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**Commonly Found Records in Faculty Offices**

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| **Document:** | **Owner:** | **Retention Period:** | **Retention Period Begins:** |
| Financial Records:PaymentsProcard RecordsCash receipts and deposit slipsTravel Expense RecordsPurchase orders | Controller’s OfficeDepartment/Controller’s OfficeBursarController’s OfficeProcurement | 12 years12 years (kept by department for 2 years, then Controllers for 10 years)8 years12 years6 years | After paymentAfter paymentUpon creationAfter paymentAfter payment |
| Grant Proposals: FundedUnfunded | ORSPORSP | 6 years3 years | After last financial reportAfter submission |
| Research Records:Grant-fundedNon-grant | DepartmentFaculty | 7 yearsAfter administrative use ceases | After grant expirationAfter grant expiration |
| Personnel RecordsRecruitment Files | HRDepartment/HR | Permanent3 years (department keeps until HR calls for records) | Upon separationAfter last activity |
| Student Records:Student GradesStudent Exams and PapersStudent Disability RecordsStudent Evaluations of FacultyMasters Theses and Dissertations | RegistrarFacultyOffice of Diversity and InclusionDepartmentDepartment | Permanent1 year6 years6 yearsPermanent | Upon CreationEnd of semesterAfter graduation or separationEnd of semesterEnd 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: PermanentCommittee 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!**