

We will be adding to this General Retention Schedule over time, so please check back regularly for newly added Records Series and their corresponding Retention Periods.

The **GENERAL RETENTION SCHEDULE (GRS)** is a College policy developed by College Records Management, that provides instruction on how long you must keep different types of records (retention) and how records should be destroyed or transferred to the Archives (disposition) once they have reached the end of their retention requirements. The GRS is designed to make it easier for all College employees to make thoughtful and legally defensible decisions about keeping and disposing of records. Dartmouth College as an institution, and individual offices and departments, both benefit from complying with the General Records Schedule.

THE GENERAL RETENTION SCHEDULE (GRS):

- Promotes office efficiency.
- Provides for the appropriate disposition of outdated or superseded records.
- Reduces liability exposure.
- Ensures compliance with laws and regulations.
- Helps preserve Dartmouth's history.

WHAT THE GENERAL RETENTION SCHEDULE (GRS) COVERS

The GRS covers common (general) records found throughout the College – accounts payable, personnel files, program planning, publications, student records, and special events are just a few examples. The GRS applies to records in all formats, including paper records, electronic records, databases, and electronic communications (e-mail, text, etc.).

HOW THE GENERAL RETENTIONS SCHEDULE (GRS) IS ORGANIZED

The GRS is organized into broad functional categories, including Financial, Human Resources, Advancement, Facilities, Student Records, and so on. Each category contains entries for specific types of records. For example, the human resources category contains entries for employee personnel records and search records (among other series). Each entry contains the records series name, a description of the records series and examples of the types of documents you might find in those files. There is also a retention period that tells you how long to keep the records. Records that have historical value and may be appropriate for transfer to the College Archives are indicated in the retention schedule by the phrases "archival", "contact archives", or "transfer to archives".

WHAT IF I DON'T FIND MY RECORDS IN THE GENERAL RETENTION SCHEDULE (GRS)?

Although the GRS covers many types of records created at Dartmouth, your office or department may create unique (custom) records that are not represented in this GRS. College Records Management works with offices and departments to create Custom Retention Schedules for records not appearing in the GRS. In the process, College Records Management reviews the records that are created or recieved in your office, gathers information about the records' use and value, and works with you to create a retention schedule that meets the needs of your office or department, as well as the obligations of the College. If you do not find an entry in the GRS for some of your records, please contact College Records Management, and we will be happy to discuss them with you.

RECORDS SERIES / TYPE OF RECORDS	<i>OFFICIAL RECORD LOCATION (DARTMOUTH)</i>	RETENTION PERIOD (DARTMOUTH)
	<p>The Official Record resides in the Controller's Office, or in the Finance Center(s).</p> <p>*Copies of these records exist in many offices and departments, and are retained as supporting or reference copy of what was officially submitted to one of the above.</p>	<p>*Copies cannot be retained longer than the retention period for the official record.</p>
FINANCIAL RECORDS		
<p>Accounts Payable, Purchasing and Procurement Records Includes invoices, purchase orders, contracts, receiving records / reports, receipts, and sole source, and vendor records (includes independent contractor forms, new vendor forms, W-9s, and other related records).</p>	<p><i>Procurement, Accounts Payable, or Finance Center(s).</i></p>	<p>7 years after end of fiscal year.</p>
<p>Accounts Receivable, Billing, and Collection Records</p>	<p><i>Campus Billing and DartCard Services, Finance Center(s), and departments that maintain external billing systems and records.</i></p>	<p>7 years after end of fiscal year.</p>
<p>Banking Records Includes deposit slips, checks and records, miscellaneous reports, service charges, statements and reconciliations, stop payments, voided, canceled, and returned checks; withdrawal records, and other related records</p>	<p><i>The Controller's Office, Cashiers, Finance Center(s), and departments that manage their bank deposits.</i></p>	<p>7 years after end of fiscal year.</p>

RECORDS SERIES / TYPE OF RECORDS	OFFICIAL RECORD LOCATION (DARTMOUTH)	RETENTION PERIOD (DARTMOUTH)
FINANCIAL RECORDS		
Business Expense Reimbursements and Report Records Includes travel requests / reports.	<i>The Controller's Office or Finance Center(s).</i>	7 years after end of fiscal year.
Cash Transaction Records Includes mail receipt lists, petty cash records, receipts, refunds, register reconciliation reports, register tapes, summaries (daily receipts and sales), voided transaction records and other related records.	<i>The Controller's Office, Cashiers, Finance Center(s), and departments that manage their bank deposits.</i>	7 years after end of fiscal year.
Fund Transfer Records	<i>The Controller's Office, Finance Center(s), and Department representative authorized to process transfers.</i>	7 years after end of fiscal year.
Journal Entry Records	<i>Financial Reporting, Institutional Accounting, Finance Center(s), and departments the process journal entries.</i>	7 years after end of fiscal year.
Payroll Records Includes data for calculations, deduction registers, direct deposit records, payroll deductions, time and leave records, united way deductions, W-2 records and other related records	<i>The Controller's Office, Payroll, or Finance Center(s).</i>	5 years after completion of fiscal year.
P-Card (Procurement Card) Application Records	<i>Procurement or Finance Center(s).</i>	7 years after end of fiscal year.

RECORDS SERIES / TYPE OF RECORDS (DARTMOUTH)	OFFICIAL RECORD LOCATION (DARTMOUTH)	RETENTION PERIOD (DARTMOUTH)
		<p>Copies of records cannot be retained longer than the retention period for the official record. Exceptions to this rule are detailed in the Retention Period column.</p>
HUMAN RESOURCES RECORDS		
<p>Pre-Employment Records - Not Hired Includes resume / CV, employment application, recommendation letter(s), and recruitment request.</p>	<p><i>Offices and Departments, Dean's Offices, and Human Resources.</i></p>	<p>3 years after date search completed.</p>
<p>Pre-Employment Records - Hired Includes resume / CV, employment application, recruitment request, and offer letter.</p>	<p><i>Offices and Departments, Dean's Offices, and Human Resources.</i></p>	<p>Transfer to Employment Records.</p>
<p>Pre-Employment Records - In Support of Immigration. Including employment applications, recommendation letter(s), resumes and/or CV, and all applicant search materials.</p>	<p><i>Offices and Departments, Dean's Offices, and Human Resources.</i></p>	<p>5 years after date search completed.</p>
<p>Employment Records Includes application, appointment documentation, salary forms, job description (for position hired), resume, job performance evaluations, awards or citations for excellent performance, records of attendance or completion of training programs, warnings and / or other disciplinary actions, notes on attendance or tardiness, and notes from meetings recording what is needed professionally.</p>	<p><i>Offices and Departments, Dean's Offices, and Human Resources.</i></p>	<p>7 years after date of employment separation. Department copies should be retained for 1 year after date of employment separation .</p>

RECORDS SERIES / TYPE OF RECORDS (DARTMOUTH)	OFFICIAL RECORD LOCATION (DARTMOUTH)	RETENTION PERIOD (DARTMOUTH)
HUMAN RESOURCES RECORDS		
Benefit Records Includes medical records, health benefit records, etc. (29 CFR 1910.1020)	<i>Human Resources.</i>	30 years after date of employment separation. <i>These records should not be kept in Offices or Departments.</i>
I-9 Records	<i>Human Resources.</i>	3 years after created or received, or 1 year after date of employment separation (whichever is greater). <i>These records should not be kept in Offices or Departments.</i>
Post-Employment Records Includes benefit records, retirement plan elections, retiree benefits, and death benefits.	<i>Human Resources.</i>	TBD (Pending work with Benefits Office.) <i>These records should not be kept in Offices or Departments.</i>