

Record Retention Schedule

Treasurer

*** 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	
Bid and Bid Proposal Files (letters of interest, RFPs)	5 or until end of project (longer)
Bids, Unopened (submitted past bid deadline)	Save copy of envelope for 5 years and return original unopened
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	
Harassment/Discrimination/Retaliation Complaints, Investigations, and Findings (Internal)	Later of 5 from decision or 5 from departure of all of the parties

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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 Recommendation/Reference Letter (NON-work-study)	2 from date provided
Greek Life ¹ Leases of Fraternity/Sorority Houses	5 from end of lease
Human Resources Conflict of Interest Disclosure Statements (staff & faculty, where applicable)	2
² Educational Grant Files (letter of intent, acceptance to institution, tax documents) Job Applications, Employment Inquiries and All Other Records for NON-HIRED Faculty/Staff Applicants (NOT otherwise included in any search committee file)	5 from date of last payment 3 from date of hiring decision
³ Mortgage Files, Employee Home Loans (Deed of Trust, Promissory Notes, etc.) Official Misconduct Investigations (i.e. official reports and forms only) 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 satisfaction of mortgage Permanently 5 from separation
References (employees, work-study students, etc.) Student Worker Personnel Files (including Federal Work-Study students)	Later of 2 after separation or 2 from date provided 5 after graduation or date of last attendance

¹ Currently retained permanently.

² Currently retained 5 from date of student's graduation.

³ Originals currently maintained until employee satisfies mortgage. Electronic copies retained permanently.

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Insurance and Risk Management	
Certificates/Binders of Insurance	
Insurance Policies (Liability, Property, Malpractice, and Other Policies)	Permanently
Insurance Claims	2 after claim resolved
Insurance Claims-Paid Reports and Premium Records	3 after policy expiration and audit
Waivers/Releases (e.g. Agreements of Responsible Travel, Fitness Center, etc.)	Later of 5 from date signed or 5 from completion of activity
Workers' Compensation Insurance Policies	5 after termination or until audit (longer)
Intellectual Property	
Copyright Release and Permission Forms	3 from date of last use/publication
Investments	
Documents Related to Investments Held by the University	10 from sale or other termination of investment
Planning and Budget	
Plans and Projections	Permanently
Budget Records	3 after biennium to which records relate
Real Property	
Title Insurance Policies	10 after disposal of property