



## Research Foundation Records Retention Schedule

Document Type	Description	Retention Period
<b>Legal Affairs</b>		
Board of Directors Documents	Agendas, minutes and related documents for all Board and Committees of the Board meetings	Permanent
Corporate Documents	Absolute Charter, Bylaws, Agreement to act as fiscal administrator for CUNY (1983 Agreement), IRS tax status letters, Annual Charitable Organization filings	Permanent
Litigation Files	Documents related to litigation involving the corporation including judgments, settlements and releases	Three years from conclusion
Leases & Facility Use Agreements	Original lease & usage agreements for RF & sponsored program space and facilities	Term plus seven years
Material Transfer Agreements	Agreements related to the transfer of research materials to or from CUNY	Term plus seven years
Non Disclosure Agreements	Original agreement entered into with outside entities restricting the disclosure of confidential or proprietary information	Term plus seven years or as required by agreement, whichever is longer

<b>Finance</b>		
Operating Budget	Central Office yearly operating budget	Permanent
Financial Statements	Annual financial statements by independent auditors	Permanent
A-133 Audit Reports	A-133 audit report by independent auditors	Permanent
SAS 70 Audit	Documents related to the SAS 70 report by independent auditors	Permanent
IRS Form 990	RF Information tax return	Permanent
VEBA Medical Trust Fund Documentation	Documents for RF's retiree health trust fund with UBS	Permanent
VEBA Trust Fund Investment Guidelines	Guidelines for the investment of the RF's VEBA trust fund	Permanent
Tax Deferred Annuity Plans	Documents related to the due diligence review for tax deferred annuity plans	Permanent
Investment Records	Documents the savings and investment of funds by RF	Permanent
Signature Authorizations	Documents employees who are authorized to sign fiscal and contractual documents on RF's behalf	Seven years after authorization expires
Commercial Insurance Certificates	Accord certificate	Seven years after expiration
Commercial Insurance Policies	Commercial insurance policies maintained by the RF	Permanent

Document Type	Description	Retention Period
Commercial Insurance Claims	Documents requests for payment of insurance claims	Seven years after claim is paid or denied
F&A Rate Proposals/Agreements	Facilities and Administration Rate & agreement proposals for CUNY colleges	Permanent
PRSY/Account Files, Non-Sponsored	See Project Sub-Year/Account file under Grants & Contracts	Seven years from expiration of account
P-card Statements	Reconciliation of P-card statements with supporting documentation	Seven years
Wire Transfers/EFT's	Wire transfers of payments and funds	Seven years
General Ledger Statements	Monthly record of the final posting of all RF financial transactions, listed by account number	Seven years after last entry
Journal Entries	Documents the tracking of financial transactions	Seven years after last entry
Year-End General Ledger	Documents annual fiscal year-end status of accounts	Seven years
Operating & General Ledger Reconciliation Records	Documents monthly reconciliations with the operating ledger or general ledger	Seven years
Collection Records	Documents of collection for unpaid accounts	Seven years after account satisfied or otherwise closed
Account Reports	Documents the production of various accounting reports on monthly, quarterly or annual basis	Seven years
Accounts Aging Records	Cumulative listing that documents receivables	Seven years
Accounts Payable Records	Documents bills or monies paid	Seven years after the final audit
Accounts Receivable Records	Documents money owed to and collected by RF	Seven years after the final audit
Accounts Receivable Write-Off Records	Documents debts of Accounts Receivables written off	Seven years after account satisfied or otherwise closed
Bank Records	Documents financial transactions between RF and its bank including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Cancelled checks	Seven years from expiration of award
Cash Receipts	Documents receipt of cash and other payments	Seven years
Check Distribution Register	Documents checks distributed	Seven years after last entry
Depreciation Records	Documents the decline of an asset's value	Life of asset
Development & Endowment Mgmt Fee Records	Documents the revenue earned quarterly on gift accounts and fees charged by the RF's fundraising unit	Current year plus seven years
Expenditure Ledger & Supporting Documentation	Documents expenditures and purchases	Seven years
Labor Distribution Report	Documents the breakdown of payroll hours, fringe benefits, gross salary for individual employees	Current year plus six years
Manual Check Requests	Documents the request for checks that will be generated manually	Seven years

Document Type	Description	Retention Period
Monthly Cash Reports	Documents a monthly listing of cash receipt transactions entered in batches that were accepted, including transactions placed in the suspense file, a monthly listing by account number of cash receipt transactions processed since the previous report and cash receipts transactions with receivable account numbers that were not processed against the Accounts Receivable system	Seven years
Paper Timesheets	Documents the hours worked for employees who do not have access to the online timesheet system	Seven years after resignation or termination of employee
Pay Authorization Records	Pay documents, which substantiate and, in part, authorize the issuance of payroll checks for particular amounts for both regular payroll and for extra compensation or overtime payroll	Seven years
Payroll Adjustment Records	Documents changes in employee payroll deductions, tax withholdings, and payroll records	Seven years
Payroll Check Registers	Documents payroll checks issued	Seven years after last entry
Payroll Data Entry Summaries Reports	Documents all records and payroll adjustment data entry for each payroll period	Until superseded
Payroll Register	Documents the pay of all RF employees including their earnings and deductions and other detailed information necessary for salary and time of service verification for retirement and social security purposes	Seven years after resignation or termination of employee
Payroll Summary Reports	Documents the summarized payroll expense listing salary totals, regular earnings, other earnings, FICA deductions, federal and state taxes withheld, net pay and other related information	Seven years
Wage & Tax Statements	W-2 and 1099 reports	Permanent
Refund/Disbursement Request Records	Documents requests and disbursements made for overpayments and refunds	Seven years
Travel Requests & Reimbursement Files	Documents requests for and approval of travel by employees	Seven years
Vehicle Insurance Cards	Documents insurance coverage of RF owned vehicles	Until superseded
Vehicle Records	Documents the administration of vehicles for accounting and insurance purposes	Three years after disposal of vehicle
Vehicle Title Records	Documents RF ownership of vehicles	Application until title received, title for duration of ownership then transfer

Systems & Information Services		
Contracts	Maintenance agreements for hard/software	Term plus six years
User Setup Log	User setup forms identifying employee, department and level of access to RF systems, includes termination forms	Termination of employee plus one year
Licenses	Users licenses for hard/software	Term plus six years
Equipment Requests	Requests for special equipment - laptops, etc.	One year

Document Type	Description	Retention Period
Access Reports	List of times all access doors are opened and which user opened them. Also denotes time door is opened with a key.	One year
Surveillance Video	Recordings from cameras located at RF Central Office	Forty-five days
Back-up tapes	All electronic data for all departments	Consistent with retention periods established elsewhere in this schedule

<b>Grants &amp; Contracts</b>		
PRSY/Account File	Sponsored program file maintained on a Project-Sub Year (PRSY) basis. All records related to a PRSY are maintained in this file.	Seven years from expiration of award
The PRSY file may include:	<p><b>Award Documentation:</b> Grant award letter, Contract, Sponsor purchase order, College award establishment letter, College guarantee/advance authorization, Project budget</p> <p><b>Pre-Award Documentation:</b> Proposal, correspondence, Human Subjects approval</p> <p><b>Post Award Documentation:</b> Financial transaction printouts, Attribute printouts, Subcontracts, Independent Contractor Agreement, Budget modification, Award modification, E-PAF printout, Timesheet printout, Purchase Order/Requisition, Small Order Form, Payment request, Invoices, Advance/Travel expense, P-Card statement &amp; transaction receipt, Equipment approval/screening certificate, Correspondence, e-mail printouts, Financial reports, Program reports, Dun and Bradstreet report, Insurance</p> <p><b>Project Closeout Documentation:</b> Inventory reports, Release/Assignment of claims, Audit reports/Corrective plans, Correspondence</p>	

<b>Client Services</b>		
Personal Action Forms (PAF's)	Employee and encumbrance information for field employees	Seven years after termination or resignation
Timesheets	Records RF's Central Office and field employees hours worked during a pay period	Seven years after resignation or termination of employee
Time & Leave Accruals Records	Documents the time & leave balance and accrual for RF Central Office and field employees	Seven years after resignation or termination of employee
Paystubs	Direct Deposit advices for RF Central Office and field employees	Seven years after resignation or termination of employee
Health Insurance Reconciliation Report	Reconciling health insurance deductions/term/additions/changes	Seven years after resignation or termination of employee
Satisfaction Survey Forms	Benefit orientation survey completed by field employees	One year after training
Training Attendance Sheets	Record of field employees attendance at trainings	One year after training

Document Type	Description	Retention Period
<b>Employment Policy &amp; Practice</b>		
Personnel Files	Documentation relating to all RFCO and field employees	Seven years after resignation or termination of employee
Personnel file may include:	Initial Personnel Action Form (PAF), Personnel Data Form (PDF), Resume, Interview records (Central Office), Employment application, Employment offer letter (CO), Job description, College transcripts and diploma (CO), Emergency contact form, Student employment verification form, Tax forms (IT 2104, W4, 8233), Promotion and Transfer records, Change in employment status, Copy of Driver's license, Copy of Passport or Permanent Resident card, Copy of Social Security Card, H1-B, F-1, J-1 Visa, Documents related to an employee's legal eligibility to work, Termination records, Direct Deposit form, E-Fund application, Voluntary self-identification form, Background check authorization form, Job duties & qualifications form, Benefits acknowledgement form, Background check result, Disability & Life insurance application, Short term disability forms, COBRA records, TIAA-CREF GRA & GSRA Enrollment form, Copy of Birth Certificate, Copy of Marriage Certificate, TIAA premium adjustment report, TIAA related letters and memos, Flexible spending forms, Employment verifications, Change of address form, Jury Duty documents, Various letters and memos, Health insurance application, Medical, Dental, Vision coverage form, Health insurance waiver form, and Garnishments	
Corporate Policies	All Board approved RF corporate policies	Permanent
Affirmative Action Compliance Records	Documentation of RF's response to federal program reviews, state compliance audits, annual reporting requirements, and internal audits	Permanent
Labor Relations Files	Collective Bargaining Agreements	Permanent
Health Insurance Contracts and Administrative Documents	Agreements with healthcare providers for employee healthcare coverage	Permanent
Retirement Files	Documents related to individual employee retirement	Seven years after benefit ends
TIAA Plan Documents	Documents related to pension plan including summary plan descriptions	Permanent
TIAA Withdrawal Application	Documents employee withdrawal from plan	Permanent
Guardian Life Insurance Application	Documents life insurance for employees	Permanent
New Hire Notifications	Reports to NYS Division of Taxation New Hire Notification Unit	Seven years
I-9 Forms	Completed Employment Eligibility Verification forms for all employees	Three years after date of hire, or one year after employment is terminated, whichever is later

Document Type	Description	Retention Period
H1B Visa Files	Documents related to Non-Resident Aliens employment eligibility	Seven years after resignation or termination
Background Check Files	Documents for employee related to criminal background checks	Three years after date of hire, or one year after employment is terminated, whichever is later
Interview Summary Forms	Interview Committee review forms	Three years
Resumes	Applicant resumes	Three years
Advertisement for Jobs Files	Documents related to the advertisement for available positions	Three years
Position Questionnaires	Classification of titles	One year after subsequent classification action completed but not less than ten years
Unemployment Files	Documents related to unemployment claims	Seven years after final payment
Workers' Compensation Files	Documents related to employee claim for workers' compensation	Eighteen years after date of injury or illness
Sick Leave Notice	Documents related to employee sick leave	Seven years after resignation or termination of employee
Employee Complaint & Other Personnel Matters	Documents related to employee complaints and personnel matters	Six years after resolution if no litigation is involved
Disciplinary Matter Files	Documents related to employee disciplinary matters	Seven years after resignation or termination of employee
Tuition Reimbursement Records	Central Office employee reimbursement records	Seven years after resignation or termination of employee
Tuition Reimbursement (REAP) Records	Field employee reimbursement records	Seven years after resignation or termination of employee
Health Wellness Program Files	Documents related to the Health Wellness program	One year from program
Employee Assistance Program Files	Documents related to the employee assistance program	Three years
Business Communication Class Files	Documents related to employee business communication training	One year from date of training

Internal Audit		
Workpapers	Audit Workpapers	Seven years
Reports	Audit Reports	Seven years
Whistleblower Complaints	Documentation relating to complaint investigations	Seven years

Communication & Special Events		
Annual Report	Narrative and statistical reports issued by the RF. Includes faculty and student profiles, report proofs, correspondence and related documents	Permanent
Photograph Consent	Signed consent forms for photographs	Permanent

Administrative Services
-------------------------

Document Type	Description	Retention Period
Offsite Storage Log	Record of documents forwarded by all RF departments for transfer to offsite facility including disaster recovery tapes	Permanent
Equipment Maintenance Log	Record of maintenance service administered on servers, desktops, copiers, printers and faxes	Life of asset
Furniture Barcoding System Log	Tracking and barcode tagging system for all RFCUNY furniture	Life of asset
Messenger Logs	Record of messenger deliveries	One year
Express Mail Log	Record of express mail deliveries including FedEx	One year
Equipment Inventory System	Tracking system for all RFCUNY owned equipment	Seven years after superseded by updated inventory
Small Order Forms	Central Office purchases under \$5,000	Seven years

<b>Procurement &amp; Payables</b>		
Purchase Orders	Purchase Orders greater than \$5,000 with supporting documentation: bids, requisition records, statement of vendor selection, Equipment Screening Certificate	Seven years from termination of award
Construction Contracts	Construction-related contracts with supporting documentation: bids, statement of vendor selection, Certificate of Insurance, performance and payment bonds, DDCM approval	Term plus seven years. As built drawings should be maintained permanently
Equipment Leases	Equipment leases with supporting documentation: bids, statement of vendor selection	Seven years from termination of award
Credit Applications	Credit applications required by new vendors	Seven years from termination of award
W-9 Forms	IRS Form W-9: Request for Taxpayer Identification Number & Certification	Seven years from termination of award
Certificates of Insurance	Business Auto coverages for transportation vendors	Seven years from termination of award