

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