintain file **until final disposition** and no further claims are anticipated

Employee Benefit Plans
(Insurance and Compensation)

Maintain file for period in effect and **1 year** after the plan terminates
Retain files for ERISA controlled plans for **6 years**, FMLA issues for **3 years**

Third Party Disclosure Log

Subject to HIPPA laws. Maintain related records for **6 years**

Personnel File

Retain for active employees
Retain for retirees or otherwise terminated employees **1 year**
Retain employment contract letters for **3-5 years**
Retain collective bargaining agreements for **3 years**

Personnel Actions
(applications, transfers, promotions)

Regular employment - maintain hiring records for **1 year**
Temporary employment - maintain hiring records for **90 days**

Payroll Records
(Includes payroll timesheets
and DTOS records)

Subject to Fair Labor Standards Act (FLSA)
Maintain timesheets **2 years minimum**
Maintain tax records for **4 years**
Maintain other payroll related records for **3 years**

FACILITIES MANAGEMENT

OSHA

Maintain related records for **5 years**
Maintain medical records for **30 years**

Prevailing Wage

Maintain prevailing wage records for **1 year** from receipt from contractor

FINANCIAL RECORDS

Purchasing Records


Subject to Sunshine Laws and State Purchasing Guidelines
Maintain competitively bid records for **5 years** from contract expiration

Gramm-Leach-Bliley (GLB)

Retention policy should be consistent with IT standards per GLB

Contracts and Leases

Maintain related records for **7 years**

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		Classification Code: OP 01-12		
		Section: ADMINISTRATION		
		Subject: RETENTION OF RECORDS		

Area/Documents

Tax Records
(includes banking, A/R & P/R records)

Recommended Retention

Maintain records for **7 years**, tax returns archive **indefinitely**

Grants

Specified in grant agreement up to **7 years**

Annual Audit and
Annual Financial Statements

Archive Audits and statements **indefinitely**. Keep on hand **7 years**.
(supporting documents **7 years**)

STUDENT RECORDS

Transcripts, SFS Records
Student Background Checks
Log of Disclosures

Subject to FERPA. Archive **indefinitely**
(excludes instructor notes, law enforcement records,
employment records, treatment records, alumni records)