

Appendix 1. Records Retention Schedule

The following are the record retention schedules established by each official repository of records and are subject to periodic review and change. Copies of these records that are held by units other than the official repository are secondary copies and should be destroyed in accordance with record management policy when they no longer serve a useful administrative purpose. For more information about the retention of any type of record listed here, contact the official repository.

Type of Record	Official Repository	Retention Period
STUDENT RECORDS		
Admission, Undergraduate		
Applicants who do not enroll	Enrollment Services Division	Three years after application term
Applicants who enroll	Enrollment Services Division	Five years after graduation or date of last attendance
Applicants who enroll, letters of recommendation and admission review notes	Enrollment Services Division	Until enrollment
Non-applicants who contact USC Admission	Enrollment Services Division	Two years after the intended term of admission, or one year after receipt, whichever is later
Non-applicants who do not contact USC Admission	Enrollment Services Division	One year after the intended term of admission, or one year after receipt if no intended term is determined
Admission, Graduate		
Applicants who do not enroll	School of application	Three years after application term
Applicants who enroll	School of application	Five years after graduation or date of last attendance
Applicants who enroll, letters of recommendation	School of application	Until enrollment
Non-applicants who send documents	School of application	One year from date of receipt
Financial Aid		
Federal Student Financial Aid Program and Fiscal Records	Enrollment Services/ Financial Aid	At least three years from the end of the award year in which the FISAP was submitted
Federal Student Financial Aid Recipient Records	Enrollment Services/ Financial Aid	Three years from the end of the award year in which the FISAP was submitted
Federal Student Loans	Enrollment Services/ Financial Aid	Three years from the end of the award year in which the student last attended
Scholarship application, review, and selection	Awarding Unit	Three years from award year
Registration and Attendance/Academic Progress Records		
Academic records (grades, transcripts, change of grade forms, graduation lists)	Registrar	Permanent
Academic action authorizations (dismissal, etc.); advanced placement and other placement tests; correspondence; credit by examination reports/scores; curriculum change authorizations; degree audit records; graduation authorizations; degree conferral audits; military documents; name change authorizations; transfer credit evaluations	Registrar	Five years after graduation or date of last attendance
Academic Advising Records (advising emails, advising notes/comments, appointment summaries, course plan documentation and other advising related correspondence with a student)	Office of the Provost, Academic Programs	Three years after graduation or date of last attendance
Withdrawal authorizations; STARS reports for matriculated Student Athletes	Registrar	Two years after graduation or date of last attendance
Applications for graduation; personal data information forms; degree checks (STARS reports)	Registrar	One year after graduation or date of last attendance

Course audit authorizations, changes of course (add/drop); credit/no credit approvals (audit, pass/fail, etc.); registration forms; student transcript requests	Registrar	One year after date submitted
Type of Record	Official Repository	Retention Period
FERPA records of disclosures and requests for disclosures	Registrar	Retained for same period as records to which they refer
Federal Disclosure Records (crime statistics/security report, SRK graduation/completion, transfer out data, athletic participation/EADA documents, institutional information)	Registrar/Dept. of Public Safety	Three years from date of disclosure
Hold or encumbrance authorizations	Registrar	Until released
Publications, Statistical Data/Documents, and Institutional Reports (catalogues, commencement program, degree statistics, enrollment statistics, grade statistics, race/ethnicity statistics, published schedule of classes)	Registrar	Permanent
Grade book data	Instructor of record (If instructor leaves the university; department takes over records)	Four years
Final exams and all other grade work which affected the course grade	Instructor of record (If instructor leaves the university; department takes over records)	One year
Foreign student enrollment (F-1 and M-1 visas)	Office of International Services	Five years after last enrollment
Foreign exchange visitors (J-1 visa)	Office of International Services	Five years after last enrollment
Student Disciplinary Records	Student Affairs	Seven years
CAMPUS CRIME		
Data on criminal offenses on campus	Dept. of Public Safety	All supporting records must be kept for three years following the publication of the last annual campus security report to which they apply; thus, the records retention period is seven years after the date an incident was reported
DONOR AND GIFTS		
Trusts/Bequests	University Advancement	Indefinitely
Real Property	University Advancement	Indefinitely
Gift Account Donor Related Documents	University Advancement	Indefinitely
Gift Account Creation Documents	Comptroller's Office	Indefinitely
EMPLOYEE BENEFITS ADMINISTRATION		
Employee benefit plan documents	General Counsel	End of plan plus one year
Employee benefit plan reports (annual reports, summary of material modification, notice of reportable events, determination of benefits, employee reports)	Retirement Administration and Health Plans	Six years after filing
Enrollment and change forms/data	Benefits Administration	Ten years
Complaints against plans (non-medical)	Benefits Administration	Permanent
EMPLOYMENT, APPLICANT and PAYROLL RECORDS		
Employment Forms Alien Questionnaire (Non-Resident), Application for employment, arbitration agreements, employee data form, equity and diversity form	Payroll Services	Termination plus seven years
Alternative Work Schedule Plan	HRA	Indefinitely
Applicant data, including notes taken during screening or interview process, names of those screened, considered, interviewed, offered a position	School/Division HR Office	Five years
Attendance Records	School/Division HR Office/Payroll Services	Seven years
Check Registers and check transmittals	Payroll Services	Three months

Type of Record	Official Repository	Retention Period
Child Support Orders	Payroll Services	Indefinitely
Discrimination and Harassment Complaints (protected classes)	Equity and Diversity	Five years in office; 10 years in storage
Direct Deposit Authorization	Payroll Services	Termination plus seven years
Employee complaints	School/Division HR Office	Five years
Family and Medical Leave Records (dates of leave and FMLA notice)	School/Division HR Office	Five years
Garnishments	Payroll Services	Indefinitely
I-9 Form	Payroll Services	Indefinitely
Job Description (Staff only)	Payroll Services	Termination plus seven years
Job Information Questionnaire	Payroll Services	Termination plus 7 years
Labor Distributions	School/Division HR Office	Seven years
Medical surveillance and exposure-related records	Environmental Health and Safety	Termination plus 40 years
Memos to file from Personnel Services (i.e. termination paperwork)	Payroll Services	Termination plus seven years
Memos-15-Year Service Letters	Payroll Services	Permanent
Name Change (Data Form)	Payroll Services	Termination plus seven years
Payroll Data including date paid, time period covered, gross to net, deductions, taxes and reductions	Payroll Services	Termination plus seven years
Payroll Check Request	Payroll Services	Termination plus seven years
Performance reviews and memos to file regarding job performance	School/Division HR Office	Termination plus seven years
Personnel Request Form (PS-130)	Payroll Services	Termination plus seven years
Resume	Payroll Services	Termination plus seven years
Salary Exception Requests	Payroll Services	Termination plus seven years
Social Security Number Change (Data Form)	Payroll Services	Termination plus seven years
Stop Payment Orders	Payroll Services	Termination plus seven years
Subpoenas	Payroll Services	Two Years
Tax—Federal levies	Payroll Services	Indefinitely
Tax—Returned Undelivered IRS Form w-2	Payroll Services	Five years
Tax Forms Revenue Procedure Letters, 1001 and 1001Q, Scholarships, California DE-4, IRS 1078, IRS 8233, W-4	Payroll Services	Termination plus seven years
Termination Form and supporting documentation (including letters and agreements)	Payroll Services	Termination plus seven years
Time Reports—CWSP	School/Division HR Office/Payroll Services	Five years Five years
Time Reports—Non CWSP	School/Division HR Office/Payroll Services	Five years
Work Injury Records	Workers' Compensation	Termination plus 40 years
Work Schedules	School/Division HR Office	Five years
Workplace safety and training records	Environmental Health and Safety	Five years
FINANCIAL AND BUSINESS RECORDS		
Bank reconciliation Disbursement cancelled checks, bank reconciliations, JVs, files with balance	Student Account Services	Indefinitely
Bursar unclaimed property records	Student Account Services	Indefinitely

Type of Record	Official Repository	Retention Period
Bursar student microfiche/CDs	Student Account Services	Permanently
Bursar adjustment requests	Student Account Services	seven years
Bursar accounting records	Student Account Services	Three years
Bursar system access requests	Student Account Services	One year
Collections Promissory notes, credit applications, correspondence with students, internal memos, collegian agencies correspondence, bankruptcy notices, returned checks, Buckley waiver forms, files with zero balance	Student Account Services	Indefinitely
Fee assessment forms and tuition and fee charges	Student Account Services	Five years after graduation or date of last attendance
Student Credit Card information	Student Account Services	Seven years
Corporate —Incorporation	Office of General Counsel	Permanent
Corporate -Board	Office of General Counsel	Permanent
Positive Pay (Pos Pay) notifications and check image from bank	Disbursement Control and Accounts Payable	Four years
Disbursement JVs	Disbursement Control and Accounts Payable	Four years
Independent Contractor Agreements (Unrestricted)	Disbursement Control and Accounts Payable	Five years after final payment
Independent Contractor Agreements (Restricted)	Disbursement Control and Accounts Payable	Five after final project payment and final audit
California 590 Forms—Withholding Exemption	Disbursement Control and Accounts Payable	Three years after final payment
IRS 1099 Forms	Disbursement Control and Accounts Payable	Four years
Sales use tax accruals	Disbursement Control and Accounts Payable	Four years or after final state audit
Direct Deposit or Electronic Funds Transfer Applications (initiation / change)	Disbursement Control and Accounts Payable	Two years after no payment activity
Electronic Data Interchange (EDI) applications (initiation / change)	Disbursement Control and Accounts Payable	Two years after no payment activity
Payment history	Disbursement Control and Accounts Payable	Permanent
Mailing/Material Management financial documentation	Mailing and Material Management Services	Seven years
Mailing Services outgoing mail requisition	Mailing and Material Management Services	Seven years
Mailing Services JVs and backup	Mailing and Material Management Services	Seven years
Material Management gas cylinders documentation	Mailing and Material Management Services	Permanent
Mailing Services work orders and postal documents	Mailing and Material Management Services	Seven years
Corporate card payment records (Procurement Card, Travel Card, and Ghost Card)	Travel Management and Corporate Card Services	Permanent
Procurement card statements and transaction receipts(Unrestricted accounts)	Charging Department	Four years
Procurement card statements and transaction receipts (Restricted accounts)	Charging Department	Four years after final project payment and completion of final audit
Purchase Orders (other than sponsored project accounts and subcontracts)	Purchasing Services	Five years after final payment
Purchase Orders—sponsored project accounts and subcontracts	Purchasing Services	Five years after final project payment and final audit
Supplier Contracts	Purchasing Services	Five years after final payment
New Supplier Information Forms	Purchasing Services	Three years after submission
Small Business Administration (SBA) Certification	Supplier Diversity Services	Until they expire
Small Business Government Sub-Contracting Plans	Supplier Diversity Services	Five years after final project payment or completion of final audit
Space Management space inventory working copies	Financial Services	Three years

Type of Record	Official Repository	Retention Period
Space and Equipment Mgmt final files of university owned equipment and negative finals	Financial Services	Seven years
Space and equipment mgmt final files for government/sponsored equipment	Financial Services	Seven years after disposition
Space and equipment mgmt physical inventory documentation	Financial Services	Five years
Space and equipment mgmt inventory change request forms	Financial Services	Indefinitely
Space and equipment mgmt journal vouchers	Financial Services	
Sponsored project account files	Sponsored Projects Accounting	Permanent
Sponsored project JVs (payroll and non-payroll transfers)	Sponsored Projects Accounting	Permanent
Sponsored project month- and year-end closing records	Sponsored Projects Accounting	Permanent
Annual Internal Revenue Information Returns	Tax Accounting	Permanent
Los Angeles taxes, permits, fees	Tax Accounting	Seven years`
REDC records (real estate transactions, tax returns, etc.)	Tax Accounting	Permanent
Student Loans Promissory notes, correspondence with borrower, agency assignments information, student correspondence	Student Account Services	Indefinitely
Perkins original promissory notes	Student Account Services	Until loan is satisfied or documents are needed to enforce obligation
Student Loan Payment Plan information	Student Account Services	Five years
Ticket Office sales documents and annual audit docs	Financial Services	Seven years
Ticket Office electronic seating files/history	Financial Services	Indefinitely
Travel-Related Purchase Orders (unrestricted accounts)	Travel Management and Corporate Card Services	Five years after final payment
Travel-Related Purchase Orders (restricted accounts)	Travel Management and Corporate Card Services	Five years after final project payment and final audit
Travel JVs and routine financial information	Business Services	Four years
Travel supplier contracts	Travel Management and Corporate Card Services	Five years after final payment
University Real Estate Deeds	University Real Estate	10 years after the property is sold by the university
Mortgages	University Real Estate	Seven years after payoff of mortgage
Bills of sale	University Real Estate	Seven years after transfer of property from university
Contracts and leases	University Real Estate	Five years after expiration
Property appraisals	University Real Estate	Seven years after the property is sold by the university
Property records	University Real Estate	Seven years after the property is sold by the univrsity
USCard USCard paper sales records	Business Services	Seven years
USCard paper trustee card activity	Business Services	Seven years
USCard paper meal plan administration forms	Business Services	Seven years
USCard electronic blackboard system information	Business Services	Indefinitely
USCard electronic dist/vol activity/ payroll deduction reports	Business Services	Indefinitely
USCard DataCard images	Business Services	Indefinitely
University Policies Signed policies, communications about policy	Employee Communications	Permanent

Type of Record	Official Repository	Retention Period
Intellectual Property Records		
Licensing summary sheets for all licensed cases; original agreements for significant cases (for example, cases that have generated significant income, have an unusual history, or were high profile) including but not limited to license, amendment, confidential disclosure, material transfers, and royalty distribution agreements; marketing summaries for significant cases, including a list of companies contacted and their response; for significant cases, correspondence, other than the File Wrapper, related to patent filing, prosecution and maintenance. Correspondence relating to government requirements. Correspondence relating to exceptions to USC policy; and, letters concerning substantive matters not otherwise covered under the policy.	USC Stevens Center for Innovation	Indefinitely
Original license agreements and associated materials for cases that are not considered significant	USC Stevens Center for Innovation	Seven years after their expiration, or for at least seven years after the last to expire subject of the license, whichever is longer
Patent application File Wrapper	USC Stevens Center for Innovation	Until the patent issues
For cases that have not been licensed, or are not considered significant cases, correspondence, other than the File Wrapper, related to patent filing, prosecution and maintenance	USC Stevens Center for Innovation	Until the expiration of the patent
Correspondence related to an agreement	USC Stevens Center for Innovation	Until the agreement is signed, or issue has been resolved in writing
Original patents and abstracts, invention disclosures and other information about an invention	USC Stevens Center for Innovation	Until the expiration of the patent
Accounting and financial records	USC Stevens Center for Innovation	Seven years
Dropped or abandoned patent applications	USC Stevens Center for Innovation	Four years
Personal notes to the file (e.g., meeting summaries and agendas, and telephone conversations); brochures, pamphlets, articles and newsletters about a company or finished product; and, marketing letters	USC Stevens Center for Innovation	Three years
Medical Records		
Type of Record	Official Repository	Retention Period
Patient Care Records	Care Provider	<p>Recommended retention period Indefinitely. Best practice recommended by medical and dental associations based on (i) the possibility of professional negligence suits long into the future (with tolling generally based on when the patient should have discovered the tort) and (ii) the possible usefulness of the records for future patient treatments long into the future.</p> <p>Minimum retention period For adults: Ten years after the last date the patient is seen. For minors—greater of three years past the patient's 18th birthday or for the period records are retained for adults (e.g. Ten years).</p>

Type of Record	Official Repository	Duration
Research Data—Federally Sponsored Research		
<i>Scientific Records</i> , including research or laboratory notebooks; preliminary research reports or summaries; protocols; records relating to the source of research materials and tools (including embryonic stem cells); adverse event reports; research reports; publications; and any other records that are necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results	Principal Investigator	Longer of three years from submission of final expenditure report; or three years from the completion of the research as defined in the original contract or grant award
<i>Research Involving Investigational New Drugs</i> , including records pertaining to the disposition of an investigational new drug, including dates, quantity, and use by subjects; case histories that record all observations and other data pertinent to the investigation on each person administered an investigational drug or employed as a control in the investigation (including the case report forms and supporting data—for example—signed and dated consent forms and medical records, progress notes of the physician, the person's hospital charts and the nurse's notes); and informed consent information	Principal Investigator	Longer of three years from submission of final expenditure report; or 2 years following the date a marketing application is approved for the drug for which it is being investigated; or if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified
Research Data—Other Research		
<i>Scientific Records</i> , including research or laboratory notebooks; preliminary research reports or summaries; protocols; records relating to the source of research materials and tools (including embryonic stem cells); adverse event reports; research reports; publications; and any other records that are necessary for the reconstruction and evaluation of reported results of research and the events and processes leading to those results	Principal Investigator	Three years from submission of final expenditure report; or longer period as required by sponsor and agreed to by university
<i>Research Involving Investigational New Drugs</i> , including records pertaining to the disposition of an investigational new drug, including dates, quantity, and use by subjects; case histories that record all observations and other data pertinent to the investigation on each person administered an investigational drug or employed as a control in the investigation (including the case report forms and supporting data—for example—signed and dated consent forms and medical records, progress notes of the physician, the person's hospital charts and the nurse's notes); and informed consent information	Principal Investigator	Longer of 2 years following the date a marketing application is approved for the drug for the indication for which it is being investigated; or if no application is to be filed or if the application is not approved for such indication, until 2 years after the investigation is discontinued and FDA is notified; or longer period as required by sponsor and agreed to by University

Research Administration		Federally Sponsored	Privately Sponsored Research
Agreement Records , including funded proposals, grants, cooperative agreements, and contracts, but excluding Federal contracts containing the “Audit and Records” clause (FAR 52.214-26 or FAR 52.215-2) [See FAR 4.705]	Dept. of Contracts and Grants	Three years from submission of final expenditure report	Longer of: (i) 3 years from expiration or earlier termination of agreement; or (ii) longer period as required by sponsor and agreed to by University
Federal Contracts Containing clause FAR 52.214-26 (Audit and Records—Sealed Bidding) or FAR 52.215-2 (Audit and Records—Negotiation)	Dept. of Contracts and Grants	As required by 48 C.F.R. §§ 4.705-1 through 4.705-3 for the categories specified therein (Please contact Dept. of Contracts & Grants for copies of the specific requirements)	N/A, unless FAR 52.214-26 or FAR 52.215-2 is incorporated in agreement (including by reference), in which case follow the Federal requirements
Non-Financial Reports , including performance reports and correspondence with sponsor	Dept. of Contracts and Grants	Three years from submission of final expenditure report	Longer of: (i) 3 years from expiration or earlier termination of agreement; or (ii) longer period as required by sponsor and agreed to by University
Financial Information , including financial reports, invoices, receipts, vouchers and other records supporting incurred costs; budget and funding reports; cost sharing and in-kind contribution information; and program income and expenses	Sponsored Projects Accounting	Three years from submission of final expenditure report	Longer of: (i) 3 years from expiration or earlier termination of agreement; or (ii) longer period as required by sponsor and agreed to by University
Conflict of Interest Information , including Disclosure of Financial Interest forms and any other disclosures of financial interest in the research; and any documentation of any actions taken to mitigate or address an investigator’s financial interest in research	Office of the Provost	Longer of: (i) three years from submission of final expenditure report; or (ii) 2 years from approval of any marketing application for FDA covered clinical trials	Longer of: (i) 3 years from expiration or earlier termination of agreement; or (ii) 2 years from approval of any marketing application for FDA covered clinical trials; or (iii) longer period as required by sponsor and agreed to by University
OMB Circular A-133 and Other Audit Reports	Dept. of Financial Analysis, Financial and Business Services	Longer of: three years after the date of issuance of the auditor’s report; or (ii) until all contested audit findings have been resolved	Longer of: three years after the date of issuance of the auditor’s report; or (ii) until all contested audit findings have been resolved
Effort Certifications and Payroll Information , including effort reports/certifications and any supporting documentation	Payroll Services via OTiS	Three years from submission of final expenditure report	Longer of: (i) three years from expiration or earlier termination of agreement; or (ii) longer period as required by sponsor and agreed to by University
Vendors, Subcontractors and Subrecipients Information , including solicitations; bids; records evidencing the basis for subcontractor selection (including any sole source justification); cost or price analyses; award notices; agreements; correspondence; invoices; payment records; and reports	Dept. of Contracts and Grants	Three years from submission of final expenditure report	Longer of: (i) three years from expiration or earlier termination of agreement; or (ii) longer period as required by sponsor and agreed to by University
Real Property and Equipment , including purchase and sales documents; warranty information; inventory reports (including inventories of Government furnished property); and related information	Principal Investigator and Equipment Management	Three years from the date that record is submitted as part of the rate negotiation process. If record is not submitted as part of rate negotiations, then three years from the end of the fiscal year covered by the proposal or other computation	Three years from final disposition

Rate Information , including indirect cost rate computations or proposals; cost allocation plans; and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates)	Dept. of Financial Analysis, Financial and Business Services	Three years from the date that record is submitted as part of the rate negotiation process. If record is not submitted as part of rate negotiations, then three years from the end of the fiscal year covered by the proposal or other computation	Same as Federal requirement
Institutional Review Board Records , including copies of all research proposals reviewed; scientific evaluations that may accompany proposals; approved sample consent documents; progress reports submitted by investigators; reports of injuries to subjects or adverse experiences; minutes of meetings; attendance logs; records of continuing review activities; copies of all correspondence between IRB and investigators; list of IRB members; and statements of significant new findings provided to subjects	Institutional Review Board	(i) Three years for records of general applicability; or (ii) three years after activity's completion for records relating directly to applications, proposals, and proposed significant changes in ongoing activities reviewed or approved by the IRB	Same as federal requirements
Records of Data & Safety Monitoring Boards , including copies of all research proposals reviewed; progress reports submitted by investigators; reports of injuries to subjects or adverse experiences; minutes of meetings; attendance logs; records of continuing review activities; and copies of all correspondence between Board and investigators	Institutional Review Board	(i) Three years for records of general applicability; or (ii) three years after activity's completion for records relating directly to applications, proposals, and proposed significant changes in ongoing activities reviewed or approved by the IRB	Same as federal requirement
Animal Care Records			
Institutional Animal Care and Use Committee Records , including minutes of IACUC meetings; attendance logs; copies of approved Assurances; records of proposed activities (including applications and proposals) involving animals and proposed significant changes in activities involving animals; records of semiannual IACUC reports and recommendations; and records of accrediting body determinations	Institutional Animal Care and Use Committee	At least three years; <u>provided that</u> records that relate directly to proposed activities and proposed significant changes in ongoing activities reviewed and approved by the IACUC shall be maintained for the duration of the activity and an additional three years after completion of the activity	Same as federal requirements
Records Regarding Research Involving Dogs or Cats , including the following forms: USDA Interstate and International Certificate of Health Examination for Small Animals (APHIS Form 7001/VS Form 18-1); Record of Acquisition and Dogs and Cats on Hand (APHIS Form 7005/VS Form 18-5); and Record of Disposition of Dog and Cats (APHIS Form 7005/VS Form 18-5).	Institutional Animal Care and Use Committee	At least three years	At least three years
Grievances , including records relating to allegations of research or other misconduct, including records of inquiry, investigation, and disposition	Vice Provost for Research Advancement	At least three years after final resolution of the matter	Same as federal requirement
Biosafety Records , including registrations regarding authority to handle select agents; CDC Form EA-101s and support documentation regarding the transfer or receipt of select agents; records regarding use or disposal of select agents; logs regarding access to select agents	Biosafety Office	Longer of five years from the date of transfer or five years from the date agents are consumed or properly disposed of	Same as federal requirement