

## Wesleyan University Record Retention Policy

APPLICATION: Officers, Faculty, Staff and all other Employees

ISSUED: **060109**

REVISED: 030417

- I. Policy Statement. In order to effectively manage University Records and comply with legal standards for record retention and the maintenance of privacy, Wesleyan University requires that identified Records be retained for specific periods of time and that those Records be destroyed on a specified schedule and in an acceptable manner. This policy applies to all Records regardless of their form – be it paper, electronic or other.
  
- II. Record Retention. Federal and State law and regulation require varying Record retention procedures. The appropriate time periods vary dramatically based on very specific types of Records in light of applicable law and regulation – all of which is subject to change. Minimum retention periods for identified categories of records are identified in Section V below. Electronic Mail that needs to be saved should be either:
  - a. Printed in hard copy and kept with the appropriate file; or
  - b. Downloaded to a computer file and kept electronically or on disk as a separate file.
  
- III. ***Exception for Documents Relevant to Litigation or Claims. If any employee believes or is informed that certain Records are or may be relevant to litigation or potential litigation (i.e. a dispute that is reasonably likely to result in litigation), then all involved employees must preserve those Records until it is determined that the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule or policy for such records.***
  
- IV. Disposal. In general, when the destruction or disposal of a Record is called for or the applicable retention period has expired, such Record shall be destroyed and such destruction should, where confidential information is potentially involved, include shredding of paper Records or erasing or permanently destroying electronically stored data.
  
- V. Minimum Retention Periods for Specific Categories.

<i>General Record Type</i>	<i>Description</i>	<i>Retention Period</i>
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Organizational Documents	Articles of Incorporation, Bylaws;	Permanent
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	IRS Form 1023; Board of Trustee Records	
Tax Records	Payroll documents; expenses; proof of donor activity; audit materials; accounting procedures and other revenue records	7 years from filing of applicable return
Banking, Accounting & Finance	Bank reconciliations, statements, deposit slips and checks	3 years
	Accounts payable ledgers & schedules including procurement and expense materials	7 years
	Audit reports	Permanent
	Grant & Contract Administration	7 years after the final payment or completion of all obligations under the grant or contract
	Summary records such as proposals, award letters and reports	Permanent
	Institutional Review Board & Human and Animal Subject records	6 years after the conclusion of work or research
	Patents	Permanent
	Contracts	Executed or finalized contracts – 7 years after contract expiration

	Construction & other real property contracts	Permanent
	Insurance	Permanent
	Financing documents including debt & bond documents	Permanent
	Financial aid documents	5 years after student graduation
	All other documents	Until administrative use ceases
Human Resources	Personnel Records (including payroll, benefit plan/programs, and/or other human resources records not otherwise specifically provided for)*	10 years after last date of employment
	Search materials	3 years following the successful hire or close of search without hire
	Retirement & pension records	Permanent
	Policies & procedures	10 years after last effective date
	Health & Safety – Hazardous Exposure Records	30 years after last date of employment
Student Records	Official grades, transcripts and official records**	Permanent
	Health clinic and counseling records	7 years after graduation or withdrawal
	Student judicial records	6 years after academic year of adjudication

\*Official faculty tenure and promotion files are retained permanently in the University archives.

\*\*The University registrar maintains a current list of the items which constitute the official student record.