

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
ACCESSIBILITY RESOURCES			
	Student Documentation of Disability	University Policy	permanent
ACCOUNTS PAYABLE			
	AP Credit	University of Miami Policy	10 years
	AP - Invoice Approval	University of Miami Policy	10 years
	AP - Invoice Backup	University of Miami Policy	10 years
	AP- Invoice Receiver	University of Miami Policy	10 years
	AP - Legacy Invoice	University of Miami Policy	10 years
	AP - Priority Invoice-Lawyer	University of Miami Policy	10 years
	AP - Priority Invoice-Lease	University of Miami Policy	10 years
	AP - Priority Invoice-Other	University of Miami Policy	10 years
	AP - Priority Invoice-Utility	University of Miami Policy	10 years
	AP - Processed Invoice	University of Miami Policy	10 years
	APINVOIC - Invoices	University of Miami Policy	10 years
ARTS & SCIENCES (COLLEGE OF) - DEAN'S ANNUAL EVALUATIONS			
	Annual Evaluations	University of Miami Policy	Indefinitely
	Application/Resume/Curriculum Vitae	University of Miami Policy	Indefinitely
	Disiplinary Docs	University of Miami Policy	Indefinitely
	Hire Docs	University of Miami Policy	Indefinitely
	Interview Summary Form/PAS35	University of Miami Policy	Indefinitely
	Leave of Absences	University of Miami Policy	Indefinitely
	Legacy File	University of Miami Policy	Indefinitely
	Midpoint Review	University of Miami Policy	Indefinitely
	Miscellaneous	University of Miami Policy	Indefinitely

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Offer Letters/Renewals/Salary Letters	University of Miami Policy	Indefinitely
	Payroll	University of Miami Policy	Indefinitely
	Reappointment/Assessment Toward Tenure	University of Miami Policy	Indefinitely
	Recruitment	University of Miami Policy	Indefinitely
	Sabbatical Leave/Report from Sabbatical	University of Miami Policy	Indefinitely
	Tenure/Promotion	University of Miami Policy	Indefinitely
	Termination	University of Miami Policy	Indefinitely
	Visa	University of Miami Policy	Indefinitely
ARTS & SCIENCES (COLLEGE OF) - DEPARTMENTS & PROGRAMS			
	Application Documents	University of Miami Policy	3 years after graduation
	Student Records	University of Miami Policy	7 years after graduation
ARTS & SCIENCES (COLLEGE OF) - UMIT MIDDLEWARE & IDENTITY			
	ERP Access Forms	University of Miami Policy	Indefinitely
	Security & Control	University of Miami Policy	Indefinitely

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
ATHLETICS			
	<u>NCAA FORMS</u>		
	Form 04-1: Certification of Compliance for Institutions	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-2: Certification of Compliance for Staff Members of Athletic Depts.	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-3a: Student Athlete Statement	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-3d: Drug Testing Consent	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-4a: Student-Athlete Affirmation of Eligibility	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-5: Squad Lists	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Form 04-10a: General Amateurism and Eligibility Form for International and Select Student-Athletes	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	HIPAA/Buckley Amendment Consent/Waiver Form	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	<u>UM/ACC ATHLETIC CONFERENCE FORMS</u>		
	General Eligibility Form	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	UM Drug Testing Consent	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Summer Employment	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Vehicle Registration	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Academic Eligibility Form	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	<u>ATHLETICS/ACADEMIC SERVICES</u>		
	Academic Files on every student-athlete	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Honors/Award Application Binder	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Progress reports on student-athletes/proactive mentorship reports	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Prospect transcripts and test scores	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Student Schedules/Class Rolls/Semester Grade Reports	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	ATHLETICS/FOOTBALL OPERATIONS		
	Football Game Operations Expenses	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Invoices/W9s of Game Officials	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Travel Expenses	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Travel Rosters	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	ATHLETICS/ROWING		
	Athlete Files	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Budget Data	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Recruiting Information	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	Staff Files	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	7 years
	ATHLETICS/TRAINING		
	Billing Information	HIPAA	7 years
	Copy of immunization records	HIPAA	7 years
	Emergency Medical Treatment Authorization	HIPAA	7 years
	Football Helmet Warning	HIPAA	7 years
	General Information	HIPAA	7 years
	Insurance Authorization and Information	HIPAA	7 years
	Lab/Radiographic Reports	HIPAA	7 years
	Medical Hardship Waivers	HIPAA	7 years
	Medical/Orthopedic History	HIPAA	7 years
	Medical Treatment Authorization for Minors	HIPAA	7 years
	Physical Therapy Notes	HIPAA	7 years
	Physician Office Visits	HIPAA	7 years
	Procedures for securing medical assistance	HIPAA	7 years

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Release of Information Authorization	HIPAA	7 years
	Release of Medical Information	HIPAA	7 years
	Student/Athlete Injury/Illness Release	HIPAA	7 years
	Surgical Notes	HIPAA	7 years
	UM Health Service Pharmacy	HIPAA	7 years
	Warning, agreement to obey instructions	HIPAA	7 years
	Yearly Medical Physicals	HIPAA	7 years
ATHLETICS/VOLLYBALL			
	Former Student-Athletes Personal Information	NCAA 32.6.3 Statute of Limitations (4 yrs); University Policy (7 years)	Unlimited as per Athletic Department Practices
	Recruits Personal Information	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	Unlimited as per Athletic Department Practices
	Staff Personal Information	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	Unlimited as per Athletic Department Practices
	Student-Athletes Personal Information	NCAA 32.6.3 Statute of Limitations (4 years); University Policy (7 years)	Unlimited as per Athletic Department Practices
<u>BASCOM PALMER</u>			
	Bascom Palmer: PIP Batches (OPBATCH)	University Policy	7 years from date document is stored
<u>BILLING (MEDICAL)</u>			
	All billing and documentation records	FL Dept. of State General Records Schedule GS4	7 years

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
BOARD OF TRUSTEES			
	BOTAGEND	University Policy	10 years
	BOTATTEN	University Policy	10 years
	BOTBALLF	University Policy	10 years
	BOTBIO	University Policy	10 years
	BOTCALL	University Policy	10 years
	BOTCATER	University Policy	10 years
	BOTCONTR	University Policy	10 years
	BOTEMAIL	University Policy	10 years
	BOTFILE	University Policy	10 years
	BOTGEN	University Policy	10 years
	BOTLTR	University Policy	10 years
	BOTMEMO	University Policy	10 years
	BOTMINUT	University Policy	10 years
	BOTMISC	University Policy	10 years
	BOTMTGF	University Policy	10 years
	BOTNOTES	University Policy	10 years
	BOTNOTIC	University Policy	10 years
	BOTORIE	University Policy	10 years
	BOTOTHER	University Policy	10 years
	BOTPARKI	University Policy	10 years
	BOTPRESR	University Policy	10 years
	BOTSURV	University Policy	10 years
	BOTSYNOP	University Policy	10 years

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	BOTTENUR	University Policy	10 years
<u>BUSINESS SERVICES</u>			
	CSACADEM - Academic Info 1	University of Miami Policy	Indefinitely
	BSUBH - University Behavioral Health 1,404	University of Miami Policy	20 years
	BSPHT - Public Health Trust 359	University of Miami Policy	Indefinitely
	BSCONTRA - Contract Docs 25,562	University of Miami Policy	Indefinitely
	BSCONSLT - Consulting Agreement 13	University of Miami Policy	Indefinitely
	BSBPECN - Bascom Palmer Eye Care Network 580	University of Miami Policy	20 years
<u>CARCINOGEN USERS RECORDS</u>			
	Emergency Response	29 CFR 1910.1020	30 years
	Incident Reports	29 CFR 1910.1020	30 years

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
CENTRAL BILLING OFFICE			
	CBO Physician Billing Files	University of Miami Policy	7 years
	CBU Credit Balance Unit Files	University of Miami Policy	7 years
	Neurology Charge File Cabinet	University of Miami Policy	7 years
	Neurology Payments File Cabinet	University of Miami Policy	7 years
	Ortho Explanation of Benefits	University of Miami Policy	7 years
CONTROLLER'S OFFICE			
	Bond Documents	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)- Retention Period; Section 1.148-5(d)(6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
CONTROLLER/COST STUDIES			
	F&A Rate Agreements	University Policy	Permanent as per University Practice
	F&A Rate Calculation Documentation	University Policy	Current year + 7 as per University Practice
	Equipment Inventory records	University Policy	7 years
	F&A Rate Proposals	University Policy	Current year + 7 as per University Practice
CONTROLLER/DOCUMENT MANAGEMENT			
	BERF's	IRS Recordkeeping Guidelines	Current year + 7 as per University Practices
	DEGA's	IRS Recordkeeping Guidelines	Current year + 7 as per University Practices
CONTROLLER/FINANCIAL REPORTING			
	Financial Statements backup documentation	University Policy	7 years
	Tax Returns & backup documentation	University Policy	7 years
	IPEDS and other surveys backup documentation	29 CFR 1602.48	3 years
CONTROLLER/GENERAL ACCOUNTING			
	1099 Backup Documentation	IRS Recordkeeping Guidelines [3 years after due date of return or date it was filed]	Current year + 7 as per University Practices
	General Ledger	University Policy	permanent
	Trial Balances	University Policy	permanent

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	Cash Receipt Books & supporting documentation	University Policy	7 years
	General Journal Documentation	University Policy	7 years
	Stipend Data	University Policy	7 years
	Medicare Home Office reports for hospitals and OPO	University Policy	7 years
	Check Registers	University Policy	7 years
DCIE - NON CREDIT PROGRAMS			
	NCP Applications	University of Miami Policy	7 years
	NCP Approval Forms	University of Miami Policy	7 years
	NCP Certificates	University of Miami Policy	7 years
	NCP Course Forms	University of Miami Policy	7 years
	NCP Emails	University of Miami Policy	7 years
	NCP Employee Records	University of Miami Policy	7 years
	NCP Grade Reports	University of Miami Policy	7 years
	NCP GRE Scores	University of Miami Policy	7 years
	NCP Miscellaneous	University of Miami Policy	7 years
	NCP Other	University of Miami Policy	7 years
	NCP Registration	University of Miami Policy	7 years
	NCP Student Payments	University of Miami Policy	7 years
	NCP Transcripts	University of Miami Policy	7 years
	NDS Academic Information	University of Miami Policy	7 years
	NDS Applications	University of Miami Policy	7 years
	NDS Certificates	University of Miami Policy	7 years
	NDS Correspondence	University of Miami Policy	7 years
	NDS Course Information	University of Miami Policy	7 years

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	NDS Grade Information	University of Miami Policy	7 years
	NDS Miscellaneous	University of Miami Policy	7 years
	NDS Model Release Form	University of Miami Policy	7 years
	NDS Other	University of Miami Policy	7 years
	NDS TOEFLS	University of Miami Policy	7 years
	NDS Transcripts	University of Miami Policy	7 years
	NDS UM Course Equivalency Form	University of Miami Policy	7 years
DEAN OF STUDENTS			
	DOS Admissions Recommendations	University policy, Student Rights	1 year
	DOS Case Management	University policy, Student Rights	7 years
	DOS Dead Files	University policy, Student Rights	7 years
	DOS Dean Certification	University policy, Student Rights	7 years
	DOS Discipline Records	University policy, Student Rights	Indefinitely
	DOS Greek Records	University policy, Student Rights	7 years
	DOS Honor Council	University policy, Student Rights	Indefinitely

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
DINING SERVICES			
	DS: Meal Plan Change Forms	University Policy	4 years
	DS: Meal Plan Contract Documents	University Policy	4 years
	DS: Meal Plan DO NOT USE-ONLINE CHG REQ	University Policy	4 years
	DS: Meal Plan DO NOT USE-ONLINE CONTRACT	University Policy	4 years
	DS: Meal Plan Release Forms	University Policy	4 years
DISCLOSURES & RELATIONSHIP MANAGEMENT			
	Records of financial disclosures and any resulting action	42 CFR 50, Subpart F	At least three (3) years from the date of submission of the final expenditures report or, where applicable, from other dates specified.
ENVIRONMENTAL HEALTH & SAFETY			
	Asbestos Training	29 CFR 1910.1001 (m)(4)	Retained Indefinitely
	BBP Training	29 CFR 1910.1030(g)(2); OSHA Section 5(a)(1)&(2)	3 years
	BMW Training	Chapter 64E-16.003(2)(a)&(b); 29 CFR 1910.1030(g)(2)	3 years
	Building Inspections	NFPA 1, Uniform Fire Code, Florida 2005 (10.2.4-10.2.5)	Duration of building
	Confined Spaces Training	29 CFR 1910.146	retained indefinitely
	DOT Training	(HM181, HM215A, HM126F); 49 CFR 172.704(d)	3 years
	DOT Training	49 CFR 172.704(d)	Employment + 90 days
	Electrical Safety Training	29 CFR 1910.332	retained indefinitely
	Fire Drills (Hospital, Child Care)	NFPA 99 (20.3.1.4.5), Uniform Fire Code, Florida 2005 (10.2.4-10.2.5)	2 years
	Fire Equipment Maintenance	29 CFR 1910.160(b)(9), NFPA 1, Uniform Fire Code, Florida 2005 (10.2.4-10.2.5)	Duration of Building
	Forklift Training	29 CFR 1910.178	Retained Indefinitely as per University Practice
	HAZCOM Training	29 CFR 1910.1200	retained indefinitely
	HAZWOPER Training	29 CFR 1910.120-Appendix E	5 years
	Heat Stress Training	OSHA of 1970 Section 5(a)(1)	retained indefinitely

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	IATA Training	49 CFR 100-185; IATA DGR	2 years
	Incidents	University Policy (7 years)	7 years
	Lab Inspections	29 CFR 1910.1450	2 years
	Lab Safety Training	29 CFR 1910.1450	2 years
	Laser Training	Chapter 64E-4; 29 CFR 1910.133; ANSI Z136.1,2,3	duration of employment
	Logout/Tagout Training	29 CFR 1910.147	retained indefinitely
	Manifest/Biennial/Land Band Forms	40 CFR 262.40	3 years
	Medical Records	29 CFR 1910.1030(h)(1)(iv); 29 CFR 1904	30 years
	Occupational Noise Training	29 CFR 1910.95	retained indefinitely
	OHP Training	OSHA of 1970 Section 5(a)(1)&(2); Recommendations of the NIH OLAW	3 years
	Personal Protective Equipment Training	29 CFR 1910.132-138	retained indefinitely
	Portable Fire Extinguisher Training	29 CFR 1910.157 (g)(2)	1 year
	Portable Fire Extinguishers	29 CFR 1910.157(e)(3)	1 year
	Respiratory Protection Training	29 CFR 1910.134	retained indefinitely
	SAA Training	40 CFR 262.34c	3 years
	SAA Training	40 CFR 262.34(c)	3 years
	SPCC Training	40 CFR 112.7(f)	3 years
	Tank Inspections	Chapter 62-761.710 FAC	Life of Tank
	TB Screening	OSHA of 1970 Section 5(a)(1)&(2)	30 years

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	BIOHAZARD USERS RECORDS		
	Incident Reports	29 CFR 1910.1020	30 years
	Records related to possession, use and transfer of select agents and toxins, as specified	42 CFR 73.17; 7 CFR 331.17; 9 CFR 121.17	3 years
	HAZARDOUS WASTE MANAGEMENT RECORDS		
	Biennial Reports	40 CFR 262.40	3 years
	Emergency Response	29 CFR 1910.1020	30 years
	Incident Reports	29 CFR 1910.1020	30 years (preferably permanently)
	INDUSTRIAL HYGIENE		
	Employee Noise Exposure	29 CFR 1910.95 (m)(3)(i)	2 years
ESCRO			
	Protocol records	University policy	At least six (6) years after close of study, or three (3) years after study termination if research is not grant/contract funded.
FACILITIES ADMINISTRATION			
	Vehicle Titles	Fla. Stat. 319.225	Continuous as per University Practice
FACILITIES DESIGN & CONSTRUCTION			
	Construction Documents - Related to Bond Financed Projects	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)- Retention Period; Section 1.148-5(d)(6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
	Certificate of Insurance	Fla. Stat. 95.11	10 years after the date of actual possession by the owner, the date of the issuance of a certificate of occupancy, the date of abandonment of construction if not completed, or the date of completion or termination of the contract between the professional engineer, registered architect, or licensed contractor and his or her employer, whichever date is latest.
	Notice to Owners	Fla. Stat 95.11 (3)(c)	Ongoing-Office: 1 year after completion of project, if no litigation, claim, audit, or other official action involving the records has been initiated, Secured Off-Site Storage after 1 year holding period for a period of 10 years.
	Release of Lien	Fla. Stat 95.11 (3)(c)	Ongoing-Office: 1 year after completion of project, if no litigation, claim, audit, or other official action involving the records has been initiated, Secured Off-Site Storage after 1 year holding period for a period of 10 years
FACULTY AFFAIRS			

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Faculty personnel files	University policy	Retained indefinitely
	Form I-9	Immigration and Nationality Act (8 U.S.C. 274a et seq.)	3 years from date of hire or 1 year from termination; whichever longer
	PERM Regulations	Department of Labor, 20 CFR 655 & 656	5 years
	Visas	Immigration Act of 1990	H-1B/J-1: 3 years after termination; Lawful Permanent Residency Applications: 5 years after filing; F-1/M-1: 1 year after termination
	Volunteer applications	University policy	3 years
FACULTY SENATE			
	FS_SENAG Senate & GWC Agendas	University policy	Indefinitely
	FS_GWCAG Senate & GWC Agendas	University policy	Indefinitely
	FSARCHIV Senate & GWC Agendas	University policy	Indefinitely
	FSAPPEAL CRSCE & TRB Appeals	University policy	Indefinitely
	FSADHOC Senate Committees	University policy	Indefinitely
	FSAPPEAL Senate Committees	University policy	Indefinitely
	FSARCHIV Senate Committees	University policy	Indefinitely

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
		University Policy	Indefinitely
FINANCIAL ASSISTANCE SERVICES			
	Bright Futures Certifications (FARCERT)	6A-20.002, FAC (1)(e)	5 years
	Medical Campus Bright Futures Eligible Students Grade and Hours (FARBABY)	6A-20.002, FAC (1)(e)	5 years
	MPN Confirmation for Florida Funds for Minority Teachers (FARFMT)	6A-20.002, FAC (1)(e)	5 years
FINANCIAL OPERATIONS			
	Management & Service Contracts - Related to Bond Financed Projects	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)- Retention Period; Section 1.148-5(d)(6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
FOOD & DRUG ADMINISTRATION (FDA) RECORDS			
	Case histories (to be retained by investigators)	21 CFR 312.62	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 the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified)
	Record of drug disposition (to be retained by investigator)	21 CFR 312.62	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 the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified)
	Records of receipt, shipment or disposition of an investigational new drug (to be retained by sponsor)	21 CFR 312.62	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 the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified)
	Records showing any financial interest (to be retained by sponsor)	21 CFR 312.62	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 the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified)
FROST SCHOOL OF MUSIC - GRAD (FSOM GR)			
	Admission Certificate	University policy	2 years unless matriculated
	Application	University policy	2 years unless matriculated
	APR	University policy	Indefinitely
	Audition Assessment Form	University policy	2 years unless matriculated
	Award Letter	University policy	2 years unless matriculated
	Bank Letter (INTL)	University policy	2 years unless matriculated
	Change Requests	University policy	Indefinitely
	Course Documents	University policy	Indefinitely
	Course Substitution Request (Unity Form)	University policy	Indefinitely
	Decision Letter	University policy	2 years unless matriculated
	Defense (eForm)	University policy	Indefinitely

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Defense Certificate of Approval	University policy	Indefinitely
	Defense Paperwork	University policy	Indefinitely
	Diploma	University policy	Indefinitely
	Doctoral Cognate	University policy	Indefinitely
	Drop/Add Forms	University policy	Indefinitely
	Emails (Misc.)	University policy	Indefinitely
	Entrance Exams	University policy	Indefinitely
	Essay	University policy	Indefinitely
	GRE Scores	University policy	2 years unless matriculated
	GR International Eval	University policy	2 years unless matriculated
	Lesson Records	University policy	Indefinitely
	Passport	University policy	2 years unless matriculated
	PreCandidacy Paperwork	University policy	Indefinitely
	Recital Evaluations	University policy	Indefinitely
	Recommendation	University policy	2 years unless matriculated
	Resume	University policy	2 years unless matriculated
	Sponsor Letter/Form (INTL)	University policy	2 years unless matriculated
	Standard Release Form	University policy	2 years unless matriculated
	TA/Waiver Paperwork	University policy	Indefinitely
	Test Score TOEFL/IELTS (Official)	University policy	2 years unless matriculated
	Test Score TOEFL/IELTS (Unofficial)	University policy	2 years unless matriculated
	Transcript College (Official)	University policy	2 years unless matriculated
	Transcript College (Unofficial)	University policy	2 years unless matriculated
	Transfer Credits	University policy	Indefinitely

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Withdrawals	University policy	Indefinitely
	Writing Sample	University policy	2 years unless matriculated
GENERAL COUNSEL			
	Lawsuits	University Policy	Continuous as per University Practice
	Court Orders	University Policy	Continuous as per University Practice
	Judgments	University Policy	Continuous as per University Practice
	Releases	University Policy	Continuous as per University Practice
	Settlements	University Policy	Continuous as per University Practice
	Crime statistics and reports required by the Clery Act	20 USC 1092 (f)(1)(F) 34 CFR 668.46	3 years
	<u>GENERAL COUNSEL FILES</u>		
	BOTEMAIL	University Policy	10 years
	BOTMEMO	University Policy	10 years
	BOTMISC	University Policy	10 years
	GCBILL	University Policy	10 years
	GCCONTRA	University Policy	10 years
	GCEMAILS	University Policy	10 years
	GCFILE	University Policy	10 years
	GCFORMS	University Policy	10 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	GCLLETTER	University Policy	10 years
	GCMEMOS	University Policy	10 years
	GCMISC	University Policy	10 years
	GCNOTES	University Policy	10 years
	GCPLEAD	University Policy	10 years
GRADUATE ONLINE ADMISSIONS			
	UOL Application	University Policy	5 years
	UOL Essay/Personal Statement	University Policy	5 years
	UOL Faculty Recommendation	University Policy	5 years
	UOL General	University Policy	5 years
	UOL INTL Evaluation Form	University Policy	5 years
	UOL Letter of Recommendation	University Policy	5 years
	UOL Resume	University Policy	5 years
	UOL Test Score TOEFL/IELTS Official	University Policy	5 years
	UOL Test Score TOEFL/IELTS Unofficial	University Policy	5 years
	UOL Test Score GMAT Official	University Policy	5 years
	UOL Test Score GMAT Unofficial	University Policy	5 years
	UOL Test Score GRE Official	University Policy	5 years
	UOL Test Score GRE Unofficial	University Policy	5 years
	UOL Transcript College Official	University Policy	5 years
	UOL Transcript College Unofficial	University Policy	5 years
GRADUATE SCHOOL			
	Fellowships and Assistanceships (Legacy)	University Policy	30 years
	GRE, GMAT, etc. scores	University Policy	Indefinitely
	International Admission I20s or related (Legacy)	University Policy	30 years
	International Cover Sheet (International Students)	University Policy	Indefinitely
	Letter of Acceptance	University Policy	Indefinitely
	Letter of Recommendation	University Policy	Indefinitely
	Official Transcripts	University Policy	Indefinitely
	TOEFL scores (International Students)	University Policy	Indefinitely
HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT (HIPAA)			
	HIPAA-related documents	45 CFR 164.530(j)(2)	6 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
HUMAN RESOURCES			
	AFFIRMATIVE ACTION/EQUAL OPPORTUNITY		
	Academic search plans and statements	29 CFR 1602.14, 29 CFR 1602.48	3 years
	Academic search waivers	29 CFR 1602.14, 29 CFR 1602.48	3 years
	Federal and state-required statistics and reports	29 CFR 1602.14, 29 CFR 1602.48	3 years
	HUMAN RESOURCES		
	Certificate of Age (minors)	29 CFR 570.121	Duration of Employment
	Compensation Information	29 CFR 516.5	Retained Indefinitely as per University Practice
	Drug Free School and Community Drug Prevention Program	34 CFR 86.103(b)	3 years
	FMLA Related Leave Documents	29 CFR 825.500	Retained Indefinitely as per University Practice
	Hiring, termination, transfer, demotion and promotion records	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	HR Files	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Job advertisement records	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	3 years as per University Practice
	Job offer letters	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Lay off records	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Leave requests and record of leave taken	29 CFR 825.500 [3 years]	Retained Indefinitely as per University Practice
	Notice of Union Membership/Dues Deduction	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice
	Overtime documentation	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice
	Pay Rates	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice
	Performance Evaluations	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Policy Receipts with Employee Signatures	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Polygraph examinations	29 CFR 801.30	3 years
	Pre-employment Background Files (Police Officers)	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	5 years as per University Practice
	Records explaining basis for wage differentials	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice

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(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Requests for Transfer	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Resume	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Search Committee records; including employment applications, resumes, and all applicant search materials	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	5 years after separation; if application is denied, 1 year from denial (as per University Practice)
	Total Wages and Deductions	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice
	Training Records	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Verification of Applicant References	29 CFR 1627.3 [1 year from the date of the personnel action to which the records relate]	Retained Indefinitely as per University Practice
	Work Schedules	29 CFR 516.5 [3 years]	Retained Indefinitely as per University Practice
EMPLOYEE BENEFITS			
	Employee Benefit Documents	29 CFR 1627.3(b)(2)	1 year after expiration of the life of the plan
EMPLOYMENT RECORDS			
	Application of employment & related documents	University Policy	Retained indefinitely
	Attendance records	University Policy	Retained indefinitely
	Complaint documents (legal actions)	University Policy	permanent
	Definition of workweek	University Policy	Retained indefinitely
	Disciplinary action records	University Policy	Retained indefinitely
	Education records and verification	University Policy	Retained indefinitely
	Emergency Contacts	University Policy	15 years
	Employee awards or commendations	University Policy	Retained indefinitely
	Employee handbook/manual	University Policy	15 years
	Employee pre-employment background check file	University Policy	15 years
	Employment test results	University Policy	Retained indefinitely
	Exit interviews	University Policy	Retained indefinitely
	Form I-9	Immigration Reform and Control Act of 1986 (8 USC 1101)	3 years from date of hire or 1 year from termination
	Visa documentation	Immigration Reform and Control Act of 1986 (8 USC 1101)	1 year after expires or status changed
PERSONNEL RECORDS			

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Affirmative Action Plan	29 CFR 1602.48	3 years
	IPEDS (Integrated Postsecondary Education Data System) Reports	29 CFR 1602.48	3 years
	VETS-100 (Veterans' Employment and Training Service) Report	41 CFR 60-250.80	3 years
	Affirmative action plan	OFCCP (Office of Federal Compliance Programs) Executive Order 1126	3 years
	Benefits beneficiary designation or changes	University Policy	Retained indefinitely
	Benefits request form	University Policy	Retained indefinitely
	Collective bargaining contracts, agreements	University Policy	Retained indefinitely
	Employee beneficiary records	University Policy	Retained indefinitely
	Employee benefit plans	University Policy	Retained indefinitely
	Employment test records	University Policy	Retained indefinitely
	ERISA plan or reports	University Policy	Retained indefinitely
	IPEDS (Integrated Postsecondary Education Data System) reports	Higher Education Act of 1992; Higher Education Act of 1965, as amended (20 USC 1094(a)(17))	3 years
	Legally required medical examination	University Policy	Retained indefinitely
	OSHA Form 200	University Policy	Retained indefinitely (OSHA of 1970 states 5 years)
	OSHA Form 101	University Policy	Retained indefinitely
	Payroll records	University Policy	Retained indefinitely
	Records of exposure	University Policy	Retained indefinitely
	Records monitoring exposure	University Policy	Retained indefinitely
	Records of reactions - toxic substances	University Policy	Retained indefinitely
	VETS-100 (Veterans' Employment and Training Service) Report	Readjustment Assistance Act of 1974 (38 USC 4212)	3 years
	Worker's compensation records	University Policy	Retained indefinitely
	Written affirmative action programs	University Policy	Retained indefinitely
INFORMATION TECHNOLOGY (UMIT)			
	Expenditure Documents and Contracts - Related to Bond Financed Projects	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)- Retention Period; Section 1.148-5(d)(6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
INSTITUTIONAL ANIMAL CARE & USE COMMITTEE (IACUC)			
	IACUC Records: Activities of the Committee	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Any reports and recommendations as forwarded to the institutional official	Animal Welfare Act 9 CFR 2.35	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Applications	NIH Institutional Animal Care and Use Committee Guidebook - p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Committee Deliberations	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Information as specified on any dog or cat sold, euthanized or otherwise disposed of	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Information as specified on any live dog or cat acquired, purchased or otherwise held	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Minutes	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Proposed activities involving animals (including documentation of IACUC approval/denial)	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Proposed significant changes in activities involving animals (including documentation of IACUC approval/denial)	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Records of accrediting body determinations	NIH Institutional Animal Care and Use Committee Guidebook - p. 174	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Records of Attendance	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174 UC Contracts Manual Chapter 18-465	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	IACUC Records: Semi-Annual IACUC reports and recommendations	Animal Welfare Act 9 CFR 2.35 NIH Institutional Animal Care and Use Committee Guidebook - p. 174	At least 3 years (Records that relate to ongoing activities shall be maintained for the duration of the activity and for an additional three years)
	Academic/Research Records	9 CFR 2.35	3 years

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(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Veterinary Resources	9 CFR 2.35	3 years
INSTITUTIONAL REVIEW BOARD (IRB) RECORDS			
	IRB Records: Approved sample consent documents	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Copies of all correspondence between IRB investigation	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: List of IRB members (as specified in 45 CFR 46.115(a)(2) and 21 CFR 56.115(2))	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Minutes of IRB meetings (as specified in 45 CFR 46.115 (a)(2) and 21 CFR 56.115(2))	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Progress reports	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Records of continuing review activities	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Reports of unanticipated problems involving risks to subjects or others.	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Reviewed Research Proposals	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Scientific evaluations	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Statements of significant new findings provided subjects	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
	IRB Records: Written IRB procedures	45 CFR 46.115 21 CFR 56.115	At least 3 years (all records shall be retained at least three years and records relating to research which is conducted shall be retained for at least three years after completion of the research.
INTERNATIONAL STUDENT & SCHOLAR SERVICES (F1 & J1)			

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	ISSS-F1 Authorize to Drop Below Full Course	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Certification Signature I-20	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Change Education Level	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Change of Bio-Demo Information Form	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Change of Status	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Complete Program	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Concurrent Enrollment	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 CPT Employment Authorization	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Create Initial I-20	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Disciplinary Action	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Edits to I-20	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Extended Program	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Government or Sponsor Form	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Inactive Status Notification Form	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Letter of Certification	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Loan Application	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Non-UM (Consortium Status) Programs App	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years

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(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	ISSS-F1 Off-Campus Employment	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 OPT Request	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Reprint I-20	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Request Reinstatement	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 SEVIS Registration	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Shorten Program	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Temporary Entry to U.S., I-515A	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Terminate Student	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-F1 Transfer Out of UM	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
ISSS - INTERNATIONAL STUDENT AND SCHOLAR SERVICES			
	ISSS-Leagcy Paper File	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
ISSS - J1 - INTERNATIONAL SCHOLARS			
	ISSS-J1 Sch Advisory Opinion	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Alternate Between Professor & Research Scholar	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Change of Category Request	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Change of Status	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Correct Minor or Technical Infraction	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years

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(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	ISSS-J1 Sch Create DS-2019 UM Dept. Request	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Create Out of Country	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Dependent Work Authorization	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Edits to DS-2019	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch End Program for EV	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Extention	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Government or Sponsor Form	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Health Insurance Requirement Certification	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Reinstatement Update SEVIS Status	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Reprint DS-2019	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch SEVIS to SEVIS Transfer	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Shorten Program for EV	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Temporary Entry to U.S., I-515A	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Terminate EV	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Travel Validation DS-2019	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Updated Passport & Visa	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
	ISSS-J1 Sch Validate Program Participation	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	ISSS-J1 Sch Waiver Recommendation	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	10 years
ISSS - J1 - INTERNATIONAL STUDENTS			
	ISSS-J1 Std. Add Student Academic Training	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Add Student Employment	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Advisory Opinion	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Change of Bio-Demo Informaton Form	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Change of Category Request	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Change of Status	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Concurrent Enrollment	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Correct Minor or Technical Infraction	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Create Initial DS-2019	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Dependent Work Authorization	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Edits to DS-2019	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. End Program for EV	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Extension	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Government or Sponsor Form	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Inactive Status Notification Form	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	ISSS-J1 Std. Letter of Certification	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Loan Application	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Matriculation	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Non-UM (Consortium Status) Programs App	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Reinstatement - Update SEVIS Status	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Reprint DS-2019	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. SEVIS to SEVIS Transfer	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Shorten Program for EV	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Temporary Entry to U.S., I-515A	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Terminate EV	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Travel Validation DS-2019	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Validate Program Participation	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
	ISSS-J1 Std. Waiver Recommendation	Department of Homeland Security, State Department regulations that govern F-1 student and J-1 student and scholar visa status	15 years
LAW AD/REG-ADMISSIONS/REGISTRAR			
	LSRG Credit Evaluation Form	University Policy	Indefinite

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
MANAGED PRINT SERVICES			
	Change Order	University of Miami Policy	7 years
	Contract Sheet	University of Miami Policy	7 years
	Equipment Install Documents	University of Miami Policy	7 years
	Equipment Move Form	University of Miami Policy	7 years
	Equipment Removal Form	University of Miami Policy	7 years
	IDR Bill	University of Miami Policy	7 years
	IDR Change	University of Miami Policy	7 years
	Meters	University of Miami Policy	7 years
	Miscellaneous Documents	University of Miami Policy	7 years
MEDICAL COMPLIANCE			
	Hospital Billing	University policy	10 years
	Hospital Findings	University policy	10 years
	Hospital Letters of Determination	University policy	10 years
	Hospital Medical Records	University policy	10 years
	Hospital Meeting Package	University policy	10 years
	Hospital Others	University policy	10 years
	Hospital Others Misc.	University policy	10 years
	Hospital Prof-Audit Package	University policy	10 years
	Hospital Reports	University policy	10 years
	Prof-Audit Package	University policy	10 years
	Prof-Billing Information	University policy	10 years
	Prof-Findings	University policy	10 years
	Prof-Letters of Determination	University policy	10 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Prof-Medical Records	University policy	10 years
	Prof-Meeting Package	University policy	10 years
	Prof-Others	University policy	10 years
	Prof-Others Misc	University policy	10 years
	Prof-Reports	University policy	10 years
	Prof-Risk Management	University policy	10 years
MEDICAL FINANCE			
	DOMPATIE - Patient Files 2	Medicare Policy	7 years
	DOMMEDRIC - Medical Records 3	Medicare Policy	7 years
	DOMFEE - Fee Tickets 116	Medicare Policy	7 years
	DOMENCFM - Encounter Forms 15,003	Medicare Policy	7 years
	DOMAIDX - Daily IDX Docs 355,237	Medicare Policy	7 years
	DOMPATIE - Patient Files 45,429	Medicare Policy	7 years
	DOMMEDRIC - Medical Records 33	Medicare Policy	7 years
	DOMFEE - Fee Tickets 36	Medicare Policy	7 years
	DOMENCFM - Encounter Forms 6,973	Medicare Policy	7 years
	DOMDAIDX - Daily IDX Docs 59	Medicare Policy	7 years
MEDICAL RECORDS			
	Patient medical records	FAC 6488-10.002	10 years after the date of the last patient contact. Minors - Ten years after the patient reaches age 18
		Fla. Stat. 95.11(4)(B)	
		42 CFR § 422.504(d)	
		42 CFR § 423.505(d)	
MEDICAL REGISTRAR			
	MDSTUFIL - Student Files	University of Miami Policy	Indefinitely
	MDMISC - Miscellaneous Documents	University of Miami Policy	Indefinitely

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
OBGYN - PAYMENTS & CORRESPONDENCE			
	OBGYN Clinic Charges	University of Miami Policy	Indefinitely
	OBGYN Clinic Delivery Charges	University of Miami Policy	Indefinitely
	OBGYN GEN Denials	University of Miami Policy	Indefinitely
	OBGYN GEN Lockbox Payments	University of Miami Policy	Indefinitely
	OBGYN PAYMT Denials	University of Miami Policy	Indefinitely
	OBGYN PAYMT Lockbox Payments	University of Miami Policy	Indefinitely
OFFICE OF FACULTY AFFAIRS			
	OFA Compensation	University of Miami Policy	Indefinite
	OFA LOA FMLA	University of Miami Policy	Indefinite
	OFA LOA Miscellaneous	University of Miami Policy	Indefinite
	OFA LOA Personal	University of Miami Policy	Indefinite
	OFA LOA Research	University of Miami Policy	Indefinite
	OFA LOA Sabbatical	University of Miami Policy	Indefinite
	OFA Miscellaneous Archive	University of Miami Policy	Indefinite
	OFA Miscellaneous Communications	University of Miami Policy	Indefinite
	OFA Miscellaneous Other	University of Miami Policy	Indefinite
	OFA Offer Letters	University of Miami Policy	Indefinite
	OFA Onboarding Background Checks	University of Miami Policy	Indefinite
	OFA Onboarding CV/Resumes	University of Miami Policy	Indefinite
	OFA Onboarding Environmental Health & Safety Checklist	University of Miami Policy	Indefinite
	OFA Onboarding IDs	University of Miami Policy	Indefinite
	OFA Onboarding Personal Data Forms	University of Miami Policy	Indefinite
	OFA Onboarding Transcripts	University of Miami Policy	Indefinite
	OFA Recruitment Summary	University of Miami Policy	Indefinite
	OFA Retirement Agreements	University of Miami Policy	Indefinite
	OFA RPT Promotion	University of Miami Policy	Indefinite
	OFA RPT Reappointment	University of Miami Policy	Indefinite
	OFA RPT Tenure	University of Miami Policy	Indefinite
	OFA Secondary Appointment	University of Miami Policy	Indefinite

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	OFA Tenure Clock Extension	University of Miami Policy	Indefinite
	OFA Verification of Employment	University of Miami Policy	Indefinite
	OFA Visas	University of Miami Policy	Indefinite
	OFA Waiver of Education	University of Miami Policy	Indefinite
OFFICE OF UNDERGRADUATE ADMISSIONS (View in PolicyStat)			
	APPLICANTS THAT DO NO ENROLL		
	Admission decision letters	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	Correspondence, unofficial or official	American Association of Collegiate Registrars & Admissions Officers	Prior to August 15
	Waivers of right to access (for letters of recommendation)	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	Application or re-admission applications	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	Credit by examination (AP, CLEP, IB)	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	Entrance examinations	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	Decision sheets (notes taken by AO or the Admission Committee)	American Association of Collegiate Registrars & Admissions Officers	Prior to August 15
	Medical Records	American Association of Collegiate Registrars & Admissions Officers	Prior to August 15
	Letters of Recommendation (Right to Access waived)	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	Letters of Recommendation (Right to Access no waived)	American Association of Collegiate Registrars & Admissions Officers	Prior to August 15
	Military documents	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	High school transcripts (official)	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	College transcripts (official)	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	Alien registration receipt card	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	DS-2019	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	Work Permit	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	I-20	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	I-94	American Association of Collegiate Registrars & Admissions Officers	3 years after application

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Passport number	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	Financial Certification Form	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	Bank statement	American Association of Collegiate Registrars & Admissions Officers	3 years after application
	<u>ADMISSION RECORDS FOR APPLICANTS WHO ENROLL</u>		
	Admission decision letters	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	Special programs decision letters	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	Correspondence, unofficial or official	American Association of Collegiate Registrars & Admissions Officers	Prior to August 15
	Waivers of right to access (for letters of recommendation)	American Association of Collegiate Registrars & Admissions Officers	Until terminated
	Application or re-admission applications	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	Credit by examination (AP, CLEP, IB)	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	Entrance examinations	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	Decision sheets (notes taken by AO or the Admission Committee)	American Association of Collegiate Registrars & Admissions Officers	Prior to August 15
	Medical records	American Association of Collegiate Registrars & Admissions Officers	Prior to August 15
	Letters of recommendation (right to access waived)	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	Letters of recommendation (right to access not waived)	American Association of Collegiate Registrars & Admissions Officers	Prior to August 15
	Military documents	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	High school transcripts (official)	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	High school transcripts (final)	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	College transcripts (official)	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	Alien registration receipt card	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	DS-2019	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	Work Permit	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	I-20	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	I-94	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Passport number	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	Financial Certification Form	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
	Bank statement	American Association of Collegiate Registrars & Admissions Officers	3 years after graduation or WD
<u>OTOLARYNGOLOGY</u>			
	OTOCHARG - Charges File Cabinet	University Policy	7 years
<u>PARKING & TRANSPORTATION</u>			
	Citation Appeal Forms	University Policy	5 years
	Parking Permit Applications	University Policy	5 years
	Tow Sheets	University Policy	5 years
	Service Sticker Applications	University Policy	3 years
	Parking Permit Records	University Policy	permanent
	Parking Citations	University Policy	4 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
<u>PATENT & TRADEMARK</u>			
	Patent Assignments	University Policy	life of patent
	Issued Patents	University Policy	life of patent
	License Agreements	University Policy	permanent - archives
	Confidentiality Agreements	University Policy	permanent - archives
	Material Transfer Agreements	University Policy	permanent - archives
<u>PAYROLL OFFICE</u>			
	PRGD CHECK HISTORY REPORT BY YEAR	University of Miami Policy	7 years
<u>PAYROLL/AP/DISBURSEMENTS</u>			
	Annual W-3 Filing (for W-2s)	IRS Code Section 31.6001-2, 5 & IRS Publication 15 Circular E	4 years after tax due
	Deduction requests from employees	FLSA Section 11c	3 years from last entry
	Employee biographic and demographic information	FLSA Section 11c	3 years from last entry
	Federal Tax Return 941	IRS Code Section 31.6001-2, 5 & IRS Publication 15 Circular E	4 years after tax due
	Invoices	?? GN told 7 years by GC; waiting	7 years
	Leave-reporting documents	29 CFR 825.500	3 years
	Pay Rate/Earnings	FLSA Section 11c	3 years from last entry
	Payroll deduction authorization forms	29 CFR 516.5	3 years
	Payroll record	FLSA Section 11c	3 years from last entry
	Purchasing Card Statements & Receipts	?? GN told 7 years by GC; waiting	7 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Tax forms (W-2, W-4, 1042-S, 1099-R)	IRS Code Section 31.6001-2, 5 & IRS Publication 15 Circular E	4 years after tax due
	Time cards, students	34 CFR 668.24(e)	3 years are the date that all student loans are paid
	Timekeeping records	FLSA Section 11c	3 years from last entry
	Undeliverable Form W-2s	IRS Code Section 31.6001-2, 5 & IRS Publication 15 Circular E	4 years after tax due
	Withholding tax documents	IRS Code Section 31.6001-2, 5 & IRS Publication 15 Circular E	4 years after tax due
PHARMACY			
	Patient Records (patient info., phartmacist comments, prescription info.)	F.A.C. 64B16-27.800(1)	2 years from date of last entry
POLICE: (A complete list of document retention obligations for law enforcement agencies can be found at http://dlis.dos.state.fl.us/barm/genschedules/GS02.PDF)			
	Accident Reports	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 120, p.1]	Record Copy: Retain as long as item to which it relates. Duplicates: Retain until obsolete, superseded, or administrative value is lost [Department Practice is to retain permanently]
	CGPD Property Records	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 27, p. 18]	Record Copy: 4 anniversary years after disposition of property provided applicable audits have been released. Duplicates: Retain until obsolete, superseded, or administrative value is lost [Department Practice is to retain Permanently]
	Criminal Intelligence Information Records	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 30, p. 7]	Record Copy and Duplicates: Retain until obsolete, superseded, or administrative value is lost
	Criminal Investigative Records: Capital/Life Felony	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 31, p. 7]	Record Copy: 100 anniversary years after crime committed Duplicates: Retain until obsolete, superseded, or administrative value is lost
	Criminal Investigative Records: Child Abuse or Neglect	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 200, p. 7]	Record Copy: 7 anniversary years after the age of majority, or 4 anniversary years after the injured person leaves the dependency of the abuser, or 4 anniversary years from the time of the discovery by the injured party of both the injury and the causal relationship between the injury and the abuse, whichever occurs later. Duplicates: Retain until obsolete, superseded, or administrative value is lost
	Criminal Investigative Records: Degree of Crime Unknown/No Charges Filed	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 129, p. 8]	Record copy: 4 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Elder Abuse or Neglect	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 124, p. 8]	Record copy: 7 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Criminal Investigative Records: Felony, 1 st Degree	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 125, p. 8]	Record copy: 8 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Felony, 2 nd and 3 rd Degree	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 126, p. 8]	Record copy: 6 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Fraud	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 201, p. 9]	Record copy: 8 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Index	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 131, p. 9]	Record copy: Retain as long as the item it relates to. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Juvenile Offender	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 130, p. 9]	Record copy: Retain until subject turns age 22. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Misdemeanor, 1 st Degree	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 127, p. 9]	Record copy: 5 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Misdemeanor, 2 nd Degree	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 128, p. 10]	Record copy: 4 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Missing Persons/Runaway Cases	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 161, p. 10]	Record copy: 100 anniversary years after initial report is filed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Missing Persons/Runaway Cases (Found/Solved)	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 162, p. 10]	Record copy: Retain as long as the record series it relates to. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Criminal Investigative Records: Non-Criminal Violation	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 148, p. 10]	Record copy: 4 anniversary years after offense committed. Duplicates: Retain until obsolete, superseded, or administrative value is lost.
	Field Interrogation Cards/Reports	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 43, p. 13]	Record Copy and Duplicates: Until administrative value lost [Department Practice is to retain permanently]

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Internal Investigation Records: Final Action Summary	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 59, p. 14]	Record copy: Retain as long as the Personnel File. Duplicates: Retain until obsolete, superseded, or administrative value is lost. [Department Practice is to retain permanently]
	Internal Investigation Records: Not Sustained/ Unfounded/ Exonerated	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 136, p. 14]	Record copy: 1 anniversary year after final disposition. Duplicates: Retain until obsolete, superseded, or administrative value is lost. [Department Practice is to retain permanently]
	Internal Investigation Records: Sustained Formal	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 134, p. 14]	Record copy: 5 anniversary years after final disposition. Duplicates: Retain until obsolete, superseded, or administrative value is lost. [Department Practice is to retain permanently]
	Internal Investigation Records: Sustained Informal	State of Florida [General Records Schedule GS2 for Law Enforcement...Item 135, p. 15]	Record copy: 3 anniversary years after final disposition. Duplicates: Retain until obsolete, superseded, or administrative value is lost. [Department Practice is to retain permanently]
<u>PUBLIC SAFETY</u>			
	Pre-employment Background Files (Police Officers)		5 years
	Dispatch Logs		until administrative value lost
	Activity Sheets		until administrative value lost
	Emergency Contacts (Police Officers)		until administrative value lost

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Administrative Reports		until administrative value lost
	Police Incident Reports		permanent
	CGPD Property Receipt Forms		permanent
	Field Interrogation Cards		permanent
PRE-HEALTH			
	Autobiographical Essay	University of Miami Policy	5 years
	Buckley Form (Unity Form)	University of Miami Policy	5 years
	Committee Letter Request Form	University of Miami Policy	5 years
	Cover Letter Request Form	University of Miami Policy	5 years
	DAT Score	University of Miami Policy	5 years
	Letter Selection Form	University of Miami Policy	5 years
	Letters of Recommendation	University of Miami Policy	5 years
	MCAT Score	University of Miami Policy	5 years
	New Student Intake (Unity Form)	University of Miami Policy	5 years
	Off-Shore and International School Request Form	University of Miami Policy	5 years
	Outside Recommendation Letter	University of Miami Policy	5 years
	Personal Statement	University of Miami Policy	5 years
	Pink Sheet Request	University of Miami Policy	5 years
	Professional Development Form	University of Miami Policy	5 years
	Reapplication Request Form	University of Miami Policy	5 years
	Research Activity Form	University of Miami Policy	5 years
	Resume/CV	University of Miami Policy	5 years
	Shadowing Participation Form	University of Miami Policy	5 years
	Student Intake (Unity Form)	University of Miami Policy	5 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Student Photo/Copy of CaneID	University of Miami Policy	5 years
	Unofficial Transcript or Degree Progress Report (DPR)	University of Miami Policy	5 years
	Volunteer Activity Form	University of Miami Policy	5 years
	Student Files (Legacy)	University of Miami Policy	5 years
	Student Files	University of Miami Policy	5 years
PRESIDENT'S OFFICE			
	Board of Trustees Documents	University of Miami Policy	Indefinite
	Medical Development (PFMEDDEV)	University of Miami Policy	Indefinite
	President Foote Docs (PF File Cabinets)	University of Miami Policy	Indefinite
	President Foote Phone & Schedule Logs (COLOG)	University of Miami Policy	Indefinite
	President Frenk Documents	University of Miami Policy	Indefinite
	President Shalala Documents (DESUMGEN)	University of Miami Policy	Indefinite
	President Shalala Emeritus Speeches	University of Miami Policy	Indefinite

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
PRIVACY OFFICE			
	CORPORATE DOCUMENTS		
	HIPAA Privacy Policies and Procedures Manual	45 CFR 164	6 years after last in effect
	Notice of Privacy Practices	45 CFR 164	6 years after last in effect
	PATIENCE CORRESPONDENCE		
	Patient Acknowledgment of Notice and Consent to Use and Disclose Health Information forms and copies	45 CFR 164	6 years after receipt
	Patient correspondence	45 CFR 164	6 years after receipt
	Patient and/or public complaints	45 CFR 164	6 years after receipt
	WORKFORCE & OHCS MEMBER DOCS.		
	Workforce Confidentiality Agreements	45 CFR 164	6 years after last in effect
	Business Associate Agreements	45 CFR 164	6 years after last in effect
	RESEARCH DOCUMENTS		
	Documentation authorizing use or disclosure of patient records for research	45 CFR 164	6 years after last relied upon
	TRAINING DOCUMENTATION		
	Log of HIPAA training and awareness activities	45 CFR 164	6 years from date of training
PUBLIC HEALTH SCIENCES			
	Faculty Files (DEPHFAC)	University Policy	10 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
PURCHASING			
	Purchase Orders	University Policy	7 years
	Purchase Requisitions	University Policy	7 years
	Contract Files	University Policy	7 years
	Quotation Files	University Policy	7 years
	Vendor Files	University Policy	7 years
	Bid Records	University Policy	7 years
RADIATION CONTROL			
	Air Sampling	64E-5.336 FAC	License Term
	Area Surveys	64E-5.336 FAC	3 years
	Bioassay	64E-5.339 FAC 10 CFR 20.2106 10 CFR 20.2107	License Term
	Contamination Control Program	64E-5.1319 FAC	3 years
	Dose Calibrator QA/QC	64E-5.614 FAC	3 years
	Dose Determination	64E-5.336 FAC	License Term
	Dosimetry Equipment License	64E-5.640 FAC	License Term
	Disposal of Radioactive Materials	64E-5.331 FAC	3 years
	Effluents Release	64E-5.336 FAC	License Term
	HRS Form 1623	64E-5.308 FAC	3 years
	Intake Dose Determination	64E-5.336 FAC	License Term
	Inventory of Radioactive Materials	64E-5.440 FAC	3 years
	Leak Test Records	64E-5.337 FAC	3 years
	Midadministrations	64E-5.345 FAC	20 years
	Mo-99 Assay	64E-5.628 FAC	3 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Package Surveys	64E-5.336 FAC	3 years
	Patient Dosage	64E-5.616 FAC	3 years
	Patient Room Survey	64E-5.625 FAC	3 years
	Personnel Monitoring	64E-5.339 FAC	License Term
	Personnel Monitoring Annual Report	64E-5.903 FAC	3 years
	Planned Exposures	64E-5.338 FAC	License Term
	QC of Diagnostic Instruments	64E-5.613 FAC	3 years
	QM Program	64E-5.611 FAC	3 years
	Radiation Monitoring Device (Teletherapy)	64E-5.638 FAC	3 years
	Radiation Protection Program	64E-5.335 FAC	Duration
	Radiation Safety Committee Minutes	64E-5.606 FAC	5 years
	Receipt of Radioactive Materials	64E-5.103 FAC	Retained Indefinitely
	Record of Prior Dose	64E-5.308 FAC	3 years
	Recordable Event	64E-5.611 FAC	3 years
	Room Surveys	64E-5.625 FAC	3 years
	Safety Instruction	64E-5.625 FAC	3 years
	Survey Meter Calibration Records	64E-5.336 FAC	3 years
	Teletherapy Cal.	64E-5.641 FAC	License Term
	Teletherapy Spot Checks	64E-5.642 FAC	3 years
	Transfer of Radioactive Materials	64E-5.103 FAC 64E-5.340 FAC	License Term
	Ventilation of Xenon Room Testing	64E-5.629 FAC	3 years
	Visiting Physicians	64E-5.609 FAC	5 years
	Written Directive	64E-5.611 FAC	3 years
	Xenon Trap Testing	64E-5.629 FAC	3 years

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	RADIATION RECORDS		
	Audits	10 CFR 20.2102	3 years
	Correspondence	10 CFR 20.2102	3 years
	Incident Reports	10 CFR 20.2102	3 years
	Instrument Calibration	64E-5.1103 FAC	3 years
	Isotope Purchases Inventories	10 CFR 20.2102	3 years
	License Violations	10 CFR 20.2102	3 years
	Radiation Reports	10 CFR 20.2102	3 years
	Routine Inspections	10 CFR 20.2106	License Term
	RUA (Radiation Users)	10 CFR 20.2106 10 CFR 20.2107	License Term
	Surveys	10 CFR 20.2103	3 years
	Waste Disposal	10 CFR 20.2108	License Term
RDS - REPORT DISTRIBUTION SYSTEM			
	ECM Transmissions	University of Miami Policy	2 years
	RDS Form Request	University of Miami Policy	2 years
	RDS Local Printer Worksheet	University of Miami Policy	2 years
	RDS User Access Request	University of Miami Policy	2 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
REAL ESTATE			
	Appraisals	Fla. Stat. 475.629	5 years
	Certificate of Use	University Policy	Length of Ownership
	Leases - Related to Bond Financed Facilities	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)- Retention Period; Section 1.148-5(d)(6)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
REGISTRAR			
	RGEXAM - Update Exams	FERMA	Indefinitely
	RGLAWYER - Lawyer Requests	FERMA	Indefinitely
	RGCCADD - Course & Curriculum Additions	FERMA	Indefinitely
	RGBENCH - Benchmark Enrollment	FERMA	Indefinitely
	RGIPEDS - IPEDS and HEGIS	FERMA	Indefinitely
	RGRRROLL - Grade Rolls	FERMA	7 years
	RGSUBPNA - Subpoenas	FERMA	Indefinitely
	RGBDBOGL - Bad Boy and Girl Documents	FERMA	Indefinitely
	RGAPPROV - Degree Approval List	FERMA	Indefinitely
	RGREPORT - Reports	FERMA	Indefinitely
	RGTRANID - Interdepartmental Documents	FERMA	Indefinitely
	RGMEMOS - Degree Memos	FERMA	7 years
	RGSTOPS - Student Stops	FERMA	Indefinitely
	RGTRNOTE - Transcript Notations List	FERMA	Indefinitely
	RGNOINFO - Requests for Privacy	FERMA	Indefinitely
	RGVAEXAP - Extensions and Approvals	FERMA	7 years
	RGBKRUP - Academic Bankruptcy	FERMA	Indefinitely
	RGVIEWRC - Req to View/Request Records	FERMA	Indefinitely
	RGRECORD - Records	FERMA	Indefinitely

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	RGTRANS - Transcripts	FERMA	Indefinitely
	RGINATIV - Inactive Status Documents	FERMA	7 years
	RGWAIVER - Waiver of Reinstatement Forms	FERMA	Indefinitely
	RGERPCOR - ERP Corrections	FERMA	7 years
	RGDPRECM - Departmental Recommendations	FERMA	Indefinitely
	RGCRHONR - Honors Added to Course	FERMA	7 years
	RGAUDIT - Audit Records	FERMA	Indefinitely
	RGVAPAY - Veteran Payments 4 all Chapters	FERMA	Indefinitely
	RGVACONF - VA Conference	FERMA	7 years
	RGVAWRST - VA Work Studies	FERMA	7 years
	RGGRADEX - Change I and Ng Extensions	FERMA	Indefinitely
	RGREINST - Cancellation Reports	FERMA	Indefinitely
	RGLSDAS - LSDAS Grading	FERMA	7 years
	RGNUMCHG - Student Number Change	FERMA	Indefinitely
	RGNAMECH - Change of Name Forms	FERMA	Indefinitely
	RGGRAD - Graduation	FERMA	Indefinitely
	RGDEACS - Deceased Notices	FERMA	Indefinitely
	RGCHSCH - Change of School	FERMA	7 years
	RGSAP - Study Abroad Memos	FERMA	7 years
	RGBINONIF - Biographic Information Update	FERMA	Indefinitely
	RGMISC - Miscellaneous Documents	FERMA	Indefinitely
	RGREPTCR - Fresh Repeat & Illegal Repeat	FERMA	7 years
	RGGRDMEM - Graduate Memorandums	FERMA	Indefinitely
	RGAMCSGR - AMCAS Grading	FERMA	7 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	RGREADMI - Readmissions	FERMA	7 years
	RGCONSRT - Consortium	FERMA	7 years
	RGDISPRB - Dismissal and Probation	FERMA	7 years
	RGVAFILE - Veteran's Files	FERMA	Indefinitely
	RGATHLET - Athletic Docs	FERMA	Indefinitely
	RGCERTS - Certifications	FERMA	7 years
	RGCHCOUR - Change of Course	FERMA	7 years
	RGCHGRAD - Change of Grades	FERMA	Indefinitely
	RG - VA Annual Reporting Fee	FERMA	7 years
RESEARCH EDUCATION & TRAINING			
	Human Subjects Protections Training Records (CITI Course)	45 CFR 46; 21 CFR 312.62(c)	3 years
RESEARCH/SCIENTIFIC MISCONDUCT RECORDS			
	Research Misconduct proceedings records, as specified	42 CFR 93.317	7 years (after the completion of the proceedings or the completion of any PHS proceeding involving the research misconduct allegation- whichever is later)
RESIDENCE HALLS			
	Financial Charges (RHSTUFIL)	University Policy	7 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
RESIDENTIAL LIFE			
	Student Employment Records	University Policy	7 years
	Student Records	University Policy	7 years
RISK MANAGEMENT			
	Certificate of Insurance Documents	University Policy	Indefinitely
	Claims (administered by Third Party Administrators)	Various UM insurance carrier internal policies	varies per insurance carrier
	Forms: Field Trip Release Forms	University Policy	5 years
	Forms: Incident Reports	University Policy	5 years
	Forms: Journals	University Policy	5 years
	Forms: Managed Care Acknowledgement	University Policy	5 years
	Forms: MVR	University Policy	5 years
	Forms: Release Waiver Forms	University Policy	5 years
	Forms: Vehicle Questionnaire	University Policy	5 years
	Incident reports	University policy	4 years (unless legal issue raised)
	Travel: Field Trip Release Forms	University Policy	5 years
	Travel: Release Waiver Forms	University Policy	5 years
	Work Comp Claims	69L-5.116 FAC	5 years
RSMAS GRADUATE SCHOOL			
	RSMAS GS - Defense Announcement	University of Miami Policy	Indefinitely
	RSMAS GS - Defense Memo	University of Miami Policy	Indefinitely
	RSMAS GS - Rubric	University of Miami Policy	Indefinitely
	RSMAS GS TA Evaluation	University of Miami Policy	Indefinitely
RSMAS UNDERGRADUATE			
	RSMAS Undergrad Alumni	University of Miami Policy	Indefinitely

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	RSMAS Undergrad Inactive	University of Miami Policy	Indefinitely
	RSMAS Undergrad Transfers Out	University of Miami Policy	Indefinitely
	RSMAS Undergrad Withdrawals	University of Miami Policy	Indefinitely
SCHOOL OF BUSINESS - GRADUATE SCHOOL			
	SBA - Applicant Info Sheet (Unity Form)	University policy	7 years
	SBA - Application	University policy	7 years
	SBA - Application INTL	University policy	7 years
	SBA - Bank Letter	University policy	7 years
	SBA - Business Cards	University policy	7 years
	SBA - Communications	University policy	7 years
	SBA - Decision Letter (Accept or Deny)	University policy	7 years
	SBA - Diploma	University policy	7 years
	SBA - Essay/Personal Statement	University policy	7 years
	SBA - GMAT/GRE Scores	University policy	7 years
	SBA - I20	University policy	7 years
	SBA - IELTS/TOEFL Scores	University policy	7 years
	SBA - International Document Evaluation	University policy	7 years
	SBA - Interview Cover Sheet	University policy	7 years
	SBA - Letter INTL	University policy	7 years
	SBA - Letter of Recommendation	University policy	7 years
	SBA - Non-Disclosure Agreement	University policy	7 years
	SBA - One-Year MBA Assessment	University policy	7 years
	SBA - Passport	University policy	7 years
	SBA - Resume	University policy	7 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	SBA - Scholarship Terms and Conditions	University policy	7 years
	SBA - Transcripts (Degree Conferred)	University policy	7 years
	SBA - Transcripts Official	University policy	7 years
	SBA - Transcripts Unofficial	University policy	7 years
	SBA - Applicant Info Sheet (Unity Form)	University policy	7 years
SCHOOL OF COMMUNICATION			
	Absence Reports	University Policy	7 years
	Account Support	University policy	7 years
	Agreements	University Policy	7 years
	Journal Entries	University Policy	7 years
	P-Cards	University Policy	7 years
	Reports 90s	University policy	7 years
	Travel Documents	University Policy	7 years
SCHOOL OF EDUCATION			
	EDUPSPRI - Principal Questionnaire	University of Miami Policy	7 years
	EDUPSWRI - Student Writing Test	University of Miami Policy	7 years
	EDUPSCUB - Curriculum Implement Form B	University of Miami Policy	7 years
	EDUPSCUA - Curriculum Implement Form A	University of Miami Policy	7 years
	EDUPSQUE - Teacher Questionnaire	University of Miami Policy	7 years
	EDUPSPO - Post-Observation	University of Miami Policy	7 years
	EDUPSSCI - Student Science Test	University of Miami Policy	7 years
	EDUPS2BF - PSELL2 Teacher Background Form	University of Miami Policy	7 years
	EDUPSBF - Background Form	University of Miami Policy	7 years
	EDUPSKT - PSELL2 Teacher Knowledge Test	University of Miami Policy	7 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	EDUPSTF - Teacher Feedback	University of Miami Policy	7 years
	EDUPS2TQ - PSELL2 Teacher Questionnaire	University of Miami Policy	7 years
SCHOOL OF NURSING (EMPLOYMENT)			
	Assignment Letter	State Requirements	Indefinitely
	Attachments	State Requirements	Indefinitely
	Correspondence	State Requirements	Indefinitely
	DHRS Documents	State Requirements	Indefinitely
	Journals	State Requirements	Indefinitely
	Licensing Information	State Requirements	Indefinitely
	Miscellaneous Documents	State Requirements	Indefinitely
	Resume	State Requirements	Indefinitely
	Salary Letter	State Requirements	Indefinitely
SCHOOL OF NURSING (GRANTS)			
	Awards	State Requirements	Indefinitely
	BERFS	State Requirements	Indefinitely
	Clinical Contracts	State Requirements	Indefinitely
	Correspondence	State Requirements	Indefinitely
	DHRS Documents	State Requirements	Indefinitely
	Journals	State Requirements	Indefinitely
	Miscellaneous Documents	State Requirements	Indefinitely
	Proposals	State Requirements	Indefinitely
	Purchase Orders	State Requirements	Indefinitely
	Reports	State Requirements	Indefinitely
	Salary Letter	State Requirements	Indefinitely

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
SPONSORED PROGRAMS			
<u>AWARD RECORDS</u>			
	Award Letter	2 CFR 200.333 - Retention requirements for records	3 years from the date of submission of the final expenditure report or audit activity completed
	Proposal Documentation	2 CFR 200.333 - Retention requirements for records	3 years from the date of submission of the final expenditure report or audit activity completed
	Official Grant/Contract	2 CFR 200.333 - Retention requirements for records	3 years from the date of submission of the final expenditure report or audit activity completed
	Correspondence	2 CFR 200.333 - Retention requirements for records	3 years from the date of submission of the final expenditure report or audit activity completed
	Privately Sponsored Research in Bond Financed Facilities	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)- Retention Period; Section 1.148-5(d)(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
<u>FINANCIAL RECORDS</u>			
	Time & Effort Certifications	2 CFR 200.333 - Retention requirements for records	3 years from the date of submission of the final expenditure report or audit activity completed
	Monthly reports (Report 90's)	2 CFR 200.333 - Retention requirements for records	3 years from the date of submission of the final expenditure report or audit activity completed
	Financial Status Reports (FSRs)	2 CFR 200.333 - Retention requirements for records	3 years from the date of submission of the final expenditure report or audit activity completed
	A133 audit files	2 CFR 200.333 - Retention requirements for records	3 years from the date of submission of the final expenditure report or audit activity completed
<u>SPONSORED PROGRAMS/STATE OF FLORIDA & MIAMI-DADE COUNTY AWARD AND FINANCIAL RECORDS</u>			
	Award Letter	Florida Department of Health	Six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
	Proposal Documentation	Florida Department of Health	Six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
	Official Grant/Contract	Florida Department of Health	Six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Correspondence	Florida Department of Health	Six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
	Monthly reports (Report 90's)	Florida Department of Health	Six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
	Financial Status Reports (FSRs)	Florida Department of Health	Six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
	Single Audit Act files	Florida Department of Health	Six (6) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of six (6) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
IACUC - ANIMALS			
	Academic/research records	PHS & Animal Welfare Act	3 years from last activity
	Veterinary Resources	USDA, Animal Welfare Act, ALAC, DEA, State of Florida	5 years from last activity
STUDENT EMPLOYMENT - EMPLOYER			
	SE America Read/Count Documents (Employer)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Correspondence (Employer)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Evaluation/Recommend/Nomination Off-Campus (Employer)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Evaluation/Recommend/Nomination On-Campus (Employer)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE FWS Community Service Documents	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Job Descriptions/Departmental	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Miami Commitment Program (Employer)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Other (Employer)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
STUDENT EMPLOYMENT - MANAGEMENT			
	SE Job Postings	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Job Postings/Filled/Removed	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Other (Management)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Reports	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Time Sheets Off-Campus	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
STUDENT EMPLOYMENT - STUDENTS			
	SE America Read/Count Documents (Student)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Award Revision	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Correspondence (Student)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Evaluation/Recommend/Nomination (Student)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE FWS Program Documents Off Campus	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE I-9/E-Verify	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE JLD Program Documents	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Job Description	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Miami Commitment Program (Student)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Other (Student)	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Payroll Corrections/Journal Entries	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE SEAF/Job Assignments	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	SE Termination/Separations	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Time Sheets	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE Verification of Employment	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE I9 Form	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
	SE TA Form	Federal Policy, plus University Policy	5 years after student's last graduate date or Withdrawal date, per Federal policy, plus 7 additional years, per University policy.
STUDENT FINANCIAL AID			
	Student loan records	34 CFR 668.24(e)	3 years after award and disbursement
	Student loans-Perkins	34 CFR 674.19	3 years after repayment, cancellation or assignment to U.S. Department of Education
STUDENT RECORDS			
	UNDERGRADUATE		
	Academic/Student Record	Southern Association of Schools and Colleges	Permanent
	Class Rolls	Southern Association of Schools and Colleges	Permanent
	Grade Rolls	Southern Association of Schools and Colleges	Permanent
	Transcripts from other schools/colleges	Southern Association of Schools and Colleges	Permanent
	GRADUATE		
	Student files (includes application, transcripts, GRE/TOEFL scores, Letters of recommendation, posting memos, international student evaluations)	University Policy	Permanent

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
STUDY ABROAD			
	Academic Info (CSACADEM)	University Policy	7 years
	Academic Info (CSUMCA)	University Policy	7 years
	Acceptance Letter (CSACCEPT)	University Policy	7 years
	Approval Forms (CSAPPRM)	University Policy	7 years
	Applications (CSAPPLIC)	University Policy	7 years
	Academic Progress Reports (CSAPR)	University Policy	7 years
	Bank Letter	University Policy	7 years
	Certificates (CSCERTIF)	University Policy	7 years
	Change of Course Form (CSCHANGE)	University Policy	7 years
	Confirmation Form (CSCNFIRM)	University Policy	7 years
	Correspondence (CSCORRES)	University Policy	7 years
	Course Forms (CSCOURSE)	University Policy	7 years
	CSTOEFL Info	University Policy	7 years
	Dependent	University Policy	7 years
	Emails (CSEMAILS)	University Policy	7 years
	Field Trip Forms (CSFIELD)	University Policy	7 years
	GPA HS Verification Letter (CSGPAVL)	University Policy	7 years
	Grade Reports (CSGRADE)	University Policy	7 years
	Gre Scores (CSGRESKO)	University Policy	7 years
	Health Info (CSHEALTH)	University Policy	7 years
	Immigration/INS (CSIMMI)	University Policy	7 years
	Letter from Parents (CSPARLTR)	University Policy	7 years
	Miscellaneous (CSMISC)	University Policy	7 years
	Model Release Forms (CSMRF)	University Policy	7 years
	Other (CSOTHER)	University Policy	7 years
	Recommendations (CSRECOMM)	University Policy	7 years
	Registration (CSREGIS)	University Policy	7 years
	Release Docs (CSRELEAS)	University Policy	7 years
	TOEFLS (CSTOEFLS)	University Policy	7 years
	Transcripts (CSTRANS)	University Policy	7 years
	UM Course Equivalency Form (CSUMCEF)	University Policy	7 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	I20 Ready Form	University Policy	7 years
	I20 Request Form	University Policy	7 years
	Passport	University Policy	7 years
SURGERY			
	ADMIN: SULOABD Letter of Agreement/Breakdown	Federal Policy, plus University Policy	7 years
	ADMIN: SULOCKBX Lock Box	Federal Policy, plus University Policy	7 years
	CHARGE: SUCHECKS Checks	Federal Policy, plus University Policy	7 years
	CHARGE: SUEOB Explanation of Benefits	Federal Policy, plus University Policy	7 years
	CHARGE: SUMAIL Mail Received	Federal Policy, plus University Policy	7 years
	DOC: SUCHECKS Checks	Federal Policy, plus University Policy	7 years
	DOC: SUEOB Explanation of Benefits	Federal Policy, plus University Policy	7 years
	DOC: SULOCKBX Lock Box	Federal Policy, plus University Policy	7 years
	DOC: SUMAIL Mail Received	Federal Policy, plus University Policy	7 years
	DOC: SUMCAID Medicaid Remittance Vouchers	Federal Policy, plus University Policy	7 years
	MICRO: SUCHECKS Checks	Federal Policy, plus University Policy	7 years
	MICRO: SUEOB Explanation of Benefits	Federal Policy, plus University Policy	7 years
	MICRO: SULOCKBX Lock Box	Federal Policy, plus University Policy	7 years
	MICRO: SUMAIL Mail Received	Federal Policy, plus University Policy	7 years
	MICRO: SUMCAID Medicaid Remittance Vouchers	Federal Policy, plus University Policy	7 years
	MICRO: SUMCARE Medicare Checks	Federal Policy, plus University Policy	7 years
	PAYMT: CBOPBPAY Physician Billing Payments	Federal Policy, plus University Policy	7 years
	PAYMT: SUCHECKS Checks	Federal Policy, plus University Policy	7 years
	PAYMT: SUEOB Explanation of Benefits	Federal Policy, plus University Policy	7 years
	PAYMT: SUFDP Front Desk Payment	Federal Policy, plus University Policy	7 years
	PAYMT: SUINSREQ Insurance Request	Federal Policy, plus University Policy	7 years
	PAYMT: SULOCKBX Lock Box	Federal Policy, plus University Policy	7 years
	PAYMT: SUMAIL Mail Received	Federal Policy, plus University Policy	7 years
	PAYMT: SUMCAID Medicaid Remittance Vouchers	Federal Policy, plus University Policy	7 years
	PAYMT: SUMCARE Medicare Checks	Federal Policy, plus University Policy	7 years
	PAYMT: SURETCKS Returned Checks	Federal Policy, plus University Policy	7 years

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	PAYMT: SUVOIDCK Void Checks	Federal Policy, plus University Policy	7 years
	REF: SUCHECKS Checks	Federal Policy, plus University Policy	7 years
	REF: SUEOB Explanation of Benefits	Federal Policy, plus University Policy	7 years
	REF: SULOCKBX Lock Box	Federal Policy, plus University Policy	7 years
	REF: SUREFUND Refunds	Federal Policy, plus University Policy	7 years
	REF: SUVOIDCK Void Checks	Federal Policy, plus University Policy	7 years
	TFRBUN: SUCHECKS Checks	Federal Policy, plus University Policy	7 years
	TFRBUN: SUEOB Explanation of Benefits	Federal Policy, plus University Policy	7 years
	TFRBUN: SUINSREQ Insurance Request	Federal Policy, plus University Policy	7 years
	TFRBUN: SULOABD Letter of Agreement/Breakdown	Federal Policy, plus University Policy	7 years
	TFRBUN: SULOCKBX Lock Box	Federal Policy, plus University Policy	7 years
	TFRBUN: SUMAIL Mail Received	Federal Policy, plus University Policy	7 years
	TFRBUN: SUREFUND Refunds	Federal Policy, plus University Policy	7 years
	TFRBUN: SUVOIDS Voided Claims	Federal Policy, plus University Policy	7 years

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DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
SYLVESTER CANCER CENTER			
	SCRESAD - Grant Applications & related documents	University Policy	16 years from date stored
<u>CLINICAL RESEARCH</u>			
		45 CFR 46.115 (a) 45 CFR 46.115 (b)	All records relating to research conducted, including documentation of IRB activities [45 CFR 46.115 (a)], are retained for at least 3 years, remain confidential to the extent permitted by law, and accessible for inspection and copying by authorized representatives of the University or an appropriate regulatory government body at reasonable times and manner [45 CFR 46.115 (b)].
		21 CFR 11 (a) 21 CFR 11(b)	Electronic records, electronic signatures, and handwritten signatures executed to electronic records [21 CFR 11 (a)] and electronic forms created, modified, maintained, archived, retrieved, or transmitted [21 CFR 11(b)] meet FDA requirements of electronic records.
		21 CFR 211.180(c)	All electronic research records or copies comply with applicable FDA predicate rule requirements, made readily available for authorized inspection during the required retention period, and subject to photocopying or other means of reproduction [21 CFR 211.180(c)].
		21 CFR 11.10(c)	Backup and recovery methods comply with federal regulation requirements for the protection of electronic records to enable accurate and ready retrieval [21 CFR 11.10(c)] throughout the retention period.
			Research personnel maintain any paper research records in a safe, secure and accessible manner under a double locked storage system during the conduct of the clinical investigation.
		ICH 8.1	SCCC and Investigators record the location(s) of research documents during the trial through the archiving period using a storage system, irrespective of the type of media, which provides document identification, version history, search, and retrieval [ICH 8.1].
		45 CFR 164.414(a) 45 CFR 164.530(j)(2) 45 CFR 164.528	A covered entity is required to comply with the administrative requirements [45 CFR 164.414(a)] subject to the document retention period for six years from the date of its creation, or the date when it last went into effect, whichever is later [45 CFR 164.530(j)(2)], pertaining to a clinical investigation that involves the collection of identifiable health information [45 CFR 164.528].
		ICH 4.8.10(G)	Investigators adhere to applicable regulations [ICH 4.8.10(G)] regarding records that identifying the subject and will maintain the subject's rights of confidentiality in trial publications.
		21 CFR 312.62	Investigators maintain disposition of drug and case histories for FDA regulated drugs and biologics for a period of two years following the approval date of the marketing application intended for its use under investigation, or if the marketing application is not filed or approved for a period of two years after the discontinuation of the investigation and FDA notified as defined by record retention requirements [21 CFR 312.62],

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
		02 CFR 200.33	Research records pertaining to Sponsored programs, including financial, supporting, statistical, and other non-Federal entity records adhere to the federal record retention requirements [02 CFR 200.33].
		45 CFR 46.115(a) 45 CFR 46.117	IRB activities [45 CFR 46.115(a)] and other records frequently held by Investigators [45 CFR 46.117] comply with FDA record retention requirements for a period of at least three years after completion of the research.
TEACHING & LEARNING			
	TAL - Concepts of Operations-POST	Grant Policy	Indefinite
	TAL - Concepts of Operations-PRE	Grant Policy	Indefinite
	TAL - Curriculum-Based Measurement CBM	Grant Policy	Indefinite
	TAL - Mathematical Problem Solving Ability (MPSA-POST	Grant Policy	Indefinite
	TAL - Mathematical Problem Solving Ability (MPSA-PRE	Grant Policy	Indefinite
	TAL - Solve It! 5-6 Assessments	Grant Policy	Indefinite
	TAL - Solve ITI 5-6 Observations	Grant Policy	Indefinite
	TAL - Test of Mathematical Abilities (TOMA)-POST	Grant Policy	Indefinite
	TAL - Test of Mathematical Abilities (TOMA)-PRE	Grant Policy	Indefinite
TREASURY OPERATIONS			
	Bond Documents	26 USC 6001; 26 Code of Federal Reg 1.6001-1(e)- Retention Period; Section 1.148-5(d)6(iii)(e) - Arbitrage	Life of Bond + 3 years (See Policy E096)
COLLECTIONS/FEDERAL LOANS			
	Collection files (signed payment agreements & correspondence)	34 CFR 668.24(d); 34 CFR 674.19	3 years from PIF date (University keeps for 6 years from PIF)
	Final Judgments	34 CFR 668.24(d); 34 CFR 674.19	3 years from PIF date (University keeps for 6 years from PIF)
	Legal files (Stipulation Agreements)	34 CFR 668.24(d); 34 CFR 674.19	3 years from PIF date (University keeps for 6 years from PIF)
	Original promissory notes	34 CFR 668.24(d); 34 CFR 674.19	3 years from PIF date (University keeps for 6 years from PIF)

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
<u>UNIVERSITY INSTITUTIONAL LOANS</u>			
	Collection files (signed payment agreements & correspondence)	University Policy	Retained indefinitely
	Final Judgments	University Policy	Retained indefinitely
	Original promissory notes	University Policy	Retained indefinitely
	Stipulation Agreements (Legal files)	University Policy	Retained indefinitely
<u>UMBH</u>			
	All transactions among such administrator, insurers, and insured persons	Fla. Statute 626.884	Duration of Agreement + 5 years
<u>UMHC - PAYMENT BATCHES</u>			
	ABBATCH - Anne Bates Leach Eye Hospital Batches	University policy	7 years
	ABCHECK - Anne Bates Leach Eye Hospital Bulk Checks	University policy	7 years
	UHC BATCH - Payment Batches	University policy	7 years
<u>UMIT - BUSINESS OFFICE</u>			
	UMIT-BO ACUS CC: Administrative Memos	University of Miami Policy	7 years
	UMIT-BO ACUS CC: Journal Entries	University of Miami Policy	7 years
	UMIT-BO Bid Documents	University of Miami Policy	7 years
	UMIT-BO Budget Control Director	University of Miami Policy	7 years
	UMIT-BO Contract Documents	University of Miami Policy	7 years
	UMIT-BO Exchange Forms	University of Miami Policy	7 years
	UMIT-BO Financial Reports	University of Miami Policy	7 years
	UMIT-BO Interdepartmental Requisition	University of Miami Policy	7 years
	UMIT-BO Invoice Documents	University of Miami Policy	7 years
	UMIT-BO Journal Entries	University of Miami Policy	7 years
	UMIT-BO Miscellaneous Documents	University of Miami Policy	7 years
	UMIT-BO PO Requets & Requisitions	University of Miami Policy	7 years
	UMIT-BO Purchase Order Documents	University of Miami Policy	7 years
	UMIT-BO Quote Documents	University of Miami Policy	7 years

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	UMIT-BO Report Distribution System	University of Miami Policy	7 years
	UMIT-BO Spreadsheets	University of Miami Policy	7 years
	UMIT-BO Telephone Billing Charges Subcode Account Detail (TC95)	University of Miami Policy	7 years
	UMIT-BO TSR Document	University of Miami Policy	7 years
UMIT - HARDWARE PROCUREMENT			
	UMIT PRO Customer Receipt	University of Miami Policy	7 years from date of creation
	UMIT PRO IDRs	University of Miami Policy	7 years from date of creation
	UMIT PRO Medical Legacy	University of Miami Policy	7 years from date of creation
	UMIT PRO Medical Legacy Miscellaneous	University of Miami Policy	7 years from date of creation
	UMIT PRO Miscellaneous	University of Miami Policy	7 years from date of creation
	UMIT PRO Pcards	University of Miami Policy	7 years from date of creation
	UMIT PRO Personal Purchases	University of Miami Policy	7 years from date of creation
	UMIT PRO Requisition Orders	University of Miami Policy	7 years from date of creation
	UMIT PRO Sales Invoices	University of Miami Policy	7 years from date of creation
	UMIT PRO SYS-Loaners	University of Miami Policy	7 years from date of creation
	UMIT PRO Vendor Invoices	University of Miami Policy	7 years from date of creation

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
UMIT - POINT SOLUTIONS ECM			
	UMIT PS ECM Resumes	University of Miami Policy	7 years
	UMIT PS ECM Sweep W2	University of Miami Policy	7 years
UMIT - SOFTWARE PROCUREMENT			
	UMIT-PRO Invoice	University of Miami Policy	20 years
	UMIT-PRO P-Card Software	University of Miami Policy	20 years
	UMIT-PRO Support Documents	University of Miami Policy	20 years
UNDERGRADUATE ADMISSIONS, OFFICE OF			
	SCHEDULE A - Admission Records for Applicants who do not enroll!		
	Admission Letters	University of Miami Policy	1 year after application
	Correspondence, relevant	University of Miami Policy	Fall: Prior to August 15 Spring: Prior to Jan. 10
	Waivers of right to access (i.e., for letters of recommendation)	University of Miami Policy	1 year after application
	Application or re-admission applications	University of Miami Policy	1 year after application
	Credit by examination (e.g., AP, CLEP, IB, etc.)	University of Miami Policy	1 year after application
	Entrance examination reports (e.g., SAT, ACT, TOEFL, IELTS, etc.)	University of Miami Policy	1 year after application
	Decision sheets (i.e., by Admission Officers, Admission Committee, Special Program Committees, etc.)	University of Miami Policy	Fall: Prior to August 15 Spring: Prior to Jan. 10
	Medical records	University of Miami Policy	1 year after application
	Letters of recommendation (right to access waived)	University of Miami Policy	1 year after application
	Letters of recommendation (right to access not waived)	University of Miami Policy	Fall: Prior to August 15 Spring: Prior to Jan. 10
	Military documents	University of Miami Policy	1 year after application
	High school transcripts (official)	University of Miami Policy	1 year after application
	College transcripts (official)	University of Miami Policy	1 year after application
	Alien Registration Receipt Card	University of Miami Policy	1 year after application
	DS-2019	University of Miami Policy	1 year after application

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	Employment Authorization, if granted	University of Miami Policy	1 year after application
	I-20	University of Miami Policy	1 year after application
	I-94	University of Miami Policy	1 year after application
	Passport number	University of Miami Policy	1 year after application
	Financial Certification Form	University of Miami Policy	1 year after application
	Statement of Financial Responsibility (i.e., bank statement)	University of Miami Policy	1 year after application
SCHEDULE B - Admission Records for Applicants who enroll			
	Admission letters	University of Miami Policy	3 years after graduation or WD
	Correspondence, relevant	University of Miami Policy	Fall: Prior to August 15 Spring: Prior to Jan. 10
	Waivers of right to access (i.e., for letters of recommendation)	University of Miami Policy	3 years after graduation or WD
	Application or re-admission applications	University of Miami Policy	3 years after graduation or WD
	Credit by examination (e.g., AP, CLEP, IB, etc.)	University of Miami Policy	3 years after graduation or WD
	Entrance examination reports (e.g., SAT, ACT, TOEFL, IELTS, etc.)	University of Miami Policy	3 years after graduation or WD
	Decision sheets (i.e., by Admission Officers, Admission Committee, Special Program Committees, etc.)	University of Miami Policy	Fall: Prior to August 15 Spring: Prior to Jan. 10
	Medical records	University of Miami Policy	3 years after graduation or WD
	Letters of recommendation (right to access waived)	University of Miami Policy	3 years after graduation or WD
	Letters of recommendation (right to access not waived)	University of Miami Policy	Fall: Prior to August 15 Spring: Prior to Jan. 10
	Military documents	University of Miami Policy	3 years after graduation or WD
	High school transcripts (official)	University of Miami Policy	3 years after graduation or WD
	High school transcripts (final)	University of Miami Policy	3 years after graduation or WD
	College transcripts (official)	University of Miami Policy	3 years after graduation or WD
	Alien Registration Receipt Card	University of Miami Policy	3 years after graduation or WD
	DS-2019	University of Miami Policy	3 years after graduation or WD
	Employment Authorization, if granted	University of Miami Policy	3 years after graduation or WD

UNIVERSITY OF MIAMI - RECORDS RETENTION SCHEDULE

(Revised 10/25/2022)

DEPARTMENT OF RECORD	RECORD CATEGORY	REFERENCE	RETENTION PERIOD
	I-20	University of Miami Policy	3 years after graduation or WD
	I-94	University of Miami Policy	3 years after graduation or WD
	Passport number	University of Miami Policy	3 years after graduation or WD
	Financial Certification Form	University of Miami Policy	3 years after graduation or WD
	Statement of Financial Responsibility (i.e., bank statement)	University of Miami Policy	3 years after graduation or WD
UNIVERSITY ADVANCEMENT			
	Checks	University Policy	permanent
	Deeds/Titles	University Policy	permanent
	Donor correspondence	University Policy	permanent
	Donor letters	University Policy	permanent
	Gift Agreements/Pledges	University Policy	permanent
	Trusts/Wills	University Policy	permanent
UNIVERSITY RECORDS			
	Historical University Documents (policies and actions)	University Policy	permanent