

Record Retention Schedule

University Registrar

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

Category/Type of Record

MINIMUM Retention Period

(in calendar years, unless otherwise indicated)

Academic, Student

¹ AP and Other Placement Tests	5 from graduation or date of last attendance
² Applications for Graduation/Degree	1 from graduation or date of last attendance
³ Change of Address Forms/Notifications	No required minimum
Change of Course Forms, Registration Changes, Drop/Add	1 after date submitted
Change of Grade Forms	Permanently
⁴ Class Roster/List/Rolls (original)	Permanently
³ Confirmation of Admission and Personal Information Forms	No required minimum
Correction of Social Security Number	Permanently
⁵ Course Descriptions, Syllabi, and Catalog Info for Transferred Courses	No required minimum
¹ Credit by Examination Reports/Scores (Placement, Advanced Standing, etc.)	5 from graduation or date of last attendance
² Curriculum Change Authorizations (C&D, substitutions from Dept, etc.)	5 from graduation or date of last attendance
² Declarations of Major	No required minimum
² Degree Audit Records	5 from graduation or date of last attendance
⁶ Enrollment Verifications and Letters of Status (Sent Off Campus)	3 after last action
² Enrollment Verifications, including Logs (In-House and NSC)	1 from enrollment date
² Grade Appeal Records (receipt and response; C&D minutes; letters of notification)	1 after end of semester of last action on appeal
Grade Rosters/Sheets (Registrar)	Permanently

¹ Currently retained permanently (online).

² Currently retained permanently.

³ Currently retained until graduation.

⁴ Currently retained permanently (Old: Archives; New: Electronic).

⁵ Currently retained 3 years.

⁶ Currently retained indefinitely.

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Academic, Student (continued)	
² Graduation Authorizations (final degree audit) Graduation Lists / Commencement Bulletin	5 from graduation or date of last attendance Permanently
⁷ Hold or Encumbrance Authorizations Name Changes	Until released Permanently
³ Notes of Extension of "Incomplete" Grades	No required minimum
³ Overload/Underload Approvals	No required minimum
² Credit/No Credit, Pass/Fail Requests and Approvals (including audit, etc.)	1 from date submitted
² Personal Data Information Forms (Matriculation)	1 from graduation or date of last attendance
⁵ Personal Notes With No Permanent Value	No required minimum
⁸ Religious Preference Form	No required minimum
⁹ Student Class Schedules	1 from graduation or date of last attendance
¹⁰ Student Course Registration Forms Transcript Requests Transcripts (W&L)	1 from date submitted 1 from submission date Permanently
² Transfer Credit Evaluations	5 from graduation or date of last attendance
² Withdrawal / Leaves of Absence (authorizations and forms)	2 from graduation or date of last attendance
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² Currently retained permanently.	
³ Currently retained until graduation.	
⁵ Currently retained 3 years.	
⁷ Currently retained electronically during hold.	
⁸ Currently retained 1 year.	
⁹ Currently retained permanently (Current: online; Old: archived).	
¹⁰ Currently retained via WebReg Tracking only.	

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Admissions for Applicants Who Enroll	
² Military Documents (Veteran's Affairs Documents)	5 from graduation or date of last attendance
¹¹ Transcripts (high school or other college)	5 from graduation or date of last attendance
Archival Historical Publications, Internal Institutional Research, etc.	
Catalogs	Permanently
¹² Course Offerings	Permanently
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/facom.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 SACS currently runs through 2019), but not less than 5 years

² Currently retained permanently.

¹¹ Currently retained permanently. Note: Some documents from foreign institutions may be originals and therefore difficult or impossible for the applicant to replace. Consider returning these documents to the applicant, as appropriate.

¹² Currently retained permanently electronically (imaged back to 1984-85).

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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)
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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Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Family Educational Rights and Privacy Act Data/Documents	
Power of Attorney for Student Education Records	Until revoked by student or as long as education records are maintained (longer)
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
¹³ 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
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

¹³ Currently retained electronically only.

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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
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 Documentation of Student's Program of Study and Courses Enrolled In	3 from award year