

Record Retention Schedule

Public Safety

*** 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
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	
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

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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
Federal Report and Disclosure Records	
Crime Statistics/Security Report	3 for the reports; 7 for the statistics and the records to support them
Housing (Student)	
Fire Alarm Reports (Activated Fire Alarm)	7
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	
¹ Accident/Incident Reports and Records (including worker's comp and other incidents)	Later of 5 from year of report or date claim resolved
Waivers/Releases (e.g. Agreements of Responsible Travel, Fitness Center, etc.)	Later of 5 from date signed or 5 from completion of activity

¹ Currently retained permanently.

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Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Intellectual Property	
Copyright Release and Permission Forms	3 from date of last use/publication
Public Safety	
Daily Crime Logs	Permanently
¹ Investigative Case Files	5 after last action
² Officers' Daily Log	No required minimum
³ Parking Permits / Vehicle Registrations (Students)	1 after expiration
⁴ Parking Permits / Vehicle Registrations (Faculty and Staff)	No required minimum
⁵ Parking Tickets	1
⁶ Telephone Logs	No required minimum
⁵ Towed Vehicle Records	1

¹ Currently retained permanently.

² Currently retained for 7 years.

³ Currently retained for 3 academic years.

⁴ Currently retained 5 years from issuance.

⁵ Currently retained 1 year.

⁶ Currently retained 2 years.