

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.

CONFIDENTIALITY: All records series that are transferred to the Andrews University Archives 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.

For records not listed below, please contact the University Archivist at 471-3373 or archives@andrews.edu for specialized record series lists. For more information, visit our website at www.andrews.edu/services/archives.

Records Series	Retention Period in Office of Origin from Date of Last Activity	Retention Period in Records Center	Final Disposition	Comments
Academic Program Records, Graduate: Including, but not limited to: <ul style="list-style-type: none"> • Advancement to Candidacy • Comprehensive Examination Results • Course change/course update request • Degree Audit Records • Dissertation/Thesis/Project completion form • Graduate Petition forms • Graduation Application • Graduation Recommendation forms • Marching without Completion • Master's Program Course Update • Transfer Credit Petition 	5	0	Destroy	After graduation or non-attendance
Academic Program Records, Undergraduate: Including, but not limited to: <ul style="list-style-type: none"> • Agreement Form, page 1 • Credit by Examination • Degree Audit Records • Graduation Application • Graduation Application Procedures • Graduation Application Revision forms • Graduation Cancellation • Marching without Completion • Participation in Graduation Ceremonies • Senior Class Schedule, page 2 • Transfer Credit Request • Transfer Student Request • Undergraduate Petition forms 	5	0	Destroy	After graduation or non-attendance. Complete student file is kept in UG records until the student graduates.
Accident & Injury Report Records	6	0	Destroy	
Accounts Payable & Receivable Documentation: Records related to payment of financial obligations	6	0	Destroy	
Accreditation Records: University, college, or department files documenting accreditation review by accrediting agencies	Useful Life	10	Archives	Two copies of final report, all files, and support materials generated in the accreditation process. One copy kept permanently.
ACT Records	5	0	Archives	Senior testing data, freshman reports

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Admission Records , including, but not limited to: <ul style="list-style-type: none"> Admission applications & file of enrolled students Application for Change of Degree Program CLEP & Dantes courses accepted Transcripts (AP, high school, transfer national & transfer international) Student Exit Procedure forms 	5	0	Destroy	After graduation or non-attendance
Advertising, including Bulletins, Posters & Notes: Information materials acquired for the purpose of informing university personnel of events & activities	Useful Life	0	Archives	Office of Origin: Send one copy of each piece with Subject/Topical/Reference Files Other Offices: Retain for period of reference only
Affirmative Action Program Records: Documentation of affirmative action plans & programs; includes also support documentation & correspondence	6	Permanent	RC	Maintain only final plans, reports & substantive correspondence for the Archives
Alumni Directories	5	0	Archives	One copy to the Archives
Alumni Organization Records	5	0	Archives	
Animal Subject Protection Records	5	Permanent	RC	
Annual Reports, Department or Program: See Reports, Annual, Department or Program				
Articles of Incorporation, Bylaws	Useful Life	Permanent	RC	
Audit Records: Reports on internal & external audits of various institutional functions, including fiscal, performance, academic, & compliance audits.	6	Permanent	RC	Auditor's management letters
Work Papers, Audit: All supporting documents	6	14	Destroy	
Awards, Honors, Fellowships, & Scholarships Records: Records of the process of selecting institutional faculty, staff, students, & alumni to receive awards, scholarships, & merit-based fellowships, including list of award recipients	5	0	Archives	Included in Subject Files
Ballots, Committee Actions	■	0	Destroy	Destroy after vote has been recorded
Ballots, Election to Committees	■	0	Destroy	Destroy after vote has been recorded
Bank Statements & Reconciliations	6	0	Destroy	
Biographical Files	Useful Life +5	0	Archives	PR Faculty Files
Budget Materials: Worksheets, memos, notes, invoices, work orders, expense reports, & adjusted budget printouts	1	0	Destroy	Destroy at the end of the fiscal year involved
Building Records: See also Construction	Useful Life +5	0	Destroy	
Buildings & Facilities Data Records: A composite record of background information on buildings & facilities; records include building surveys & audits, physical description of buildings, construction project reports, equipment inventories, & other related data	Useful Life	0	Archives	Mostly Plant Administration
Campaign / Development Records	Useful Life	Permanent	RC	
Campus Master Plan Records	Useful Life	0	Archives	
Campus Ministries Records: Primarily topical files (week of prayer, vespers, & other spiritual programs), as well as files on student missionaries, chapel reports, etc.	Useful Life	0	Archives	Of special importance to the Archives are the records about student missionary activities, e.g. annual list of attendees, their correspondence, reports, etc.
Capital Asset Records	Useful Life +5	Permanent	RC	
Cash, Check & Credit Card Transactions: Records of payments, including forms & receipts	1	0	Destroy	Retain for current fiscal year only

Records Series	Retention Period in Office of Origin from Date of Last Activity	Retention Period in Records Center	Final Disposition	Comments
Certification/Verification Records: Including, but not limited to: <ul style="list-style-type: none"> • Canadian Tax forms • Degree Verification • Enrollment Verification • Transcript Requests • Diploma Request forms 	1	0	Destroy	After date submitted
Change of Grade Forms: Update documents	Permanent	0	■	
Charter	Useful Life	Permanent	RC	
Check Register	6	0	Destroy	
Check Sheets: Degree Audit Records	5	0	Destroy	After graduation or date of last attendance
Checks, General: Cancelled	6	0	Destroy	
Checks, Payroll: Cancelled	4	0	Destroy	
Class Lists, Original Grade Sheets	Permanent	0	■	Retained in Records Office
Class Lists, Teacher Copies	2	0	Destroy	
Class Schedule, Online	10	0	Permanent & Archives	Copies downloaded by Archivist
Closing Reports: See Reports, Opening/Closing				
Commencement Program	Permanent	0	Archives	President's Office sends two to Archives when produced
Committee, Board of Trustees	5	30 years from origination	Archives	Committee Chair: Retain one official copy for the Archives Other members: Retain a copy during the length of their committee tenure, then destroy
Committee, Compensation	Useful Life +5	Permanent	RC	
Committee, Corporation	Useful Life	Permanent	RC	
Committee, Financial Management	10	Permanent	RC	
Committee, Human Subject Review Board	5	Permanent	RC	
Committee, Rank & Continuous Appointment	2	Permanent	RC	
Committees, All Others: Boards, committees, councils, senates, major committees, task forces, & other institutional units & organizations	5	15	Archives	Include agendas and all supporting documents Committee Chair: Retain one official copy for the Archives Other members: Retain a copy during the length of their committee tenure, then destroy
Compensation Claim Records	Useful Life	Permanent	RC	
Construction: See also Building Records	Useful Life +5	0	Destroy	
Construction Project Administration Records: Documents of all phases of administration of construction & remodeling/renovation projects such as project descriptions, proposals, bid requests, contracts, purchase orders, facilities use records, design proposals, meeting minutes, work forms, project programs, policy & legal discussion documents, check lists, specification books, videotapes, photographs, & related correspondence including equal employment opportunity records pertaining to contractors & subcontractors	Useful Life	15 years after project completion	Archives	Review & thin five years after project account closing
Construction Project Drawings, Maps, & Plans	Useful Life	15 years after project completion	Archives	Send two sets of the original drawings & maps, or best quality copies of the final version as built

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Construction Project Planning & Proposal Records: All new constructions & remodeling/renovation work of existing buildings & facilities; records include feasibility & needs studies, space planning documents, artist's sketches, architects' proposals, & related correspondence	Useful Life	15 years after project completion	Archives	A copy of final studies, plans, & reports should go to the Archives
Contract Forms, Teaching	6	Permanent	RC	
Contracts, Memoranda of Understanding, & Agreements: Legal records that the institution or its units enter into with other entities	Useful Life +5	15 years after completion of contract	Archives	
Corporate Papers	Useful Life	Permanent	RC	
Correspondence, Administrative: Substantive correspondence of the President, Provost, Vice Presidents, Deans, Departmental Chairs, & other senior university administrators.	5	15	Archives	
Correspondence, All Others: Correspondence from those below administration level.	5	10	Destroy	
Counseling & Testing Client Files, Students & their Spouses: Highly confidential & sealed files of the Counseling & Testing Center. They are kept sealed at the Center.	Useful Life +7	0	Destroy	These files do not include ACT, GRE, MCT, and & other testing scores & materials
Course Catalogs & Bulletins: Course catalogs or bulletins that include course offerings, program, requirements, & related policies & procedures	5	0	Archives	Office of Origin: Send two copies to the Archives when first produced Other Offices: Retain for period of reference only
Course Evaluations Records: Records of students' evaluations of teaching personnel & courses	5	0	Destroy	Department level summary may be retained by the Department
Course Handouts & Materials: Original creation of faculty member or prepared by the department	5	0	Archives	May be archived at CAR as part of a personal collection
Course Syllabi: Syllabi of offered courses	5	0	Archives	One set to the Archives
Credit Card Statements	Useful Life	0	Destroy	
Data Input & Verification Records: See Andrews University Data Entry Standards Manual for specific instructions concerning this record series	Useful Life	0	Destroy	
Degree & Certificate Records: Including, but not limited to: <ul style="list-style-type: none"> • Commencement Programs • Diplomas returned or not picked up • Graduation lists • Grade books with official class roster & grades 	Permanent	0	■	
Degree Audit Records: See Check Sheets				
Dental Insurance Records Delta: Contracts & relationships	Useful Life	0	Destroy	
Departmental Budget Files: See Budget Materials				
Departmental Meetings, Minutes: See Committee				
Deposit Books & Tickets	2	0	Destroy	
Disability Records	Useful Life	Permanent	RC	
Dissertations, Masters Theses, & Projects: The accepted dissertation, thesis, or project that has been completed in partial fulfillment of degree requirements; materials also included here are final approved papers & project supplemental materials such as music scores, portfolios, & documentation of models	5	0	Archives (or see comments)	After completion of degree, send two copies of each dissertation or thesis to the James White Library and CAR This also applies to Honors projects
Donor Prospect Records: See Gift & Donation Documentation				
Donor Records: See Gift & Donation Records				

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Drafts & Informal Notes: Drafts or preliminary versions of memos, letters, reports, worksheets, working papers, informal notes, announcements of meetings, routing slips, letters & fax cover sheets; letters & memos scheduling appointments, directives, & instructions received, telephone & electronic messages, used in preparation of recorded information, not documenting policy	Useful Life	0	Destroy	Destroy as soon as determined by office to have no more value
Duplicate Copies of Records: Copies of documents created for administrative reference, information, or distribution only	Useful Life	0	Destroy	Destroy as soon as determined by office to have no more value
Electronic Mail (E-Mail): E-mail correspondence & their attachments sent or received via University network are considered University records and as such are subject to Andrew University Records Management policies & procedures. Every e-mail may fall into one or the other Record Series as listed in this or other Records Retention Schedules: Agendas, informal notes/announcements, minutes, correspondence, & therefore must be treated as such	Useful Life	5	Review	If content of e-mail messages fall under any of the record series listed in this schedule, the proper retention period for that series must be observed. Note: If the e-mail is particularly significant, prepare a hard copy of the e-mail message and file it appropriately. Only then, delete the e-mail message.
Employee Manual	Useful Life	0	Archives	Send one copy to the Archives when first produced
Employee Placement & Acknowledgement Forms: This form, signed by the employee, is a record that he/she recognizes the confidential nature of University information, including student records, & an agreement to comply with University policies and procedures regarding access use & security. It is used to control access & holds the employee responsible for any violation.	Employment Term +2	0	Destroy	Retain two years after employee terminates
Employee's Earning Records	Useful Life	Permanent	RC	Now electronic, maintained by Human Resources
Employment Applications, Not Hired	1	0	Destroy	From date of application
Environmental Health & Safety Records: Records include Material Safety Data Sheets (MSDS), hazardous material purchases & manifests documentation, listings of generated waste, hazardous materials incident reports, certificates of destruction, & related correspondence	Useful Life	0	Permanent (see comments)	Asbestos & Lead Control Records are filed as topical records; environmental health & safety training records are filed with the employee's personnel records
Equipment Inventory Records: Inventories of major equipment	2	0	Destroy	Or after superseded
Equipment Records: These provide a record of equipment purchased &/or maintained by the office; it includes invoices, requisitions, or purchase orders, vendor information, instruction manuals, maintenance agreements/contracts, warranties, repair & service documentation, inventories, & related correspondence	While equipment is owned	0	Destroy	
Expense Reports: See Travel Documentation				
Facilities Management / Maintenance Records: Records of routine management, maintenance, & repair of buildings/facilities, grounds, & mechanical systems; they also cover such areas as security (security logs & reports), space planning, parking management, disabilities access documentation, as well as supply, equipment, & key inventory management	Useful Life +5	0	Destroy	Mostly Plant Administration concerns
Faculty Advancement Portfolio, Applications for Tenure & Promotion	5	5	Archives	Recommendations are filed with the Provost's office & retained permanently
Faculty Personnel Records: Document individual faculty academic work history, including all academic ranks	Employment Term +5	Permanent	RC	
Faculty Professional Papers & Property	5	Review	Review	Individuals are strongly encouraged to consult with the Archives & CAR to determine the archival value of their personal professional papers & property

Records Series	Retention Period in Office of Origin from Date of Last Activity	Retention Period in Records Center	Final Disposition	Comments
Faculty Research & Publication Reports: Reports on the research once the FRG is concluded	5	0	Archives	Confer with Associate Dean for Research
Faculty Research Files: Documents about the research	5	15	Archives	
Faculty Research Grant Proposals: Applications for internal Faculty Research Grants (FRG)	5	5	Destroy	
Faculty Research Grant Reports	5	0	Archives	
Faculty Search Records	Useful Life +3	0	Destroy	Copies of successful candidate applications, resume, & vitae are placed in their faculty personnel records
Family & Medical Leave Records: Including sick leave & vacation leave requests	Useful Life +30	Permanent	RC	Retain 30 years after date of termination
Family Educational Rights & Privacy Act (FERPA) Data/Documents: The retention period of a FERPA document is the same as that of the student records to which it pertains; this includes documentation of student requests for disclosure or non-disclosure	Useful Life	0	Destroy	FERPA specifically requires institutions to maintain records of requests & disclosure of personally identifiable information except for defined "directory information" & requests from students for their own records. These records are part of the student's education records; therefore, they must be retained as long as the institution retains the educational records to which they refer.
Financial Aid Records: Documents about loans & grants	While attending AU	0	Destroy	After graduation or date of last attendance
Financial Records	4	0	Destroy	See Ledgers, General for yearly budget
Financial Records, Departmental: Payroll information, statements, copies of invoices, purchase orders, expense reports	Useful Life	0	Destroy	Financial Offices retain original records per legal requirements
Financial Statements, Audited	5	Permanent	RC	
Financial Statements, Interim: See Budget Materials				
Foreign Student Files: See Student Records, International				
Forms	Useful Life	0	Archives	Send a sample copy to the Archives
Fundraising Program Administration Records	3 years after project completion	Permanent	RC	
Gift & Donation Documentation	Useful Life	0	Destroy	
Gift & Donation Records	5	Permanent	RC	
Grade Books with official class roster and grades	Permanent	0	▪	
Grade Change Forms	Permanent	0	RC	Scanned
Grade Sheets / Class Lists	Permanent	0	RC	Scanned
Graduation Lists	Permanent	0	RC	Available to public online at https://vault.andrews.edu/vault/goto/register/gradlist/get/closed/terms
Grant Resource Organizations: Including AUCCO, GRC	Useful Life	0	Destroy	
Grievances & Arbitration: Records of grievances against the institution which are resolved without litigation	Useful Life	Permanent	RC	
Health Insurance Records: Contracts & Relationships	Useful Life +5	0	Destroy	
Human Subjects Review Board: See Committee, Human Subject Review Board				
Instructional & Reference Materials: See Course Handouts & Materials				
Insurance Policy Records: Records of insurance maintained by the University	Useful Life +6	0	Destroy	As advised by insurance agent
Interdepartmental Purchase Orders/Service Orders: See Budget Materials				

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Invoices	2	0	Destroy	
Ledgers, Accounts Payable	10	0	Destroy	
Ledgers, Accounts Receivable	10	0	Destroy	
Ledgers, General	10	Permanent	RC	
Legal Advice Records: Records which document advice, opinions, & background on legal concerns that may impact programs or functions	5 or Useful Life	Permanent	RC	
Legal Proceeding & Investigation Records: Records relating to legal proceedings & investigations, purpose of litigation &/or court proceedings	5 or Useful Life	Permanent	RC	
Library Material: Reference information, book order material, & items acquired for individual use or exhibition	Useful Life	0	Destroy	Destroy as soon as determined by office to have no more value
Lists, Indices, & Summaries: Used for internal administrative convenience or information	Useful Life	0	Destroy	Office of origin may keep one copy for the Archives Note: Depends on nature & long-term usefulness of material
Manuals, Handbooks, Procedures, & Policies: See Publications, Andrews University Origin			Archives	
Medical Insurance Records: These include statements & premium payments	6	0	Destroy	
Miscellaneous Special One-Time Projects: Records related to special office projects that are general not part of an office retention schedule	5	0	Archives	
Non-AU Sponsored Project Administration Records: Such as NSF, NEH	5	0	Archives	
Note Register/File	Useful Life +2	0	Destroy	
Office Support Records	Useful Life	0	Destroy	
Patent & Trademark Records	5 or Useful Life	For a total of 20 years	Archives	The recommended time of retention in office is 5 years
Patient Records	7 years after last contact	0	Destroy	7 years after last contact, per Michigan law
Payroll Registers	5	0	Destroy	
Personnel Records	5 years after termination of employment	Permanent	RC	
Planned Giving & Trust Records: See Trust & Planned Giving Records				
Position Description Records: These provide current job descriptions & classifications which are used for employee recruiting, position review, etc.	Useful Life	0	Destroy	An appropriate copy should be maintained in the employee personnel file
Postal Records: These include returned registered or certified mail cards or receipts; insurance receipts & packing slips	1	0	Destroy	
Potential Job Candidate Records	Useful Life	0	Destroy	
Professional Organizations: University membership & all pertinent correspondence relating to policy, procedure, or function should be retained for the Archives by the sponsor/campus officer of the organization; many activities fall into one and/or the other record Series as listed in this Retention Schedule: Agendas, informal notes/announcements, minutes, correspondence, etc. They must, therefore, be treated as such.	5	15	Archives	
Programs, Conferences, & Seminars: These include planning materials & all other records associated with that meeting	2 years after event	0	Archives	Send one copy. Note: Keep summary material, printed program, & evaluation in the Archives
Proposals, Research, Curriculum, or Other: These include academic curriculum proposals as well as all other types of proposals	3 years after vote or end of activity	Permanent	RC	Include with committee, research, or other documents

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Publications, Andrews University Origin: Includes newsletters, news releases, publicity photographs, catalogs, brochures, directories, & handbooks	Useful Life	0	Archives	Office of Origin: Send one copy to the Archives when first produced. Other Offices: Destroy
Publications, Non-Andrews University Origin	Useful Life	0	Destroy	
Purchase Orders	7	0	Destroy	Original only
Purchase Requisition Orders: Used to purchase services, supplies, equipment, etc.	2	0	Destroy	
Real Estate, Deeds & Titles	5 or Useful Life	Permanent	RC	The recommended time of retention in office is 5 years
Receipts	4	0	Destroy	
Reconciliations, Organizational Accounts	6	0	Destroy	
Recruitment Materials	3	0	Archives	VA regulations require that all recruitment materials be retained for 3 years; send one copy of a complete set to the Archives when first produced
Reference Files: See Subject Files				
Registration & Enrollment Records: Including, but not limited to: <ul style="list-style-type: none"> • Class conflict forms • Drop/Add forms • Independent Study forms • Manual registration forms • Permission to take classes/registration • Staff Free Class forms (HR) • Student Missionary forms 	1	0	Destroy	After date submitted
Reports, Annual, Department or Program: Reports on the institution & its subdivisions. <i>(This does not include audits or annual financial reports)</i>	5	10	Archives	One copy with other office files to the Archives
Reports, Opening/Closing	Useful Life	0	Archives	Statistical in nature
Reports, Research Statistics	5	5	Archives	
Requests & Disclosures of Personally Identifiable Information: Scanned	5	0	Destroy	After life of affected record
Requests for Formal Hearings	5	0	Destroy	After life of affected record
Research Projects, Graduate Students: See Dissertations, Masters Theses, & Projects				
Retirees & Death Claim Records	3 or Useful Life	Permanent	RC	
Retirement/Pension Plans	Useful Life	0	Destroy	After expiration
Safety Records	6	0	Destroy	
Sales Invoices	6	0	Destroy	
Schedule of Classes, Institutional: Record of courses actually held/given by the University	10	0	Destroy	Send one copy to the Archives when first produced
Search Records	3 or Useful Life	0	Destroy	Copies of successful candidates' applications, resumes, and vitae are placed in their faculty personnel files
Sick Leave Benefits See Family & Medical Leave Records				
Staff Employee Personnel Records	6 or Useful Life	Permanent	RC	From date of termination or retirement
Student Accounts Records, Active: Including tuition & fee charges	3	0	Destroy	After graduation or date of last attendance Note: Records of student accounts that have not been paid off by then are transferred to the collections office
Student Accounts Records, Collections: Including tuition & fee charges	3 or Useful Life	0	Destroy	These records are kept at the collections office; see above

Records Series	Retention Period in Office of Origin from Date of Last Activity	Retention Period in Records Center	Final Disposition	Comments
Student Activities Records: Records dealing with special events, programs, promotional activities, club activities, etc.	2 or Useful Life	0	Review	Many records fall under other series & should be placed there; usually transferred after 5 years in office
Student Disciplinary Files	7	Permanent	RC	Do select purging after appropriate amount of time has passed
Student Employment/Labor Records	5 or Useful Life	0	Destroy	Retain 5 years after date of termination
Student Files, Departmental, Graduate & Professional Programs, Graduated	5	20	Review	Destroy after graduation or date of last attendance unless graduate students &/or students in professional programs (professional accreditations may require maintenance of student files); this includes terminated/withdrawn students
Student Files, Departmental, Graduate & Professional Programs, Withdrawn/Terminated	5	5	Destroy	After termination
Student Records, Historical	5	0	Permanent	As required by AACRAO, accreditation, & law; older than 75 years
Student Records, International: I-20 & other immigration matters	5 years after graduation or date of last attendance	5	Destroy	Ten years after graduation or date of last attendance
Student Requests for Non-Disclosure of Directory Information	Permanent	0	■	
Student Statements on Content of Records Regarding Hearing Panel Discussions & Written Decisions of Hearing Panels	5	0	Destroy	After life of affected record
Student Transcripts Official Andrews University transcripts	Permanent	0	▪	Permanent academic record
Student's Written Consent for Records Disclosure	5	0	Destroy	Until terminated by student or life of affected record
Subject Files: Files documenting day-to-day activities of university offices, reflecting administrative activities such as policy decisions, actions taken, events, committee & community involvement, & involvement with outside organizations. These are of value to understand the organizational culture, differing points of view, & decision-making process	Useful Life or 5	A total of 30 years from origination	Archives	Some records may be permanently closed in the Records Center
Syllabi: See Course Syllabi				
Systems Contingency Records	3	7	Destroy	Retain current & most recently developed plan records
Systems Data Storage/Back-Up Records	3	0	Destroy	Retain storage media as specified in the backup cycle schedule
Systems Documentation Records	Useful Life or 3	7	Destroy	
Systems Support Records: This includes purchase records, systems maintenance schedules, service orders, notes on significant failures, & troubleshooting	Useful Life or 5	5	Destroy	
Systems Technical Support Records	Useful Life or 5	0	Destroy	Machine-specific records should be kept as long as the machine is in use
Tax Records	6	Permanent	RC	
Teacher Certifications	5	0	Destroy	After certification
Telephone Billing Statements	1	0	Destroy	
Tenure & Promotion Recommendations: See Faculty Advancement Portfolio, Applications for Tenure & Promotion				
Time Sheets/Payroll Sheets	4	7	Destroy	
Topical Files: See Subject Files				
Travel Documentation: Documentation maintained in support of reimbursement to University employees for University related travel	1	0	Destroy	Expense reports are included in this record series

Records Series	Retention Period in Office of Origin from Date of Last Activity	Retention Period in Records Center	Final Disposition	Comments
Trial Balances	Useful Life	0	Destroy	Keep until audit
Trust & Planned Giving Records: Wills & Trust	5 years after close of the trust	Permanent	RC	Active & inactive files
Undergraduate Fellowships	Useful Life	0	Destroy	
Unemployment Insurance Claims	3	0	Destroy	After expiration
Vouchers, Journal & Check Registers	6	0	Destroy	After graduation or date of last attendance
W-2 Forms	6	0	Destroy	
W-4 Forms	6	0	Destroy	
Work Orders	2	0	Destroy	
Work-Study Records	5	0	Destroy	Retain 5 years after date of termination

Notes of Consideration:

Record format may vary & include, but are not limited to paper, electronic, video, audio recordings, photos, & other types of records.

New Records Series, retention, & disposition are evaluated by the University Archivist, discussed with the Office of Origin, & approved by Legal Counsel & the Andrews University Archives Committee before added to the Records Retention Schedule.

This retention schedule is interpreted and enforced in compliance with applicable privacy laws.