

Reed College File/Record Retention Policy

<u>FILE/RECORD</u>	<u>RETENTION PERIOD</u>
<u>CORPORATE RECORDS</u>	
Articles of Incorporation	Permanent-in safe
By-Laws	Permanent-in safe
Deeds, Titles, Easements	Permanent-in safe
Contracts & Agreements	Permanent-in safe
Mortgages, Notes & Leases (paid)	8 years
Minutes of Trustee Meetings	Permanent
Minutes of Trustee Committee Meetings	Permanent
<u>FINANCIAL</u>	
Annual Audited Financial Statements	Permanent
Audit Workpapers	10 years
Endowment Reports-Annual	Permanent
Life Income Reports-Annual	Permanent
Investment Statements	7 years
Custodial Statements	3 years
General Ledger	Permanent
Journal Vouchers	7 years
Phone Bills	1 year
Salary Budget Books	7 years
Unclaimed Property Filings	7 years
Bond Issue Documents	Permanent
<u>BUDGET</u>	
Salary Budget Books	7 years
Budget Changes	7 years
Program Detail Reports	Permanent
<u>TAX</u>	
990 Tax Returns/backup	Permanent
990-T Tax Returns/backup	Permanent
Kaspick Tax Returns	Permanent
1099	7 years
1098-T	7 years
1042-S	7 years
<u>BANK RECORDS</u>	
Bank Statements/Reconciliations	5 years
Deposit Slips	5 years
EFT Records	5 years
Check Registers	7 years
Check Copies	7 years

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<u>ACCOUNTS RECEIVABLE/LOANS</u>	
Student A/R Ledgers	Permanent
Student A/R Files	7 years
Student Loan Files	3 years after paid off
A/R Transaction Forms	6 years
TMS Monthly Reports	3 years
Write-off Backup	Permanent until paid
Annual A/R Files	3 years
ACS Loan Ledgers	7 years
ACS Bank Reconciliations	5 years
Collection Records	7 years
<u>CASHIER</u>	
Cashier Daily Balance Folders	7 years
Tri-Met, Copicard, Mailroom reports	1 year
<u>ACCOUNTS PAYABLE</u>	
A/P Invoice Vouchers	7 years
Purchase Orders	5 years
<u>DONOR RECORDS</u>	
Correspondence	Reviewed Annually
Non-cash Gift Receipts	Permanent
Records of Disposition of Gift	Permanent
Valuation of Gift	Permanent
<u>GRANTS</u>	
Closed Grant Files	5 years from final report
Quarterly Report Files	5 years
<u>PAYROLL</u>	
Student Timesheets	6 years
Payroll Earnings Records	7 years
Student Files	3 years after termination
Employee Files	3 years after termination
W-2's	Permanent
Garnishments	While employed
Quarterly Reports	7 years
Work-Study Reports	2 years
Student Summer Research Records	2 years

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<u>CORRESPONDENCE</u>	
General Correspondence	Reviewed Annually
Endowed/Restricted	Permanent
<u>INSURANCE</u>	
Accident Reports	6 years
Claims (after settlement)	10 years
Fire Inspection Reports	6 years
Policies (all types-expired)	4 years
Health and Safety Reports	5 years
<u>HUMAN RESOURCES</u>	
Employment and Personnel Records	7 years after termination
Employee leaves of absence (LTD/STD,FMLA,OFLA)	7 years after termination
Records relating to an employee's leave of absence due to military service	Permanent
Grievances	7 years after termination
Contracts for employment	7 years after termination
Payroll records (all types)	6 years
OSHA log, summary of occupational injuries/illness	5 years
Worker's Compensation Records	30 years after termination
Employee medical records relating to on-the-job injuries	30 years after termination
Employee exposure records and analyses using exposure or medical records	30 years
EEO-1 Form and information necessary to complete I-9 Forms	While current
	Full term of employment; 3 years after date of hire or 1 year after employee termination, whichever is later
Employee benefit plans, summary plan descriptions	7 years
Records relating to decisions affecting an employees entitlement	7 years
Benefit billings-accounts payable	7 years
Background checks, printouts from consumer reporting Agency-all used for employment decisions	Term of employee's employment
Drug test results for transportation employees	5 years
Collective Bargaining Agreements	Permanent
Job Applications (unsuccessful applicants)	2 years from date of hire into the position for which they applied or were considered