

Record Retention Schedule

Undergraduate Admissions

*** FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE ***

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Admissions Applicants Who Do Not Enroll (Whether Accepted or Rejected)	
Acceptance Letters	1 after application term
Applications for Admission	1 after application term
Correspondence (relevant)	1 after application term
Entrance Exam Reports	1 after application term
Letters of Recommendation	1 after application term
Military Records	1 after application term
Other Test Scores	1 after application term
Readmission Application and Supporting Documents	5 from decision
Recruitment Materials	1 after application term
Transcripts (high school or other college)	1 after application term
Admissions for Applicants Who Enroll	
¹ Acceptance Letters	5 from graduation or date of last attendance
¹ Applications for Admission/Readmission	5 from graduation or date of last attendance
¹ Correspondence (relevant)	5 from graduation or date of last attendance
¹ Entrance Exam Reports	5 from graduation or date of last attendance
¹ Letters of Recommendation	Until date of admission
¹ National Merit Scholar Letters	No required minimum
¹ Other Test Scores	5 from graduation or date of last attendance
¹ Recruitment Materials	Until date of enrollment
² Transcripts (high school or other college)	5 from graduation or date of last attendance

¹ Sent to Dean's File upon matriculation.

² Sent to Dean's File matriculation. 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 applicable.

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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/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
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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Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
Family Educational Rights and Privacy Act Data/Documents	
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
¹ 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
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	2 after separation
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

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