Martin-Gatton College Of Agriculture, Food & Environment Records Management – Quick Reference Guide As of 2/19/2025

RECORDS RETENTION GUIDELINES

Document	Minimum Length of Retention
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 <u>personnel</u> 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.

<u>NOTES</u>:

➢ 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:
  o Transfer the non-permanent records to the offsite storage facility; or
  o Destroy via a locked UK recycle bin

➢ Records retention questions may be directed to **Carlos Lopez Carlos.R.Lopez@uky.edu or UARP@lsv.uky.edu**.

➢ Contact the University Archives and Records Program by email at uarp@lsv.uky.edu or by phone at (859) 257-2346 to send records to the off-site storage facility or before the annual review period and non-permanent records destruction are considered.

➢ Additional information regarding the records program can be found here.