

# Preliminary Record Retention Schedule Academic Departments

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

Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Academic, Student</b>	
Academic Advising Records	3 after graduation or date of last attendance
Audit Authorizations	1 after date submitted
Course Grade Submissions	1 after date submitted
<sup>1</sup> <b>Archival Historical Publications, Internal Institutional Research, etc.</b>	
Course Evaluations	In accordance with tenure and promotion guidelines
Final Exams or Other Graded Work (if not returned to student)	1 full 12-week term after submission of grades
Faculty Course Grade Records	1 from submission of grades
Syllabi	In accordance with tenure and promotion guidelines
<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

<sup>1</sup> It is the responsibility of individual faculty members to retain these records.

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<b>Contracts and Agreements</b>	
Consortial/Exchange Agreements	5 from termination, but not less than SACS accreditation cycle
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
<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 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
<b>Human Resources</b>	
Conflict of Interest Disclosure Statements (staff & faculty, where applicable)	2
<sup>2</sup> Faculty Activity Report (e.g. seminars, fellowships, sabbaticals, publications, etc.)	5 after separation

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<sup>2</sup> The Dean is the official record keeper; however, Department Heads may wish to retain a copy as long as administratively useful. Individual faculty members should retain a copy in accordance with tenure and promotion guidelines.

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Category/Type of Record	MINIMUM Retention Period (in calendar years, unless otherwise indicated)
<b>Human Resources (continued)</b>	
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
<sup>3</sup> Search Committee Records Related to Faculty and Staff Hires and Non-Hires	3 from date of hiring decision
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

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<sup>3</sup> Retain longer if required by department/school (e.g. Journalism, Law School) accreditation standards.