

**College Of Agriculture, Food & Environment  
Records Management – Quick Reference Guide  
As of 3/1/2019**

**RECORDS RETENTION GUIDELINES**

<b>Document</b>	<b>Minimum Length of Retention</b>
Time Sheets / Absence Records	3 years, plus current year
Personnel Files	5 years after the employee terminates from the College of Agriculture, Food & Environment
Payroll, Salary, Labor Distribution Reports	3 years, if no audit; if audited before the 3 year retention period is met, then after the final audit report is completed, whichever is longer.
TRIP (Travel) Documentation	
Ledgers / PRD's / JV's / SRM's / PO's	
Check Transmittals / Pro Card Receipts and Edit Reports	
Work/Job Orders / Other Financial Documents	

*Before destroying personnel files, you must establish that these records were transferred to the UK Human Resources during the employee's years of employment.*

*Any document or record funded by a grant (including Federal Capacity Grants) must be retained 3 years after submission of final financial report, closure of account and audit, unless otherwise specified by the terms of the grant contract.*

*All university records could be subject to an audit or legal hold. When an audit or a legal hold is announced, then no destruction is allowed until the final audit report is completed or the legal hold is lifted.*

**NOTES:**

- A record has the same retention period whether it is in a hard copy or electronic format.
- After retention has been met (or because office storage space is limited), there are two options:
  - Transfer the non-permanent records to the offsite storage facility; or
  - Destroy via a locked UK recycle bin
- Records retention questions may be directed to **Ginny Daley at 257-5257 or [ginny.daley@uky.edu](mailto:ginny.daley@uky.edu)**.
- Contact the University Archives and Records Program by email at [uarp@lsv.uky.edu](mailto:uarp@lsv.uky.edu) or by phone at (859) 257-5257 to send records to the offsite storage facility or before the annual review period and non-permanent records destruction are considered.
- Additional information regarding the University Archives and records program can be found at [http://libraries.uky.edu/libpage.php?lweb\\_id=300&llib\\_id=13](http://libraries.uky.edu/libpage.php?lweb_id=300&llib_id=13).