

Andrews University  
 RECORDS RETENTION SCHEDULE (RRS)

<b>AUARC Use only</b> <b>RG</b>
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**PERSONNEL RECORDS**

This records retention schedule will apply to the Andrews University campus and all of its affiliated institutions. Records disposition may not take place if there is an open records request, or if there is pending litigation or audit involving these records.

**TRAINING AND ASSISTANCE:** The staff of the Andrews University Archives and Records Center will provide training and assistance with the implementation of this personnel records schedule.

**CONFIDENTIALITY:** All record series that are transferred to the AUARC are treated as confidential with the exception of official Andrews University publications and those items that are designated as open records by the individual and/or office of origin.

**APPROVALS:** This document has been created for the office of the Legal Council from a Records Retention Schedule approved by the AUARC and the AUARC Committee.

**CODES:**  
 Retention in Office: 00 = years, U = useful life in office/period of reference value  
 Retention at RC/AHC: PERM = Permanent, 00 = years  
 Disposal: Archives = University Archives, AHC = Adventist Heritage Center,  
 D = discard/shred/erase, R = review with AURC for PERM in RC, Archives or AHC, or D

<u>Title of Record Series</u>	<u>Retention in Office</u>	<u>Retention in RC</u>	<u>Final Disposal</u>	<u>Comments</u>
<b>Faculty Personnel Records</b> These files document individual faculty academic work history, including all academic ranks.	U +6	PERM	----	From date of termination or retirement
<b>Search Records</b>	U +3	----	D	<b>Note:</b> Copies of successful candidates applications, resumes, and vitae are placed in their faculty personnel files.
<b>Staff Employee Files</b>				
	U	----	D	
<b>Staff Employee Personnel Records</b>	U +6	PERM	----	From date of termination or retirement
<b>Applications, Unaccepted</b>	1	----	D	From date of application.
<b>Student Employment/Labor Records</b>	U	----	D	Retain 5 years after date of termination
<b>Work-Study Records</b>	U	----	D	Retain 5 years after date of termination
<b>Affirmative Action Program Records</b> Documentation of affirmative action plans and programs. It includes also support documentation and correspondence.	6	PERM	----	Maintain only final plans, reports, and substantive correspondence for the Archives.

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<u>Title of Record Series</u>	<u>Retention in Office</u>	<u>Retention in RC</u>	<u>Final Disposition</u>	<u>Comments</u>
<b><u>Blank Forms</u></b>	U	----	D	Retain for 30 days after obsolescence.
<b><u>Correspondence</u></b> This includes permanent and non-essential correspondence received and sent	U	PERM	----	Before sending to the Archives sort and destroy all non-essential documents.
<b><u>Employee Manual</u></b>	U	---	Archives	<b>Note:</b> Send 2 copies to the Archives when first produced.
<b><u>Grievances and Arbitration</u></b>	U	PERM	----	
<b><u>Subject/Topical/Reference Files</u></b> These files document the day-to-day activities of the various areas of the department of Human Resources.	U	PERM	----	The recommended time of Retention in Office is 5 years.
<b><u>Position Description Records</u></b> The provide current job descriptions and classifications which are used for employee recruiting, position review, etc.	U	----	D	An appropriate copy should be maintained in employee personnel file.
<b><u>Accident and Injury Report Records</u></b>	6	---	D	
<b><u>Dental Insurance Records</u></b> Delta Contracts and Relationships	U	----	D	
<b><u>Family and Medical Leave Records</u></b> These include sick leave and vacation leave requests.	U	PERM	----	
<b><u>Medical Insurance Records</u></b> These include statements and premium payments, etc.	6	---	D	
<b><u>Health Insurance Records</u></b> Contracts and Relationships.	U	----	D	
<b><u>Safety Records</u></b>	6	----	D	
<b><u>Contract Forms, teaching</u></b>	6	PERM	---	
<b><u>Time Cards or Sheets</u></b>	6	----	D	
<b><u>W-2 Form</u></b>	6	----	D	

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<u>W-4 Form</u>	6	----	D	
<u>Compensation Claim Records</u>	U	PERM	----	
<u>Disability Records</u>	U	PERM	----	
<u>Employee's Earning Records</u>	U	PERM	----	
<u>Personnel Service Records</u>	U	PERM	----	
<u>Retirement/Pension Plans</u>	U	----	D	After expiration
<u>Retirees and Death Claim Records</u>	U	PERM	----	
<u>Sick Leave Benefits</u>	U	PERM	----	
<u>Unemployment Insurance Claims</u>	U	----	D	After expiration