

**West Virginia State University Board of Governors
Special Committee on Policy Review
Erickson Alumni Center, Weisberg Lounge
Friday, December 8, 2017
8:30 a.m. – 9:30 a.m.
Agenda**

1. Call to Order and Roll Call
2. Verification of Appropriate Notice of Public Meeting 2
3. Review and Approval of Agenda 1
4. Committee Recommendations and Report on Proposed Policies:
 - 4.1 Post Tenure Review 3
 - 4.2 Records Retention 5
5. Next Meeting - *TBD*
6. Adjournment

West Virginia State University
Special Committee on Policy Review

Date/Time: 12/18/2017 -- 8:30AM

Location:

West Virginia State University
Erickson Alumni Center
Weisberg Lounge
Institute, WV

Purpose: To conduct the regular business of the Committee in preparation for the December 8, 2017 full Board meeting.

Notes:

This is a compliant meeting.

Meeting was approved: 11/28/2017 9:45:01 AM

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

BOG Policy #//

TITLE: Post-Tenure Review of Faculty

Section 1. General

- 1.1 Scope: This policy establishes guidelines and procedures related to a post-tenure review process of all tenured faculty to include, but not be limited to, all current tenured faculty and any future tenured faculty.
- 1.2 Authority: West Virginia Code § 18B-1-6, § 18B-8-7
- 1.3 Adopted:
- 1.4 Effective:

Section 2. Post-Tenure Review Procedures

- 2.1 Pursuant to West Virginia Code § 18B-8-7, any rules adopted by a governing board related to faculty preempts any conflicting rule adopted by the West Virginia Higher Education Policy Commission. Therefore, the West Virginia State University Board of Governors adopts this policy to ensure a post-tenure review (PTR) is conducted on all tenured faculty to include, but not be limited to, all current tenured faculty and any future tenured faculty.
- 2.2 PTR is intended to support faculty development and productivity. It considers the professional quality with which faculty members discharge the academic duties associated with their positions. It is designed to support the development of faculty and to enhance student success that is to be assessed by qualitative and quantitative measures to include, but not be limited to, retention rates, persistence rates and completion rates of students through faculty teaching, research and service.
- 2.2 The Board of Governors, consistent with West Virginia Code, hereby establishes the following procedures to be implemented immediately upon adoption by the West Virginia State University Board of Governors:
 - 2.2.1 During a faculty's annual review, should the chair or dean determine a faculty's performance to be marginal in overall performance for two consecutive years in one of three areas: teaching, research and/or service, the Provost shall direct the faculty member in collaboration with the chair or dean of the department or college the faculty member falls within to develop an improvement plan.

2.2.1.1 Upon receipt of the directive from the Provost to develop an improvement plan, the faculty member must write within fourteen (14) calendar days an improvement plan, covering the timeline established by the Provost, which addresses the area(s) found to be marginal. The improvement plan must include performance goals to raise the performance of the deficient area(s), strategies for attaining the goals, specific measures by which the goals are to be assessed, meet the timeline established by the Provost and be approved by the chair and/or the dean and the Provost.

2.2.1.1 The timeline for the improvement plan shall not be more than two regular semesters and shall begin the next regular semester after the regular semester in which the improvement plan is developed. Any resources needed to meet the requirements within the improvement plan shall not exceed any resources that may have been required should the faculty have met the satisfactory rating to begin with or be needed as a result of the improvement plan itself.

2.2.1.2 If the chair or dean determines a faculty member's performance to be marginal in the identified area(s) in an annual review that falls within the timeline of the improvement plan, such determination does not initiate an additional improvement plan but also does not extend the timeline by which the faculty may extend the timeline.

2.2.2 If, at the conclusion of the timeline for the improvement plan, the chair and/or the dean determines the faculty member's performance is still less than satisfactory, the Provost, upon review, may initiate sanctions to include, but not be limited to, termination of employment of the faculty member.

2.2.3 The Provost is to develop a form that is to be utilized for the faculty to utilize should the need arise to develop an improvement plan and will be listed within the Faculty Handbook. The Faculty Handbook is to be amended as soon as practical following the adoption of this policy to comply with the provisions provided herein.

Section 3. Appeals

3.1 The faculty member may appeal the judgement of the chair and/or the dean and/or the sanctions of the Provost to the President. The President's decision is final.

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University

BOG Policy #//

Section 1. General Information.

- 1.1. Scope: This policy requires that different types of business records of West Virginia State University be retained for specific periods of time as listed in a separate records retention schedule, and that outdated records are properly destroyed.
- 1.2. Authority: W.Va. Code §18B-1-6 and §5A-8-1
- 1.3. Passage Date:
- 1.4. Effective Date:

Section 2. Statement of General Policy.

- 2.1. West Virginia State University requires that university records, as defined herein, regardless of format, be disposed of or retained for specific periods of time in accordance with legal or other institutional requirements, or for historical value. The university has designated official repositories to manage the retention and disposal of these records according to procedures outlined in this document. Federal and state laws, regulations and best practices require that the University adhere to certain record retention requirements and periods of retention. West Virginia State University requires that records be maintained in a consistent and logical manner and be retained in such a manner so that West Virginia State University can:
 - 2.1.1. Meet legal standards for protection, storage, and retrieval;
 - 2.1.2. Protect the privacy of students and employees of the University;
 - 2.1.3. Make the most efficient use of limited space;
 - 2.1.4. Minimize the cost of record retention;
 - 2.1.5. Destroy outdated records in a proper manner; and
 - 2.1.6. Retain records that are valuable to the preservation of the University's history.
- 2.2. Retention periods adopted in this policy may increase due to government statute or regulation, judicial or administrative consent order, private or governmental contract, agency investigation, enforcement action, pending litigation, or audit requirements. Such modifications supersede the retention period for the applicable record stated in the General Retention Schedule and should be kept until final resolution of the action.

- 2.3. The Vice President of Business & Finance or designee shall notify the various administrative departments to preserve potential relevant documents until final resolution of any action above.

Section 3. Definitions.

- 3.1. Active Records: records that are generally referred to once a month or that are needed to support the current business activity of an office or division.
- 3.2. Administrative Unit: the department, office, college, division, etc., acting as an entity within the institution with a chair or official-in-charge and possibly having other administrative units reporting to said unit. This term is sometimes used synonymously with the generic term “department.”
- 3.3. Business Record: a financial or operational record that is currently being used, or will be used, by the administrative unit that received or generated the record. Records may remain active for varying numbers of years, depending on the purposes for which they were created. The unit has the responsibility of determining the access required and the security needed for the records. Business records can be electronic records.
- 3.4. Confidential Record: any information that is received or created that includes protected health information (PHI) under the Health Insurance Portability and Accountability Act (HIPAA), personal and educational information under the Family Educational Rights and Privacy Act (FERPA), or any personal financial information under the Gramm-Leach-Bliley Act (GLB). This includes, but is not limited to, name, address, social security number, bank account numbers, financial or financial aid information, student numbers, and medical information. Such records should have access limited to “need-to-know” individuals and should be protected from inadvertent access or disclosure.
- 3.5. Disposition of Records: the terminal treatment of records, either through destruction or permanent storage.
- 3.6. E-Mail (electronic mail, E-mail Instant Messaging etc.): any communication that requires an electronic device for storage and/or transmission. E-mail often refers to a package of services designed to automate office communications.
- 3.7. Electronic Records: records created or stored by electronic means, including, but not limited to, digital files, images, objects, files on tape, disks, or internal memory.
- 3.8. Electronic Record Management System (also known as Record-keeping Systems): any electronic system that manages the storage, location, and retrieval of records, either paper or electronic.
- 3.9. Inactive Records: records that have not been needed for at least one year or for which the active period has passed.
- 3.10. Litigation Hold: a communication issued as the result of current or anticipated litigation, audit, government investigation or other similar matter that suspends the normal process regarding the retention and disposition of University records.

- 3.11. Metadata: structured data about data. It is information about a record and which describes a record. It is descriptive information about an object or resource whether it is physical or electronic. For example, in an e-mail, the “to:”, “from:”, “date:”, “subject:” etc., would be the metadata. In a word processing document the summary portion of properties would be the metadata. When electronic records are collected or transferred to other media, the appropriate metadata needs to follow the electronic records. Metadata can be manually created or derived automatically using software.
- 3.12. Permanent Records: also known as archival records, permanent records have historical, administrative, or research value to the University, which the University keeps indefinitely. Area administrators are responsible for ensuring that the University identifies these records and that they are stored appropriately once they become inactive.
- 3.13. Record: any information, regardless of physical form or characteristics, made or received in connection with the transaction of University business in accordance with law or regulation. A record may include a document, correspondence, recordings, reports, studies, data maps, drawings, photographs or e-mail, whether in paper, electronic or other form. Typical records include official publications, fiscal data, and incoming/outgoing correspondence including meeting minutes, reports, and student files.
- 3.14. Records Retention Schedule: an internal document describing categories of records, providing a length of time they should be kept and includes instructions for disposition. State or federal law may determine the period that certain records must be kept. The General Retention Schedule in Section 9 of this policy lists the most common records at the University and provides a retention period along with any special instructions related to disposal. Almost every office or department will have records requiring retention that are not on the General Retention Schedule. Records that are not on this schedule should be added on a case-by-case basis.
- 3.15. Records Destruction: the physical or electronic destruction of a record after it has become obsolete or otherwise in accordance with these guidelines.
- 3.16. Responsible Department: the department or other administrative unit designated as having the responsibility for retention and timely destruction of the particular types of University records in their control.
- 3.17. Retention Period: minimum required length of time for which a university office or department is responsible for maintaining records. Departments may hold records longer than the retention period if feasible and space allows.

Section 4. Electronic Records.

- 4.1. Information maintained in electronic format does not have a different status just because it is electronic. Issues concerning the Freedom of Information Act, privacy protection, legal discovery, retention, and disposition apply to information in electronic format.

- 4.2. If official business is conducted via e-mail, even if over privately-owned equipment, it is subject to the same rules and regulations as hard copy records.
- 4.3. E-mail sent or received over the University's computer system may constitute a form of University record. While not all e-mails are business records, all University e-mails are property of the University and are subject to discovery in the event of litigation against the university or any of its faculty, staff, or students. Consequently, the administration has the ability and the right to view the e-mail of all members of the University community.
- 4.4. Individual faculty and staff are not obligated to retain e-mails. E-mails addressed to @wvstateu.edu are automatically archived upon receipt or transmission.

Section 5. Litigation Holds

- 5.1. Where the University has actual notice of litigation or of a government investigation or audit, or has reason to believe that such events are likely to occur, it has the obligation to take steps to preserve documents that might be implicated in such litigation or investigation. In such event, the University will take steps to identify all paper and digitally maintained files that may contain documents relevant to the case, including e-mails, and will notify members of the University community to preserve such documents indefinitely. If a faculty or staff member receives such a preservation notice, it does not necessarily mean that they are involved in the litigation or investigation. Rather, it means that the evidence that the University is required to preserve may be in the faculty or staff member's possession or control, and that the employee or faculty member has an obligation to preserve such information effective immediately.
- 5.2. In the event of a litigation hold, all policies for the disposition of documents must be suspended with respect to those matters that are the subject of the hold. Electronic information should be preserved in its original electronic form on the media on which it is stored. Electronic information should not be transferred from the media on which it is stored to a different media for the duration of the litigation hold unless such transfer is necessary to preserve the integrity of the information for the duration of the hold, and such transfers should be made only after consultation with the IT department to preserve the integrity of the electronic data. In addition, the faculty and/or staff member that receives the notice shall similarly preserve any new information that is generated that may be relevant to the litigation or investigation by saving it in a segregated file. A faculty or staff member's failure to preserve documents after having received a preservation notice can have extremely serious consequences for the University. Accordingly, a failure to comply with a litigation hold may subject employees to discipline, up to and including termination, and will be deemed misconduct that will subject faculty members to disciplinary action.

Section 6. Department Responsibilities.

- 6.1. Vice presidents and/or their designee(s) are responsible for creating administrative procedures for establishing appropriate record retention management practices in their administrative units. Each vice president or designee must:

- 6.1.1. Publish electronically, the unit's record management policies so that it is accessible to unit personnel;
 - 6.1.2. Implement the unit's record management practices and conduct periodic in-services for unit personnel and information sessions for new employees;
 - 6.1.3. Ensure that these management practices are consistent with this policy;
 - 6.1.4. Educate staff within the unit in understanding sound record management practices;
 - 6.1.5. Ensure that access to confidential records and information is restricted;
 - 6.1.6. Destroy inactive records upon passage of the applicable retention period; and
 - 6.1.7. Ensure that records are destroyed in a manner that is appropriate for the type of records and information involved.
- 6.2. Vice presidents shall have latitude with respect to which types of records shall have specific retention periods, except that respective vice presidents shall include retention periods for the following types in their administrative procedures:
- 6.2.1. Financial Records;
 - 6.2.2. Human Resources Records;
 - 6.2.3. Administrative Records (procurement, real property and other assets, etc.);
 - 6.2.4. Research-related Records;
 - 6.2.5. Student Affairs Records;
 - 6.2.6. Financial Aid Records; and
 - 6.2.7. Information Technology including Archives
- 6.3. If records are not listed, it does not mean that they can or should be destroyed without first considering the general requirements in this policy.

Section 7. Confidentiality Requirement.

- 7.1. Many records subject to record retention requirements contain confidential information. In addition to the retention requirements, any record that contains confidential information should be considered confidential and stored and secured accordingly.

Section 8. Disposal and Destruction of Records.

- 8.1. Following the established retention schedule, records should be securely maintained for the period of retention either in the office or department where they were created or used. Records that have been identified as archival records must be permanently retained in a designated storage area.

- 8.2. If a determination has been made, pursuant to this policy, authorizing the disposal of certain records, they must be destroyed in one of the following ways:
 - 8.2.1. Recycle or shred non-confidential paper records;
 - 8.2.2. Shred or otherwise render unreadable confidential paper records; or
 - 8.2.3. Permanently erase or destroy electronically stored data in a manner that renders it unrecoverable. Such a manner shall be determined by the University's IT department.
- 8.3. Each Vice president or designee is required to sign off on the destruction of documents or transfer to storage.
- 8.4. Periodic reviews are required of records generated and maintained electronically in the University's information systems or equipment (including all computer and data storage systems) to ensure that these requirements are met.
- 8.5. Records that will not be listed on a retention schedule and therefore may be destroyed at any time include:
 - 8.5.1. material that is not considered a "record" (see definition of record);
 - 8.5.2. duplicates of an official copy which is stored and retained by another office, such as personnel records, financial and budget information, copies of information used in an employee search;
 - 8.5.3. records that have served their purpose and are no longer needed, such as drafts of reports; or
 - 8.5.4. notes that have been turned into meeting minutes.

Section 9. General Retention Schedule

- 9.1. This schedule will NOT include all records that should be on a schedule. The Vice president or designee should provide guidance regarding any federal or state rules when developing a retention schedule for records not mentioned here.
- 9.2. Not all records must be retained. The list below describes items in a typical office that are not classified as records and therefore do not need to be categorized or maintained. These materials may be destroyed at any time if they are no longer needed by the office holding them. These items will not appear on a retention schedule:
 - 9.2.1. large quantities of duplicate materials and all duplicates of "official copies";
 - 9.2.2. magazines and newspapers not published by the University;
 - 9.2.3. published reports produced by other entities;
 - 9.2.4. purchased data from other sources;

- 9.2.5. catalogues, journals or other printed matter created by other entities used for informational purposes; or
- 9.2.6. notes or working papers once a project is complete, unless they provide more complete information than the final report.
- 9.3. Because web sites have replaced many publications they are a significant archival record of the University and its operation. Web masters and others creating web page content should capture copies of their web site's content as electronic files and archive them for permanent retention.
- 9.4. This schedule applies to all types of records, regardless of media or format, including documents, e-mail, photographs, audiotapes, videotapes, CDs, and DVDs. Retention periods reflect minimum time periods. Records may be retained for longer periods of time at the discretion of the department or as required by legal counsel. Do not destroy any records while they are subject to audit, investigation, or where investigation is probable. Records that are in storage areas such as basements or attics are often at risk of water damage or destruction and should be evaluated in light of this schedule.

Internal Operations

General Type	Description	Retention Period	Comments
Board of Governors Records	Meeting minutes, agenda, reports, proposals, and supporting documentation	Permanent (President's Office)	Archive on a regular schedule.
IRS Determination Letter	IRS Determination Letter	Permanent (Business & Finance)	
Grievance Files	Documentation of grievances initiated by faculty and staff	Permanent (Human Resources)	After conversion to electronic records, destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Environmental Reports/OSHA Investigations	Investigation documentation or reports	Permanent (Physical Facilities)	After conversion to electronic records, destruction of records in this category shall only be by shredder or other means that

			will make them unreadable.
Insurance Policies	All policies in effect on behalf of the University, students, faculty and staff	Maintain as long as active plus 7 years. (Payroll & Benefits)	
External and Internal Audit Records	Created by internal or external auditors to document their reviews, findings and recommendations	Permanent: Final report. Other records: Retain 3 years after creation of the audit records. (Business & Finance)	After conversion to electronic records, destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Real Property Leasing/Rental Records	Documentation of the lease and rental of property	Retain 7 years after expiration of the lease. (Business & Finance)	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Social Security Reports and Deposits	Periodic reports of wages and social security contributions paid by the University to each employee	Permanent (Payroll & Benefits)	After conversion to electronic records, destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Unemployment Compensation Benefit Files and Reports	Documentation on eligibility of former employees for unemployment benefits and when these employees receive compensation charged against the University's account	Retain for 5 years after termination of employee. (Human Resources)	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.
W-2 Listings	Documentation of salaries paid and taxes withheld for employees	Permanent (Payroll & Benefits)	After conversion to electronic records, destruction of records in this

			category shall only be by shredder or other means that will make them unreadable.
Financial Aid Authorization/Allocation Letters	Awards of federal financial aid to the University	Permanent (Financial Aid and Business & Finance)	After conversion to electronic records, destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Time Sheets	Documentation of hours worked by employees	Student workers: Retain for 7 years. Staff: Retain for 7 years. (Payroll & Benefits)	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Bank Records	Transactions recorded in the University bank accounts and their reconciliation to the general ledger.	Retain 7 years after end of fiscal year. (Business & Finance)	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Employee Benefit Plan Files	Documentation on employee enrollment in benefit plans	Permanent (Payroll & Benefits)	After conversion to electronic records, destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Staff Appraisals, Promotion, Demotion and Discharge Documentation	Records documenting periodic evaluation, work performance and employment record of University staff	Permanent (Human Resources)	After conversion to electronic records, destruction of records in this category shall only be by shredder or other means that will make them unreadable.

Public Safety – Campus Parking Tickets	Citations issued and the administrative enforcement of parking rules and regulations. Issued by Public Safety.	Retain 3 years after final disposition. (Public Safety)	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Public Safety – Campus Incident Reports	Documentation of incidents that occur on campus that violate University and/or local laws and regulations. They contain case number, arrest report, incident report, date, time, complainant, address and details of the report (Clery Act)	Permanent (Public Safety)	After conversion to electronic records, destruction of records in this category shall only be by shredder or other means that will make them unreadable.

Financial Records

General Type	Description	Retention Period	Comments
Financial Records – General	Budget worksheets, printouts, account books, ledger, purchase records, purchase orders, travel expense reports	7 years following the activity, or after legislative audit final report, whichever is later. (Business & Finance)	Business & Finance is the official custodian of these records. If Business & Finance has a copy of the record, the department may destroy its duplicate at the close of the budget reconciliation period. Destruction of records in this category shall only be by shredder or other means that will make them unreadable.

Financial Records – Warranty and Purchase Orders	Warranty information, purchase orders with contractual terms	7 years following the date of purchase or 7 years following the end of the warranty period, whichever is later. (Purchasing)	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Financial Records – Debt Financing	All documents related to debt financing	20 years following the period of debt repayment (Business & Finance)	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Financial Documentation	Tuition and fee schedules, annual endowment fund reports, annual financial statements, etc.	Permanent (Business & Finance)	After conversion to electronic records, destruction of records in this category shall only be by shredder or other means that will make them unreadable.

Personnel Records

General Type	Description	Retention Period	Comments
Personnel Records	Documents related to employment, salary, benefits and performance evaluation.	Permanent (Human Resources)	After conversion to electronic records, destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Faculty Professional Papers	Records related to faculty teaching, curriculum, committee work, or biographical materials.	Permanent	Store in archive after conversion to electronic records, destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Faculty and Staff Search Records	Vacancy announcement, advertisements, applications,	3 years following the successful hire or close of the search without a hire.	Destruction of records in this category shall only be by shredder or

	evaluations, references, correspondence, e-mail and all documents or materials related to the search.	(Human Resources)	other means that will make them unreadable.
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The “official copy” of all records related to an employee are retained and maintained by the Human Resources Office, with one exception: The official copy of all records pertaining to faculty promotion, tenure and evaluation are retained and maintained by the Vice President for Academic Affairs.

Students who work in jobs that are NOT part of their educational experience are treated as all other employees for the purposes of record keeping. However, some students are paid to do jobs as a result of a financial aid award or as an integral part of their college education. In that case, their employment information is maintained as a student record with the unique obligations associated with student records.

At the end of a search, the chair of a search committee should collect from each member of the committee all files, notes, applications, recommendations, and other material related to that search. This material should be reduced to one “official copy” of each record with the rest destroyed. All e-mail and other electronic records should be printed and kept with other print documents and the e-copy deleted from the e-mail system. All search committee members should delete all electronic files related to the search from their computers, e-mail programs, and hard drives.

General University Records

General Type	Description	Retention Period	Comments
University Policies and Procedures	Forms, procedure manuals, guides, handbooks, etc.	Destroy when they are no longer in effect. President’s Office will retain policy documents permanently.	
Projects, Programs, Proposals	Notes from meetings, reports, conceptual documents, financial support, and all records related to projects or programs developed by non-academic offices.	Retain until a project has been completed and evaluate for permanent retention in the University archives.	
University-wide Committee Records	Minutes, reports and other materials	10 years	The chair of each committee is

	generated by University-wide committees including charges, substantive correspondence and work product, and reports and documents about or related to the operation of University-wide committees.		responsible for keeping and organizing a record of the committee's work (minutes), final recommendations, and for transferring the records to the appointing administrator for University archives.
President's and Senior Administrative Officers' Records	Records related to the functioning of senior administrative offices including calendars, memoranda, correspondence, speeches, memorabilia, photographs, web site information, etc.	Permanent	Archive on a regular basis.

Faculty Group Records

General Type	Description	Retention Period	Comments
Faculty Group Records – General Office Records	Records related to the routine daily administration of the department including memoranda, meeting minutes, correspondence, and administration of programs.	Until no longer administratively useful.	Before destruction these records shall be evaluated for historical value.
Course and Curriculum Records	Includes University catalogs/bulletins, course schedules, syllabi and course outlines.	Permanent	

Student Records

General Type	Description	Retention Period	Comments
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Student Records – Admission Files	Application records for admission to the University created for undergraduate, and transfer student applicants. The files may include acceptance letters, letters of recommendation, placement records, transcripts, etc.	Permanent: Registered students. Retain 1 year: Unregistered applicants. (Admissions)	Upon matriculation, admission files become registrar files. However, some material such as letters of recommendation are removed. Destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Student Records – Registrar	Student grades, transcripts, evaluations, and personal information (addresses, phone numbers, etc.).	Permanent (Registrar)	The official custodian of student records is the Registrar.
Student Records – Graduation Lists	Lists of individuals who have successfully completed the degree requirements and have been graduated from the University.	Permanent (Registrar)	
Student Records – Registration	Documentation of a student's course registration and changes to registration.	Retain 1 year after the student submits the change. (Registrar)	
Student Records – Financial Aid	Records showing evidence of providing financial aid including financial aid applications, federal student aid forms, federal tax forms, award letters and	7 years after graduation or separation. (Federal regulation) (Student Financial Assistance)	Before destroying records related to special awards or scholarships, evaluate for permanent retention. Destruction of records in this

	confirmations, verification records, interview records, students scholarships, and awards.		category shall only be by shredder or other means that will make them unreadable.
Student Records – Student Discipline	Records relating to proceedings and decisions resulting from violations of the Code of Student Conduct or other University policies.	Suspensions and expulsions retained with the student’s permanent record. All other, retained 7years. (Student Affairs)	Destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Student Records – Activities and Government	Records related to student participation in special activities, student clubs, associations, and the Student Senate. Records related to any student organization or club.	Permanent: final publications, photographs, artwork, memorabilia, policies and administrative records. All other records: 3 years after their administrative use ceases. (Student Affairs)	Archive permanent records on a regular schedule. Destruction of records in this category shall only be by shredder or other means that will make them unreadable.
Student Records – Career Counseling Office	Records related to an individual student such as counseling notes and letters of recommendation.	3 years after administrative use ceases: Counseling notes. 10 years after inactivity: Letters of recommendation. (Career Services)	

Contract Records

General Type	Description	Retention Period	Comments
Contracts – Construction and Renovation	Records related to construction and renovation of real property.	Permanent (Purchasing)	Archive on a regular schedule.
Contracts – Negotiation Records, Executed Contracts	Records related to the process to enter into a contract or agreement, or understanding including background support materials, drafts, memos, letters, and related correspondence. The contract itself and all attachments and amendments to it.	Where contracts and agreements were finalized: 7 years after contract expiration. All other records: retain until administrative use ceases. (Purchasing)	
Capital Improvement Contract Records	Contractual agreements for capital improvements	Permanent (Business & Finance)	
Grant and Contract Administration	Records related to the administration of federal and other grants, contracts, and agreements from negotiation to final performance such as grants-in-aid, state contracted services, and vendor contracts. Includes negotiation documentation, memoranda of understanding, agreements, contracts, amendments, terms, budget proposals, and related correspondence	7 years after final payment or completion of all obligations under the grant or contract and all subsequent renewals, whichever is later. Summary records such as proposal, award letter and selected deliverables and reports: Permanent	Records related to proposals that were not funded may be kept as long as administratively useful and then destroyed.

Section 10. Review Date.

10.1. The policy and retention schedule will be reviewed annually based on best practices.