

Preliminary Record Retention Schedule

Law Records

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

| Category/Type of Record | MINIMUM Retention Period (in calendar years, unless otherwise indicated) |
|---|---|
| Academic, Student | |
| Academic Actions (e.g. dismissal, probation, automatic rule, granted readmission) | 5 from graduation or date of last attendance |
| Academic Records (including narrative evaluations, competency assessments, etc.) | Permanently |
| ¹ Applications for Graduation/Degree | 1 from graduation or date of last attendance |
| Change of Course Forms, Registration Changes, Drop/Add | 1 after date submitted |
| Change of Grade Forms | Permanently |
| Change to Student ID Number | Permanently |
| Class Roster/List/Rolls (original) | Permanently |
| Credit/No Credit, Pass/Fail Requests and Approvals (including audit, etc.) | 1 from date submitted |
| Curriculum Change Authorizations (C&D, substitutions from Dept, etc.) | 5 from graduation or date of last attendance |
| Disciplinary Records (Disciplinary Action Documents of Dean or Hearing Board) | Permanently (separate from academic file) |
| Enrollment Verifications and Letters of Status (Sent Off Campus) | 3 after last action |
| Grade Rosters/Sheets (Registrar) | Permanently |
| Graduation Lists / Commencement Bulletin | Permanently |
| Hold or Encumbrance Authorizations | Until released |
| Name Changes | Permanently |
| Personal Data Information Forms (Matriculation) | 1 from graduation or date of last attendance |
| ² Records Related to Requests from Boards of Bar Examiners | 1 after submission to Board |
| ³ Student Class Schedules | 1 from graduation or date of last attendance |
| ³ Student Course Registration Forms | 1 from date submitted |
| ² Transfer Credit Evaluations | 5 from graduation or date of last attendance |

¹ Not in official file.

² Currently retained permanently.

³ Currently retained until graduation or date of last attendance (DOLA).

Preliminary Record Retention Schedule

Law Records

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

| Category/Type of Record | MINIMUM Retention Period (in calendar years, unless otherwise indicated) |
|--|---|
| Admissions for Applicants Who Enroll | |
| ² Acceptance Letters | 5 from graduation or date of last attendance |
| ² Applications for Admission/Readmission | 5 from graduation or date of last attendance |
| ² Correspondence (relevant) | 5 from graduation or date of last attendance |
| ² LSAC Reports | 5 from graduation or date of last attendance |
| ⁴ Letters of Recommendation | Until date of admission |
| ² Military Documents (Veteran's Affairs Documents) | 5 from graduation or date of last attendance |
| ² Other Test Scores | 5 from graduation or date of last attendance |
| ² Placement Test Scores and Reports | 5 from graduation or date of last attendance |
| Recruitment Materials | Until date of enrollment |
| ⁵ Transcripts (high school or other college) | 5 from graduation or date of last attendance |
| Archival Historical Publications, Internal Institutional Research, etc. | |
| ² Admissions Reports (Yearly/Daily) | No required minimum |
| Course Offerings | Permanently |
| ⁶ Exam Schedules | No required minimum |
| Exams/Bluebooks (if not returned to student) | 1 year from date taken |
| ² Exams on Reserve | No required minimum |

² Currently retained permanently.

⁴ Currently retained until date of matriculation.

⁵ Currently retained permanently. Note that some documents from foreign institutions may be originals and therefore difficult or impossible for the applicant to replace. Holders of such documents should consider returning these documents to the applicant, as appropriate.

⁶ Currently retained for 10 years.

Preliminary Record Retention Schedule Law Records

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

| Category/Type of Record | MINIMUM Retention Period (in calendar years, unless otherwise indicated) |
|---|--|
| Archival Historical Publications, Internal Institutional Research, etc. (continued) | |
| ² Facebooks | No required minimum |
| ² Faculty Minutes | Permanently |
| ² Grade Distributions | No required minimum |
| ² Student Rankings | No required minimum |
| Building Maintenance/Management | |
| ² 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/faccom.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 |
| 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 |

² Currently retained permanently.

Preliminary Record Retention Schedule

Law Records

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

| Category/Type of Record | MINIMUM Retention Period (in calendar years, unless otherwise indicated) |
|---|---|
| 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 |
| Equal Opportunity/Non-Discrimination/Diversity Programs and Records | |
| Diversity Statements | Permanently |
| 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 | |
| Requests (with disposition) for Correction/Amendment of Records and Student Statements on Content of Records Regarding Hearing Panel Decisions | As long as the records they pertain to are maintained |
| 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 |
| Student Requests for Non-Disclosure of Directory Information | Until terminated by student; or as long as student records maintained |
| Student Waivers for Right of Access (letters of recommendation) | Until letters of recommendation are destroyed |
| 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 |

Preliminary Record Retention Schedule

Law Records

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

| Category/Type of Record | MINIMUM Retention Period (in calendar years, unless otherwise indicated) |
|--|---|
| Human Resources (continued) | No required minimum |
| 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 |
| Litigation / Government Investigations / Agency Complaints | |
| Subpoenas and Related Authorizations for Release of Records | As long as the records they pertain to are maintained |
| STUDENT FINANCIAL AID (SFA) | |
| SFA Recipient Records | |
| ² Factors for Scholarship Decision (Spreadsheet) | 2 from decision |
| ² Scholarship Award Letter | 2 from decision |

² Currently retained permanently.