

Preliminary Record Retention Schedule Development

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Alumni Affairs and Development	
¹ Class Newsletters	No required minimum
² Clippings	No required minimum
³ Campaign Reports	No required minimum
³ Consolidated Gift Report	No required minimum
⁴ Correspondence, Gift-Related (Letter Agreements and Other)	5
⁵ Correspondence, Handwritten (Non-Gift-Related)	No required minimum
⁶ Donations -- Funds (Copies of Checks/Pledge Forms)	5 after final transfer/expenditure of funds, or completion of any required audit
Donations -- Gifts in Kind	Permanently
⁷ Form Letters (including Form Acknowledgment Letters)	No required minimum
Fund Files (Trust/Endowment Records, including Original Endowment Agreements)	Permanently
¹ Gift Summaries (Pre-Benefactor)	No required minimum
¹ Old Ledgers	No required minimum
¹ Presidential Acknowledgment Letters	No required minimum
Planned-Gift Related Documents (Trusts, Bequests Under Wills, etc.)	Permanently

¹ Currently retained permanently.

² Confirm that the information is in Raiser's Edge, then recycle.

³ Currently retained for 1 month.

⁴ Currently retained permanently if gift was \$50,000 or more; 5 years if gift was less than \$50,000 (although permanently if correspondence was substantive).

⁵ Currently retained 1 year.

⁶ Checks of \$5,000 or more retained for five years. Pledge forms of \$50,000 or more retained permanently; pledge forms of less than \$50,000 retained for five years.

⁷ Note in Raiser's Edge that letter was sent; recycle/shred.

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Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
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
Committee/Department Records	
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	
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

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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
Federal Report and Disclosure Records	
Materials Used By or On Behalf of the School to Solicit Contributions, Copies of	4 from date of creation or compilation
Human Resources	
Conflict of Interest Disclosure Statements (staff & faculty, where applicable)	2
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
Personnel Files for Faculty/Staff (e.g. supervisor records re: performance/attendance/discipline/etc. that are not otherwise kept in HR or Dean's Office)	5 from separation
References (employees, work-study students, etc.)	Later of 2 after separation or 2 from date provided
Student Worker Personnel Files (including Federal Work-Study students)	5 after graduation or date of last attendance
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