

# Record Retention Schedule Secretary of the University

\*\*\* FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE \*\*\*

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Academic, Student</b>	
<sup>1</sup> Executive Committee Records of Honor Violations	Permanently
<b>Building Maintenance/Management</b>	
Key Records (records of issuance, re-issuance, return)	Permanently
<b>Committee/Department Records</b>	
Committee Records, Official [committees and advisory groups listed on Registrar's website at <a href="http://registrar2.wlu.edu/faculty/faccomm.htm">http://registrar2.wlu.edu/faculty/faccomm.htm</a> (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
<b>Contracts and Agreements</b>	
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

<sup>1</sup> These records are officially retained by the then-current Student Executive Committee in their official campus office.

# Record Retention Schedule Secretary of the University

\*\*\* FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE \*\*\*

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Corporate Records</b>	
Actions Taken by the Board of Directors Without a Meeting, Records of Actions Taken by a Committee of the Board of Directors In Place of the Board of Directors on Behalf of the University	Permanently
Annual Conflict of Interest Disclosure Statements for Board Members and Senior Officers / Administrators / Finance Personnel	Permanently
Annual Report to the State Corporation Commission of Virginia	1 from delivery to Commission
<sup>2</sup> Board Books	No required minimum
Board of Trustee (including Committee and Subcommittee) Minutes	Permanently
Bylaws (and Any Amendments)	Permanently
Charter / Articles of Incorporation (and Any Amendments)	Permanently
<sup>3</sup> Mission Statement	No required minimum
<sup>2</sup> List of Names and Business Addresses of Current Trustees	While current
<sup>2</sup> President's Cabinet Meeting Minutes	No required minimum
<sup>2</sup> Presidential Search Files	3 from hiring decision
<sup>4</sup> Strategic Plan	No required minimum
Trustee Decisions Regarding Academic Personnel and Designated Executives / Trustee Resolutions	Permanently

<sup>2</sup> Currently retained indefinitely.

<sup>3</sup> Currently retained indefinitely (electronically).

<sup>4</sup> Currently retained indefinitely (electronic and hard copy).

# Record Retention Schedule Secretary of the University

\*\*\* FOOTNOTES INDICATE CURRENT DEPARTMENTAL PRACTICE \*\*\*

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Export Controls</b>	
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
<b>Family Educational Rights and Privacy Act Data/Documents</b>	
Student Recommendation/Reference Letter (NON-work-study)	2 from date provided
<b>Human Resources</b>	
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
<b>Insurance and Risk Management</b>	
Waivers/Releases (e.g. Agreements of Responsible Travel, Fitness Center, etc.)	Later of 5 from date signed or 5 from completion of activity
<b>Intellectual Property</b>	
Copyright Release and Permission Forms	3 from date of last use/publication