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Retention and Disposition instructions **regardless of the medium** on which the records are kept.

RDA #	Name of Record	Type of Record	Disposition	Office of Record
<b>1.01</b>	<b>Recruitment Materials and Records</b>			
a.	Reports/Procedures	Permanent	Permanent	Admissions
b.	Other Records	Temporary	Retain for useful life	Admissions
<b>1.02</b>	<b>Students' Admission Files</b>			
a.	Accepted applicants who enroll	Temporary	Retain 5 years	Admissions
b.	Accepted applicants who do not enroll	Temporary	Retain 1 year after application term	Admissions
c.	Applicants not accepted	Temporary	Retain 1 year after application term	Admissions
d.	Residency Reclassification Records	Temporary	Retain for useful life	Registrar
<b>1.03</b>	<b>Student Disciplinary Files</b>	Temporary	Retain 5 years after closure of case file or until the student leaves the university, whichever is longer	VP Enrollment and Student Services
<b>1.04</b>	<b>Requests for Disclosure/Non-disclosure of personally identifiable information</b>	Temporary	Retain 1 year or until no longer applicable, whichever is longer	Registrar
<b>1.05</b>	<b>Student Handbooks</b>	Permanent	Permanent	Registrar

<b>RDA #</b>	<b>Name of Record</b>	<b>Type of Record</b>	<b>Disposition</b>	<b>Office of Record</b>
<b>2.01</b>	<b>Course and Curriculum Records</b>			
a.	Records of approved classes	Permanent	Permanent	Provost/VP for Academic Affairs
b.	Records of classes not approved	Temporary	Retain for useful life	Provost/VP for Academic Affairs
<b>2.02</b>	<b>Academic Program Files (proposed programs submitted to ACHE)</b>	Temporary	Retain 5 years	Provost/VP for Academic Affairs
<b>2.03</b>	<b>Lesson Plans/Syllabi</b>	Temporary	Retain for life of appeals process	Appropriate College Dean
<b>2.04</b>	<b>Attendance Documentation</b>	Temporary	Retain for 3 calendar years after the end of the semester	Provost or Colleges
<b>2.05</b>	<b>Instructor's Copy: documentation of grades (class rolls, grade books, graded exams, papers, student e-mail and other unreturned student work)</b>	Temporary	Retain for life of appeals process	Faculty Member
<b>2.06</b>	<b>Master Copy of Exams</b>	Temporary	Retain for life of appeals process	Faculty Member
<b>2.07</b>	<b>Internship Records</b>	Temporary	Retain for life of appeals process	Faculty Member
<b>2.08</b>	<b>Records of Supplemental Learning Centers (not libraries/learning centers)</b>		Retain 3 years	??
<b>2.09</b>	<b>Special Program Files (Programs created by the University to reach out to the community.)</b>	Permanent	Permanent	??

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2.10	<b>Circulation Records (documents related to the borrowing of circulating library materials. Name of borrower, titles of materials borrowed, due date, overdue and fine payment notifications, etc.)</b>	Temporary	Retain until the transaction is completed	Library
2.11	<b>Inter-Library Loan (ILL) Records (Requests made of the institution for materials from outside sources and also institution requests for materials from other institutions)</b>	Temporary	Retain 3 years	Library
2.12	<b>Archives Records</b>			
a.	Accession/Deaccession records, collection catalog information and control files for <b>manuscripts and artifacts</b>	Permanent	Permanent	Archives
b.	Accession/deaccession records, collection catalog information and control files for <b>books</b>	Temporary	Retain for useful life	Archives
c.	Control worksheets/logs (Archives Manuscripts Control [AMC], book cataloging forms, and inventory control records)	Temporary	Retain 1 year after data verification	Archives
d.	Condition reports of non-permanent records, finding aides, and holdings inventory records	Temporary	Retain until superseded or obsolete	Archives
e.	Recording Hygrothermograph Charts	Temporary	Retain 1 year	Archives
2.13	<b>Course/Teacher Evaluations</b>			
a.	filled out evaluations (completed by students enrolled in class)	Temporary	Retain until completion of summary report or 3 years if no report is created	Appropriate College Dean

RDA #	Name of Record	Type of Record	Disposition	Office of Record
b.	Summary Reports	Temporary	Retain 3 years	Appropriate College Dean
<b>3.01</b>	<b>College/Department Student Academic Files and Grade and Course Credit Records</b>	Temporary	Retain 5 years	Appropriate College Dean
<b>3.02</b>	<b>Final Grades</b>	Permanent	Permanent	Registrar
<b>3.03</b>	<b>Grade Statistics</b>	Temporary	Retain for Useful Life	Registrar
<b>3.04</b>	<b>Graduation Lists</b>	Permanent	Permanent	Registrar
<b>3.05</b>	<b>Individual Academic Records (required to produce a transcript)</b>	Permanent	Permanent	Registrar
a.	CE Records - Not required to produce a transcript	Temporary	Retain 1 year after date of last attendance	
b.	Other Individual Student Academic Records (includes CE records that are required to produce a transcript and individual student transfer evaluations)	Permanent	Permanent	
<b>3.06</b>	<b>Continuing Education Program Files</b>	Temporary	Retain 5 years	
<b>3.07</b>	<b>Changes of Course (Drop/Add) (Includes withdrawal forms)</b>	Temporary	Retain 1 year	
<b>3.08</b>	<b>Comprehensive Exam Records</b>	Temporary	Retain 5 years	
<b>3.09</b>	<b>Transfer Equivalent Files (Articulation)</b>			
a.	Individual Student Transfer Evaluations	Temporary	File with individual student academic records	Registrar
b.	Other Individual Student Academic Records (includes CE records that are required to produce a transcript and individual student transfer evaluations)	Temporary	Retain for useful life	

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<b>3.10</b>	<b>Graduation Authorizations</b>	Temporary	Retain 5 years after date of student's last attendance	Registrar
<b>3.11</b>	<b>Graduation Applications</b>	Temporary	Retain 1 year after date of student's last attendance	Registrar
<b>4.01</b>	<b>Student Services Program Files</b>	Temporary	Retain 5 years	
<b>4.02</b>	<b>Academic Counseling Records</b>	Temporary	Retain 5 years after termination of enrollment	Student Success
<b>4.03</b>	<b>Student's Advisor Records</b>	Temporary	Retain 5 years after termination of enrollment	Student Success
<b>4.04</b>	<b>Academic scholarship awards records (correspondence, applications, accounting records, approvals, disapprovals, etc.)</b>	Temporary	Retain 3 years after end of the fiscal year in which the records are created	Financial Aid
<b>4.06</b>	<b>Alabama G.I. and Dependent's Educational Benefits Records</b>	Temporary	Retain 8 years from date of certification of eligibility	Admissions (VA Office)
<b>4.07</b>	<b>U.S. G.I. and Dependent's Educational Benefits Records</b>	Temporary	Retain 3 years after termination of enrollment	Admissions (VA Office)
<b>4.08</b>	<b>Alabama National Guard Educational Assistance Program (ANGEAP) Records</b>	Temporary	Retain 5 years after date of certification of application	
<b>4.09</b>	<b>Federal Student Loan Files</b>	Temporary	Retain 3 years after termination of enrollment	Financial Aid
<b>4.16</b>	<b>Disabled Student Files (ADA Files)</b>	Temporary	Retain 5 years after student's last day of attendance	Accessibility Office
<b>4.17</b>	<b>Student Organizations/SGA Files (creation, discipline, and dissolution)</b>	Temporary	Retain for useful life	Student Engagement then to Archives

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<b>4.18</b>	<b>Student Publications (newspapers, game programs, media documents)</b>			Student Engagement then to Archives
a.	University Wide	Permanent	Permanent	
b.	Non-University Wide	Temporary	Retain for useful life	
<b>4.19</b>	<b>University/Student Newspaper and Magazine Files (document day-to-day operation of the school newspaper)</b>	Temporary	Retain 3 years	Archives
<b>4.20</b>	<b>Recordings of University Radio/TV Broadcasts</b>	Temporary	Retain for useful life	N/A
<b>4.21</b>	<b>Radio/TV Station Files and Logs</b>	Temporary	Retain 3 years	N/A
<b>4.22</b>	<b>Radio Equipment Requisitions and Letters of Insurance Coverage</b>	Temporary	Retain 10 years	N/A
<b>4.30</b>	<b>Official Athletic Squad Lists (not intramural)</b>	Permanent	Permanent	Archives
<b>5.11</b>	<b>Accident Logs</b>	Temporary	Retain 3 years	Security
<b>5.14</b>	<b>Uniform Incident/Offense Reports, Supplements and Logs</b>			Security
a.	Records of Felonies	Temporary	Retain 25 years after final disposition of the case	
b.	Records of misdemeanors	Temporary	Retain 10 years after final disposition of the case	
<b>5.16</b>	<b>Daily Accident and Activity Logs and Reports</b>	Temporary	Retain 2 years	Security
<b>5.17</b>	<b>Daily/Monthly Assignment Rosters for campus police</b>	Temporary	Retain 1 year	Security

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<b>5.20</b>	<b>Vehicle Door Damage Waivers (security opening locked car doors)</b>	Temporary	Retain 3 years	Security
<b>5.24</b>	<b>Bomb Threat Records</b>	Temporary	Retain 3 years	Security
<b>5.35</b>	<b>Dispatch Records</b>	Temporary	Retain 3 years	Security
<b>6.01</b>	<b>Research Project Records</b>			Provost/VP for Academic Affairs then to Archives
a.	Final Reports and Publications	Permanent	Permanent	
b.	Research Data/Findings	Temporary	Retain until completion of final report	
c.	Other Records	Temporary	Retain until completion of final report	
<b>6.02</b>	<b>Records of Research Presentations</b>	Temporary	Retain 3 years, unless desired by archives	Provost/VP for Academic Affairs then to Archives
<b>6.03</b>	<b>Research Policies</b>	Permanent	Permanent	Policy Office
<b>6.04</b>	<b>Research Agreements</b>	Temporary	Retain 6 years after expiration of agreement	Provost/VP for Academic Affairs
<b>6.05</b>	<b>Abstracts of Research Publications</b>	Temporary	Retain 5 years	
<b>6.06</b>	<b>Sabbatical Files</b>	Temporary	Retain until completion of annual review	Provost/VP for Academic Affairs
<b>7.01</b>	<b>Board of Trustees Records</b>	Permanent	Permanent	President/Board Office
<b>7.02</b>	<b>Records of University-Wide Standing Committees (including minutes and recommendations)</b>	Permanent	Permanent	Institutional Research and Assessment then to Archives
<b>7.03</b>	<b>Records of other Committees</b>		Retain for useful life	Archives
<b>7.04</b>	<b>Recordings of Meetings of Board of Trustees and Standing and Ad Hoc Committees of the Board</b>	Temporary	Retain until the official minutes are adopted and signed	President/Board Office

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<b>7.05</b>	<b>Recordings and minutes of meetings (not including Board of Trustees and Standing and Ad Hoc committees)</b>	Temporary	Retain for useful life	President/Board Office
<b>7.06</b>	<b>President's/Vice President's Files (documenting policies of the University)</b>	Permanent	Permanent	President's Office
<b>7.07</b>	<b>Policies/Faculty Handbooks/University guidelines/Procedures</b>	Permanent	Permanent	Provost/VP for Academic Affairs
<b>7.08</b>	<b>Accreditation Records</b>			Institutional Research and Assessment
a.	Final Assessment/Self-Study Reports and Responses	Permanent	Permanent	
b.	Other Records	Temporary	Retain until completion of next accreditation review	
<b>7.09</b>	<b>Annual Reports (University, college and unit reports)</b>	Permanent	Permanent	Marketing/Publications
<b>7.10</b>	<b>Publications and Publicity Materials (newsletters, programs, speeches, photographs, etc.)</b>	Temporary	Retain 1 copy permanently	Marketing/Publications
<b>7.11</b>	<b>Trademarks, Licensing Records and Samples</b>			Marketing/Publications
a.	Trademarks, Licensing Records and Samples Approved	Temporary	Retain 6 years after expiration of licensing agreement	
b.	Trademarks, Licensing Records and Samples Denied	Temporary	Retain 1 year	



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<b>7.12</b>	<b>Website and Social Media Sites</b>	Permanent	Permanent	Marketing/Publications
<b>7.13</b>	<b>Administrative Reference Files/Working Papers Preliminary Reports and Data/Informal Surveys</b>	Temporary	Retain for useful life	
<b>7.14</b>	<b>Telephone Logs/Calendars</b>	Temporary	Retain for useful life	
<b>7.15</b>	<b>Records documenting legal cases</b>	Temporary	Retain 6 years after final settlement	Human Resources
<b>7.16</b>	<b>University Grievance Files (faculty, staff, students)</b>	Temporary	Retain 3 years after action taken on case and settlement of all claims due	Human Resources
<b>7.17</b>	<b>Records of Non-Academic Committees</b>	Temporary	Retain 3 years	Institutional Research and Assessment
<b>7.18</b>	<b>Routine correspondence (includes requests for information)</b>	Temporary	Retain 3 years	
<b>7.19</b>	<b>Mailing Lists</b>	Temporary	Retain for useful life	
<b>7.20</b>	<b>Records documenting the implementation of the university's approved RDA</b>	Temporary	Retain 1 year after completion of audit	President/Board Office
<b>7.21</b>	<b>Copy of RDA</b>	Temporary	Retain 1 year after audit in the fiscal year in which the RDA is superseded.	President/Board Office

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7.22	<b>Information Systems Documentation (hardware/software manuals/CDs and warranties)</b>	Temporary	Retain documentation of former system 1 year after audit in the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have migrated to new system	IT
7.23	<b>Distance Education Student Record Protection Plans</b>	Temporary	Retain until superseded	
7.24	<b>Class Gift Records</b>	Permanent	Permanent	University Advancement
7.25	<b>Donor (and prospective donor) information records</b>	Temporary	Retain for administrative use	University Advancement(Archives retains archival donor if requested by donors)
7.26	<b>Record of Gifts and Bequests to the University</b>	Permanent	Permanent	University Advancement
8.01	<b>Permanent Financial Documentation: Tuition/Fee Schedules, annual endowment fund reports, charts of accounts, general ledgers, annual financial statements, and annual payroll earnings records</b>	Permanent	Permanent	Financial Affairs
8.02	<b>University Tax Records</b>	Temporary	Retain 1 year after audit or for period during which assessment and collection may be made under the applicable statute, whichever is longer	Financial Affairs

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<b>8.03</b>	<b>Cash Register Receipt Detail Tapes</b>	Temporary	Retain 1 year after completion of audit	Financial Affairs
<b>8.04</b>	<b>Personal Data of Credit Cardholders</b>	Temporary	Retain 3 months after the end of the fiscal year in which the record was created	Financial Affairs
<b>8.05</b>	<b>Budget Records</b>			Financial Affairs
a.	University Budget	Permanent	Permanent	
b.	Other Records	Temporary	Retain 1 year after completion of compliance and financial audit	
<b>8.06</b>	<b>Requisition and Purchase Records</b>	Temporary	Retain 1 year after completion of compliance and financial audit	Financial Affairs
<b>8.07</b>	<b>Accounting Records</b>	Temporary	Retain 1 year after completion of of compliance and financial audit	Financial Affairs
<b>8.08</b>	<b>Travel Records</b>	Temporary	Retain 1 year after completion of compliance and financial audit	Financial Affairs
<b>8.09</b>	<b>Contractual records established for the purpose of services or personal property</b>	Temporary	Retain 6 years after expiration of the contract	Financial Affairs
<b>8.10</b>	<b>Records documenting Bid Process</b>			Financial Affairs
a.	Sealed Bids over \$15,000	Temporary	Retain 7 years after the end of the fiscal year in which the bids were opened	
b.	Other Bids	Temporary	Retain for 10 years after the award of the contract, then destroy	

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<b>8.11</b>	<b>Bond Documents</b>	Temporary	Retain 3 years after the final redemption date of the bonds	Financial Affairs/Human Resources
<b>8.12</b>	<b>External and Internal Audit Records</b>			Financial Affairs
a.	Final Report and Responses	Temporary	Retain 6 years after the end of the fiscal year in which the records were created	
b.	Other records	Temporary	Retain 1 year after completion of audit	
<b>8.13</b>	<b>Grant Records - Externally Funded</b>			University Advancement/External Support
a.	Records of unfunded grant applications	Temporary	Retain 1 year	
b.	Records of funded grants	Temporary	Retain 6 years after submission of final report	
c.	Records of funded grants (National Science Foundation)	Temporary	Retain 10 years after close of case file	
d.	Data Management Plan	Permanent	Permanent	
e.	Research Data/Findings	Temporary	Retain as specified by the data management plan	
f.	Final Reports/Publications	Permanent	Permanent	
<b>8.14</b>	<b>Grant Records - Internally Funded</b>			University Advancement/External Support
a.	Records of unfunded grant applications	Temporary	Retain 1 year	
b.	Records of funded grants	Temporary	Retain 1 year after completion of audit	
c.	Research Data/Findings	Temporary	Retain until completion of final report	
d.	Final Reports/Product	Temporary	Retain 5 years	
<b>8.15</b>	<b>Fiscal Operations Reports</b>	Temporary	Retain 7 years	Financial Affairs

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<b>8.16</b>	<b>Unpaid Accounts Receivable</b>	Temporary	Retain 1 year after completion of audit	Financial Affairs
<b>8.17</b>	<b>Social Security Payment Files</b>	Temporary	Retain for 50 years after the fiscal year in which the transaction occurred	Financial Affairs/Human Resources
<b>8.18</b>	<b>Social Security Reports and Deposits</b>	Temporary	Retain for 7 years after the fiscal year in which the transaction occurred	Financial Affairs/Human Resources
<b>8.19</b>	<b>Unemployment Compensation Benefit Files and Reports</b>	Temporary	Retain 5 years after the end of the year in which the records were created	Financial Affairs/Human Resources
<b>8.20</b>	<b>W-2 Listings</b>	Temporary	Retain 5 years after the end of the tax year	Financial Affairs/Human Resources
<b>8.21</b>	<b>Donation Files</b>			University Advancement
a.	Reports of Individual Donors	Temporary	Retain 5 years after last donation	
b.	Financial Information	Temporary	Retain 1 year after completion of audit	
<b>8.22</b>	<b>Authorization/Allocation Letters for Financial Aid Awards to the University</b>	Temporary	Retain 7 years	
<b>9.01</b>	<b>Job Recruitment Materials</b>	Temporary	Retain 1 year after completion of compliance and financial audit	Financial Affairs/Human Resources
<b>9.02</b>	<b>Affirmative Action/Equal Employment Opportunity Case Files</b>			Financial Affairs/Human Resources
a.	Compliance Reviews	Temporary	Retain 25 years	
b.	Other Records	Temporary	Retain 5 years after resolution of charges and final disposition of the case	

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<b>9.03</b>	<b>Affirmative Action Position Applicant Files</b>	Temporary	Retain 1 year after completion of compliance and financial audit	Financial Affairs/Human Resources
<b>9.04</b>	<b>Equal Employment Opportunity Commission (EEOC) and Racial/Ethnic Records</b>			Financial Affairs/Human Resources
a.	Review Records	Temporary	Retain 10 years	
b.	Other Records	Temporary	Retain 5 years	
<b>9.05</b>	<b>Notices of Claim and Requests for Separation</b>	Temporary	Retain 5 years	Financial Affairs/Human Resources
<b>9.06</b>	<b>Application Materials</b>			Financial Affairs/Human Resources
a.	Unsolicited resumes/applications	Temporary	Retain for useful life	
b.	Unqualified applications for open positions	Temporary	Retain for 2 years	
c.	Application materials for individuals considered for employment but not hired	Temporary	Retain for 3 years	
d.	Application materials for hired individuals	Temporary	File with personnel file	
e.	Background Checks: If hired	Temporary	File with personnel file	
	Background Checks: If not hired	Temporary	Retain for 3 years	
f.	Employment Eligibility Verification Form	Temporary	Retain for 3 years	
<b>9.07</b>	<b>Position Classification Records</b>		Retain 3 years after reclassification/elimination of the position	Financial Affairs/Human Resources
<b>9.08</b>	<b>Search Committee Files</b>			Financial Affairs/Human Resources
a.	President Search Committee Files	Permanent	Permanent	
b.	Other Records	Temporary	Retain for 3 years	
<b>9.09</b>	<b>Work-Study/Student Worker Records</b>	Temporary	Retain 3 years after last date of employment	Student Financial Services and Financial Affairs

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<b>9.10</b>	<b>Payroll Records</b>	Temporary	Retain 1 year after completion of compliance and financial audit	Financial Affairs/Human Resources
<b>9.11</b>	<b>Payroll Deduction Authorizations</b>	Temporary	Retain 6 years after separation of employee from the University	Financial Affairs/Human Resources
<b>9.12</b>	<b>Payroll Deduction Records</b>	Temporary	Retain 1 year after completion of compliance and financial audit	Financial Affairs/Human Resources
<b>9.13</b>	<b>Employee Leave Records</b>	Temporary	Retain 1 year after completion of compliance and financial audit	Financial Affairs/Human Resources
<b>9.14</b>	<b>Employee Work History</b>			Financial Affairs/Human Resources
	b. Records of final leave status and documentation of salary and employment dates	Temporary	Retain 25 years after separation of employee from the University	
	c. Faculty Tenure/Promotion Files (not including letter)	Temporary	Retain until completion of formal action and appeal period	
	d. Other: (including Faculty tenure and promotion letters)	Temporary	Retain 6 years after separation of employee from the University	
<b>9.15</b>	<b>Personnel Files for Department/Unit (created by supervisors to document employee performance)</b>	Temporary	Retain until separation of employee from the University	Financial Affairs/Human Resources
<b>9.16</b>	<b>Periodic Activity Reports</b>	Temporary	Retain for useful life	Financial Affairs/Human Resources

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9.17	Employee Benefits Plan Files	Temporary	Retain 6 years after termination of participation in program	Financial Affairs/Human Resources



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<b>9.18</b>	<b>Employee Administrative Hearing Files</b>	Temporary	Retain 25 years after separation of the employee from the University	Financial Affairs/Human Resources
<b>10.01</b>	<b>Capital Improvements Contract Records</b>	Temporary	Retain 6 years after expiration of the contract	Financial Affairs
<b>10.02</b>	<b>Property Inventory Records</b>	Temporary	Retain 1 year after completion of compliance and financial audit	Financial Affairs
<b>10.03</b>	<b>Receipts of Responsibility of Property</b>	Temporary	Retain until return of them to property manager	Financial Affairs
<b>10.04</b>	<b>Real Property Leasing/Rental Records</b>	Temporary	Retain 6 years after expiration of the lease	Financial Affairs
<b>10.05</b>	<b>Building Plans and Drawings</b>	Temporary	Retain for useful life	Financial Affairs
<b>10.06</b>	<b>Facility Maintenance and Upkeep of Records</b>			Financial Affairs
a.	Records for Expendable Items	Temporary	Retain 3 years	
b.	Records for capital items	Temporary	Retain for life of building or item	
<b>10.07</b>	<b>Visitor/Service Personnel Log-In Sheets</b>	Temporary	Retain 6 months	Security
<b>10.08</b>	<b>Identification Records</b>	Temporary	Retain 1 year	Security
<b>10.09</b>	<b>Weapons Registration Forms</b>	Temporary	Retain 3 years after the end of the fiscal year in which the weapon was removed from the property inventory	Security/Financial Affairs

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10.10	Vehicle Records	Temporary	Retain 1 year after audit after the end of the fiscal year in which the vehicle was removed from the property inventory	Security/Financial Affairs
10.11	Vehicle Tag Records	Temporary	Retain 1 year after audit after the end of the fiscal year in which the vehicle was removed from the property inventory	Security/Financial Affairs
10.12	Fleet Activity Reports	Temporary	Retain 2 years	Security/Financial Affairs