


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 Flocks
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 information

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

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
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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

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 and Athletics	5 years from production on 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 studies 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
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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 –

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

3. The third part of the document is a list of names and addresses of the members of the committee.

4. The fourth part of the document is a list of names and addresses of the members of the committee.

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
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	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.

	Record Holder	Retention Period	Disposition
Official Copy	Office of Institutional Research	Collection Tools, Aggregate Data & Reports	Archiving - All 11



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. Call 317-859-2222 for more information.

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 use... [REDACTED]

[REDACTED]

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			

