

MANUAL Student Employment Office Office of Career Services	SECTION Record Keeping and Monitoring Requirements	PAGE 1 / 1
SUBJECT <i>Record Retention</i>		REVISED

For Federal Work-Study students, unless otherwise informed by the Office of Financial Aid, the employing department must maintain the student time records for a five year period following the submission of the final report of expenditures to the Federal Government for that fiscal year. This report is usually submitted on October 15 following the end of the fiscal year. The time records for students employed under Regular Student Employment (RSE) should be retained in accordance with the University's Business Office Procedures.