

Preliminary Record Retention Schedule International Education

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Admissions Applicants Who Do Not Enroll (Whether Accepted or Rejected)	
Copies of International Student Documents (employment authorization, alien registration card, I-20, DS-2019, passport number, statement of educational costs, statement/proof of financial responsibility/support, transfer form)	1 after application term
Admissions for Applicants Who Enroll	
¹ Copies of International Student Documents -- F-1 or M-1 Student Visa (employment authorization and relevant info, I-20, I-94 card, picture page of passport, statement of educational costs, statement of financial responsibility, disciplinary records and other relevant admissions information)	Period of enrollment + 1 year after notifying INS of reasons for departure
¹ Copies of International Student Documents -- J-1 Exchange Visa (employment authorization and relevant info, I-94 card, picture page of passport, DS-2019, statement of educational costs, statement of financial responsibility, disciplinary records and other relevant admissions information)	3 from graduation or date of last attendance
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

¹ Currently retained for 10 years from matriculation.

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