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**Commonly Found Records in Faculty Offices**

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| **Document:** | **Owner:** | **Retention Period:** | **Retention Period Begins:** |
| Financial Records:  Payments  Procard Records  Cash receipts and deposit slips  Travel Expense Records  Purchase orders | Controller’s Office  Department/Controller’s Office  Bursar  Controller’s Office  Procurement | 12 years  12 years (kept by department for 2 years, then Controllers for 10 years)  8 years  12 years  6 years | After payment  After payment  Upon creation  After payment  After payment |
| Grant Proposals:  Funded  Unfunded | ORSP  ORSP | 6 years  3 years | After last financial report  After submission |
| Research Records:  Grant-funded  Non-grant | Department  Faculty | 7 years  After administrative use ceases | After grant expiration  After grant expiration |
| Personnel Records  Recruitment Files | HR  Department/HR | Permanent  3 years (department keeps until HR calls for records) | Upon separation  After last activity |
| Student Records:  Student Grades  Student Exams and Papers  Student Disability Records  Student Evaluations of Faculty  Masters Theses and Dissertations | Registrar  Faculty  Office of Diversity and Inclusion  Department  Department | Permanent  1 year  6 years  6 years  Permanent | Upon Creation  End of semester  After graduation or separation  End of semester  End of semester |
| Committee and Task Force Records and Minutes | Department that established committee | Committee establishment records and primary copies of meeting minutes, meeting materials, and reports: Permanent  Committee members’ records: After administrative use ceases | Upon Creation |
| Faculty Council Records & Minutes | Provost | Permanent | Upon Creation |

\*NOTE\* If the owner is not Department or Faculty, then records are not the official copy and should be kept only until administrative use ceases.

\*\*NOTE\*\* All records containing Personally Identifiable Information (PII) **must** be shredded. PII is sensitive information identifying an individual person or campus business; examples include social security or other ID numbers; home address, phone number, or email address; photographs or fingerprints; credit card numbers or other financial information; and medical information. Records that contain no personal information may be recycled. **When in doubt, shred!**