

# RETENTION GUIDELINES – OTHER PROTECTED INFORMATION

## Advancement Information

- Name
- Graduation class and degree(s)
- Credit card numbers
- Bank account numbers
- Social Security Numbers
- Amount / what donated
- Telephone/fax numbers
- E-mail, URLs
- Employment information
- Family information (spouse(s) / children / grandchildren)
- Medical history

## Research Information

- Funding / sponsorship information
- Human subject information
- Lab animal care information

## Employee Information

- Social Security Number (including partials)
- Date of Birth
- Home address or personal contact information
- Benefits information
- Performance reviews
- Worker's compensation or disability claims

## Management Data

- Detailed monthly expenditures statements
- Detailed annual budget information
- Faculty annual conflict of interest disclosures
- University's investment information
- Evaluations