

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 |
| 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 |

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|---|---|------------------------------------|-------------------|---|
| 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 | |
| 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 |
| 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 | |

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|--|---|---------------------------------------|----------------------|--|
| 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 |
| 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 | |

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|---|---|------------------------------------|----------------------------|---|
| 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 Minutes | | | | |
| 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 | | | | |
| 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 |

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|--|---|------------------------------------|--------------------------|---|
| 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 |
| Faculty Research & Publication Reports | 5 | 0 | Archives | Confer with Associate Dean for Research |
| Faculty Research Files | 5 | 15 | Archives | |
| Faculty Research Grant Proposals | 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 |

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|---|---|------------------------------------|-------------------|---|
| 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 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/registrar/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 Subject Review Board | 5 | 0 | Archives | |
| 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 | | | | |
| 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 | |

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|---|---|------------------------------------|-------------------|--|
| 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 |
| 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 |

| Records Series | Retention Period in Office of Origin from Date of Last Activity | Retention Period in Records Center | Final Disposition | Comments |
|--|---|--------------------------------------|-------------------|---|
| 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 | | | | |
| Special Audits | 6 | Permanent | RC | |
| 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 |
| 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'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 | | | | |

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| 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 |
| 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.