# UNIVERSITY POLICY APPROVAL

Policy:

RECORDS RETENTION POLICY

The attached policy is hereby approved and effective on the date as specified.

Effective October 1, 2018

Dr. John Plotts
President
University of Dallas

## RECORDS RETENTION AND DISPOSAL POLICY

**1.0 Purpose** – The University of Dallas is committed to the systematic review, retention and destruction of records in order to meet legal standards, minimize

**5.0 Disposal of Records** – Records should be destroyed or recycled once the records retention period has expired if the Record is not appropriate for the University archives.

5.1 Disposal of Records without Personal Information may be accomplished

by any convenient means including recycling of paper records, deleting of electronic records or physical destruction of records.

5.2 Disposal of Records including Personal Information requires special consideration and reasonable actions to destroy personal identifying

information including shredding the records, destroying the personally identifiable information contained in the record or modifying the record to make the personally identifiable information unreadable.

## RECORDS RETENTION SCHEDULE

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**FINANCIAL RECORDS:**

**Banking Records, Accounts Payable and Accounts Receivable Records** – These Records document banking transactions as well as a department or office's expenditures and purchases and billing and collection activities.

**Tax Records** – These Records include all tax filings and returns.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|

## STUDENT RECORDS

**Matriculated Student Records** – These Records document the academic progress of matriculated students.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Registrar | Final Transcript – Permanent; All other materials- 5 years from date of graduation or last date of attendance. | Final transcript – Archives; All others – confidential destruction |
| [illegible] | [illegible] | [illegible] | [illegible] |

document residence life matters, conduct files, participation in student activities, athletics and related materials.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Office of Student Life or Athletics | 5 years from graduation or date | Confidential |

## EMPLOYMENT RECORDS

**Employee Personnel Records** – These records may include but are not limited to, job descriptions, correspondence, performance evaluations, I-9 Tax Forms and copies of identification documents and other personnel forms.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Human Resources | 7 years from date of employee separation | Confidential destruction |
| **Unofficial Copy** | All other departments | Date of employee separation | Confidential destruction |

**Staff Employment Search Records** – These Records document the process to fill non-faculty positions and may include but are not limited to applications, resumes and

recommendations of administrative superiors and related documentation and correspondence. These files should always be maintained physically separate from regular faculty personnel records.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Provosts Office | Permanent | Archive |

**Student Employment Records** – These Records document student work history including work-study and/or regular departmental budgeted student employees.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Human Resources | 5 years | Confidential destruction |
| **Unofficial Copy** | All other departments / offices | 1 year | Confidential destruction |

## ACADEMIC RECORDS

**Accreditation and Program Review Records** – These records document the any internal review of academic programs and the institutional accreditation process for UD.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Provost's Office, Dean's Office, Program Office | Permanent | Archive |
| **Unofficial Copy** | All other departments / offices | As needed | Confidential destruction |

**Course Bulletins and Catalogs** – These publications document offered courses.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|

**Course Materials** – These records include but are not limited to syllabi, course descriptions, course outlines, course summaries, lists of classes by term, bibliographies, reading lists, course announcements, handouts, materials and related documents.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Academic departments | Course descriptions and syllabi – Permanent; all other materials to | Course descriptions and syllabi – |

## ADMINISTRATIVE RECORDS

**Meeting Minutes and Agendas** – These Records document the order of business and proceedings of meetings held by departments, offices and other entities. Copies held by meeting participants are for their personal use only and should be managed appropriately.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| Official Copy | | | |

| | | | |
|---|---|---|---|
| | and/or Committee Chairs | | |
| **Unofficial Copy** | All others | As Needed | Destruction |

**Senior Administration Records** – These Records document the functions, activities, and decision making practices of senior administrative officers in the University

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Office of Institutional Research | Collection Tools, Aggregate Data & Reports | Archive: All [illegible] |

## RESEARCH RECORDS

**Funded Grant Proposals** – These Records document funded grant proposals. These

## OPERATIONS RECORDS

**Building, Systems and Land Plans** – These Records include architectural blueprints; sketches; aerial photographs; preliminary planning drawings; as built drawings; drawings reflecting changes to original plans; soil testing maps; any other types of graphic representation produced relating to buildings, systems, and land.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Facilities Office | Permanent | Archives |
| **Unofficial Copy** | All others | As needed | Confidential destruction |

**Construction Project Records** – These Records are used to document the planning, administration, and implementation of current and potential construction projects; to project needs for projects; and as a reference to projects once they have been completed.

## GOVERNANCE AND LEGAL RECORDS

**Governance Records** – Records that are the foundational documents governing the

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | President's Office | Permanent | Archive |
| **Unofficial Copy** | All others | | |

**Grievance Records** – These Records provide documentation of grievances raised by employees and or UD including investigative documents, statements, final decisions and other supporting materials.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Human Resources | Permanent | Archive |

**Law Enforcement Records** – Records document activities of University law enforcement and campus security and include Annual Campus Crime statistics and Reports, Campus Crime Log, Working Papers related to the Annual Security Report

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | UD Police Department | 4 years | Confidential destruction |
| **Unofficial Copy** | All others | As needed | Confidential destruction |

## MARKETING RECORDS

**Photographic and Audio-Visual Materials** – These Records document UD activities, events, students, faculty, and staff. Still and

**News Clippings** – These Records document UD's coverage in local and national media

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | Marketing and Communications | Permanent | Archive |
| **Unofficial Copy** | All others | As needed | Destruction |

**Consent Forms** – These records grant UD permission to [illegible]

**Patent and Trademark Records** – Records documenting the protected trademarks and intellectual property rights of the University of Dallas.

| | Record Holder | Retention Period | Disposition |
|---|---|---|---|
| **Official Copy** | General Counsel or appropriate research office | Permanent | Archive |
| **Unofficial Copy** | [illegible] | | |