

Record Retention Schedule Institutional Review Board

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

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
Daily / Miscellaneous Legal Advice	Permanently
Record Disposition Logs	Until the end of the current applicable accreditation cycle(s)
Statistics / Records / Reports that Document Compliance with SACS Standards	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
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	
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

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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
Research, Including Sponsored Projects, Contracts, Grants Human Subject Records (i.e. copies of research proposals, statements of significant new findings provided to subjects, informed consent, etc.) IRB Records (i.e. list of members, minutes of meetings, records of continuing review activities, correspondence with investigators, written procedures)	3 after completion of research or contract period (longer) 3, or 3 years after research completed (if related to specific research)