

**Preliminary Record Retention Schedule
Dean of the Williams School**

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Archival Historical Publications, Internal Institutional Research, etc.	
Dean's AACSB File (Annual Letter; Annual 1-Day Meeting Minutes)	Until the end of the current 5-year accreditation cycle
¹ Final Exams (blank) and Syllabi	No required minimum
Building Maintenance/Management	
Key Records (records of issuance, re-issuance, return)	Permanently
Committee/Department Records	
² 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
Record Disposition Logs	Permanently
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
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

¹ Currently retained permanently (electronically).

² Also, keep for relevant AACSB 5-year accreditation cycle.

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Contracts and Agreements (continued)	
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
Corporate Records	
Accreditation Records	Permanently
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	
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
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
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

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Human Resources (continued)	
Performance Appraisals	5 after separation
Personnel Actions -- Promotion, Demotion, Transfer, Layoff, Recall, Discipline, or Discharge of ANY Employee	5 after separation
¹ 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.