

# Record Retention Schedule

## Environmental Health and Safety

\*\*\* FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE \*\*\*

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Building Maintenance/Management</b>	
Key Records (records of issuance, re-issuance, return)	Permanently
<b>Committee/Department Records</b>	
Committee Records, Official [committees and advisory groups listed on Registrar's website at <a href="http://registrar2.wlu.edu/faculty/facom.htm">http://registrar2.wlu.edu/faculty/facom.htm</a> (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
<b>Contracts and Agreements</b>	
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
<b>Environmental Health and Safety</b>	
<sup>1</sup> Air Quality Sampling Files	30
<sup>2</sup> Chemical Inventories	30

<sup>1</sup> Currently retained indefinitely.

<sup>2</sup> Currently retained indefinitely (in HazCom).

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Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Environmental Health and Safety (continued)</b>	
Employee Exposure to Toxic Substances, Records of	30
<sup>3</sup> Fire Evacuation Drill Records	3
Fire Evacuation Plans	Until superseded, obsolete, or rescinded
Fire Extinguisher Inspection Records	Life of extinguisher
Fire Protection Systems Records	Original: life of system; Subsequent Records: 1 year after next inspection, test, etc.
<sup>1</sup> Hazardous Waste Disposal Manifests and Reports	3
Inspections and Emissions Records for Boilers and Other Pressure Vessels	Until next inspection or life of vessel if not inspected
Material Safety Data Sheets	30
Medical Records (except health insurance claim records)	30 after separation
Lead Monitoring, Records of	40 or duration of employment + 20 years
Occupational Injury or Illness (logs, summaries, & other records required by OSHA)	5 from end of calendar year that records cover
Waste Disposal Records (OTHER THAN hazardous or medical waste)	3
Presence, Location and Quantity of Asbestos Containing Material or Presumed Asbestos Containing Material, Records Regarding	Permanently
<sup>1</sup> Safety Training Records	3
<b>Export Controls</b>	
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

<sup>1</sup> Currently retained indefinitely.

<sup>3</sup> Currently retained for 5 years.

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Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Family Educational Rights and Privacy Act Data/Documents</b>	
Student Recommendation/Reference Letter (NON-work-study)	2 from date provided
<b>Housing (Student)</b>	
Fire Alarm Reports (Testing)	2 after last action
<b>Human Resources</b>	
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
<b>Insurance and Risk Management</b>	
<sup>1</sup> Accident/Incident Reports and Records (including worker's comp and other incidents)	Later of 5 from year of report or date claim resolved
Compliance-Related Training Records (date, scope of training, names of attendees)	Indefinitely
Waivers/Releases (e.g. Agreements of Responsible Travel, Fitness Center, etc.)	Later of 5 from date signed or 5 from completion of activity
<b>Intellectual Property</b>	
Copyright Release and Permission Forms	3 from date of last use/publication

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