

0730 Employee Retirement Records

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

Examples: Records may include deferred compensation records (401-k), eligibility forms, investment plan records, plan consultancy records, fund withdrawal records, non-discrimination testing records, and any supporting documentation or correspondence.

Retention Period: **Retain until term plus 6 years, and then securely destroy.**

Authority: 29 U.S.C. §§ 1027, 1113