



# University Records Management – Faculty Quick List

# UNIVERSITY RECORDS MANAGEMENT – SAMPLE FACULTY RECORDS

A comprehensive list of all records is contained on the [Records Disposition Authorization Schedule](#).

RECORD EXAMPLE	RECORD SERIES NAME	DISPOSITION
General student emails that simply request or provide information	Temporary Record	Delete as soon as a reply is given or received
Emails from/to students related to appeals, disciplinary actions, complaints, grades, etc.	Student Information Records	5 years
Student applications and forms unrelated to employment or enrollment	Student Information Records	5 years
Classroom rolls	Student Information Records	Maintained in Banner - Registrar
Student department files or advising files	Student Information Records	5 years
Student exams (non-accreditation files)	Student Information Records	Student exams (non-accreditation) should be kept for one full academic year to respond to any grade appeals. The grade is the actual record. For academic integrity issues, the exams or paper should be submitted to the Office of Student Accountability to maintain.
Student exams (accreditation files)	Accreditation	<b>Permanent- New Requirement</b>
Search Committee files	Employment Applications – Not Selected Candidates	5 years – All holders of those documents
Grant files	Grants	Departments should maintain grants records for the following document types, purchasing card statements; program reports; interim reports; and final reports 5 years from the date the final financial report is submitted to the sponsor and/or any other mandates of the grant.
Grant applications – unsuccessful	Unsuccessful Grant Applications	5 years and destroy – Maintained by the Office of Research Support
Research	Research Records	10 years and destroy and/or other mandate
Accreditation files	Accreditation Records	Permanent

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Records documenting Clinic Records including but not limited to: Patient records, patient billing information, clinic notes, medical history, evaluation, immunization records.	College/University Clinic Records	10 years
Working Paper documents relating to the annual reports prepared by all agencies. Examples include: budget reports, emergency management reports, etc.	Annual Report Working Papers	5 years
State Agency publications and documents including annual, biennial, regular or special reports, or other printed material produced for distribution outside the department or agency for which the report or printed material was published.	State Publications and Annual Reports	Permanent
Selected applications by students for academic and/or merit-based scholarships. Record series includes but is not limited to: application and supporting documentation, notification letter, type of scholarship awarded, amount, appeals, and other specific requirements determined by the scholarship funding agent.	Student Application for Scholarship Files - Selected	Maintain for 5 year and destroy at the end of the award or appeal process
Files of application records for admission to an undergraduate/graduate program. Records include but not limited to: documents or records related to student application for admission. Examples: application, standardized test scores, letters of recommendation, personal statements, medical records, high school and college transcripts, appeals, and other supporting documentation.	Student Admissions Applications - Denied, Cancelled, Admitted Non-Enrolled	Maintain for 1 year and destroy
Non-selected applications by students for academic or merit based scholarships. Record series includes but is not limited to: application and supporting documentation, notification letter, type of scholarship awarded, amount, appeals, and other specific requirements determined by the scholarship funding agent.	Student Application for Scholarship Files - Not Selected	Maintain for 1 year and destroy at the end of the award or appeal process