

Record Retention Schedule

Law Clinics and External Placements

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Academic, Student	
Course Grade Submissions	1 after date submitted
Archival Historical Publications, Internal Institutional Research, etc.	
Faculty Course Grade Records	1 from submission of grades
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
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 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
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	
Certificates/Binders of Insurance	Later of 5 after event or termination of applicable contract
Insurance Policies (Liability, Property, Malpractice, and Other Policies)	Permanently
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

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Applications for Clinic / Summer Job	2 from decision
Client Files	5 from completion/termination of representation
Student Records (e.g. timesheets, evaluations from field supervisors, graded memos or other work if not returned to students, etc.)	1 full 12-week term after submission of grades
Research, Including Sponsored Projects, Contracts, Grants	
Grant and Contract Applications, Proposals, Supporting Documentation, and Expenditure Reports (state)	3 after submission of final report, or as required by terms of grant contract (longer)
Grant and Contract Applications, Proposals, and Supporting Documentation (federal)	3 after submission of final expenditure report, or as required by terms of grant contract (longer)