

0720 Employee Benefit Records

Description: Documents employee participation in Suffolk University's benefits programs.

Examples: Records may include life and disability insurance applications, cancellations of payroll deduction, life insurance and LTD enrollment cards and claims; COBRA records; transit, tuition, and parking benefit records, and any supporting documentation or correspondence.

Retention Period: **Retain until separation or termination plus 6 years, and then securely destroy.**

Authority: 29 C.F.R. § 1627.3