

Records Retention Plan: Short Guide for Academic Departments and Programs

This abbreviated version of the Records Retention Plan lists a selection of the types of records held by academic departments and programs, sometimes in large quantities, that those offices have most frequently asked about in planning for the new campus move (for example, which records to discard, which to pack, etc.). Records older than the periods indicated should be stored in the Records Center or discarded, as indicated; for full instructions on using the chart see the Introduction section of the Records Retention Plan. **This guide is not a substitute for the Records Retention Plan**, but it can be used as a reference tool for the move preparations and should be used with the “Guide to Discarding Records During the Move Process” and the “Guide to Transferring Records to the Records Center.”

Section 1: Administrative Records and General Documents		
Type of Record	Description	Retention Action
Correspondence Files	See “Subject Files” below.	
Meeting Minutes and Related Records: Offices and Units	Summaries and associated records of the meetings of university units (schools, departments, centers, offices, etc.), as well as subcommittees composed of unit personnel. Meetings may include administrators, faculty, and staff. Likely to be found in committee records. Includes: Meeting minutes, agendas, notes, attachments, presentations, reports, participant lists, audio-visual recordings, and related documentation and correspondence.	Retain for 5 years , then: Contact Records Management Program for transfer to the University Archives; records covering several years may be transferred at one time.
Subject Files	Records contained in files organized by subject or topic, usually arranged alphabetically. These may represent the unit’s general set of administrative files or general files, and can include files for correspondence with other university offices, other institutions, etc. Includes: Correspondence, memoranda, reports, statistics, magazine and newspaper articles and clippings, etc.	Retain for 5 years , then: Contact Records Management Program for transfer to the University Archives; records covering several years may be transferred at one time.
Section 2: Financial, Procurement, and Legal Records		
Type of Record	Description	Retention Action
Budget Preparation Records: Departments / Offices and Projects	Records related to the preparation of the annual budget for university units and projects.	Retain for 3 years , then shred.
Expenditure and Purchasing Records (Accounts Payable)	Records of expenditures and purchases for goods and services. Includes: Invoices and bills, purchase orders and requisitions, price quotations, payment requests and authorizations (manual warrants, etc.), statements (cash and journal vouchers, etc.), and related documentation and correspondence.	Retain for 3 years , then shred.
Manual Warrants (Payment Requests)	Documents authorizing/requesting payment.	See Expenditure and Purchasing Records (Accounts Payable, (Accounts Receivable).
Vendor Documentation	Records related to vendors of goods and services. Includes: Promotional materials and catalogs, tax and insurance documentation, contact information, related correspondence.	Retain until no longer needed , then shred confidential vendor information (i.e. tax numbers), and recycle publications.

Section 3. Personnel Records		
Type of Record	Description	Retention Action
Attendance and Time Records: Staff and Student Employees	Records documenting attendance and hours worked by staff members. Includes: Attendance forms, time sheets/cards, overtime sheets, leave applications and records, absence reports, substitution schedules, and related documentation, memoranda, and correspondence.	Retain for 3 years , then shred. Contact Records Management Program for storage in records center and disposal.
Employment Application Materials: Faculty Not Hired	Application materials submitted by position candidates not appointed as faculty members. Includes: Application forms, cover letters, curriculum vitae (c.v.'s), letters of reference, samples of professional work, interview documentation, notes, degree certificates, exam and test results, personal identity documents (like birth certificates), other supporting material, and related correspondence.	Retain for 3 years , then shred. Contact Records Management Program for storage in records center and disposal.
Faculty Evaluations by Students (Course Evaluations): Individual Surveys	Evaluations of teaching faculty by students enrolled in their courses ("Student Evaluation of Instruction"), in the form of individual survey sheets.	Retain for 1 year , then shred.
Personnel Files: Faculty	Records contained in files organized by faculty member, documenting their work history at the university. Includes: Application and hiring process materials, personal identity documents and credentials, position descriptions, curriculum vitae (c.v.'s), position offer and appointment documents, personal information forms, salary documentation, promotion and tenure documentation, leave documentation, annual reports, performance evaluations, summaries of evaluations by students, letters of recommendation, departure records, and related memoranda and correspondence.	Retain for 6 years after departure , then: Contact Records Management Program for storage in records center and transfer to the University Archives.
Personnel Files: Staff	Records contained in files organized by staff member, documenting their work history at the university.	Retain for 3 years after departure , then shred. Contact Records Management Program for storage in records center and disposal.
Section 4: Facilities, Technical Resources, and Services Records		
Type of Record	Description	Retention Action
Equipment Documentation and Maintenance Records	Records of the maintenance and repair services provided for office and other equipment, not including computers. Includes: Operating instructions and manuals, warranties, vendor publications, service contracts, maintenance/repair logs, lease and rental contracts/agreements, vendor invoices, purchase orders, maintenance documents for specialized units (i.e., Health Services - Clinic, Laboratories) and related documentation & correspondence.	Retain for the life of the equipment , then recycle.
Printing and Duplicating/ Photocopying Records	Forms and other request documents for arranging printing and duplicating services. Includes: Forms, work orders, etc.	Retain for 1 year , then recycle.
Work Orders/Requests for Services	Records of requests for maintenance services, minor renovation and remodeling projects, or routine repair work performed for university buildings and facilities.	Retain for 1 year , then shred.

Section 5: Curriculum, Instruction, and Research Records		
Type of Record	Description	Retention Action
Course Description Records: Syllabi, etc.	Records describing the content of courses. Includes: Course proposals, syllabi and other course outlines and descriptions, reading lists, handouts, sample examinations and assignments, grading and evaluation criteria, class lists, and related documentation and correspondence.	Retain for as long as needed , then: Contact Records Management Program for storage in records center transfer to the University Archives. Samples of syllabi will be retained by the archives.
Course Evaluations	See "Faculty Evaluations by Students" in Section 3: Personnel.	
Section 6: Student Academic Records		
Type of Record	Description	Retention Action
Examinations (Completed) and Assignments Not Retrieved by Students	Examinations with written responses to questions and other completed and graded assignments not retrieved by students. Includes: Examination papers, answer sheets and response books (blue books), essay papers, etc.	Retain for 1 Year , then recycle. Follow department policy for non-paper based assignments (audio and video recordings, photographs, drawings/paintings and sculpture, posters, models, etc.).
Student Files: with Academic Departments and Programs	Folders for individual students (undergraduate, graduate, or other) containing records documenting their academic career in the program. Includes: Folder contents such as admission application and selection materials, registration records, academic status change forms and petitions, advising records, scholarship and fellowship records, transcripts and grade reports, examinations/ assignments and results (including comprehensive examinations), thesis proposals, evaluations, recommendation letters, other academic progress documents, and related memoranda and correspondence.	Retain for 7 Years after student's graduation/departure , then shred. Contact Records Management Program for storage in records center and disposal. For transfer, all files for students who graduated/ departed in the same year should be boxed together. Disciplinary and medical information should be stored separately from academic-related material.
Theses	Final and accepted copies of theses completed for fulfillment of graduate degree requirements, or for other course or program requirements	Retain for as long as needed , then recycle after contacting Library Collection Development Department to ensure that the Library has a copy.
Section 7: Student Support and Life Records		
Type of Record	Description	Retention Action
Student Financial Aid Records: Work Study Program	Records related to financial assistance for students in the form of work-study employment compensation. Includes: Application forms, time sheets, evaluations, and related documentation.	Retain for 3 years , then shred.