

Record Retention Schedule

The following schedule provides the minimum requirements for document retention under Creighton’s Document Retention and Destruction Policy 2.1.22. If you have a question about the policy or schedule, please contact the Office of the General Counsel at 402-280-5589.

Record Category	Record Type	Retention Period	Responsible Party
Accounting and Financial Records	Audited Annual Financial Records and Supporting workpapers	Permanent	Accounting Services
Accounting and Financial Records	Support for Financial Reports, including General Ledgers and Subledgers, supporting documents and schedules	7 years from end of reporting year	Accounting Services
Accounting and Financial Records	Capital Property Records	4 years after the life of the property	Accounting Services
Accounting and Financial Records	Sales and Disposal Records	4 years from disposal/sale date	Accounting Services
Accounting and Financial Records	Security Transactions	3 years from the end of reporting year	Accounting Services
Accounting and Financial Records	Campus Construction Projects	3 years from end of reporting year	Accounting Services
Accounting and Financial Records	Student Accounts	3 years after account is paid in full	Business Office
Accounting and Financial Records	Depreciation Records	Life of asset	Accounting Services
Accounting and Financial Records	P-card charge documentation	7 years	Accounting Services
Accounting and Financial Records	Travel reimbursement	7 years	Accounting Services
Accounting and Financial Records	General/Other	7 years from end of reporting year	Accounting Services
Admissions Records	Applicants Who Are Not Accepted	3 years from application date	Office of Admissions
Admissions Records	Applicants Who Are Accepted, but Do Not Matriculate	3 years from application date	Office of Admissions
Admissions Records	Applicants Who Are Accepted and Matriculate – Applications and Amendments, Entrance Exams and Placement Scores	3 years from graduation date or last term of attendance	Office of Admissions
Admissions Records	Applicants Who Are Accepted and Matriculate – Letters of Recommendation, Acceptance Letters, Previous Transcripts and Test Scores	3 years from graduation date or last term of attendance	Office of Admissions
Compliance Records	A-133 Audits	Permanent	Research Compliance Office
Compliance Records	University Audit Work Papers	7 years	Accounting Services
Compliance Records	SEVIS Certification/Designation Records (I-17 and DS-3036)	Permanent	Office of the General Counsel
Compliance Records	Drug Free Schools and Communities Act Compliance Records	4 years from end of reporting year	Campus Safety

Compliance Records	State of Nebraska and Federal Regulatory Compliance Reports	3 years from end of reporting year	Appropriate Department
Compliance Records	Clery Act Records – Crime and Fire Logs, Campus Security Reports	7 years from event	Campus Safety
Contracts	All	7 years from contract end date	Office of the General Counsel
Faculty Personnel Records	Faculty Personnel Files (including I-9s)	7 years from last date of employment	Human Resources
Financial Aid Records	Financial Aid Awards and Records	5 years from graduation date	Financial Aid Office
Financial Aid Records	Loan/Repayment Records	4 years after loan repayment	Financial Aid Office
Financial Aid Records	Gift-funded Creighton University Scholarships Records	Permanent	Financial Aid Office
Human Resources, Benefits and Personnel Records	Personnel Files (including I-9s)	7 years from last date of employment	Human Resources
Human Resources, Benefits and Personnel Records	Employee Benefits Records (except pension records)	7 years from last date of employment	Human Resources
Human Resources, Benefits and Personnel Records	Employee Pension Records	Permanent	Human Resources
Human Resources, Benefits and Personnel Records	Benefits Plan Documents and Related Filings/Disclosures	Permanent	Human Resources
Human Resources, Benefits and Personnel Records	Hiring Documents (Applicant Not Hired)	3 years from application date	Human Resources
Human Resources, Benefits and Personnel Records	Hiring Document (Applicant Hired)	5 years from last date of employment	Human Resources
Human Resources, Benefits and Personnel Records	Grievance Filings	7 years after end of employment	Human Resources
Human Resources, Benefits and Personnel Records	Vacation/Sick Leave Accrual	Term of employment	Human Resources
Human Resources, Benefits and Personnel Records	All	3 years from end of the reporting year; unless record involves a current employee, then 3 years from last date of employment	Human Resources
Equity, Diversity and Inclusion Records	Affirmative Action programs	3 years	Division of Equity, Diversity and Inclusion
Institutional Documents	Commencement Programs	Permanent	Office of the Registrar
Institutional Documents	Charters and By-Laws	Permanent	Office of the General Counsel
Institutional Documents	Board of Trustees Meeting Minutes (including committees and subcommittees)	Permanent	Office of the General Counsel

Institutional Documents	Accreditation Records	Permanent	Office of the Provost
Institutional Documents	Other	5 years from date of publication	Appropriate Department
Legal Records	Litigation and Claims Records	3 years from final resolutions of litigation/claim; unless litigation/claim involves a current employee, then 3 years from last date of employment	Office of the General Counsel
Legal Records	Attorney Opinion Letters (bonds)	5 years from expiration/termination	Office of the General Counsel
Legal Records	Attorney Opinion Letters (real property transactions)	3 years from expiration/termination of relevant transaction	Office of the General Counsel
Legal Records	Insurance policies (property/auto)	2 years after policy expires	Risk Management Office
Legal Records	Insurance policies (liability and other)	Permanent	Risk Management Office
Legal Records	Certificates of insurance	7 years after underlying policy expires	Risk Management Office
Legal Records	Consent orders, court orders, judgments, releases, settlements	Permanent	Office of the General Counsel
Legal Records	Copyright and trademark registrations, original patents, royalty records	Life of the underlying IP + 7 years	Office of the General Counsel
Legal Records	Property deeds, easements, licenses, rights of way, leases, rights of first refusal, remainder interests, mortgages	Permanent	Office of the General Counsel
Legal Records	Protection of Minors Records	35 years from the date the victim discovered or reasonably should have discovered that an emotional or psychological injury or condition was caused by the act	Office of the General Counsel
Legal Records	Volunteer registration forms, parental consent forms	3 years	Office of the General Counsel
Legal Records	Workers' Compensation Claims	18 years	Office of the General Counsel
Medical, Health, and Safety Records	Employee Medical Complaints, Employee Injury Records, Exposed Employee Medical Records, Accident Reports, Employee Exposure Records, Safety Records	7 years from last date of employment	Human Resources
Medical, Health, and Safety Records	Clinical Student Health Records (e.g. immunization records)	3 years after graduation or date of last attendance	Division of Student Life
Payroll Records	All	6 years from filing date	Human Resources
Student and Academic Records	Exams and other graded materials	1 year after course completion	Faculty Member

Student and Academic Records	Disciplinary Records (Student Suspended, Dismissed, or Withdrew While Charges Pending)	Permanent	Division of Student Life
Student and Academic Records	Disciplinary Records (All Other Cases)	7 years after graduation or date of last attendance	Division of Student Life
Student and Academic Records	Applications for graduation	3 years after graduation or date of last attendance	Office of the Registrar
Student and Academic Records	Course catalogs	Permanent	Office of the Registrar
Student and Academic Records	Degree, grade and enrollment statistics	Permanent	Office of the Registrar
Student and Academic Records	Graduation lists	Permanent	Office of the Registrar
Student and Academic Records	International student forms	5 years after graduation or date of last attendance	Office of the Registrar
Student and Academic Records	Residency information forms	5 years after graduation or date of last attendance	Office of the Registrar
Student and Academic Records	Veteran Administration certifications	5 years after graduation or date of last attendance	Office of the Registrar
Student and Academic Records	Academic records (degree requirement exceptions, petitions, grade changes, etc.)	5 years from graduation or date of last attendance	Office of the Registrar
Student and Academic Records	Leaves of absence, withdrawals, etc.	Permanent	Office of the Registrar
Student and Academic Records	Transfer credit evaluations	5 years from graduation or date of last attendance	Office of the Registrar
Student and Academic Records	Enrollment verification requests	1 year from submission date	Office of the Registrar
Student and Academic Records	NCAA eligibility certifications	7 years from date of certification	Athletics
Tax and Gift Records	Federal University Tax Filings (Includes Form 990, 990-T)	Permanent	Accounting Services
Tax and Gift Records	Documents related to the use of assets financed with Tax Exempt Bonds	The term of Bond Issuance plus 3 years	Accounting Services
Tax and Gift Records	Federal University Tax Filing Workpapers	7 years from filing date (20 years if related to NOL)	Accounting Services
Tax and Gift Records	Federal Payroll and Informational Tax Filings (Includes Forms W-2, 941, 1042, 1042-S, 1099, 1098-T)	7 years from filing date	Accounting Services
Tax and Gift Records	State and Local University Tax Filing and related Workpapers (Includes Sales and Property Tax Returns)	7 years from filing date	Accounting Services
Tax and Gift Records	Payment Set-Up Documents (Includes Form W-9, W-4 or W-8BEN, W-8BEN-E, Form 8233 and related back-up)	7 years from last date of employment	Accounting Services
Tax and Gift Records	Gift Agreements and Records (Current Use Gifts)	7 years from date of gift	Accounting Services
Tax and Gift Records	Gift Agreements and Records (Endowment)	Permanent	Accounting Services
Tax and Gift Records	General	7 years from date of gift	Accounting Services