

# Record Retention Schedule

## Greek Life

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

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Academic, Student</b>	
Disciplinary Records (Disciplinary Action Documents of Dean or Hearing Board)	Permanently (separate from academic file)
<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/faccomm.htm">http://registrar2.wlu.edu/faculty/faccomm.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

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<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
<b>Family Educational Rights and Privacy Act Data/Documents</b>	
Student Recommendation/Reference Letter (NON-work-study)	2 from date provided
<b>Greek Life</b>	
<sup>1</sup> Internal Investigations	2
<b>Insurance and Risk Management</b>	
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

<sup>1</sup> Currently retained for 3 years.