Academic

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Academic Administration	Enrollment Verifications	University Registrar	Permanent
Admissions (Enrolled)	Matriculation Forms	University Registrar	5 Years After Separation
Admissions (Enrolled)	Offer Letter	University Registrar	5 Years After Separation
Admissions (Enrolled)	Advanced Placement Records	University Registrar	Permanent (AACRAO Says 5 Years After Graduation, But Don't These Records Become Part of Student's Transcript?)
Admissions (Enrolled)	Applications	University Registrar	Permanent
Admissions (Enrolled)	Clearances or Background Checks (e.g. Criminal, Child Abuse Clearance, OSHA, etc.)	University Registrar	5 Years After Separation
Admissions (Enrolled)	Entrance Exam Reports, GRE, MCAT, LSAT, GMAT	University Registrar	5 Years After Separation
Admissions (Enrolled)	Health, Immunization and Other Documentation Records Required for Academic Program	University Registrar	5 Years After Separation
Admissions (Enrolled)	Supporting Documentations (e.g., Letters of Recommendation, Resumes and Essays)	Enrollment Management or College Department responsible for College Admissions	6 Weeks After Enrollment Date
Admissions (Enrolled)	Residency Certificates	University Registrar	5 Years After Separation
Admissions (Enrolled)	Residency Change Documents (Non-Resident to Resident)	University Registrar	6 Years After submission
Admissions (Enrolled)	Transcripts — high school and other college	University Registrar	5 Years After Separation
Admissions (Non-Enrolled)	Admission Records	Enrollment Management or College Department Responsible for College Admissions	1 Year After Expected Enrollment Date
Agreements	Graduate Medical Education Agreements		See "Agreements" Under the Legal & Risk Management Schedule
Curriculum and Instruction Records	Academic Program Administrative Records (Add/Drop Reports)	Office of the Provost	1 Year After Transaction Date
Curriculum and Instruction Records	Academic Program Administrative Records (Course Enrollment Summaries; Graduation Summaries; Registration Reports; Summer Term Reports)	Office of the Provost	Permanent
Curriculum and Instruction Records	Course Catalog and Schedule of Courses	Office of the Provost	Permanent
Curriculum and Instruction Records	Course Proposals	Office of the Provost	Permanent
Curriculum and Instruction Records	Degree Requirements	Office of the Provost	Permanent
Curriculum and Instruction Records	End of Course Survey (Instrument and Results)	As Designated by College/School	7 Years. Note: Any evaluations/results submitted to an employment file and/or tenure dossier become a part of those records and will be retained for the period designated for those records.
Curriculum and Instruction Records	New Degree Records	Office of the Provost	Permanent
Curriculum and Instruction Records	Program Development and Review Records	Office of the Provost	Permanent
Curriculum and Instruction Records	Syllabi	Instructor	1 Academic Year
Financial Aid	Borrowers Loan Records (Institutional and Perkins Loans, Repayment Schedules, Statement of Rights and Responsibilities, Records of Actions Taken, Related Correspondence)	Student Financial Services	5 Years After The Loan Is Paid In Full
Financial Aid	Federal Family Education Loan and Direct Program Records and Supporting Documents	Student Financial Services and Financial Aid	5 Years After Report is Issued

Academic

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Financial Aid	University State and Federal Program Records and Supporting Documents (Institutional Programs Participation Agreements, Title IV Records, State Grant and Special Programs)	Financial Aid	Permanent
Financial Aid (Enrolled)	Financial Aid Records (including appeals)	Financial Aid	3 Years After Separation
Financial Aid (Non Enrolled)	Financial Aid Records (including appeals)	Financial Aid	1 Year After Expected Enrollment Date
Graduate Medical Education	Academic Dismissal	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Annual Reports	Graduate Medical Education (Respective Department Responsible for Creating the Record)	7 Years After Filing Report
Graduate Medical Education	Applicant Summary (Names, Gender, Ethnicity, Accepted/Rejected Status)	Graduate Medical Education (Respective Department Responsible for Creating the Record	Permanent
Graduate Medical Education	Application	Graduate Medical Education (Respective Department Responsible for Creating the Record	Permanent
Graduate Medical Education	Background Check Results	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Board Status/Certification	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Committee activity (e.g., Quality Committee, Chief Resident Committee, etc.)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Correspondence	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Curriculum Vitae	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Debt Management Documents (e.g. Loan Deferment Papers, etc.)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Department Records (e.g., Program Documents, Individual Department Accreditation, etc.)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Duty Hour Compliance	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	ECFMG	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Evaluations (Monthly/Rotational; Semi-Annual; Final)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent

Academic

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Graduate Medical Education	Grievance	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	License	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Medical School Diploma	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Notice of Academic Action (Performance/Deficiency)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Notice of Violation of Academic Integrity Policies, Including Sanctions	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Probation. Remediation Records (Notification of Probation Letter; Letter Ending Probation)	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Procedure/Case Log Summary	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Graduate Medical Education	Research/Scholarly Activity	Graduate Medical Education (respective department responsible for creating the record)	Permanent
Graduate Medical Education	Visa/Immigration Paperwork	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Immigration/International	International Employee Records (i.e., Visa Records)	International Students and Scholars Services	3 Years After End of Employment
Immigration/International	International Student Records (i.e., Visa Records)	International Students and Scholars Services	3 Years From Inactivity
Study Abroad	Study Abroad Student and Staff Records	Study Abroad Office	5 years After Graduation
Statistical Data/Documents, and Reports	Degree, Grade, Enrollment, and Racial/Ethnic Statistics	Office of the Provost	Permanent
Student	Academic records (Including Narrative Evaluations, Competency Assessments, etc.)	University Registrar	Permanent
Student	Academic Warning	University Registrar	5 Years After Graduation
Student	Change of Course Forms-Continuing Education, Summer Sessions, and Extramural Studies	University Registrar	10 years
Student	Change to Student ID Number	University Registrar	Permanent
Student	Class Rosters/Lists	University Registrar	Permanent
Student	Commencement Records	University Registrar	Permanent
Student	Contact Information for Graduates	University Registrar	5 Years After Graduation
Student	Co-op Program Records	Steinbright Center	5 Years After Graduation
Student	Course Offerings	University Registrar	Permanent
Student	Curriculum Change Authorizations	University Registrar	5 Years After Graduation.

Academic

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Student	Examinations, Tests, Term Papers, Homework	Faculty Member	5 Years After Graduation.
Student	FERPA Disclosure Requests and Consents (Consent to Release Personally Identifiable Information)	University Registrar	Permanent
Student	Grade Changes, Grade Reports, Grade Sheets	University Registrar	Keep Until Student Graduates
Student	Graduation Lists	University Registrar	Permanent
Student	Hold or Encumbrance Authorizations	University Registrar	Permanent
Student	Internship Program Records	Steinbright Center	5 Years After Graduation
Student	Student Class Schedules	University Registrar	1 Year After Graduation
Student	Thesis and Dissertation Records	University Registrar	Permanent
Student	Transcript Requests	University Registrar	1 Year After Requested
Student	Transcripts	University Registrar	Permanent
Student	Transfer Credit Evaluations	University Registrar	5 Years After Graduation
Student	Veteran Administration Certifications	University Registrar	3 Years After Graduation
Student	Withdrawal Authorizations/Leaves of Absence	University Registrar	5 Years After Graduation
Student	Academic Grievance Records	Applicable Academic Departments	5 Years After Graduation

Accounting and Finance

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Accounting	Account Reconciliations (Balance Sheet)	Comptroller's Office	Permanently
Accounting	Accounts Receivable Statements - API, DeL, RRG	Comptroller's Office	7 Years From Receipt/Write-off of Accounts Receivable
Accounting	Accounts Receivable Statements - Drexel/ PHEC Intercompany	Comptroller's Office	7 Years From Receipt/Write-off of Accounts Receivable
Accounting	Accounts Receivable Statements - University (Tenet)	Comptroller's Office	7 Years From Receipt/Write-off of Accounts Receivable
Accounting	Annual Financial Report	Comptroller's Office	Permanently
Accounting	Assets: Acquisition/Disposition	Comptroller's Office	7 Years From Disposition or End of Depreciation
Accounting	Audit Work Papers	Comptroller's Office	7 Years
Accounting	California Form 587	Comptroller's Office	5 Years If Assessment Made: 20 or Until Resolved
Accounting	California Form 590	Comptroller's Office	5 Years If Assessment Made: 20 or Until Resolved
Accounting	California Nonresident Contractors	Comptroller's Office	20 Years From End of Tax Year
Accounting	Capital Asset Disposition Form	Comptroller's Office	7 Years
Accounting	Capital Equipment Records	Comptroller's Office	7 Years From End of Depreciation
Accounting	Check Request	Comptroller's Office	4 Years After Dishonor/10 Years After Date
Accounting	Cost Center Request Form	Comptroller's Office	Permanently
Accounting	Depreciation Schedules	Comptroller's Office	7 Years From End of Depreciation
Accounting	Financial Statements (i.e., Balance Sheet Statement, Statement of Cash Flow, Income Statement)	Comptroller's Office	Permanently
Accounting	Fringe Benefit Returns and Records	Comptroller's Office	7 Years
Accounting	Funding Transfer Form	Comptroller's Office	7 Years
Accounting	Local Business and Entertainment Request, Report, and Attachments	Comptroller's Office	7 Years
Accounting	New Account Records and B-Up Documentation	Comptroller's Office	7 Years
Accounting	Service Department Charges Form	Comptroller's Office	7 Years
Accounting	Signature Authority Authorization Forms	Comptroller's Office	7 Years
Accounting	Transaction Correction Form	Comptroller's Office	7 Years
Accounting	Travel Advance and Prepaid Expense Report	Comptroller's Office	7 Years
Accounting	Travel Expense Reimbursement Request, Report, and Attachments	Comptroller's Office	7 Years
Accounting	Travel Reimbursements and Attachments	Comptroller's Office	7 Years

Accounting and Finance

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Accounting	Trial Balances	Comptroller's Office	7 Years
Accounting	Accounts Payable Vouchers and Attachments	Comptroller's Office	7 Years
Agreements	Accounting & Finance Agreements		See "Agreements" Under Legal & Risk Management Schedule
Bond	Bond and Debt Compliance Reports/ Certificates	Treasurer	Permanently
Bond	Bond Offering Statements	Treasurer	Permanently
Bond	Bond Trustee Custodial Statements	Treasurer	Permanently
Bond	Bond, Invoices Paid	Treasurer	Permanently
Budget	Capital Project Funding Transfer Form	Budget & Planning	7 Years
Budget	Budget Records	Budget & Planning	7 Years
Bursar	3rd Party Billing Vouchers	Bursar's Office	7 Years
Bursar	Bursar Contracts	Bursar's Office	7 Years
Bursar	Daily Bank Deposit Slips	Bursar's Office	7 Years
Bursar	Daily Reconciliations	Bursar's Office	7 Years
Bursar	Disbursement Records	Bursar's Office	4 Years From End of Student's Attendance
Bursar	Individual Student Accounts	Bursar's Office	7 Years
Bursar	Petty Cash Reimbursement	Comptroller's Office	7 Years
Bursar	Student E-Bills	Bursar's Office	7 Years
Bursar	Student Loan Records	Bursar's Office	5 Years After the Loan is Paid in Full
Bursar	Tuition and Fee Charges	Bursar's Office	7 Years
Bursar	Tuition Collection Documents	Bursar's Office	7 Years
Bursar	Tuition Remission	Department of Human Resources	7 Years
Cash Management	Banking Records, Including Deposit and Withdrawal Records, Bank Statements and Reconciliation, Voided and Canceled Checks	Comptroller's Office	7 Years
Cash Management	Daily Bank Activity Reports	Treasurer	7 Years
Cash Management	EFT Authorizations	Comptroller's Office	7 Years
Cash Management	Wire Payment and Support Log	Treasurer	7 Years
Endowment	Planned Giving Documents	Treasurer	Permanently
Expenditures	Employee Reimbursement Vouchers and Records	Comptroller's Office	7 Years
Expenditures	IC Determination Documents/ Contracts	Comptroller's Office	Term + 7
Expenditures	Inter-departmental Transfers	Comptroller's Office	7 Years

Accounting and Finance

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Expenditures	Petty Cash Records	Comptroller's Office	7 Years
Expenditures	Vouchers for the Purchase of Goods/Services	Comptroller's Office	7 Years
Fixed Assets	Acquisition/Disposal of Real Property	Comptroller's Office	7 Years From End of Depreciation
Fixed Assets	Depreciation Records	Comptroller's Office	7 Years From End of Depreciation
Fixed Assets	Disposal of Fixed Assets Records	Comptroller's Office	7 Years From End of Depreciation
Fixed Assets	Physical Inventories Records	Comptroller's Office	7 Years From End of Depreciation
General Ledger	Journal Entries and Back-Up Documentation	Comptroller's Office	7 Years From End of Depreciation
General Ledger	Ledgers (Accounts Payable, Accounts Receivable, etc.)	Comptroller's Office	7 Years From End of Depreciation
Grant Administration	Effort Reports	Office of Research Administration	See Retention Period for associated agreement.
Grant Administration	Financial Records Relating to a Grant or Award (Federal, State, Private)	Office of Research Administration	See Retention Period for associated agreement.
Grant Administration	Invoices	Office of Research Administration	See Retention Period for associated agreement.
Grant Administration	Invoices (General Expenses) (Accounts Payable)	Office of Research Administration	See Retention Period for associated agreement.
Grant Administration	Personnel Activity Report Forms (PAFs)	Office of Research Administration	See Retention Period for associated agreement.
Grant Administration	Receipts	Office of Research Administration	See Retention Period for associated agreement.
Grant Administration	Records for Real Property and Equipment Acquired with Federal Funds	Office of Research Administration	7 Years From Disposition/End of Depreciation
Intercompany	Intercompany Notes/ Receivables	Comptroller's Office	7 Years From Receipt/Write-off of Accounts Receivable
Inventory Control	Inventory Records	Comptroller's Office	7 Years From End of Depreciation
Investments	Cambridge Monthly/ Qtrly. Reports	Treasurer	7 Years
Investments	Investment Bank Statements	Treasurer	7 Years
Investments	Manager Reports	Treasurer	7 Years
Payroll	Annual Payment Records (W-2, Alpha Lists, Employee Transaction Lists)	Payroll	7 Years
Payroll	Direct Deposit Authorizations	Comptroller's Office	7 Years From End of Relationship
Payroll	I-9's	Comptroller's Office	Later of 3 years From Hire Date or 1 Year From End of Employment
Payroll	Imputed Income Records (Auto Usage, CCTS)	Comptroller's Office	7 Years
Payroll	Pay Cycle Records	Comptroller's Office	4 Years
Payroll	Payroll Deduction Authorization Forms (W4, DBD, CFCU, Bonds)	Payroll	7 Years
Payroll	Returned W2-s	Comptroller's Office	7 Years
Payroll	Time Cards and Sheets	Comptroller's Office	3 Years

Accounting and Finance

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Payroll	W-2 Request Form, W-4, W-5 Forms	Payroll	7 Years
Payroll	Wage and Tax Statements	Payroll	7 Years
Payroll	Wage Attachments, Child Support, and Garnishment Records	Comptroller's Office	7 Years
Research	PI Billing Records for Per Diem and Service Charges	Office of Research Administration	7 Years
Tax	Excise Tax Returns and Records	Comptroller's Office	7 Years
Tax	Income Tax Returns and Worksheets	Tax Office	7 Years
Tax	Information Returns (1099)	Comptroller's Office	7 Years
Tax	Information Returns (990, 1099, 8282, 90.22, etc.)	Tax Office	7 Years
Tax	International Student Tax Records	Tax Office	7 Years
Tax	Payroll Tax Returns (W-2, Social Security, Unemployment Tax) and Records	Comptroller's Office	7 Years
Tax	Pension Tax Returns and Records	Comptroller's Office	7 Years
Tax	Philadelphia City Wage Tax	Comptroller's Office	7 Years From Time Tax Became Collectible
Tax	Property Tax Returns and Records	Tax Office	7 Years
Tax	Sales Tax Returns and Records	Tax Office	7 Years

Compliance Privacy and Internal Audit

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Compliance/Certifications/Security	Annual Conflict of Interest Disclosure Statements and Resolutions	Office of Chief Compliance / Compliance and Privacy Office	10 Years
Compliance/Certifications/Security	Sanction Check Confirmation Letter - Vendors	Department responsible for retaining the associated agreement.	Retain for as long as associated agreement.
Compliance/Certifications/Security	Sanction Check Confirmation Letter - Employee (Pre-Employment)	Office of Human Resources	Retain with employee file.
Compliance/Certifications/Security	Compliance Committee Minutes	Compliance and Privacy Office	10 Years
Compliance/Certifications/Security	Compliance Audits, Reviews, Investigations, Whistleblower Logs and Reports	Office of Chief Compliance / Compliance and Privacy Office	10 Years
Compliance/Certifications/Security	Breach Notification Records	Office of Chief Compliance / Compliance and Privacy Office	7 Years
Compliance/Certifications/Security	Records of Training Content and Attendance	Office of Chief Compliance / Compliance and Privacy Office	10 Years
Compliance/Certifications/Security	Privacy and Security Committee Minutes	Compliance and Privacy Office	7 Years
Compliance/Certifications/Security	Security Sub-Committee Minutes	College of Medicine Information Technology (Security Officer)	7 Years
HIPPA -PRIVACY	Healthcare component designation records for hybrid entities or single affiliated covered entity.	Privacy and Security Committee	7 years from when record was last in effect.
HIPPA -PRIVACY	Signed authorizations for the disclosure of PHI and any related records (non-research) (for research, please see research schedule).	Clinical Department	7 years from when the record was last in effect.
HIPPA -PRIVACY	Documentation required for and related to the disclosure of PHI for research (e.g., waiver of authorization for a study by the IRB/privacy board).	Compliance and Privacy Office	7 years from when the record was last in effect.
Agreement	Data set agreements with limited data set recipients and related documentation.	Researcher's Department	7 years from when the record was last in effect.
HIPPA -PRIVACY	Privacy notices, written acknowledgments of receipt of notices, and documentation of good faith efforts to obtain acknowledgment (if not obtained).	Clinical Department	7 years from when the record was last in effect.
HIPPA -PRIVACY	Records documenting any request to DUCoM to restrict the use or disclosure of PHI.	Clinical Department	7 years from when the record was last in effect.
HIPPA -PRIVACY	Regarding an individual's access to his or her designated record set, documentation of what constitutes the designated record set that may be accessed, and the titles of persons or offices responsible for receiving and processing requests for access by individuals.	Privacy and Security Committee	7 years from when the record was last in effect.

Compliance Privacy and Internal Audit

Specific Category	Type of Record	Custodian of Record	Record Retention Period
HIPPA -PRIVACY	Records relating to accountings of disclosures of PHI, including: information required to be in an accounting of disclosures of PHI; the written accounting provided to the individual; titles of persons or offices responsible for receiving and processing requests for accountings; identity of the privacy official responsible for developing and implementing HIPAA policies and procedures; records documenting staff training; all complaints received and the disposition of complaints; sanctions imposed on staff members for failing to comply with HIPAA privacy policies; policies and procedures in compliance with HIPAA requirements and any changes thereto; any communications, actions or activity required by the Privacy Rule to be documented.	Clinical Department	7 years from when the record was last in effect.
HIPPA -SECURITY	Regarding security standards, documentation as to why it is not reasonable or appropriate to implement an “addressable” implementation specification.	Privacy and Security Committee	7 years from when the record was last in effect.
HIPPA -SECURITY	Business associate agreements and related documentation.	Originating Department	Longer of (i) 7 years of last date of service; or (ii) 7 years from expiration/termination of associated agreement.
HIPPA -SECURITY	Records of movements of hardware and electronic media relating to physical safeguards, and the person responsible for such movements.	College of Medicine Information Technology (Security Officer)	7 years from when the record was last in effect.
HIPPA -SECURITY	Documentation of repairs and modifications to physical components of a facility, related to physical security.	College of Medicine Information Technology (Security Officer)	7 years from when the record was last in effect.
HIPPA -SECURITY	Policies and procedures adopted to comply with HIPAA security requirements, including records of actions, activities or assessments as to HIPAA security requirements.	College of Medicine Information Technology (Security Officer)	7 years from when the record was last in effect.
Internal Audit	Internal Audit Reports and supporting documentation.	Internal Audit and Management Consulting Services	7 Years

Corporate and Governance

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Accreditation Records	University Accreditation Final Report and Determination	Office of the Provost	Permanent
Accreditation Records	College/School Accreditation Final Report and Determination	College/School Responsible For Meeting Accreditation Requirements	Permanent
Accreditation Records	Accreditation Supporting Records	Department Responsible For Meeting Accreditation Requirements	The longer of: (i) As Required/Recommended by Accrediting Agency/Association; or (ii) Two Cycles of Accrediation
Board of Trustees	Board of Trustee Committee Agendas, Meeting Minutes, Notices & Corresponding Materials	Department Responsible for Managing Meetings	Permanent
Board of Trustees	Board of Trustee Committee Related Documentation and Correspondence	Department Responsible for Managing Meetings	Permanent
Board of Trustees	Board of Trustee Agenda, Meeting Minutes, Notices & Corresponding Materials	Office of the General Counsel	Permanent
Board of Trustees	Board of Trustee and Committee Resolutions, Motions, Enactments	Office of the General Counsel	Permanent
Board of Trustees	Completed Conflict of Interest Forms (Trustees)	Office of the General Counsel	Permanent
Board of Trustees	Board of Trustee and Committee Membership Lists	Office of the General Counsel	Permanent
Board of Trustees	Trustee Curriculum Vitae	Institutional Advancement	Permanent
Board of Trustees	Policies, Procedures and Protocols	Office of the General Counsel (Drexel) / Communications & Marketing (DrexelMed)	Permanent
Corporate Documents	Governing Records, i.e., Charter, Articles of Incorporation, Merger or Division, By-Laws and Related Documentation	Office of the General Counsel	Permanent
Corporate Documents	Fictitious Name Filings	Office of the General Counsel	Permanent
Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Mission Statement/Strategic Plans	Office of the Provost (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanent
Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Faculty Senate Records, i.e. Agendas, Award Records, Election and Ballot Records and Results.	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanent
Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Governance Records, i.e. Faculty Senate Constitution, Charter and By-laws and Protocols	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanent

Corporate and Governance

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Faculty Senate Agenda, Meeting Minutes, Notices & Corresponding Materials	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanent
Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Membership Lists	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanent
Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Faculty Senate Committee Records (Grievance, Other Confidential Files, Public Files, Meeting Minutes, Reports, etc.)	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanent
Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Faculty Senate Resolutions, Motions, Enactments	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanent
Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Studies and Surveys	Faculty Senate (Drexel) / Faculty Affairs and Professional Development (DUCOM)	Permanent
Corporate Documents	University-Wide Policies	Department Responsible for Issuing Policy	Permanent

Health and Safety

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Biosafety	Activities of the UBSC include corrections or approval of previous minutes; policy, facility and compliance reports; and decisions on policies, protocols, and amendments.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	Annual UBSC reports to NIH OBA.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	Biosafety, Blood borne pathogen, recombinant DNA training records.	Environmental Health & Safety	30 years from end of employment
Biosafety	OBA Assurance and reports (annual, serious/continuing noncompliance, deviations, suspensions).	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	Proposed activities involving use of biohazard substances (including documentation of UBSC approval/denial).	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	Proposed significant changes in activities involving biohazardous materials (including documentation of approval/denial).	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	Submissions.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	Training Records, including Training Certificates, Request for Training).	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	UBSC Activities of the Committee.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	UBSC Basic Biosafety Guidelines.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	UBSC Deliberations Reasons leading to a particular UBSC decision (separate records and/or which may be incorporated into minutes).	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	UBSC Industrial hygiene Guidelines.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	UBSC Member Roster and CVs.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	UBSC Minutes (which may include deliberation/discussion and reasons leading to particular Environmental safety and recombinant DNA use decisions).	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	UBSC Recombinant DNA Guidelines.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	UBSC Records of Attendance.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety	UBSC Select Agent Guidelines.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Access Records (list of Individuals who have been granted access; entry logs).	Office of Research	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	APHIS/CDC Form 1 (Application for Registration); Certificate of Registration (and Amendments, Approval of Amendments, Denials, Revocations, Suspensions) and supporting documentation.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	APHIS/CDC Form 2 (Request to Transfer) and supporting transfer records.	Investigator	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	APHIS/CDC Form 3 (Report of Theft, Loss, or Release), initial report sent to CDC/APHIS and other related records.	Office of Regulatory Research Compliance	3 years from completion of related studies.

Health and Safety

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Biosafety - Select Agents (Bioterroristic Agents)	APHIS/CDC Form 4 (Report of Identification), initial report sent to CDC/APHIS and other related records.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	APHIS/CDC Form 5 (Request for Exemption) and decisions, reconsideration of decision.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Biosafety Plan and Biosafety records, reports and other related documents.	Environmental Health & Safety	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Designation of Responsible Official and supporting/related documentation.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Facility Inspection Report by CDC.	Investigator	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Federal Bureau of Investigation Form 961 for individual information and finger print certification.	Investigator	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Incident Response Plan and incident records, reports and other related documents.	Investigator	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Intra-entity Transfer Records.	Investigator	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Inventory and Destruction Records.	Investigator	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Notice of approval of access to select agents and or toxins (and decision, appeal).	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Protocol for Intra-entity transfers.	Investigator	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Reports of loss, theft, release, alteration of inventory records, or other reportable activities/events.	Investigator	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Security Plan and security records, reports and other related documents.	Investigator	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Training Records	Office of Regulatory Research Compliance	3 years from completion of related studies.
Biosafety - Select Agents (Bioterroristic Agents)	Written explanations of any discrepancies.	Office of Regulatory Research Compliance	3 years from completion of related studies.
Environmental Health & Safety	Asbestos Records	Environmental Health & Safety	30 Years
Environmental Health & Safety	Asbestos Surveys of Environmental Sites	Environmental Health & Safety	Permanent
Environmental Health & Safety	Chemical and Hazardous Waste Manifest and Disposal Records	Environmental Health & Safety	3 Years (+ 1)
Environmental Health & Safety	Chemical Hazardous Material Survey Records	Environmental Health & Safety	30 Years
Environmental Health & Safety	Chemical Inventory	Environmental Health & Safety	30 Years
Environmental Health & Safety	Chemical Pick-Up Request/Chain of Custody	Environmental Health & Safety	365 Days (+ 1 Year)
Environmental Health & Safety	Declaration of Possession/Nonpossesion of Select Agents	Environmental Health & Safety	3 years from completion of related studies.
Environmental Health & Safety	Due Diligence Environmental Site Assessments	Environmental Health & Safety	Permanent
Environmental Health & Safety	Emergency Response Plans and Procedures	Environmental Health & Safety	Permanent
Environmental Health & Safety	Employee Incident Report	Environmental Health & Safety	Permanent
Environmental Health & Safety	Employee Medical Data	Environmental Health & Safety	30 years from end of employment.
Environmental Health & Safety	Environmental Impact Evaluations	Environmental Health & Safety	Permanent
Environmental Health & Safety	Eyewash Weekly Inspection Checklist	Environmental Health & Safety	7 Years
Environmental Health & Safety	Flood Reports	Environmental Health & Safety	7 Years
Environmental Health & Safety	Forms for minors working in research labs.	Environmental Health & Safety	Later of 7 years or minor's 25th birthday,
Environmental Health & Safety	Forms for visitors working in research labs.	Environmental Health & Safety	7 Years

Health and Safety

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Environmental Health & Safety	Fume hood testing records.	Environmental Health & Safety	7 Years
Environmental Health & Safety	Incident Reports involving possible hazardous exposure (including Sharps Injury Log).	Environmental Health & Safety	30 Years
Environmental Health & Safety	Indoor Air Quality	Environmental Health & Safety	Permanent
Environmental Health & Safety	Laboratory Safety Self-Inspection Checklists	Environmental Health & Safety	7 Years.
Environmental Health & Safety	Lead Surveys of Environmental Sites	Environmental Health & Safety	Permanent
Environmental Health & Safety	Licenses and Permits	Environmental Health & Safety	Permanent
Environmental Health & Safety	Material Safety Data Sheets Records	Environmental Health & Safety	30 years from time superseded, unless the data is otherwise available in an inventory to be kept 30 years.
Environmental Health & Safety	Other Incident Records	Environmental Health & Safety	7 Years
Environmental Health & Safety	Radiation Dose Reports	Office of Regulatory Research Compliance	Permanent
Environmental Health & Safety	Radiation Safety Training Records	Office of Regulatory Research Compliance	Permanent
Environmental Health & Safety	Radioactive Material Monitoring and Exposure Records	Office of Regulatory Research Compliance	Permanent
Environmental Health & Safety	Radioactive Material Receiving, Handling, Disposition and Inventory Records.	Office of Regulatory Research Compliance	Permanent
Environmental Health & Safety	Radioactive Materials License and Safety Committee Records	Office of Regulatory Research Compliance	Permanent
Environmental Health & Safety	Safety Inspection Records	Environmental Health & Safety	7 Years
Environmental Health & Safety	Safety Training Records	Environmental Health & Safety	7 years from end of employment.
Environmental Health & Safety	Fire Extinguisher Replacement - Request Form	Fire and Life Safety	Permanent
Environmental Health & Safety	Fire Protection Systems Records	Fire and Life Safety	Permanent
Environmental Health & Safety	Portable Extinguisher Training Records	Fire and Life Safety	Permanent
Environmental Health & Safety	Fire Alarm Activation Log	Fire and Life Safety	10 Years

Health Services

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Medical Records	Medical Record (Including Counseling Records)	Clinical Department	The Longer of (i)10 Years From the Last Date of Treatment; (ii) if Patient is a Minor, 10 Years After Patient Turns 18 Years Old
General Laboratory	Accession Log	Pathology Department	2 Years
General Laboratory	Maintenance/Instrument Maintenance Records	Pathology Department	2 Years
General Laboratory	Quality Control Records	Pathology Department	2 Years
Surgical Pathology (Including Bone Marrows)	Reports (Surgical Pathology (Including Bone Marrows), Cytology, Non-Forensic Autopsy)	Pathology Department	10 Years
Medical Billing/Reimbursement	Reimbursement/Payment Records	Physician Business Services	10 Years
Medicare/Insurance	Cost Report Claims Under Medicare/Medicaid/Other Insurance	Physician Business Services	10 Years
Regulatory/Reporting Records	Records of Reports of Suspected Cases of Child Abuse	Clinical Department	3 Years After Minor Turns 18 Years Old
Regulatory/Reporting Records	Reports of Contagious or Communicable Disease to Governmental Agencies	Clinical Department	Permanent

Human Resources

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Affirmative Action	Affirmative Action Plans and Progress Reports	Office of Equality & Diversity	3 Years
Affirmative Action	Employment Data Analysis Records	Office of Equality & Diversity	3 Years
Affirmative Action	Employment Tests and Selection Criteria - Impact or Adverse Impact Records	Office of Equality & Diversity	3 Years
Affirmative Action	Equal Employment Opportunity Reports	Department of Human Resources	3 Years
Affirmative Action	Records to Complete EEO-6 or IPEDS Staff Survey	Department of Human Resources	3 Years
Affirmative Action/ Equal Opportunity	Conciliation Agreements/ Orders on Consent	Office of Equality and Diversity	10 Years
Agreements		See "Agreements" under Legal & Risk Management Schedule	
Benefits	Annual Benefits Reports	Department of Human Resources	7 Years
Benefits	Beneficiary Designation Form	Department of Human Resources	7 Years
Benefits	Benefit Employer Contribution	Department of Human Resources	7 Years
Benefits	Benefit Plan Selection Data	Department of Human Resources	7 Years
Benefits	Benefit Provider Report of Events	Department of Human Resources	7 Years
Benefits	Domestic Partner Records	Department of Human Resources	7 Years
Benefits	Major Life Event Form	Department of Human Resources	7 Years
Benefits	Tuition Remission Records	Department of Human Resources	7 Years
Benefits	Release Consent Form	Department of Human Resources	7 Years
Benefits	Return to Work Form	Department of Human Resources	7 Years
Benefits	Pre-Tax Benefit Records (e.g. Dependent Care, Health Care Spending, Commuter)	Department of Human Resources	7 Years
Benefits	Health, Life & Disability Insurance Plan Documents	Department of Human Resources	7 Years
Benefits	Leave Records (e.g. ,FMLA, Non-FMLA, Personal, Sick, Vacation)	Department of Human Resources	7 Years
Benefits	Retirement & Pension Plans	Department of Human Resources	7 Years
Benefits	Retirement Plans Investment Committee Records	Department of Human Resources	Permanent
Employee Relations	Employee Relations Files - Intake Form and File, Quarterly Reporting Log	Department of Human Resources	7 Years
Employment	Web*Salary Access Authorization (e.g. approval to access salary information).	Department of Human Resources	7 Years
Employment	5500 Reports	Department of Human Resources	7 Years
Employment	Hiring Records (e.g., applications, resumes, background, reference, federal sanction, education checks, employment verification, employment authorization, and business case for hiring).	Department of Human Resources	7 Years

Human Resources

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Employment	California Tax Form	Department of Human Resources	7 Years
Employment	Information Change Form (e.g., name, address, etc.).	Department of Human Resources	7 Years
Employment	Search Committee Records (Applications, Committee Meeting Minutes, Interview Materials/Notes, Letter of Offer/Nonoffer, Letters of Recommendation, Transcripts).	Search Committee Chair	7 Years
Employment	Unsuccessful Employment Applications and Supporting Records	Department of Human Resources	7 Years
Employment	Personnel Files - Non-Faculty	Department of Human Resources	7 Years
Employment	Non-Employee Associate Form	Department of Human Resources	7 Years
Employment	Voluntary Exit Questionnaire	Department of Human Resources	7 Years
Employment	Voluntary Self-Identification Form	Department of Human Resources	7 Years
Employment	Volunteer Rregistration forms, parental consent forms, and agreements.	Department of Human Resources	7 Years
Employment	Employment-Related Grievances	Department of Human Resources	7 years after termination of employment.
Employment	Faculty Records (e.g. Appointment, Non-reappointment, Tenure, Promotion).	Office of the Provost / Faculty Affairs & Professional Development	Permanent
Employment	Annual Performance Evaluations	Department of Human Resources	7 years after termination of employment.
Employment	Faculty Compensation and Incentive Program	Department of Human Resources	7 years after termination of employment.
Employment	Sabbatical	Office of the Provost	7 years after termination of employment.
Payroll	Time Cards	Payroll Office	7 Years
Payroll	Annual Payroll Records (e.g. W-2)	Department of Human Resources	7 Years
Payroll	Payroll Vouchers	Department of Human Resources	7 Years
Payroll	Record of payments and deductions (payroll registers, deductions lists, adjustments).	Department of Human Resources	7 Years
Payroll	Direct Deposit Authorization Form	Payroll Office	7 Years
Payroll	Federal Tax Levies	Payroll Office	7 Years
Payroll	Pay Authorization Records	Payroll Office	7 Years
Payroll	Paycheck Delivery Records	Payroll Office	7 Years
Payroll	Payroll Adjustments - Off Cycle pay, overpayments, retroactive pay, refunds, one-time pay, leave adjustments.	Payroll Office	7 Years
Payroll	Payroll Check Register	Payroll Office	7 Years
Payroll	Payroll Register	Payroll Office	7 Years
Payroll	Payroll Resolution Form	Payroll Office	7 Years
Payroll	Savings Bond Form	Payroll Office	7 Years
Payroll	Supplemental Pay Form	Department of Human Resources	7 Years
Payroll	Wage Assignment Orders	Department of Human Resources	7 Years
Student Employment	Student Employee Records	Department Employing Student	7 Years

Human Resources

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Emloyment	HIPPA Compliance Records (e.g., (1) compliance form; (2) online training; and (3) training acknowledgement signed form.	Department of Human Resources	7 Years
Employment	MVR paperwork (e.g., motor vehicle check for university drivers, proper license, no tickets, summary or rights, etc.).	Department of Human Resources	7 Years

Information Management

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Agreements	IT-Related Agreements (e.g., Software License Agreements)	Information Resources & Technology / Information Technology	See "Agreements" under Legal & Risk Management Schedule
Disaster Recovery	All Back-Ups	Information Resources & Technology / Information Technology	Refer to Back-Up Policies
Maintenance & Management	Change Management Records	Information Resources & Technology / Information Technology	Permanent
Maintenance & Management	Inventories (e.g. Software, Back-Up)	Information Resources & Technology / Information Technology	Dynamic
Maintenance & Management	Operation Logs	Information Resources & Technology / Information Technology	3 Years
Maintenance & Management	Performance Records (e.g., Hardware, Network, Data, Telephone)	Information Resources & Technology / Information Technology	3 Years
System Security	Encryption Records	Information Resources & Technology / Information Technology	Permanent
System Security	Security Change Requests	Information Resources & Technology / Information Technology	Permanent
System Security	Security Logs	Information Resources & Technology / Information Technology	30 Days

Intellectual Property

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Agreements	Intellectual Property Agreements	See "Agreements" under Legal & Risk Management Schedule	
Copyright	Assignments	Office of Research Technology Commercialization	Permanent
Copyright	Certificate of Registration	Office of Research Technology Commercialization	Permanent
Copyright	Registration (and copy of registered work)	Office of Research Technology Commercialization	Permanent
Copyright	Renewals	Office of Research Technology Commercialization	Permanent
Patent & Trademarks	Background Reviews	Office of Research Technology Commercialization	Permanent
Patent & Trademarks	Invention Disclosure Form	Office of Research Technology Commercialization	Permanent
Patent & Trademarks	Original executed United States Patent and Trademark Office (USPTO) Assignment Forms	Office of Research Technology Commercialization	Permanent
Patent & Trademarks	Trademark Applications, Original Registered Trademarks (and other supporting documentation and correspondence)	Office of the General Counsel Communications	Permanent
Patent & Trademarks	Patent Applications (and other supporting documentation and correspondence)	Office of Research Technology Commercialization	Permanent
Patent & Trademarks	Patent Litigation Records	Office of Research Technology Commercialization	Permanent
Patent & Trademarks	Brand-Identity Records	Communications & Marketing University Relations	Permanent

Legal and Risk Management

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Agreements	Articulation Agreements	Originating Department	7 Years From Expiration/Termination of the Agreement
Agreements	Auto Lease Agreements	Procurement	7 Years From Expiration/Termination of the Agreement
Agreements	Bank Agreements	Treasurer	7 Years From Expiration/Termination of the Agreement
Agreements	Bond and Loan Agreements	Treasurer	Permanent
Agreements	Collective Bargaining Agreements	Facilities	Permanent
Agreements	Confidentiality Agreements	Clinical Research Group (for DrexelMed Clinical Research) Office of Research Compliance Administration (All Drexel Research Matters) Office of Research Technology Commercialization (For Matters Affecting Drexel or DrexelMed Intellectual Property) Department (For All Other Matters at Drexel and DrexelMed)	7 Years From the Later of (i) Expiration/Termination of the Agreement; or (ii) Confidentiality Term
Agreements	Construction Agreements (Including Insurance Certificates)	Facilities/Health Sciences Campus Operations	13 Years
Agreements	Consulting Agreements	Originating Department	7 Years From Expiration/Termination of the Agreement
Agreements	Consulting Agreements - Construction Projects	Facilities/Health Sciences Campus Operations	13 Years
Agreements	Credit Card Merchant Processor Agreements	Treasurer	7 Years From Expiration/Termination of the Agreement
Agreements	Donor Agreements - Related to Endowment	Treasurer	Permanent
Agreements	Donor Agreements - Related to All Other Gifts/Donations	Institutional Advancement	Permanent

Legal and Risk Management

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Agreements	Employment Agreements	Department of Human Resources	7 Years After Employment
Agreements	Equipment Lease Agreements	Procurement	7 Years From Expiration/Termination of the Agreement
Agreements	Grants (Non-Governmental and Non-Research)	Originating Department	7 Years From Expiration/Termination of the Agreement Unless Longer Period Required by Grant Rules.
Agreements	Hotel/Conference Agreements	Originating Department	7 Years From Expiration/Termination of the Agreement.
Agreements	Housing Agreements	University Housing	7 Years From Expiration/Termination of the Agreement
Agreements	Intellectual Property Agreements (i.e., Licenses, Options, Settlement Agreements (Including For Interferences), Interinstitutional Agreements)	Office of Research Technology Commercialization	Permanent
Agreements	Intercompany Agreements (e.g., Revenue Sharing Agreement)	Comptroller's Office	7 Years From Expiration/Termination of the Agreement
Agreements	Financial Manager Agreements	Treasurer	7 Years From Expiration/Termination of the Agreement
Agreements	Material Transfer Agreements	Office of Research Administration	7 Years From the Later of (i) Expiration/Termination of the Agreement; or (ii) Confidentiality Term.
Agreements	Participation Agreements for any Group Purchasing Organizations	Procurement	7 Years From Expiration/Termination of the Agreement.

Legal and Risk Management

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Agreements	Preferred Vendor Agreements	Procurement	7 Years From Expiration/Termination of the Agreement.
Agreements	Real Estate Easements and Supporting Documentation	Office of the General Counsel	Permanent
Agreements	Real Estate Leases, Subleases, and Office Session Leases	Office of the General Counsel	7 Years From Expiration/Termination of the Agreement
Agreements	Real Estate Sales Agreement	Office of the General Counsel	7 Years From Expiration/Termination of the Agreement
Agreements	Service Agreements (Insurance Carriers)	Office of Risk Management	Permanent
Agreements	Services Agreement (e.g., Independent Contractor/Vendor/Service Agreements)	Originating Department	7 Years From Expiration/Termination of the Agreement
Agreements	Software License Agreements	Originating Department	7 Years From the Later of (i) Expiration/Termination of the Agreement; or (ii) Use of Software
Agreements	Tuition Payment Agreements	Bursar's Office	7 Years From Expiration/Termination of the Agreement
Agreements	All Other Agreements	See Related Schedule	7 Years From Expiration/Termination of the Agreement
Agreements	Graduate Medical Education Agreements	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent

Legal and Risk Management

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Agreements	Training Agreement - Graduate Medical Education Records	Graduate Medical Education (Respective Department Responsible for Creating the Record)	Permanent
Claims	Preservation Notice (Litigation Hold Notice)	Office of the General Counsel/Office of Risk Management	One (1) Year After Final Disposition of Claim
Claims	Subpoenas/Document Requests	Office of the General Counsel/Office of Risk Management	One (1) Year After Final Disposition of Claim
Claims	Settlement/Release/Waivers	Carrier/Office of Risk Management	Permanent
Claims	Incident Reports (Including Auto Accident Report Form)	Carrier/Office of Risk Management	Later of (i) 7 Years From Date of Reported Accident; or (ii) If Minor Involved, When Minor Turns 25 Years Old
Claims	Payment Records of Insurance Premiums	Accounts Payable	Permanent
Claims	Payment Records of Settlements or other Dispositions	Accounts Payable	Permanent
Claims (Medical Malpractice)	Case Summary	Carrier/Office of Risk Management	Permanent
Claims (Medical Malpractice)	Correspondence	Carrier/Office of Risk Management	1 Year After Final Disposition
Claims (Medical Malpractice)	Court Documents/Records/Docket/Discovery	Carrier/Office of Risk Management	1 Year After Final Disposition
Claims (Medical Malpractice)	Loss-Run Report	Office of Risk Management	Permanent
Claims (Medical Malpractice)	Payment Records of Settlements or Other Dispositions	Carrier/Office of Risk Management	Permanent
Claims (Medical Malpractice)	Settlement/Release/Waivers	Carrier/Office of Risk Management	Permanent
Claims (University Not a Party)	Subpoenas/Document Requests	Office of the General Counsel	1 Year
Claims (Worker's Compensation)	Employee Worker's Compensation File	Carrier/Office of Risk Management	10 Years From Last Activity in Employee's Last Reported Claim.

Legal and Risk Management

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Insurance Policy	Benefits Policy	Department of Human Resources	Permanent
Insurance Policy	Certificates of Insurance (of Vendors or Third Parties)	Department Responsible for Retaining Associated Agreement	Retain For Same Period as Associated Agreement
Insurance Policy	Insurance Policies: - Crime - Educators Legal Liability Policy (Directors and Officers/Employment Practices Liability - Excess/Umbrella Liability Policy - Fiduciary Policy - Fine Art Policy - Foreign Liability Package Policy - General Liability - Inland Marine/Watercraft/Trailers/Boat Floater Policy - Limited Professional Liability Policy / Professional Liability Policy (Including Certificates of Insurance and Endorsements) - Property Policy - Workers Compensation Policy	Office of Risk Management	Permanent
Insurance Policy	Other Policies	Department Securing the Policy	Permanent
Insurance Policy	Student Athletic Insurance	Student Athletics	Permanent
Insurance Policy	Student Health Insurance Policy	Student Life	Permanent

Police and Public Safety

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Arrest Records	Arrest Book	Drexel Police	7 Years If Not Part of Criminal History Case File
Case Files	All other criminal/investigatory cases files	Drexel Police	20 Years From Close of Investigation
Case Files	Homicides/Suspicious Deaths Case Files	Drexel Police	Permanent
Case Files	Misdemeanor Cases, Summary Offenses, Summary Cases	Drexel Police	7 Years
Compliance	Clery Act Warnings/Notifications and Supporting Documentation	Public Safety	7 Years
Compliance	Statistics on enumerated criminal offenses, and supporting records, that occur on campus during the most recent calendar year and the two preceding calendar years.	Public Safety	7 Years
Criminal History Files	Evidence Records - Handling and Storage of Evidence Records - Logs documenting the receipt, transfer, and release of materials taken into evidence, including property reports, release records, evidence tags, and similar records.	Drexel Police	7 Years if not entered into a Criminal History Case File
Criminal History Files	Evidence Records - Photographs (Photos of Crime Scenes, Including Photographic Prints and Negatives)	Drexel Police	7 Years If Not Entered into a Criminal History Case File
Criminal History Files	Evidence Records - Tape Recordings (Dispatch Audio Tapes Recorded to Monitor Radio Transmissions)	Drexel Police	7 Years If Not Entered into a Criminal History Case File
Criminal History Files	Evidence Records - Video Tapes Concerning All Other Cases	Drexel Police	7 Years If Not Entered into a Criminal History Case File
Criminal History Files	Evidence Records (Records Pertaining to the Collection and Storage of Evidence Collected at Crime Scenes and During Police Investigations).	Drexel Police	7 Years If Not Entered into a Criminal History Case File
Intelligence Files	Intelligence Files - Records Containing Information Regarding Individuals/Groups	Drexel Police	When one of the following applies: (1) Data is no longer relevant or necessary to the goals and objectives of Drexel Police; (2) data has become obsolete making it unreliable for present purposes, and the utility of updating the data would be worthless; and (3) the data cannot be used for strategic or tactical intelligence studies.
Internal Affairs Investigations	Records pertaining to internal investigations regarding police conduct or actions, board of inquiry proceedings, and any subsequent disciplinary actions; includes incident log and all documentation related to substantiated and unsubstantiated charges.	Drexel Police	7 Years
Jurisdiction	Memoranda of Understanding (e.g., Philadelphia Police)	Drexel Police	Permanent
Logs	Court Documents, including: PFAs, Subpoenas, Court Orders, etc.	Drexel Police	7 Years
Logs	Crime Logs	Public Safety	7 Years
Logs	Dispatch Logs	Drexel Police	7 Years After Last Entry
Logs	Mutual Aid Logs	Public Safety	Permanent

Police and Public Safety

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Logs	Routine Activity Logs - Records of Routine Welfare Checks, Alarm Checks, etc.	Department of Public Safety	7 Years
Logs	Traffic Accident Logs	Drexel Police Department	7 Years If Not Part of Criminal History Case File
Miscellaneous Records	Training Records	Drexel Police Department	7 Years If Not Part of Criminal History Case File
Public Safety	Accident Reports	Drexel Police Department	7 Years If Not Part of Criminal History Case File
Public Safety	Crime Reports	Drexel Police Department	7 Years If Not Part of Criminal History Case File
Public Safety	Property Damage Reports	Drexel Police Department	7 Years If Not Part of Criminal History Case File
Reports	Activity Summaries	Drexel Police Department	7 Years If Not Part of Criminal History Case File
Reports	Annual Uniform Crime Report/NIBRS-Including Required Notifications, etc.	Department of Public Safety	Permanent
Reports	Incident Reports	Drexel Police Department	7 Years If Not Part of Criminal History Case File
Reports	Offense Reports	Drexel Police Department	7 Years If Not Part of Criminal History Case File

Real Estate, Facilities and Procurement

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Agreements	Real Estate, Facilities & Procurement Agreements	See "Agreements" under Legal & Risk Management Schedule	13 Years
Construction	Annual Reports from the Office of Facilities and the University Planning Office.	Facilities	Permanent
Construction	As–Built Drawings	Facilities/Health Sciences Campus Operations	Permanent
Construction	Bid Documents - Plans, Specifications and Project Budgets	Facilities/Health Sciences Campus Operations	13 Years
Construction	Consultant/Contractor Invoices/Vouchers	Planning, Design & Construction/Health Sciences Campus Operations	13 Years
Construction	Design Standards	Planning, Design & Construction	13 Years
Construction	Licensing	Facilties/Health Sciences Campus Operations	Permanent
Construction	Master Plan	Planning, Design & Construction	Permanent
Construction	Meeting Minutes and Supporting Materials, Decisions Concerning Maintenance, Construction, and Renovation With Cost Recovery Support Documentation	Planning, Design & Construction	13 Years
Construction	Official Drawings of the Campus	Facilities	Permanent
Construction	Permits	Facilties/Health Sciences Campus Operations	Permanent
Construction	Progress Submissions	Facilities/Health Sciences Campus Operations	13 Years
Construction	Record Documents (Finalized Version of the As-Built Drawings)	Facilties/Health Sciences Campus Operations	Permanent
Construction	Substantial Completion Letters	Planning, Design & Construction	13 Years
Equipment and Supplies	Vehicle Records (Emission Records, Fuel Records, Maintenance Records, Registration Records, Titles, Use Records)	Facilties	7 Years
Facilities	Bid and Competitive Selection Records and Req. for Proposal	Facilties/Health Sciences Campus Operations	7 Years
Facilities	Equipment Inventory Records	Facilties/Health Sciences Campus Operations	7 Years
Facilities	Equipment Maintenance Records	Facilties/Health Sciences Campus Operations	7 Years
Facilities	Vehicle Daily Inventory Records	Facilties	5 Years
Facilities	Vehicle Maintenance Records	Facilties	7 Years
Maintenance	Building/Grounds Repair, Maintenance, Remodeling, and Construction Records	Facilties/Health Sciences Campus Operations	13 Years
Maintenance	Work Orders	Facilties/Health Sciences Campus Operations	13 Years
Real Estate	Prepatory/Acquisition Documents (e.g. Closing Documents/Binder, Due Diligence, Legal Descriptions, Maps, Drawings, Surveys, Titles, and Deeds)	Office of the General Counsel	Permanent
Real Estate	Real Estate Correspondence	Office of the General Counsel	7 Years
Space Usage and Valuation	Building Space Inventory and Valuation Records	Office of the General Counsel	Permanent
Space Usage and Valuation	Campus Space Usage Records	Operations & Space Management	Permanent
Purchase	Purchasing Records - Sponsored Research	Procurement	Permanent
Purchase	Purchasing Records - Construction	Procurement	13 Years
Purchase	Purchasing Records - General	Procurement	7 Years

Real Estate, Facilities and Procurement

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Purchase	Purchasing Records - Bond	Procurement	Permanent
Procurement	Purchasing Records - All Unsuccessful Bids and Proposals	Procurement	13 Years

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Agreements	Industry-Sponsored or Supported Research Agreements (e.g., Sponsored Research Agreements, Investigator-Initiated Support Agreements, Equipment Loan Agreements).	Office of Research Administration	Permanent
Agreements	Industry-Sponsored or Supported Clinical Research Agreements (e.g., Clinical Trial Agreements, Investigator-Initiated Support Agreements, Equipment Loan Agreements).	Clinical Research Group	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.
Agreements	Federal Government-Supported Agreements (e.g., Grants, Cooperative Agreement, Subcontracts).	Office of Research Administration	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.
Agreements	State Government-Supported Research Agreements (e.g., Grants, Subcontracts).	Office of Research Administration	The longer of: 7 years after expiration or termination or as required under the agreement, grant rules, or regulation.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Agreements	Local Government-Supported Research Agreements (e.g., City of Philadelphia Contracts, Grants, Subcontracts).	Office of Research Administration	The longer of: 7 years after expiration or termination or as required under the agreement, grant rules, or regulation.
Agreements	Non-Governmental and Non-Industry Clinical Research Agreements (e.g., collaboration agreements, , service, and equipment loan agreements, Memorandum of Understandings).	Office of Research Administration	Permanent
Animal Research	Animal Care division of the Animal and Plant Health Inspection Service (APHIS) Registration/Assurance Records (including application, approvals, correspondence).	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	IACUC Records - Minutes of IACUC meetings, including records of attendance, activities of the Committee, and Committee deliberations (i.e., reasons leading to a particular IACUC decision - separate records and/or which may be incorporated into minutes).	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	IACUC Records - Protocols; Proposed activities involving animals and proposed significant changes in activities involving animals, and whether IACUC approval was given or withheld.	Office of Regulatory Research Compliance Principal Investigator	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	IACUC Records - Suspension of activities involving animals.	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	IACUC Records - Semiannual IACUC evaluation reports and recommendations (including minority views) of facilities and programs , prepared in accordance with the requirements of 9 CFR Sec. 2.31(c)(3).	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Animal Research	IACUC Records - Corrections or approval of previous minutes; presentation of program, policy, facility and compliance reports; and decisions on policies, protocols, and amendments.	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	IACUC Records - Membership (including rosters, qualifications, CVs).	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	IACUC Records - Education and Training (including material, individual member's satisfaction of training).	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	Records regarding any live dog or cat purchased, acquired, owned, held, or otherwise in Institution's possession or under control, transported, euthanized, sold or otherwise disposed of by the institution (including any records of offspring born from such cats or dogs) (See 9 CFR § 2.35 for detailed list of records).	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	OLAW Assurance and reports (annual, serious/continuing noncompliance, deviations, suspensions).	Office of Regulatory Research Compliance	5 Years
Animal Research	Animal Adoption Forms	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Animal Research	Cage Wash and Chemical PM Records	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	Individual Animal Health Records	Principal Investigator/Department University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	Quarantine Request Form	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	Rodent Sentinel Records	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	Training Certification Request Forms	Office of Regulatory Research Compliance University Laboratory Animal Resources	For term of employment plus 3 years.
Animal Research	USDA Animal Numbers	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	USDA Annual Reports	Office of Regulatory Research Compliance	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Animal Research	Weekly Veterinary Rounds Reports	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	IACUC Certification of Species-Specific Training	Office of Regulatory Research Compliance University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	Pennsylvania Kennel License Exemption	University Laboratory Animal Resources	3 Years
Animal Research	Records of accrediting (AAALAC International) body determination.	Office of Regulatory Research Compliance	6 Years
Animal Research	USDA Inspection Reports	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Animal Research	Rodent Breeding Report	University Laboratory Animal Resources	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Basic Research	Data and Results	Researcher's Department	25 years from completion of the research.
Basic Research	Images, Microscopic Slides	Researcher's Department	25 years from completion of the research.
Basic Research	Notebooks	Researcher's Department	25 years from completion of the research.
Basic Research	Samples of chemicals and materials synthesized(plasmids, cell lines) during research.	Researcher's Department	25 years from completion of the research.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Conflict of Interest	Non-Governmental Sponsored/Supported Research: Records of financial disclosure and all actions taken to resolve conflict of interest.	Office of the Vice Provost for Research/ Office of the Vice Dean for Research	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Conflict of Interest	PHS-Funded and NSF Funded Research: Records of financial disclosure and all actions taken to resolve conflict of interest.	Office of the Vice Provost for Research/ Office of the Vice Dean for Research	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Grant Administration	Grant Proposal Records (not required, but kept for 18 months for proposals not funded, maintained for awarded funds).	Office of Research Administration	3 years from the date of submission of the proposal.
Grant Administration	Travel Reports (in connection with research).	Office of Research Administration	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.
Grant Administration	Statistical Records	Office of Research Administration	3 years. Records that relate directly to applications, proposals, and proposed significant changes in ongoing activities reviewed and approved by IACUC should be maintained for the duration of the activity and then 3 years from completion of the activity.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Human Subject Research	Research and Regulatory Records: - Administrative Letters/Correspondence. - Data and/or Results, Case Report Forms, Data Collection Instruments (e.g., analysis forms, questionnaires, etc.). - Adverse Event Reports/Documentation. - Safety Reports(Provided by Sponsor). - Closure Letter. - Copy of associated agreements (clinical trial agreements, services agreements, etc.). - CVs . - Drug Supply Correspondence. - FDA Forms/Documents. - Conflict of Interest Documentation. - Hazmat Documentation. - Protocol (Including Amendments), Investigator Brochures.	Department of Principal Investigator	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.
Human Subject Research	Research and Regulatory Records (con't) : - IRB Submission Documentation / Correspondence/Approvals. - Lab Certifications. - Logs.Lists (Monitoring, Screening, Delegation of Authority, Source Documentation, Subjects). - Original Copy of the approved and stamped Informed Consent/Assent/HIPAA Authorization. - Consent Waiver. - Informed Consents/Assents/HIPAA Authorizations with original signatures from the subject. - Training Certifications: - Any other documents required by regulation	Department of Principal Investigator	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Human Subject Research	Approval letters from outside IRBs if the project has been reviewed by another IRB.	Department of Principal Investigator	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.
Human Subject Research	Research Proposal/Narrative Portions of the grant applications such as the hypothesis, purpose, specific aims, experimental methods and analysis or Masters or Doctoral research proposal.	Principal Investigator's Department	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Human Subject Research	Internal Indemnification Form	Office of Regulatory Research Compliance	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.
Human Subject Research	Audio or video (if subjects recorded).	Principal Investigator's Department	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Human Subject Research	Publications	Principal Investigator's Department	The longer of: (i) 3 years after completion of the research, (ii) period specified in the protocol, (iii) period specified in the associated agreement(s), or (iv) if research has FDA oversight, 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or, if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; (v) if pediatric research, until the youngest subject turns twenty-five years old. Sponsors should be notified prior to destruction. In addition, associated agreements should be reviewed for any additional requirements.
Institutional Review Board	Curriculum Vitaes and Training Records of IRB Members	Office of Regulatory Research Compliance	3 Years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Education & Training Material	Office of Regulatory Research Compliance	3 Years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	IRB Membership Rosters	Office of Regulatory Research Compliance	3 Years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	IRB Site Visit Reports	Office of Regulatory Research Compliance	3 Years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Subcommittee Meeting Schedule and Reports	Office of Regulatory Research Compliance	3 Years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	IRB Guidelines	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Institutional Review Board	Correspondence to/from Federal oversight agencies.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Documentation of Convened IRB Meetings (Agendas and Meeting Minutes).	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Documentation of Exemptions	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Documentation of Expedited Reviews	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Documentation of Protocol Exceptions	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Documentation of Review by another Institution's IRB.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Investigation Reports of non-compliance.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	IRB Correspondence with Investigators (including notification of review for full board studies and expedited review studies, requests for additional information, notice of continuing review, approval letters).	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Original Documentation associated with an IRB Review (Reviewer sheets with determinations and specific findings justifying determinations from reviewer with date and initials).	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Research (Protocol) Tracking System Audit Reports	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board	Statement of significant new findings.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Advertising or recruiting materials, if any.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	All other IRB correspondence related to the research.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Institutional Review Board (Human Subject Research)	Submissions (and supporting documentation) to the IRB for Initial, expedited, exempt and continuing review. Modification reviews, Information and Final Review Reports and all submission-related information.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	All Reviewer Worksheets relevant to the individual study which documents required IRB findings or determinations.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Applications for Federal support, if any.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Data and Safety Monitoring Board (DSMB) reports, if any.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Documentation of all IRB review and approval actions, for convened (full) or expedited IRB review.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Documentation of Project Closeout. (It is the policy of the Institution to administratively close any new research application when additional information requested by the IRB is not submitted within a specified period.) Notification of such project closure is sent to the PI prior to the closure, alerting the individual of the pending action.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Documentation of the type of IRB review.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Investigator Drug Brochures, if any.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Letters of Support, if any.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Adverse event reports occurring at the Institution or affiliated institution) and reported to any regulatory agency.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Adverse event reports of external adverse events and/or safety reports received from sponsors or cooperative groups.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Institutional Review Board (Human Subject Research)	Scientific evaluations of the proposed research.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Institutional Review Board (Human Subject Research)	Informed consent document with stamp IRB approval (if the study is not exempt or informed consent has not been waived), with the beginning and ending dates of the current approval period clearly displayed on at least the first page.	Office of Regulatory Research Compliance	3 years. Records relating to research shall be retained for at least 3 years after completion of the Research.
Research Misconduct	inquiry Records (e.g., Inquiry Report, Inquiry Committee Membership Roster, Meeting Minutes, Appointment letters to Inquiry Committee, Decision).	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research Misconduct	Investigation Records (Appointment of Members of Investigation Committee, Charge to Committee, Comments by Complainant and Respondent, Transcripts/Recordings/Notes of Interviews, Meeting Minutes, Inventory of Records, Written determination of irrelevant or duplicate records, Relevant Research Records or Evidence, Final Investigation Report (Original), Decisions, Appeal.	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research Misconduct	Allegation of Misconduct	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research Misconduct	Institutional Administrative Actions	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research Misconduct	Settlement Records (with HHS)	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research Misconduct	Notifications to Respondents and Complainants (of Allegations, Inquiry, Results, Investigation)	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research Misconduct	Notification to the Office of Research Integrity	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research Misconduct	Periodic Reports Submitted to Office of Research Integrity	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research Misconduct	Policy/Procedures (in which investigation is conducted).	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research Misconduct	Request for Extension of Investigation Period from Office of Research Integrity	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.

Research

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Research Misconduct	Statement of Finding	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.
Research Misconduct	Application for Exclusion (and decisions, reconsideration of decision).	Office of Regulatory Research Compliance	7 years. If related to a proceeding, 7 years after completion of the proceeding or the completion of the HHS proceeding.

Student Life

Specific Category	Type of Record	Custodian of Record	Record Retention Period
ADA	ADA Student Accomodation Records File (e.g. Request for Accomodation, Supporting Documents, Letter of Accomodation, Signed Released Forms, Correspondence)	Disability Services	5 Years from graduation or separation
ADA	ADA Accomodation Records for Testing	Disability Services	5 Years from close of academic term
Athletics	Coaches Certification Exam Results	Athletics	7 Years
Athletics	Eligibility Checklists Records	Athletics	7 Years
Athletics	Game Arrangements Records	Athletics	5 Years
Athletics	Game Official's Evaluation Forms	Athletics	1 Year
Athletics	Game Statistics	Athletics	Permanent
Athletics	Individual Student - Athletes Records: Academics	Athletics	7 Years
Athletics	Individual Student - Athletes Records: Eligibility	Athletics	7 Years
Athletics	Individual Student - Athletes Records: Equipment	Athletics	7 Years
Athletics	Individual Student - Athletes Records: Insurance	Athletics	7 Years
Athletics	Individual Student - Athletes Records: Physical	Athletics	7 Years
Athletics	Level II/Secondary Violations/Waiver Records/ Investigation Notes	Athletics	7 Years
Athletics	Major Infractions Case / Investigation Notes / NCAA Report	Athletics	7 Years
Athletics	National Letter of Intent / Financial Aid Agreement Forms	Athletics	7 Years
Athletics	Official Visits	Athletics	7 Years
Athletics	Participation Forms	Athletics	7 Years
Athletics	Photographs (Student-Athletes, Coaches, Staff)	Athletics	Permanent
Athletics	Practice Log Records (CARA)	Athletics	7 Years
Athletics	Press Clippings	Athletics	Permanent
Athletics	Recruiting Records	Athletics	7 Years
Athletics	SAF (Special Assistance Fund)	Athletics	7 Years
Athletics	SAOF (Student-Athlete Opportunity Fund)	Athletics	7 Years
Athletics	Sports Camps Documentation	Athletics	7 Years
Athletics	Sports Sponsorship Files	Athletics	7 Years
Athletics	Squad Lists	Athletics	7 Years
Athletics	Student Athlete Academic Advising Records	Athletics	7 Years
Athletics	Student Athlete Medical Records	Athletics	7 Years
Athletics	Ticket Records	Athletics	7 Years
Athletics	Title IX & Demographics	Athletics	7 Years
Athletics	Transfer Information	Athletics	7 Years
Auxiliary Services	Conference Records (e.g. Invoices, Quotes/Offers, Promotional Items, Budget Reports)	Drexel Business Servcies	7 Years

Student Life

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Auxiliary Services	Housing Records (e.g. Room Condition Reports, Emergency Contacts, Check-out Paperwork, Incident Reports, Weekly Key Audit Reports, Phone Logs, Invoices and Receipts)	Drexel Business Servcies	7 Years
Auxiliary Services	University Housing Incident Reports	Drexel Business Servcies	7 Years
Auxiliary Services	Printing & Mailing Service Records (e.g. Job Jackets, Mailing Orders, Payment Confirmations, Samples and Receipts)	Drexel Business Servcies	7 Years
Auxiliary Services	Student Union Operations (e.g. Opening/Closing Report for Student Areas, Event Reports, Food Service, Equipment Service, Policy/Procedures, Inventory of Products, and Equipment Checkout Records)	Drexel Business Servcies	7 Years
Auxiliary Services	Parking Records (e.g. Applications, Forms, Requests, Occupancy Data, Parking Fines and Citations, Revenue Records)	Drexel Business Servcies	7 Years
Auxiliary Services	Dragon Card Records	Drexel Business Servcies	7 Years
Auxiliary Services	Retail/Sales Permits	Drexel Business Servcies	Permanent
Greek Organizations	Event Records	Fraternity and Sorority Life	5 Years
Greek Organizations	Recognition and Organization Records	Fraternity and Sorority Life	Permanent
Health	Counseling Records	See "Medical Record" under the Health Services Schedule	
Health	Student Insurance Records	See "Student Health Insurance Records" under the Legal & Risk Management Schedule	
Releases and Waivers	Signed Releases & Waiver Forms for Activities and Events (e.g. Field Trips, Campus Events, etc.)	Department Organizing the Activity	Later of (i) 7 Years From Date of the Activity Even/or (ii) If Minor Involved, When Minor Turns 25 Years Old.
Student Judicial	Student Conduct Records (Findings of Violation and Related Case Files)	Student Conduct and Community Standards	6 Years
Student Organizations	Event Records	Office of Campus Activities	5 Years
Student Organizations	Student Organization Recognition Paperwork	Office of Campus Activities	7 Years

University Relations, Communications and Government Relations

Specific Category	Type of Record	Custodian of Record	Record Retention Period
Alumni Records	Membership Lists, Curriculum Vitae, Mailing List and Related Correspondence	Institutional Advancement	Permanent
Donor Records	Agreements	See "Agreements" Under the Legal & Risk Management Schedule	
Donor Records	Institutional Planning Records	Institutional Advancement	Permanent
Marketing & Communications	Photographs, video, other Images (Including Supporting Photography Consent Form, Release, Waiver, or Similar Necessary Authorizations)	University Relations / Communications & Marketing	Permanent
Marketing & Communications	Advertising (Including Supporting Photo and Ad Authorizations)	University Relations / Communications & Marketing	Permanent
Marketing & Communications	Publications (Including Source Records Supporting Publications)	University Relations / Communications & Marketing	Permanent
Marketing & Communications	University-Wide Communications	University Relations / Communications & Marketing	Permanent
University Wide Events	Event Records (e.g. Guest List, Invitations, Seating Charts, Brochures, Agenda and Other Materials Memorializing the Event)	University Relations / Communications & Marketing	Permanent
Government & Community	Government & Community Relations Records (e.g. Federal, State and Local Lobbying & Legislative Records, Reports and Correspondence with Government Agencies)	Government Relations	Permanent