

**University of Alaska International Work Team  
Records Retention/OnBase Disposition Schedule**

**Effective Date October 26, 2012**

<b>Items No.</b>	<b>Record Series/Title</b>	<b>OnBase Document Type</b>	<b>Minimal Retention Period</b>	<b>Custodian Location</b>	<b>Disposition Information Lifecycle</b>	<b>Description/Details/ Reference/ Citations/Best Business Practices/Compliance</b>
1	I-94	FA I-94	3 years after termination or last date of attendance. After scanning, retain paper document for 6 months.	Financial Aid OnBase Systems	Destroy/Delete digital image 3 years from date of termination or last attendance (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	Federal Student Financial Aid (SFA) Record Retention Requirements - The statutory requirements of the 1998 Higher Education Act (HEA) amendments and Student Assistance General Provision, Final Rule (Nov. 1999) require Title IV institutions to maintain and retain records developed in compliance with the Campus Crime, Student Right-to-Know and Athletic Participation/Equity in Athletics Disclosure Act (EADA) disclosure requirements. The record must generally be retained for 3 years subsequent to the required date of disclosure.  University of Alaska Best Practices (International Work Team)
2	Passport	FA PASPRT	3 years after termination or last date of attendance. After scanning, retain paper document for 6 months.	Financial Aid OnBase Systems	Destroy/Delete digital image 3 years from date of termination or last attendance (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	Federal Student Financial Aid (SFA) Record Retention Requirements - The statutory requirements of the 1998 Higher Education Act (HEA) amendments and Student Assistance General Provision, Final Rule (Nov. 1999) require Title IV institutions to maintain and retain records developed in compliance with the Campus Crime, Student Right-to-Know and Athletic Participation/Equity in Athletics Disclosure Act (EADA) disclosure requirements. The record must generally be retained for 3 years subsequent to the required date of disclosure.  University of Alaska Best Practices (International Work Team)
3	Visa	Intl Imm Visa	3 years after termination. After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital image 3 years from date of termination or last attendance (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices (International Work Team)  On October 27, 2008 the rule was changed from 1 year back to 3 years: 8CFR214.3(g)(1) Student/Exchange Visitors Program requires retention of documents showing compliance to immigration status for at least three years after the student is no longer pursuing a full course of study or after active immigration status has ended.

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4	DS-2019	Intl Imm DS-2019	3 years after termination. After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital image 3 years from date of termination or last attendance (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices (International Work Team)  On October 27, 2008 the rule was changed from 1 year back to 3 years: 8CFR214.3(g)(1) Student/Exchange Visitors Program requires retention of documents showing compliance to immigration status for at least three years after the SEVIS record has ended. Per regulation, this document may not be emailed.
5	I-797	Intl Imm I-797	3 years after termination. After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital image 3 years from date of termination or last attendance (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices (International Work Team)  On October 27, 2008 the rule was changed from 1 year back to 3 years: 8CFR214.3(g)(1) Student/Exchange Visitors Program requires retention of documents showing compliance to immigration status for at least three years after the student is no longer pursuing a full course of study or after active immigration status has ended.
6	I-20	Intl Imm I-20	3 years after termination . After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital image 3 years from date of termination or last attendance (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices (International Work Team)  On October 27, 2008 the rule was changed from 1 year back to 3 years: 8CFR214.3(g)(1) Student/Exchange Visitors Program requires retention of documents showing compliance to immigration status for at least three years after the SEVIS record has ended. Per regulations, This document may not be emailed.

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7	8233 with attachments	Intl Tax 8233 with attachments	5 years after termination. Paper 3 years after current year	International Work Team OnBase Systems	Destroy/Delete digital imaging 5 years from date of termination (Purge from ECM system). Shred or incinerate paper documents 4 years after scanning.	University of Alaska Best Practices is 5 calendar years after reporting period (International Work Team)  Internal Revenue Service Statutes of Limitation is 3 years after reporting period. IRC Section 6501(a).  After scanning, retain paper document for 3 calendar years, for possible IRS audits that require original signature (shred or incinerate).  Destroy/Delete digital imaging 5 years from date of termination (Purge from ECM system).
8	W9	Intl Tax W-9	5 years after termination. After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital imaging 5 years from date of termination (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices is 5 calendar years after reporting period (International Work Team)  Internal Revenue Service Statutes of Limitation is 3 years after reporting period. IRC Section 6501(a).
9	W-8BEN	Intl Tax W-8BEN	5 years after termination. After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital imaging 5 years from date of termination (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices is 5 calendar years after reporting period (International Work Team)  Internal Revenue Service Statutes of Limitation is 3 years after reporting period. IRC Section 6501(a).
10	Statement for Honoraria Recipients	Intl Tax Statement for Honoraria Recipients	5 years after termination. After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital imaging 5 years from date of termination (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices is 5 calendar years after reporting period (International Work Team)  Internal Revenue Service Statutes of Limitation is 3 years after reporting period. IRC Section 6501(a).

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11	W-8EXP	Intl Tax W-8EXP	5 years after termination. After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital imaging 5 years from date of termination (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices is 5 calendar years after reporting period (International Work Team)  Internal Revenue Service Statutes of Limitation is 3 years after reporting period. IRC Section 6501(a).
12	W-8ECI	Intl Tax W-8ECI	5 years after termination. After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital imaging 5 years from date of termination (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices is 5 calendar years after reporting period (International Work Team)  Internal Revenue Service Statutes of Limitation is 3 years after reporting period. IRC Section 6501(a).
13	1042's	Intl Tax 1042s	5 years after termination. After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital imaging 5 years from date of termination (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices is 5 calendar years after reporting period (International Work Team)  Internal Revenue Service Statutes of Limitation is 3 years after reporting period. IRC Section 6501(a).
14	Tax Summary Report	Intl Tax Summary Report	5 years after termination. After scanning, retain paper document for 6 months.	International Work Team OnBase Systems	Destroy/Delete digital imaging 5 years from date of termination (Purge from ECM system). Ensure paper copy records scanned into the ECM System are destroyed after 6 months by incineration or shredding.	University of Alaska Best Practices is 5 calendar year after reporting period (International Work Team)  Internal Revenue Service Statutes of Limitation is 3 years after reporting period. IRC Section 6501(a).

Approved by Chairwoman of International Work Team, Michelle Pope, on Oct 26, 2012

Approved by Chief Records Officer, Dr. Russell O'Hare, on Oct 26, 2012