

Preliminary Record Retention Schedule Dean of the College

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Academic, Student	
Academic Actions (e.g. dismissal, probation, automatic rule, granted readmission)	5 from graduation or date of last attendance
Disability Accommodations (Requests and Dispositions)	5 from graduation or date of last attendance
¹ Fellowship Applications (for those awarded a fellowship)	No required minimum
Admissions Applicants Who Do Not Enroll (Whether Accepted or Rejected)	
Readmission Application and Supporting Documents	5 from decision
Building Maintenance/Management	
Key Records (records of issuance, re-issuance, return)	Permanently
Committee/Department Records	
Committee Records, Official [committees and advisory groups listed on Registrar's website at http://registrar2.wlu.edu/faculty/faccomm.htm (e.g. minutes and official correspondence -- responsibility of committee chair and/or designee)]	Until the end of the current SACS accreditation cycle (which currently runs through 2019), but not less than 5 years
Individual Committee Member Service Records (i.e. service on W&L committees)	No required minimum
General Departmental Administrative Records (e.g. budget files, capital requests, staff meeting minutes, recommendations / reports on departmental matters, general correspondence, disbursements, leave schedules, CHRON files, departmental programming, etc.)	Retain for as long as administratively useful
Statistics / Records / Reports that Document Compliance with SACS Standards	Until the end of the current applicable accreditation cycle(s) SACS currently runs through 2019), but not less than 5 years

¹ Currently retained for 1 full-year cycle.

Preliminary Record Retention Schedule Dean of the College

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Contracts and Agreements	
Consortial/Exchange Agreements	5 from termination, but not less than SACS accreditation cycle
Purchase Orders, Contracts, Leases, Agreements (including documents relating to a verbal agreement/contract)	5 from fulfillment of obligations or termination of contract
Repair and Service Records (departmental purchases)	Until equipment disposed of
Warranty Files (departmental purchases)	1 after warranty expiration
Written Delegation of Authority to Sign Contracts	Indefinitely
Export Controls	
Export Control Licenses and Associated Documentation [including records related to transactions involving travel to foreign countries or other "exports" (including disclosure of certain technology/information to foreign nationals), for which a license is required.]	Consult the terms of the specific license, but not less than 3 years
Family Educational Rights and Privacy Act Data/Documents	
Requests (with disposition) for Correction/Amendment of Records and Student Statements on Content of Records Regarding Hearing Panel Decisions	As long as the records they pertain to are maintained
Student Consent to Disclosures of Personally Identifiable Information	As long as education records of the student are maintained
Student Recommendation/Reference Letter (NON-work-study)	2 from date provided
Human Resources	
Conflict of Interest Disclosure Statements (staff & faculty, where applicable)	2
Disability Accommodations (Requests and Dispositions)	5 after separation
² Faculty Activity Report (e.g. seminars, fellowships, sabbaticals, publications, etc.)	5 after separation
Job Applications, Employment Inquiries and All Other Records for NON-HIRED Faculty/Staff Applicants (NOT otherwise included in any search committee file)	3 from date of hiring decision

² Currently retained indefinitely.

Preliminary Record Retention Schedule Dean of the College

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Human Resources (continued)	
Leave Reporting Documents	5 after separation
Medical Records (except health insurance claim records)	30 after separation
Official Misconduct Investigations (i.e. official reports and forms only)	Permanently
Performance Appraisals	5 after separation
Personnel Actions -- Promotion, Demotion, Transfer, Layoff, Recall, Discipline, or Discharge of ANY Employee	5 after separation
³ Personnel Files for Faculty/Staff	5 from separation
Professional Certification / Special Licenses (if required to establish competency for a certain position), Documentation of	5 after separation
Records Indicating a Basis for a Wage Differential to Employees of the Opposite Sex Working in the Same Position	Indefinitely
References (employees, work-study students, etc.)	Later of 2 after separation or 2 from date provided
Search Committee Records Related to Faculty and Staff Hires and Non-Hires	3 from date of hiring decision
Student Worker Personnel Files (including Federal Work-Study students)	5 after graduation or date of last attendance
Verification of Employment	3 after request for verification
Insurance and Risk Management	
Waivers/Releases (e.g. Agreements of Responsible Travel, Fitness Center, etc.)	Later of 5 from date signed or 5 from completion of activity
Intellectual Property	
Copyright Release and Permission Forms	3 from date of last use/publication

³ Retain records that are not otherwise retained by Human Resources.