

# Exhibit A: University Retention Schedule

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## **I. General Administrative Records**

<b>Category</b>	<b>Type/Description</b>	<b>Retention Period</b>	<b>Official Copy Location/ Custodian</b>	<b>Disposition</b>	<b>Comments</b>
BOG Records	Board of Governors meeting minutes, agendas, and resolutions	Permanent	Special Assistant to the BOG for as long as administratively needed and then one copy is to be archived.	Archives	
Presidential Records	Official correspondence, speeches, and personnel records of the University President and Campus Presidents.	Permanent	President's Office or Campus President's Office for as long as President is in office and then one copy is to be archived.	Archives	
Vice President's Office Records	Official correspondence, speeches, and other administrative records	Two years	Vice President's Office		Items of historical significance to the University should be sent to Archives.
Rules, Policies & Procedures	Official University and Unit rules, policies, and procedures, including standard operating procedures.	Permanent	Unit policies and procedures are kept by the Unit for as long as active and then one copy is to be archived.	Archives	
Minutes & Agendas	Official committee or advisory group meeting minutes and agendas, including meetings of the executive committee, graduation committee, visiting committee, institutional board of visitors, staff council, and faculty senate.	Permanent	Meeting Chair for as long as administratively needed but no longer than 5 years and then one copy is to be archived.	Archives	This does not include routine staff meetings or other similar meetings.
Organizational Charts	Organizational charts showing the hierarchy and reporting structure of the University and its units.	Permanent	Applicable Unit, College, or Department until superseded or obsolete and then one copy is to be archived.	Archives	
Publications & Reports	Official University publications and reports, including course catalogs, annual reports, self-studies, certification documentation, and strategic reports.	Permanent	Applicable Unit, College, or Department for as long as administratively needed but no longer than 5 years and then one copy is to be archived.	Archives	
Award & Event Records	Official records of historically significant University awards and events, including programs, announcements, brochures, transcripts, or videos.	Permanent	Applicable Unit, College, or Department for as long as administratively needed but no longer than 5 years and then one copy is to be archived.	Archives	If there is any question as to whether an award or event is of historical significance, please contact the West Virginia & Regional History Center, West Virginia University Libraries, (304) 293-3536,

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
					<a href="https://wvrhc.lib.wvu.edu/contact">https://wvrhc.lib.wvu.edu/contact</a> .
News Records	Official University news related publications of historical significance, including the news releases, student newspaper, and other periodic publications	Permanent	Applicable Unit, College, or Department for as long as administratively needed but no longer than 5 years and then one copy is to be archived.	Archives	If there is any question as to whether a news record is of historical significance, please contact the West Virginia & Regional History Center, West Virginia University Libraries, (304) 293-3536, <a href="https://wvrhc.lib.wvu.edu/contact">https://wvrhc.lib.wvu.edu/contact</a> .
Photos & Videos	Official photographs, films, videos, etc. taken or prepared by University personnel for University related events or activities of historical significance	Permanent	Applicable Unit, College, or Department for as long as administratively needed but no longer than 5 years and then one copy is to be archived.	Archives	If there is any question as to whether an item is of historical significance, please contact the West Virginia & Regional History Center, West Virginia University Libraries, (304) 293-3536, <a href="https://wvrhc.lib.wvu.edu/contact">https://wvrhc.lib.wvu.edu/contact</a> .
Development Records	Alumni and donor records kept by Units, including gift acknowledgements, background data, financial statements, or payment records.	5 years after no longer active	Applicable Unit	Secure destruction	Official records of the WVU Foundation, Alumni Association, or any other private entity should be maintained by that entity.

## II. Academic Affairs

### A. Accreditation, Course, and Other Academic Records

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Accreditation Records	Official accreditation documents, including reports made by accrediting associations, committee recommendations, institutional responses to committee observations and suggestions.	Permanent	Applicable Unit, College, or Department for as long as administratively needed but no longer than until the next accreditation and then one copy is to be archived.	Archives	
College - School Records	College, School, and Dean's records, including official correspondence, speeches, programs, etc.	Permanent	Dean's Office for as long as administratively needed but no longer than 5 years and then one copy is to be archived.	Archives	
Curriculum Records	Curriculum records, including current curriculum of all approved courses, curriculum proposals, and curriculum development files	Permanent	College or Department for as long as administratively needed but no longer than 5 years and then one copy is to be archived.	Archives	
Course Records	Course requirements, course lists/roster, course history files, course development files, course evaluations, and course memoranda of understanding	5 years after course completion	College or Department	Secure destruction	
Course Records	Course syllabi	7 years after course completion	College or Department	Secure destruction	
Academic Records	Program files, including program reviews and changes	Permanent	College or Department for as long as administratively needed but no longer than 5 years and then one copy is to be archived.	Archives	
Academic Records	Theses/dissertations	Permanent	College or Department for as long as administratively needed but no longer than 5 years and then one copy is to be archived if it has not already been sent to the University Library.	Archives	
Academic Records	Academic agreements	10 years after termination	College or Department	Secure destruction	

### B. Community Outreach & Volunteer Records

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Continuing Education and Training Records	Documents related to accreditation of continuing education programs; registration and participation of students; and student completion of continuing education courses or training.	5 years from course completion or end of certification, whichever is later	College or Department	Secure destruction	
Extension Community Program Records	Documents related to programs that are focused on community outreach (e.g., 4-H Youth Development, CEOS); participation in programs; organizational records.	3 years	College, Department, or County Extension Office	Secure destruction	
Volunteer Records	Documents related to individuals who volunteer for on behalf of the University, whether on or off of University premises (e.g., background checks, signed volunteer agreements, or Policy 49 compliance documentation)	3 years after last volunteer service is provided	College or Department	Secure destruction	
Camp Records	Documents related to camps hosted by an academic unit and/or Extension; documents may include: medicine distribution logs, incident reports, attendance records, etc.	15 years	College or Department	Secure destruction	

### C. Global Affairs / International Students / Immigration

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Immigration Records	Documents related to students (incoming and outgoing), visiting scholars, visiting faculty, and international sponsored faculty records including copies of transcripts, transient forms, visas, passports, Form I-94s (when applicable), emergency contact information, funding information, etc.	Permanent	Education Abroad Office / International Student Services		

### III. Student Records

#### A. Student Academic Records

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Student Academic Records	Academic Actions – Leave(s) of absence forms, suspension documents, etc.	Permanent	Retention location in Banner Document Management Suite (BDMS) <sup>1</sup>		
Student Academic Records	Academic Common Market approval documents	Permanent	Student Information System (SIS)/BDMS		
Student Academic Records	Application for graduation	Permanent	SIS		
Student Academic Records	D/F Repeat Petition	Permanent	SIS/BDMS		
Student Academic Records	Grade Modifications	Permanent	SIS/BDMS		
Student Academic Records	Graduate transfer credit	Permanent	BDMS		
Student Academic Records	Major, Minor and/or Advisor Changes	Permanent	SIS/BDMS		
Student Academic Records	Name Changes	Permanent	SIS/BDMS		
Student Academic Records	Official Transcript	Permanent	SIS		

<sup>1</sup> To the extent student academic records have not yet been scanned and retained electronically in BDMS/SIS, they should be retained in hard copy according to the retention period until converted electronically.

<b>Category</b>	<b>Type/Description</b>	<b>Retention Period</b>	<b>Official Copy Location/ Custodian</b>	<b>Disposition</b>	<b>Comments</b>
Student Academic Records	Overload Petition	Permanent	BDMS		
Student Academic Records	Prior Learning Assessments	Permanent	BDMS		
Student Academic Records	Student Withdrawal Forms	Permanent	BDMS		
Student Academic Records	Placement Test Score (applies only to hard copy score reports)	5 years from graduation or last date of attendance	OUR	Secure destruction	
Student Academic Records	FERPA and other authorization forms	Permanent	OUR		
Student Academic Records	Student Data Requests	2 years from request	OUR	Secure destruction	
Student Academic Records	Transcript Requests	1 semester	OUR	Secure destruction	
Student Academic Records	Applications for admission to the University (undergraduate & graduate matriculates)	10 years after graduation	Admissions/Enrollment Services	Secure destruction	
Student Academic Records	Official High School and College Transcripts and test scores (matriculates)	10 years after graduation	Admissions/Enrollment Services	Secure destruction	
Student Academic Records	Applications for admission to the University (non-matriculates)	2 years after application	Admissions/Enrollment Services	Secure destruction	
Student Academic Records	Official High School and College Transcripts and test scores (non-matriculates)	2 years after application	Admissions/Enrollment Services	Secure destruction	
Student Academic Records	Advising anecdotal notes or other progress reports/data	5 years from graduation or last date of attendance	College or Departmental offices	Secure destruction	
Student Academic Records	Application for admission to College/Department program, including fellowship applications (but does not include official University Application for admission)	5 years from graduation or last date of attendance	College or Departmental offices	Secure destruction	



<b>Category</b>	<b>Type/Description</b>	<b>Retention Period</b>	<b>Official Copy Location/ Custodian</b>	<b>Disposition</b>	<b>Comments</b>
Student Academic Records	College or Department dismissal documents	5 years from graduation or last date of attendance	College or Departmental offices	Secure destruction	If dismissal is due to academic dishonesty, see below.
Student Academic Records	Major requirement check sheets	5 years from graduation or last date of attendance	College or Departmental offices	Secure destruction	
Student Academic Records	Accessibility Services documents (Letters of Accommodation)	1 year after the term for which accommodation was approved	College or Departmental offices	Secure destruction	
Student Academic Records	Grade Appeal Files	5 years after appeal or graduation of student(s) involved, whichever later	College or Departmental offices	Secure destruction	
Student Academic Records	Graded but not returned student examinations, papers, or other assignments	1 year from enrollment in or completion of the course, whichever is later	College or Departmental offices	Secure destruction	
Student Academic Records	Incomplete Contracts	5 years from enrollment in or completion of the course, whichever is later	College or Departmental offices	Secure destruction	
Student Academic Records	Student correspondence (refers to documents sent electronically and/or via U.S. Mail that contain substantive information relevant to enrollment and matriculation)	5 years from graduation or last date of attendance	College or Departmental offices	Secure destruction	
Student Career Dev. Records	Career surveys	5 years	College of Departmental offices (Career Services, if applicable)	Secure destruction	

## B. Student Account and Financial Aid Records

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Student Financial Records	Documents related to payments made by students, including tuition and fee payments (cashiers' sessions)	4 years after the student last attended	SIS/BDMS and paper files in fireproof safe in Office of Student Financial Support and Services (SFSS)	Secure destruction	
Student Financial Records	Awarding/Disbursing of Federal Perkins Loan, FWS, FSEOG, Federal Pell Grant, or TEACH Grant. Exceptions: <ul style="list-style-type: none"> <li>• Verification docs</li> <li>• Citizenship docs</li> </ul>	3 years after the end of the award year for which the aid was awarded and disbursed <ul style="list-style-type: none"> <li>• 1 year afterward</li> <li>• Permanent</li> </ul>	SIS/BDMS/SFSS	Secure destruction	See 34 C.F.R. § 668.24(e)(1)
Student Financial Records	The Fiscal Operations Report and Application to Participate (FISAP) in the Federal Perkins Loan, FSEOG, and FWS Programs, and any records necessary to support the data contained in the FISAP, including income grid information	3 years after the end of the award year in which the FISAP is submitted	Share drive/SFSS	Secure destruction	See 34 C.F.R. § 668.24(e)(1)(i)
Student Financial Records	Repayment records for Federal Perkins, Health Profession, Nurse Faculty and institutional loans, including records relating to cancellation and deferment requests	3 years after loan is assigned to Department or canceled or repaid, or 5 years after the borrower ceases to be a full-time student, whichever is later	SIS/BDMS and paper files in fireproof safe in SFSS; ECSI also has electronic versions of promissory notes	Secure destruction	Retain disbursement and electronic authentication and signature records for each loan made using an MPN for at least three years from the date the loan is canceled, repaid, or otherwise satisfied and repayment records, including cancellation and deferment requests for at least three years from the date on which a loan is assigned to the Secretary, canceled or repaid. See 34 C.F.R. § 668.24(e)(1)(ii); 34 C.F.R. § 674.19. See also <a href="https://bhw.hrsa.gov/sites/default/files/bhw/hpsl.pdf">https://bhw.hrsa.gov/sites/default/files/bhw/hpsl.pdf</a>
Student Financial Records	Student or parent borrower's eligibility and participation in the FFEL or Direct Loan Program	3 years after the end of the award year in which the	SIS/BDMS/SFSS	Secure destruction	See 34 C.F.R. § 668.24(e)(2)(i)

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
		records are submitted			
Student Financial Records	Other records relating to the University's participation in the FFEL or Direct Loan Program, including records of any other reports or forms, such as reconciliation	3 years after the end of the award year in which the records are submitted	SIS/Share drive/SFSS	Secure destruction	See 34 C.F.R. § 668.24(e)(2)(ii)
Student Financial Records	All records involved in any loan, claim, or expenditure questioned by Title IV, Title VII (Health Professions Loans) and Title VIII (Nurse Faculty Loan), HEA program audit, program review, investigations, or other review	Resolution of that questioned loan, claim or expenditure; or the end of the retention period applicable to the record whichever is later	SIS/BDMS/SFSS	Secure destruction	See 34 C.F.R. § 668.24(e)(3)
Student Accounts	Tuition pay, third party sponsor, and other student account records not specifically identified below	4 years after the student last attended	Share drive/SFSS	Secure destruction	
Student Accounts	Returned check (NSF) – outstanding; daily deposit bag manifest	Permanent	Share drive/SFSS		
Student Accounts	Loans <ul style="list-style-type: none"> <li>• ECSI maintains copies of the “original repayment schedule”</li> <li>• Power of Attorney paperwork</li> <li>• Returned checks (NSF) –</li> <li>• Deceased</li> <li>• Disability</li> </ul>	Permanent  3 years after paid in full  4 years after the student last attended  3 years after death/loan cancellation  Permanent	ECSI  Fire proof safe/SFSS  Fire proof safe/SFSS  Fire proof safe/SFSS  Fire proof safe/SFSS	Secure destruction  Secure destruction  Secure destruction	
Student Accounts	Funds Management Records: <ul style="list-style-type: none"> <li>• Pay Requests, Invoices/MAP Fund Reconciliations</li> </ul>		Share drive/SFSS	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
	<ul style="list-style-type: none"> <li>Federal Draw Requests/Reconciliations</li> </ul>	3 years after the end of the award year	Share drive/SFSS	Secure destruction	
	<ul style="list-style-type: none"> <li>HEPC Closing Statements</li> </ul>	3 years after the end of the award year	Share drive/SFSS	Secure destruction	
	<ul style="list-style-type: none"> <li>Detail Code Setup</li> </ul>	3 years after the end of the award year	Share drive/SFSS		
		Permanent			

**C. Student Conduct / Disciplinary Records**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Academic Dishonesty	Documents related to any academic dishonesty proceedings	7 years from the end of the proceedings, except suspension or expulsion cases, then indefinitely	College or Departmental offices or at the highest level of appeal, if different	Secure destruction	
Student Discipline Records	Documents and decisions resulting from violations of the Code of Student Conduct or other University policies, including any Student Organization Conduct related records.	7 years from the end of the proceedings, except suspension or expulsion cases, then indefinitely	Student Life/Dean of Students/Office of Student Conduct	Secure destruction	Consult with Registrar regarding transcript notations, if necessary.

### D. Student Housing Records

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Student Housing Records	Documents related to student housing, including contracts, room condition reports, correspondence from parents/students, and exemption requests.	5 years after the end of the housing contract	Housing	Secure destruction	
Student Housing Records	Documents related to residential life disciplinary records.	7 years from the end of the proceedings	Housing	Secure destruction	

### E. Miscellaneous Student Records

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Student Work Records	All records related to student employment and internships, including evaluations	3 years from last date of employment	College or Departmental offices	Secure destruction	<i>See 29 C.F.R. § 519.7(c)</i> (“The records required in this section, including a copy of any full-time student certificate issued, shall be kept for a period of 3 years at the place and made available for inspection . . .”).
Student Health or Treatment Records	All treatment records related to the health care or other treatment of a student, including psychological counseling records and athletic training records.	7 years from last visit (for minors - years until they reach 18 plus 7)	Treatment provider	Secure destruction	
Student Accessibility Records	All documents related to student accessibility accommodations	5 years from last day of service provided by Office of Accessibility Services	Office of Accessibility Services	Secure destruction	
Student ID Cards	All documents related to student identification cards, including replacement charge authorization forms.	5 years	Student Life (Divisional Campuses) ITS (Morgantown Campus)	Secure destruction	
Student Complaints	Complaint/resolution log.	Until next accreditation	Student Life	Secure destruction	

<b>Category</b>	<b>Type/Description</b>	<b>Retention Period</b>	<b>Official Copy Location/ Custodian</b>	<b>Disposition</b>	<b>Comments</b>
Behavioral & Threat Assessment Records	Records related to any behavioral intervention or threat assessment team.	7 years	Student Life	Secure destruction	
Student Immunization Records	Documents regarding student immunization records, including those within the New Student Immunization Database	7 years	Human Resources – Benefits Administration	Secure destruction	
Student Insurance Records	Student insurance appeal waivers and supporting documentation; eligibility letters from Sharing Ministries; information regarding the student contained within the Student Insurance Appeals database and the Student Health Insurance Grant Recipient database	7 years	Human Resources – Benefits Administration	Secure destruction	

**IV. Personnel and Faculty Records**

**A. Personnel Records<sup>2</sup>**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Personnel Records	Personnel File – General Employment Information	5 years after last day of employment	Human Resources – Personnel File and corresponding HR databases	Secure destruction	<b>Note:</b> EBOs are NOT the official custodian of these documents. These documents must be sent to HR to be maintained in the employee’s personnel file. An EBO may maintain courtesy copies of these documents as administratively necessary.
Personnel Records	Personnel File – Performance	5 years after last day of employment	Human Resources – Personnel File and corresponding HR databases	Secure destruction	
Personnel Records	Personnel File – Years of Service	5 years after last day of employment	Human Resources – Personnel File and corresponding HR databases	Secure destruction	29 C.F.R. § 1627.3(a), (b)(1) (“Every employer shall make and keep for 3 years payroll or other records for each of his employees . . . .”); (“Every employer who, in the regular course of his business, makes, obtains, or uses, any personnel or employment records related to the following, shall, . . . keep them for a period of 1 year from the date of the personnel action.”).
Personnel Records	Personnel File – Benefits Administration	5 years after last day of employment	Human Resources – Personnel File and corresponding HR databases	Secure destruction	29 C.F.R. § 1627.3(a), (b)(1) (“Every employer shall make and keep for 3 years payroll or other records for each of his employees . . . .”); (“Every employer who, in the regular course of his business, makes, obtains, or uses, any personnel or employment records related

<sup>2</sup> **NOTE: Units should not keep personnel related documents different from the official personnel file.** Only courtesy copies may be kept by Units other than Human Resources. A Unit’s file should contain any documentation not previously provided to Human Resources.

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
					to the following, shall, . . . keep them for a period of 1 year from the date of the personnel action.”).
Personnel Records	Voluntary Separation Incentive Agreements and related correspondence	10 years after last day of employment	Human Resources – Personnel File and corresponding HR databases	Secure destruction	
Personnel Records	Performance Evaluation and information contained within the Performance Evaluation database	5 years after last day of employment  However, only the last 10 years of performance evaluations for current employees need to be maintained.	Human Resources – Personnel File and corresponding HR databases	Secure destruction	<u>Note:</u> Performance evaluations must be submitted to HR for official keeping. Supervisors may keep courtesy copies of performance evaluations for the past 3 years.
Personnel Records	Disciplinary actions	1 years in personnel file	Human Resources – Personnel File	Secure destruction	<u>Note:</u> Non-active disciplinary records are retained in the disciplinary database as indicated below.
Personnel Records	Disciplinary database records	5 years after last day of employment	Human Resources – Employee Relations	Secure destruction	
Personnel Records	Disciplinary database records for gross misconduct	20 years	Human Resources – Employee Relations	Secure destruction	
Personnel Records	ACA – Health and Basic Life Insurance documentation	3 years	Human Resources – Benefits Administration	Secure destruction	
Personnel Records	Benefits billing documentation, including invoices, payments, cancellations, and divorce audit database and documentation	3 years	Human Resources – Benefits Administration – Billing	Secure destruction	
Personnel Records	Child Care Assistance Program Files	3 years	Human Resources – Benefits Administration	Secure destruction	
Personnel Records	Paper documentation of MAP Table updates (Annual and Open Enrollment), premium rate changes and global value changes	5 years	Human Resources – Benefits Administration	Secure destruction	
Personnel Records	Medical Management documentation	3 years	Human Resources – Medical Management	Secure destruction	



Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Personnel Records	Drug testing documentation (DOT and non-DOT)	<p>1 year for negative drug test results and alcohol results less than 0.02</p> <p>2 years for records related to the alcohol and drug collection process</p> <p>3 years for previous employer records</p> <p>5 years for employee evaluation and referrals to SAPs, follow-up tests and follow-up schedules, refusals to test, alcohol test results 0.02 or greater, verified positive drug test results, and EBT calibration documentation</p>	Human Resources – Medical Management	Secure destruction	
Personnel Records	Education and training records regarding drug and alcohol testing	2 years after employee ceases to perform function	Human Resources – Medical Management	Secure destruction	
Personnel Records	Employee education and training records, including attendance logs	3 years	<p>Human Resources – Leadership and Organization Development (general training)</p> <p>Title IX, diversity training – DEI Title IX</p>	Secure destruction	

<b>Category</b>	<b>Type/Description</b>	<b>Retention Period</b>	<b>Official Copy Location/ Custodian</b>	<b>Disposition</b>	<b>Comments</b>
Personnel Records	Job application, search committee records, including any interview notes, supporting documentation, and advertisements for position	5 years after the search has been completed	Chair of the Search Committee or WVU Hire database	Secure destruction	The Chair of the Search Committee should collect everything related to the search and it should be reduced to one official copy with the rest of the materials being destroyed. All email and other electronic records should be printed and kept with other print documents and the e-copy deleted from the email system. All search committee members should delete all electronic files related to the search.
Personnel Records	Escrow/PEIA Billing database	Only need to maintain 3 years worth of data	Human Resources – Benefits Administrations	Secured destruction	
Personnel Records	Highly Compensated database	3 years	Human Resources – Benefits Administrations	Secured destruction	
Personnel Records	State Teachers Combined database	3 years	Human Resources – Benefits Administrations	Secured destruction	
Personnel Records	Mountaineer Temp databases	3 years	Human Resources – Talent, Strategy, and Employment	Secured destruction	
Personnel Records	Archived Non-Classified Positions database	5 years	Human Resources – Talent, Strategy, and Employment	Secured destruction	
Grievance Records	Administrative grievance files	Decisions or final orders retained permanently, subject to W. Va. Code § 6C-2-3, and all other files and documents retained for 7 years	Grievance administrator		Grievance files are subject to any additional provisions in the W. Va. Code, including W. Va. Code § 6C-2-3(q) (“All grievance forms decisions, agreements and reports shall be kept in a file separate from the personnel file of the employee and may not become a part of the personnel file, but shall remain confidential except by mutual written agreement of the parties.”).

## B. Faculty Promotion and Tenure and Other Academic Personnel Review Records

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Faculty Records	Faculty promotion, tenure, and evaluation files	5 years after term of employment, except most recent curriculum vitae, which is kept permanently and may be sent to archives.	College or Department	Secure destruction	<p>Courtesy copies of the entire file or selected portions of the file may be kept by the Provost's Office for as long as administratively needed but no longer than after the faculty member leaves the institution.</p> <p>For current faculty, Colleges or Departments may have guidelines approved by the Provost's Office in place to purge documents in the file that are no longer needed for the consideration of any future promotion or employment decision.</p>
Faculty Records	External letters of review for faculty promotion, tenure, and evaluation	3 years after promotion under consideration	Provost's Office	Secure destruction	
Academic Personnel Records	Provost, dean, and chair reviews	5 years after term of appointment	Provost's Office	Secure destruction	

## V. Student Life

### A. Student Organizations, Engagement, & Leadership

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Student Gov't & Org. Records	Records related to student government and student organizations (University records only), including student participation lists, forms, summaries, grant proposals/green sheet, applications, financial and other documentation.	5 years	Student Life	Secure destruction	Records of the student organization itself should be retained by the organization but may be archived at the discretion of the organization.
Student Engagement & Leadership Records	Records related to the WVU's Food Bank for Students, including intake forms and financial invoices and payment requests.	5 years	Student Engagement & Leadership	Secure destruction	
Student Engagement & Leadership Records	Records related to the Community Partner Program.	1 year after termination of the partnership	Student Engagement & Leadership	Secure destruction	
Student Engagement & Leadership Records	Service documents, including community service learning contracts, student evaluations, and course material and other service related documents.	2 years, except service hours on the iServe system, which are kept permanently.	Student Engagement & Leadership	Secure destruction	

### B. Campus Recreation / Adventure WV

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Campus Recreation Records	Student Recreation Center member contracts, promotional material, incident and injury reports.	7 years	Student Recreation Center	Secure destruction	
Campus Recreation Records	Student Recreation Center certifications and other training materials.	1 year after termination of service	Student Recreation Center	Secure destruction	
Campus Recreation Records	Student Recreation Center equipment manuals and other records.	Until equipment is no longer used.	Student Recreation Center	Recycle	
Adventure WV	All Adventure WV program records, including registration, assumption of	7 years	Adventure WV	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
	risk forms, incident/close call reports, training and certification materials, billing and rental forms.				
Adventure WV	Adventure WV daily element/activity, equipment or other inspection reports, yearly vendor inspections, and yearly tree health reports.	Until activity, equipment, or location is no longer used.	Adventure WV	Recycle	

**VI. Athletics**

<b>Category</b>	<b>Type/Description</b>	<b>Retention Period</b>	<b>Official Copy Location/ Custodian</b>	<b>Disposition</b>	<b>Comments</b>
Misc. Student-Athlete Records	Documents relating to student-athletes including end of season evaluations, athletic performance, and senior exit surveys.	7 years from graduation or last date of attendance	Department of Athletics / Various Units	Secure destruction	
Student-Athlete Injury and Treatment Records	Documents relating to student-athlete physical forms, injury records with treatment logs, medicine distribution, medical claims and processing, and drug testing results.	7 years	Department of Athletics / Medical and Training Staff	Secure destruction	
Competition Records	Documents related to games, matches, and meets played, including: contracts, post season bid, team travel, post season bowls, pay information for game officials, etc.	7 years	Department of Athletics / Athletics Business Office / Sports Administrators	Secure destruction	
NCAA and Conference Governance	Documents related the governance of the NCAA and conference, including: annual reports related to program demographics and finances, certification, committee participation, and other miscellaneous documentation.	10 years	Department of Athletics / Various Units	Secure destruction	
Athletics Revenue Records	Documents related to ticket office deposits, sports camps, retained sponsorships, etc.	7 years	Department of Athletics / Athletics Business Office and Sports Communications	Secure destruction	
Athletic Compliance Records	Documents related to student-athlete squad lists, financial aid information, eligibility information, participation records, NCAA infractions, coaches' exams, staff declarations,	7 years	Department of Athletics / Athletic Compliance Office	Secure destruction	
Historical Athletics Records	Documents related to teams and individual student-athletes in competition, including schedules, other official records that	Permanent	Department of Athletics / Various Units	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
	document athletic performance, press releases, media guides, game programs, photographs, statistics, news clippings, box scores, game footage, practice footage, documents related to Hall of Fame, and other miscellaneous documents and other media having historical value.				
Athletic Camp Records	Documents related to camps hosted by the Dept. of Athletics and/or a particular team; such documents may include: medicine distribution logs, incident reports, attendance records, etc.	15 years	Department of Athletics / Various Units	Secure destruction	

## VII. Finance

### A. Administrative / Academic Executive Business Office<sup>3</sup>

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Pcard Records (General)	Pcard paper-based Pcard receipts (except grant funded items as set forth below)	Until notified by PCPS that those records may be destroyed – typically 5 years for active Pcards.	Business Office	Secure destruction	All other Pcard documents, except grant related documents as set forth below, are maintained by PCPS. Units are <b>not responsible</b> for maintaining any administrative-type Pcard documentation. <i>See</i> WVU-PS-18.
Pcard Records (Grant Funded)	Grant-funded Pcard documentation for items purchased from grant funds	3 years from the date of the submission of the final expenditure report, or longer if required by the awarding agency.	Business Office	Secure destruction	
Grant Financial Records	Grant-related documentation (not including Pcard documentation), including financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award	3 years from the date of the submission of the final expenditure report, or longer if required by the awarding agency.	Business Office (duplicate files to WVU OSP)	Secure destruction	<i>See</i> 2 C.F.R. § 200.333.
Financial Records	Non-Pcard related transactional documentation, including deposit documents; accounts receivable documents; cashier reports, receipts, register tape; and miscellaneous receipts	5 years	Business Office	Secure destruction	This includes documents not part of the official procurement-purchasing file.

<sup>3</sup> **Note:** All records not listed under Executive Business Office should be maintained in the central administrative unit as indicated in this retention schedule.



**B. Planning and Treasury Operations**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Treasury Records	ACH Return Report	1 year	Planning and Treasury	Secure destruction	
Treasury Records	Bank Account Cancelled Checks and Bank Account Reconciliations/Statements (excludes Bond Statements)	7 years	Planning and Treasury	Secure destruction	
Treasury Records	Bank Account Huntington View Reports and Bank Account MAP Daily Cash Reports	1 year	Planning and Treasury	Secure destruction	
Treasury Records	Bank Account Recon Item Backup, Bank Account Request to Close Bank Account, and Bank Account Request to Open Bank Account (Inactive)	3 years	Planning and Treasury	Secure destruction	
Treasury Records	Bank Account Request to Open Bank Account (Active) and Bank Account Signature Card (Active)	Permanent while bank account remains active	Planning and Treasury		
Treasury Records	Bank Account RFP documentation	Until contract expires	Planning and Treasury	Recycle	
Treasury Records	Bank Account Stale-Dated Checks backup and Bank Account Unclaimed Property Reports and backup	10 years	Planning and Treasury	Secure destruction	
Treasury Records	Banner to Oracle Reconciliation (TGRRCN) - electronic file and hardcopy file	3 years	Planning and Treasury	Recycle	
Treasury Records	Bond Related Documents including Bank Statements	Life of the bond + 3 years	Planning and Treasury	Secure destruction	
Treasury Records	BTI (formerly HEPC/BOT) - Monthly Reports	3 years	Planning and Treasury	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Treasury Records	Correspondence	3 years	Planning and Treasury	Recycle	
Treasury Records	Debt - Paid External Loans	7 years after final payment	Planning and Treasury	Secure destruction	
Treasury Records	Debt - Paid Internal Loans	5 years after final payments	Planning and Treasury	Secure destruction	
Treasury Records	Financial Statement Audit Backup and Funds Checking electronic file and backup	3 years	Planning and Treasury	Secure destruction	
Treasury Records	Investment – originating documents	Permanent	Planning and Treasury		
Treasury Records	Investment statements, accounting transactions and reconciliations	3 years	Planning and Treasury	Secure destruction	
Treasury Records	Investments - Daily Decision	1 year	Planning and Treasury	Secure destruction	
Treasury Records	Journal Entries and backup	3 years	Planning and Treasury	Secure destruction	
Treasury Records	OASIS Recon Item Backup; OASIS Reconciliation and report; Positive Pay Exception Decisions; Positive Pay Reconciliation; and other Reconciliations/Obligations	3 years	Planning and Treasury	Secure destruction	

### C. Budget Planning

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Budget Records	Annual budget preparation documents for the University and Departments, Units, Colleges, and Schools, including budget requests, final forecasts, and analyses	5 fiscal years	Budget Office	Secure destruction	

### D. Financial Services

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Financial Records	Annual financial statement reports	Permanent	Institutional Accounting, Reporting and Analysis		
Financial Records	Annual financial statements (support documentation) and journal entries	7 years after Annual Financial Statement Audit completed by University's external auditor	Institutional Accounting, Reporting and Analysis	Secure destruction	
Financial Records	Quarterly financial statements (reports and supporting documentation) and HSC reports and supporting documentation	3 years after completion quarterly financial statements	Institutional Accounting, Reporting and Analysis	Secure destruction	
Financial Records	Integrated Postsecondary Education Data System (IPEDS) reports and supporting documentation	2 years after completion of annual IPEDS reports	Institutional Accounting, Reporting and Analysis	Secure destruction	
Financial Records	Chart of accounts, requests for funds/fund maintenance, requests for departmental activities, departmental activities maintenance, requests for line items, line item maintenance	Current year plus 1	Institutional Accounting, Reporting and Analysis	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Financial Records	Accounts receivable department revenue; accounts receivable/OASIS (FIMS); cash transfers; collection agency reimbursement; credit card invoices; IGT's; refund reimbursements; WVU Bookstore reimbursements; year-end reports	7 years after Annual Financial Statement Audit completed by University's external auditor	Financial Services	Secure destruction	
Financial Records	Annual operating reports; bankruptcy notices; financial statements	Permanent	Financial Services		
Financial Records	Banner accounting interface and Banner table updates	7 years after Annual Financial Statement Audit completed by University's external auditor	Financial Services	Secure destruction	
Financial Records	ECSI G/L & trial balance reports; ECSI loan reconciliations; student loan reconciliation; write-offs	Permanent	Financial Services		
Financial Records	Stale-dated check data with support	10 years	Financial Services – State Treasury Accounts Treasury – Outside Bank Accounts	Secure destruction	
Financial Records	Service Charge	3 years from the end of the fiscal year covered by computation	Financial Services	Secure destruction	
Financial Records	Fringe Rate Calculation	3 years from the end of the fiscal year covered by computation	Financial Services	Secure destruction	
Financial Records	Service Center Rate Calculations and Approvals	3 years from the end of the fiscal year covered by computation	Financial Services	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Financial Records	Utility Allocation	3 years from the end of the fiscal year covered by computation	Financial Services	Secure destruction	
Financial Documents	Service charge; GL fringe rate files; service center rate approvals/calculations; utility allocation	3 years from the end of the fiscal year covered by the computation	Financial Services	Secure destruction	
Financial Records	Imprest fund documents, including audits	Permanent	Financial Services		W. Va. Code R. § 112-3-6.2 (“The Treasurer shall retain the list of imprest funds as a permanent record of the Treasurer's office until the Legislative Auditor completes an audit of the imprest funds of all state agencies.”).
Property Management	Property records, including property addition/disposal forms, disposition reports	3 years after final disposition	Financial Services	Secure destruction	
Property Management	Physical inventory	4 years	Financial Services	Secure destruction	
Institutional Reporting	IPEDS Reports	Permanent	Institutional Research		Electronic storage
Institutional Reporting	Official State Reports	Permanent	Institutional Research		Electronic storage
Institutional Reporting	Weekly Census Data Reports	Permanent	Institutional Research		Electronic storage

### E. Payroll and Tax Records

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Payroll Records	PEIA monthly folders, invoices, reports, and other records.	6 years	Payroll	Secure destruction	
Payroll Records	State Teachers loan documents.	4 years	Payroll	Secure destruction	
Payroll Records	Deduction forms and miscellaneous receipts and reports.	4 years	Payroll	Secure destruction	
Payroll Records	IRS Wage attachments released, union payroll deduction forms, state tax forms, state wage attachments released.	4 years	Payroll	Secure destruction	
Payroll Records	PR edit (payroll registers)	Permanent	Payroll		
Payroll Records	Employment verifications and payroll folders (verification for bank loans/employment)	1 year	Payroll	Secure destruction	
Tax Records	Federal tax form: I-9	Permanent – Current Employees  Later of 3 years after date of hire or 1 year after termination date – Ex-employees	Payroll & EPS	Secure destruction	
Tax Records	Federal tax forms: W-2, W-3, W-2c, and Form 941, 941x	4 years for paper copies; electronic copies kept permanently	Tax Services		

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Tax Records	Federal tax form: W-4	Permanent – Current Employees  4 years after termination date – Ex-employees	Tax Services/Payroll	Secure destruction	
Tax Records	All other tax forms other than those specifically set forth in this schedule.	4 years	Tax Services/Payroll	Secure destruction	

**F. Procurement Records**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Procurement/ Purchasing Records	Official procurement-purchasing files.	7 years, subject to the comments.  *Originals must be maintained for at least 1 year.	Procurement, Contracting, and Payment Services	Secure destruction	W. Va. Code § 18B-5-4(h)(2) ("A record in the purchase file may not be destroyed without the written consent of the Legislative Auditor. Those files in which the original documentation has been held for at least one year and in which the original documents have been reproduced and archived on microfilm or other equivalent method of duplication may be destroyed without the written consent of the Legislative Auditor."); W. Va. Code R. § 133-30-8.20 ("No records in the purchasing file shall be destroyed without the written consent of the Legislative Auditor, except as set forth in subparagraph 8.20.2.").

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Procurement/ Purchasing Records	Vendor registration documents.	7 years after last payment activity	Procurement, Contracting, and Payment Services	Secure destruction	
Procurement/ Purchasing Records	Travel authorizations and settlements, I/CT Request (IU); Personnel Action Request (PAR); invoices, requisitions for purchase orders.	7 years, or if funded by a sponsored award, 3 years from the date of submission of final report or longer if required by sponsor agreement	Procurement, Contracting, and Payment Services	Secure destruction	
Pcard Records (General)	Procurement card (Pcard) administrative documentation, including application, agreement, maintenance, and training.	As long as card is active or 2 years from the end of the fiscal year in which the last transaction was completed, whichever is later	Procurement, Contracting, and Payment Services	Secure destruction	See WVU-PS-18.

### G. Risk Management / Insurance Records

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Insurance Records	Risk Management documents related to insurance coverage, including annual liability questionnaire, property insurance worksheets, certificates of insurance, reports, and other insurance documents not specifically mentioned.	3 years	Risk Manager	Secure destruction	
Insurance Records	Claim files and restitution check records	10 years	Risk Manager	Secure destruction	



Insurance Records	Special coverage insurance policies (other than those provided by BRIM) and bond renewals	Permanent	Risk Manager		
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**VIII. Facilities and Services**

**A. Facilities Management**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
HSC Facility Management Records	Sprinkler and Fire Alarm records	3 years	HSC Maintenance	Secure destruction	
Facility Management Records	FM Work Orders	6 years	TMA or Unifer system	Secure destruction	
Facility Management Records	Technician Licensing and Certifications	Until license expires	Facilities Management	Secure destruction	Only those required for FM job responsibilities
Maintenance Records	Elevator Inspection Reports	1 year	Maintenance (Main and HSC)	Secure destruction	
Maintenance Records	Backflow Preventer testing reports	1 year	Maintenance (Main and HSC)	Secure destruction	
Maintenance Records	As-Built Construction Drawings and O&M manuals	Permanent	Director of Maintenance / HSC Maintenance (Main and HSC)		
Maintenance Records	Freon Management records	6 years	Maintenance (Main and HSC)	Secure destruction	
Maintenance and Roads & Grounds Records	Equipment Training records	3 years	Maintenance (Main and HSC)	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Maintenance and Roads & Grounds Records	Equipment Warrantees	Life of warranty	Facilities Management	Secure destruction	
Roads & Grounds Records	Pesticide Usage records	3 years	Roads & Grounds	Secure destruction	Amount used & locations
Roads & Grounds Records	CDL vehicle daily logs	1 year	Roads & Grounds	Secure destruction	
Roads & Grounds Records	Used oil underground storage tank	1 year	Roads & Grounds	Secure destruction	
Roads & Grounds Records	Above ground diesel fuel tank	1 year	Roads & Grounds	Secure destruction	

**B. Capital Construction Projects**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Capital Project Records	Design drawings, design specifications, construction photos, and material submittals.	Until the building is razed	Building Manager	Secure destruction	
Capital Project Records	Program documents, all meeting minutes, all correspondence, project schedules, requests for information, action item lists, daily log reports, commissioning reports, testing reports, financial reports, closeout reports, all inspection reports, and detailed change order documentation.	10 years	Building Manager	Recycle	
Capital Project Records	Request for proposal documents, request for bid documents, all purchase orders, contracts, and invoices.	Project closeout	Project Manager	Secure destruction	Procurement & Payment Services maintains the record file for all of these documents.

### C. Environmental Health and Safety

Category	Type/Description	Retention Period	Official Copy Location/Custodian	Disposition	Comments
EHS Training and Compliance Records	Asbestos Medical Surveillance and Asbestos Medical Surveillance Exit Exam	30 years after employee ends employment	Occupational Medicine  EHS Medical Monitoring Program Manager	Secure Destruction	Occupational Medicine maintains medical records. EHS maintains employee name, department, etc.
EHS Training and Compliance Records	Employee blood borne Pathogen Waiver/Acceptance for Hepatitis vaccinations	30 years after employee ends employment	EHS Medical Surveillance Program Manager	Secure Destruction	Waivers are scanned with employee training sign-up sheet.
EHS Training and Compliance Records	BRIM annual insurance inspection reports	Until building is demolished or no longer owned by WVU	EHS Building File and EHS General File/ EHS Facility Code Compliance Program Manager	Recycle	
EHS Training and Compliance Records	Medical surveillance documentation, including one time and follow up exams/consultation with Occupational Medicine, if employee thinks potential exposure to chemical, asbestos, etc.	30 years after employee ends employment	Occupational Medicine/ Medical Surveillance Program Manager	Secure Destruction	EHS maintains initial entry and annual participation of persons in surveillance /Occ Med maintains medical records
EHS Training and Compliance Records	Fire and Life Safety Fire Alarm and Sprinklers Installation and Test Documents	Until building is demolished or no longer owned by WVU	EHS Project File until project closed, then building file/ EHS Fire and Life Safety Program Managers	Recycle	
EHS Training and Compliance Records	Fire and Life Safety State Fire Marshal Building Inspections	Until building is demolished or no longer owned by WVU	EHS Building File/ EHS Fire and Life Safety Program Manager	Recycle	
EHS Training and Compliance Records	Fire and Life Safety State Fire Marshal General Correspondence	Until building is demolished or no longer owned by WVU	General File or Building file depending on correspondence	EHS Fire and Life Safety Program Manager	
EHS Training and Compliance Records	Fire and Life Safety State Fire Marshal Project Reports	Until building is demolished or no longer owned by WVU	EHS Project File until project closed, then building file/ EHS Fire and Life Safety Program Manager	Recycle	

Category	Type/Description	Retention Period	Official Copy Location/Custodian	Disposition	Comments
EHS Training and Compliance Records	Documentation regarding employee requirement for training food workers on their responsibilities to reports specific health conditions to management for prevention of food borne disease.	Keep as long as employee is working or change in state regulations.	EHS Training Files/ Sanitarian Program Manager.	Recycle	
EHS Training and Compliance Records	Annual audiograms for WVU employees in the hearing conservation program.	30 years after employee ends employment	Occupational Medicine	Secure destruction	EHS provided all hearing test records to Occ. Med. December, 2010.
EHS Training and Compliance Records	Injury Illness – Sharps Log and Injury/Illness – Needle stick Injury Log	30 years after employee ends employment	Incident records file/EHS Injury Illness Program Manager	Secure destruction	See above  Health Sciences get the final copy and Health Sciences provided EHS needle stick 301 forms for EHS to put into database
EHS Training and Compliance Records	Annual injury illness accident log submitted to WV Dept. of Labor	5 years	Incident records File/EHS Injury Illness program manager	Secure destruction	
EHS Training and Compliance Records	OSHA Training records required for safety training	Per individual OSHA standards	EHS Training files/EHS Training Coordinator	Recycle	
EHS Training and Compliance Records	Medical Surveillance record for employees in Respiratory Protection, Asbestos, and Emergency Response	30 years after employee ends employment	Occupational Medicine	Secure Destruction	
EHS Training and Compliance Records	Respirator training completion documentation	30 years after employee ends employment	EHS Training files/EHS Training program coordinator	Recycle	
EHS Industrial Hygiene and Environmental Services Records	Air permitting documentations regarding emergency generators and incinerator	5 years	EHS	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Asbestos Operations and Maintenance Plans	Until ACM is removed from building	EHS, Buildings	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/Custodian	Disposition	Comments
EHS Industrial Hygiene and Environmental Services Records	Laboratory results of personal air sampling for asbestos regarding employees	30 years after employee ends employment	I:/DOCUMENTS/Chain of Custody Records  EHS Asbestos Lab Binders  EHS Air and Bulk Database	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Laboratory results of bulk material for asbestos	Length of building or when ACM totally removed	EHS	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Construction related records on abatement	30 years	EHS/PDC	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Documentation regarding above ground storage tanks, including tank contents, size, and inspections	Permanent	EHS		
EHS Industrial Hygiene and Environmental Services Records	Hazardous Waste Contingency Plan	Until building is demolished or no longer owned by WVU	EHS	Secure destruction	Information must be submitted to Local LEPC, MECCA, MFD, Police, DPS, hazwste contractor, etc.
EHS Industrial Hygiene and Environmental Services Records	Hazardous Waste Inspection Log	3 years	EHS	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Hazardous Waste Land Ban Notices Submitted	Until building is demolished or no longer owned by WVU	EHS	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Waste shipping documentation received from waste transporter for hazardous waste used oil, universal waste, etc.	3 years accessible for inspection, then archived indefinitely	EHS	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Hazardous Waste RCRA Training	Until building is demolished or no longer owned by WVU, or term of	EHS/Individual Departments	Secure destruction	.

Category	Type/Description	Retention Period	Official Copy Location/Custodian	Disposition	Comments
		employment, plus three years			
EHS Industrial Hygiene and Environmental Services Records	Hazardous Waste Waste Analysis	3 years from date waste shipped off site.	EHS	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Hazardous Waste Reports Bi-Annual	Permanent	EHS		
EHS Industrial Hygiene and Environmental Services Records	Noise Surveys	2 Years	EHS/Individual Departments	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Annual respirator fit tests for WVU employees in respiratory protection program	Until next fit test is administered	EHS/Individual Departments	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Plans, Inspections, general permit, GPP regarding construction stormwater	3 years after termination of general permit	EHS	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Industrial Wastes Vehicle Washing Samples, Maintenance and Inspections	3years	EHS	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Reporting regarding all chemical spills to WVDEP, clean-up, etc.	Permanent	EHS		
EHS Industrial Hygiene and Environmental Services Records	SPCC Plan	3 Years	EHS	Secure destruction	
EHS Industrial Hygiene and Environmental Services Records	Stormwater MS4 Program Reports, Inspections, BMPs, Training, and Maintenance documentation	3 years	EHS	Secure destruction	
EHS Industrial Hygiene and	Stormwater sample results	Permanent	EHS		

Category	Type/Description	Retention Period	Official Copy Location/Custodian	Disposition	Comments
Environmental Services Records					
EHS Industrial Hygiene and Environmental Services Records	Underground Storage Tank documentation, including location, tank contents, size, inspections, etc.	Permanent	EHS		

**D. Real Estate**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Lease Records	Documents related to property leases (University as Lessee and Lessor), including storage leases; correspondence; minutes of related meetings; etc.	10 years after termination of the lease	WVU Real Estate	Recycle	When lease expires, file to be cleared of all miscellaneous materials (letters, alterations approvals, etc.); thereafter, the contract and any addenda shall be retained in electronic format for the remainder of the retention period.
Apartment Lease Records	Documents related to the leasing of University Apartments, including leases, room condition reports, correspondence from parents/students, promotions received, etc.	5 years after termination of the lease	WVU Real Estate	Secure destruction	
Misc. Agreement Records	Documents related to non-lease agreements, including property use agreements, facilities use agreements, license agreements, instructional space agreements, and parking agreements that are coordinated through WVU Real Estate	10 years after termination of the lease	WVU Real Estate	Recycle	When agreement expires, file to be cleared of all miscellaneous materials (letters, alterations approvals, etc.); thereafter, the contract and any addenda shall be retained in electronic format for the remainder of the retention period.
Request for Temporary Space (RTS) Records	Documents relates to formal Requests for Temporary Space and accompanying materials (i.e. leases, rental agreements, correspondence etc.)	10 years after termination of the lease	WVU Real Estate	Recycle	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Project Operations Records	Documents related to the operations of designated real estate projects (e.g., public private partnerships) including, correspondence, meeting minutes, other pertinent and essential information etc.	10 years after termination of the lease	WVU Real Estate	Secure destruction	
Deeds	Vesting and historic deeds for University owned property, and/or property that is adjacent to, or affected by WVU.	Permanent	WVU Real Estate		Indexed database maintained in ArcMap; paper copies kept in archive by WVU Real Estate; digital copies archived in WVU Real Estate shared drive.
Rights of Way and Easements	Recorded and unrecorded rights of way and easements (University as Grantor and Grantee) and when University is not a party, but University interests are impacted.	Permanent	WVU Real Estate		Indexed database maintained in Excel; paper copies kept in archive by WVU Real Estate; digital copies archived in WVU Real Estate shared drive.
Appraisals	Appraisals of potential acquisitions, and University owned property.	5 years from date of appraisal	WVU Real Estate	Recycle	Prior to disposition, appraisal data is indexed in Excel and ArcMap database.
Acquisition and Disposition Records	Documents and correspondence associated with attempted or completed purchases or sales of property, including correspondence inspections, closing statements, and other pertinent information dealing with purchase or sale of property.	Permanent	WVU Real Estate		After five years, the file is purged of nonessential or stale information.
Digital Indices and Databases	Electronically stored and indexed data associated with property currently and formerly owned by University, current and terminated agreements and leases, sales of property, potential acquisitions, etc.	Permanent	WVU Real Estate		



### E. Transportation and Parking

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Transportation Records	Chemical Safety Data Sheets	30 years	Main PRT Maintenance Facility	Secure destruction	Per OSHA requirement
Transportation Records	FTA maintenance records	5 years	Main PRT Maintenance Facility	Secure destruction	
Transportation Records	International Fuel Tax Agreement (IFTA) Bus Mileage Report	4 years	Transportation Services	Secure destruction	
Transportation Records	Driver Vehicle Inspection Reports	Original 3 months Copy 5 years	Transportation Services	Secure destruction	
Transportation Records	Weekly bus schedules	5 years	Transportation Services	Secure destruction	
Transportation Records	Repairs and invoices for buses	5 years	Transportation Services	Secure destruction	
Transportation Records	State inspection logs	5 years	Transportation Services	Secure destruction	
Transportation Records	Paperwork pertaining to new, used, and surplus vehicles	As long as vehicle is owed by WVU	Transportation Services	Secure destruction	
Parking Records	Parking citation records	5 years	Parking Office	Secure destruction	
Parking Records	Documents regarding lost and stolen parking permits	3 Years	Parking Office	Secure destruction	

**F. University Police**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Public Safety Records	Evidence log; department firearms inventory	Permanent	University Police		
Public Safety Records	Police reports/case files; parking registration cards; tickets/citations	In accordance with UPD Records Management, General Order 13-0131	University Police		
Public Safety Records	Clery Act related files, reports, and logs	7 years	University Police	Secure destruction	

**IX. Research**

**A. General Research Records**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Research Records	Proposals submitted requesting extra-mural support of research, instruction, and other University mission activities.	Proposals, if awarded, become part of the grant or contract award file and are retained as described below. Unfunded proposals are retained for a period of 2 years after submission, after which time all hard-copy files of proposal documents are shredded.	Office of Sponsored Programs	Secure destruction	
Research Records	Grant award documents, and non-financial documents related to the performance of grant awards, made for the support of research, instruction, and other University mission activities.	All documents are retained for a minimum period of 3-years after the final close-out of the project unless sponsor terms and conditions or regulatory requirements dictate a different retention period.	Office of Sponsored Programs or, in the case of internal grant, <i>e.g.</i> , faculty development award, the awarding Unit	Secure destruction	
Research Records	Contracts, and non-financial documents related to the performance of contracts, entered into that support research,	All documents are retained for 3 years after the final close-out of	Office of Sponsored Programs	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
	instruction, and other University mission activities	the project unless sponsor terms and conditions or regulatory requirements dictate a different retention period.			
Research Records	Various agreements and certifications related to research, instruction, and other University missions that do not include funding directly (e.g., Master Agreements, Data Use Agreements, independent global certifications, etc.)	All documents are retained 3 years after the end date of the agreement unless terms and conditions or regulatory requirements dictate a different retention period.	Office of Sponsored Programs	Secure destruction	
Research Records	Research compliance records as mandated by federal regulations for the Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC), and the Conflict of Interest in Research Committee.	3 years after completion of research except for IRB records relating to VA research which are retained for 5 years after completion of research.	Office of Research Integrity and Compliance	Secure destruction	
Research Records	Shared research facility training records, usage records, and other documents.	5 years	Shared Research Facilities	Secure destruction	
Research Records	Proposals submitted under the FBI Biometric Center Excellence (FBI-BCOE)/WVU Cooperative Agreement	Proposals, if awarded, become part of the contract award file and are retained by the Office of Sponsored Programs.	Office of Research Program Management	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
		Unfunded proposals are retained in a knowledge management system for up ten years following the end of the FBI-BCOE/WVU Cooperative Agreement			
Research Records	Project Agreements, Monthly, Quarterly, and Final Reports relates to projects funded through the FBI-BCOE/ WVU Cooperative Agreement	Ten years following the end of the FBI-BCOE/WVU Cooperative Agreement	Office of Research Program Management	Secure destruction	
Research Records	Confidentiality Agreements signed by all research personnel of projects funded through the FBI-BCOE/WVU Cooperative Agreement	Ten years following the end of the FBI-BCOE/WVU Cooperative Agreement	Office of Research Program Management	Secure destruction	
Research Records	Acknowledgement of Memorandum of Understanding (MOU) signed by all research personnel who have access to MorphoCloud applications	All documents are retained for the duration of the MorphoTrak/WVU MOU	Office of Research Program Management	Secure destruction	
Export Control Records	Export control records, including visa application screenings and supporting documents; international travel screenings; international visitor screenings; miscellaneous screenings; and technology control plans, licenses.	5 years from the end of transaction	Export Control Office	Secure destruction	<i>See 15 C.F.R. § 762.6 (2017).</i>

**B. Research Financial Records**

<b>Category</b>	<b>Type/Description</b>	<b>Retention Period</b>	<b>Official Copy Location/ Custodian</b>	<b>Disposition</b>	<b>Comments</b>
Research Financial Records	All financial documents related to sponsored research accounting.	3 years from date of submission of final report or longer if required by sponsor agreement	Financial Services	Secure destruction	The 3 year retention period begins from the date of submission of the final expenditure report.
Research Financial Documents	Effort reports	Permanent	Financial Services		
Research Financial Documents	Facilities and administrative rate proposals	3 years from date of proposal submission or until next proposal is submitted, whichever is longer	Financial Services	Secure destruction	
Research Financial Documents	Facilities and administrative rate proposal – backup; space survey; fringe proposal;	3 years from date of proposal submission or until next proposal is submitted, whichever is longer	Financial Services	Secure destruction	
Research Financial Documents	Single Audit Compliance Reports for WVU and WVURC	Permanent	Financial Services		
Research Financial Documents	NSF Survey	7 years	Financial Services	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Research Financial Documents	Sub-recipient monitoring	7 years	Financial Services	Secure destruction	
Research Financial Documents	F&A analysis	10 years	Financial Services	Secure destruction	
Property Management	Property reports for sponsored awards	3 years from date of submission of final report or longer if required by sponsor agreement	Financial Services	Secure destruction	2 C.F.R. § 200.333. The 2 year retention period begins from the date of submission of the final expenditure report. If litigation, claim or audit starts before end of 3 year period, retain until resolved or final action taken
Property Management	Property reports for sponsored awards that are renewed quarterly or annually	3 years from date of submission of final report or longer if required by sponsor agreement	Financial Services	Secure destruction	2 C.F.R. § 200.333. The 2 year retention period begins from the date of submission of the final expenditure report. If litigation, claim or audit starts before end of 3 year period, retain until resolved or final action taken

**C. Other Research-Related Documents**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Technology Transfer Records	Invention Disclosures	5 years	Office of Technology Transfer	Secured destruction	
Technology Transfer Records	Licensing agreements, including any relevant correspondence, non-disclosure agreements, export control	10 years after agreement is terminated	Office of Technology Transfer	Secured destruction	

<b>Category</b>	<b>Type/Description</b>	<b>Retention Period</b>	<b>Official Copy Location/ Custodian</b>	<b>Disposition</b>	<b>Comments</b>
	reviews, and other relevant documentation				
Technology Transfer Records	Technology Transfer advisory committee minutes	5 years	Office of Technology Transfer	Secured destruction	
Technology Transfer Records	Commercial assessment reports and scores	5 years	Office of Technology Transfer	Secured destruction	
Technology Transfer Records	Patents	Permanent	Office of Technology Transfer		
Technology Transfer Records	Documentation regarding royalty payments	7 years	Office of Technology Transfer	Secured destruction	



**X. Division of Diversity, Equity, and Inclusion**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Diversity, Equity and Inclusion Investigation Records	Investigation files for incidents investigated by the Division of Diversity, Equity and Inclusion	7 years after no longer active	Diversity, Equity and Inclusion – Office of Equity Assurance	Secure destruction	
Diversity, Equity and Inclusion Training Records	Materials and documents related to trainings by the Division of Diversity, Equity and Inclusion	7 years	Diversity, Equity and Inclusion – Office of Equity Assurance/Office of Innovative Inclusion and Outreach/Office of Diversity Initiatives	Secure destruction	
Diversity, Equity and Inclusion Recruitment Records	Employment outreach and recruiting records	7 years	Diversity, Equity and Inclusion – Office of Innovative Inclusion and Outreach/Office of Diversity Initiatives	Secure destruction	

**XI. Health Sciences Center****A. HSC Risk Management, Insurance, and Privacy Records**

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Insurance Records	Risk Management documents related to insurance coverage, including annual liability questionnaire, faculty and student lists sent to BRIM for actuarial study, information sent to CASCO for malpractice actuarial study, certificates of insurance, reports, and other insurance documents not specifically mentioned.	7 years	Risk Management – kept electronically	Secure destruction	
Case Status Report	Quarterly status report on active medical suits and claims	10 years	Risk Management	Secure destruction	
Medical Malpractice Records	Suit/Claim files	5 years after suit or claim closes	Risk Management – combination of paper and electronic files	Secure destruction	
Escrow Account	Records showing requests for deposits into Escrow account at State Treasurer’s Office and records verifying BRIM withdrawals from Escrow Account	10 years after end of fiscal year.	Risk Management – combination of paper and electronic files.	Secure destruction	
Malpractice Insurance Verification letters	Letters verifying coverage and providing claims histories for faculty, residents and students at the WVU Health Sciences Center.	Permanent	Risk Management – combination of paper and electronic files		
Hill Burton Grant	Federal grant for money for capital improvements for health care facilities. Have grant application and award documents. Must prove through financial accounting that charity care levels are met	20 years after completion of improvement project.	Risk Management – paper records	Secure destruction	Miscellaneous category

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Subpoenas	Subpoenas accepted on behalf of health care providers	1 year from date of appearance	Risk Management – paper records	Secure destruction	Miscellaneous category
HIPAA Course Gradebook	Evidence that WVU employees and students successfully completed on-line HIPAA course	Permanent to verify completion of course.	Risk Management		
HIPAA breach investigations/ findings	Audits, meeting notes, conclusions and recommendations	7 years	Risk Management – combination of paper and electronic files	Secure destruction	
Business Associate Agreements	Agreements with outside vendors that receive protected health information	7 years after agreement ends	Risk Management – electronic files	Secure destruction	

### B. HSC Academic and Research Related Records

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
Clinical Trial Records	Clinical trial research data and case report forms.	7 years after study	Clinical Trials Research Unit	Secure destruction	In accordance with DM-501 (Jan. 2015).
Faculty Development Records	Faculty applications for programs, evaluations of programs, and accreditation information and reports.	7 years	HSC Faculty Development	Secure destruction	

**XII. Information Technology**

<b>Category</b>	<b>Type/Description</b>	<b>Retention Period</b>	<b>Official Copy Location/ Custodian</b>	<b>Disposition</b>	<b>Comments</b>
E-mail	E-mail accounts	In accordance with applicable Information Technology Services standards.	Information Technology Services	Deleted	Currently, Office 365 e-mail is retained for 6 months after an employee leaves the institution.  With respect to Gmail accounts, Google Vault provides indefinite access to e-mail.
Cloud Storage	SharePoint Online/OneDrive for Business	90 days	Information Technology Services	Deleted	Documents can be restored up to 90 days after deletion.
IT Records	Computer, equipment, and other asset inventory	While computer, equipment, or other asset is active, retained by ITS. After it is decommissioned, records should be transferred and retained by Property Management.	Information Technology Services	Transfer to Property Management	
IT Records	Backups	Rolling as administratively needed and then superseded	Information Technology Services	Deleted/Recycle/Replace	Backups are maintained only in case of a disaster or other emergency.
IT Records	Logs	Rolling as administratively needed and then superseded	Information Technology Services	Deleted/Recycle/Replace	
Telephone Records	System phone records and call center records, including recordings, call detail records.	1 year	Telecom	Deleted	

Telephone Records	Voicemails	Each regular voicemail box has a quota of 14MB, after which internal callers will not be able to leave voicemail in the inbox	User	Deleted	Voicemails that are in the inbox or saved folders are not aged out automatically. Voicemails in the deleted items folder are permanently deleted after 1 day.
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**XIII. Legal, Internal Audit, and Other Administrative Records**

<b>Category</b>	<b>Type/Description</b>	<b>Retention Period</b>	<b>Official Copy Location/ Custodian</b>	<b>Disposition</b>	<b>Comments</b>
Legal Records	Files related to the provision of legal services to the University.	5 years, except those deemed historically significant (as determined by the General Counsel or his/her designee)	General Counsel's Office	Secure destruction	Historical legal records or documents, as determined by the General Counsel, may be archived.
Legal Records	University related litigation files.	Retain complete file until settlement agreement consummated or until entry of final order.  Retain purged file for five (5) years, except those deemed historically significant (as determined by the General Counsel or his/her designee), or if settlement agreement provides otherwise.  Retain settlement agreement permanently.	General Counsel's Office	Secure destruction (where applicable)	After completion/final entry, purge by retaining pleadings, filings, orders and attorney notes. Shred or otherwise securely destroy all other documents in file. Destroy research or re-file if necessary.
Legal Records	Client related files, including any records generated through the providing of legal services through a law school clinic or student legal services.	5 years after no longer active	Applicable legal office, i.e., Clinic or Student Legal Services	Secure destruction	

Category	Type/Description	Retention Period	Official Copy Location/ Custodian	Disposition	Comments
FOIA Records	Documents relating to FOIA requests and responses	Retain complete file for two (2) years, retain purged file for five (5) years.	General Counsel's Office	Secure destruction (where applicable)	Purge by retaining request, response, and responsive documents only. Shred or otherwise securely destroy all other documents in file. Destroy research or re-file if necessary.
Transactional Records	Contracts or agreements not related to sponsored research.	10 years after termination of agreement	Signatory's Unit	Secure destruction	
Internal Audit Records	Final reports, assessments, projects, memoranda, recommendations, and supporting documentation, including any EthicsLine submissions or other complaints.	7 years after no longer active	Internal Audit	Secure destruction	