

## 0700 Benefit Plan Records

*Description:* Records related to the administration of Suffolk University's employee benefit plans.

*Examples:* Records may include retirement, health, disability and life insurance plan documents, contracts with vendors, SPDs, seniority and/or merit systems records, ERISA compliance records, and summary plan descriptions.

*Retention Period:* **Retain for the life of the plan plus 7 years, and then securely destroy.**

*Authority:* 29 C.F.R. § 1627.3; 29 C.F.R. § 516.5