

**Student Life Records Retention and Archival Policy\***

12/12/2016

Record	Record Holder	Retention Period	Disposition	When Disposed	How
<b>Financial Records</b>					
Accounts Payable (and Disbursement Records)	Each Department	FY date of payment + 6 years	Confidential Destruction-Shred		
Accounts Payable (Capital Equipment/Other Fixed Assets)	Each Department	FY date of payment + 6 years	Confidential Destruction-Shred		
Accounts Receivable Records	Each Department	FY date of payment + 6 years	Confidential Destruction-Shred		
Capital Asset Records	Student Life Director of Finance and Business Operations	FY date of payment + 6 years	Confidential Destruction-Shred		
Contracts	Each Department	Permanent copy retained in the Vice President for Student Life's office	NA		
Departmental Adjustment (DA) Journal Vouchers (JV)	Each Department	FY date of payment + 6 years	Confidential Destruction-Shred		
Purchasing Card Records	Each Department	FY date of payment + 6 years	Confidential Destruction-Shred		
Travel Expense Reports	Each Department	FY date of payment + 6 years	Confidential Destruction-Shred		
<b>Human Resources Records</b>					
Applications for Staff Employment - Non Selects	HR**	3 years from date of personnel action	Confidential Destruction-Shred		
Employee Personal/Payroll Record (non-student)	HR**	6 years after employee separation	Confidential Destruction-Shred		
Leave and Vacation Records	Each Department	6 years	Confidential Destruction-Shred		
Performance Evaluations for Staff	HR**	6 years after employee separation	Confidential Destruction-Shred		
Student Employee Payroll Records	Each Department	3 years from date of personnel action	Confidential Destruction-Shred		

Record	Record Holder	Retention Period	Disposition	When Disposed	How
<b>General Records***</b>					
Reports (A Department's Annual Report is the one identified as the report of record. Other departmental reports and agenda will be destroyed when no longer needed by the department.)	Office creating these records	Permanent	Transfer to the University Archives		
Calendars for Non-Senior Administrative Staff	Office creating these records	Until no longer needed	Confidential Destruction-Shred		
Event Records	Office creating these records	Permanent	Transfer to the University Archives		
Meeting Records	Office creating these records	Permanent	Transfer to the University Archives****		
Policies and Procedures	Office creating these records	Permanent	Transfer to the University Archives		
Senior Administrator Appointment Calendars	Office creating these records	Permanent	Transfer to the University Archives		
Still and Moving Images; Audio Recordings	Office creating these records	Permanent	Transfer to the University Archives		
Grants					
Publications					
Speeches					
Subject and Project Files					

Record	Record Holder	Retention Period	Disposition	When Disposed	How
<b>Specialized Student Records</b>					
Academic Integrity	Office of Academic Integrity or Student Conduct Administration	Permanent	NA		
Disciplinary Records • Audio Recordings of Hearings	Student Conduct Administration	7 years unless case warrants longer retention as noted in case record • Audio recordings are maintained in accordance with instruction written in Student Conduct Code. If found not guilty, the record of the hearing is destroyed unless Chair requests retention in accordance with Student Conduct	Confidential Destruction-Shred		
Housing Applications and Assignments	Campus Living & Learning	7 years	Confidential Destruction-Shred		
Mental Health Records	Counseling Services	10 years after last contact	Confidential Destruction-Shred		
Mission Trips • Medical Records • Release Forms • Passport Copies • Participant Applications	Baylor Missions	At end of trip At end of trip At end of trip Permanent	Confidential Destruction-Shred		
Student Medical Records/Insurance	Health Services	10 years after last contact	Confidential Destruction-Shred		
Student Organization Membership	Student Activities	Permanent	NA		
Student Organization Judicial Records	Learning & Engagement	Permanent	NA		

\* The Baylor University Records Retention and Archival Policy applies to any record not addressed within this document.

\*\* Human Resources is the official record holder for all personnel records. If records are created by an office during the search process, these records should be submitted to HR at the end of the search. Further, no unofficial copies of EEO-1, immigration, and nationality documents should be kept outside of HR.

\*\*\* Many departments and offices produce many copies of event records. Departments and offices should determine which/whose copy is the official copy and manage it accordingly. All other copies are unofficial copies and should be destroyed confidentially by shredding.

\*\*\*\* The University Archives works with Baylor Photography to preserve their historic images, but many departments and offices produce their own still and moving images. Departments and offices should determine which/whose copy is the official copy and manage it accordingly. All other copies are unofficial copies and should be managed as needed. Please identify images with the event/occasion, people's names, and dates, using pencil on the back for prints and entered metadata for digital images. The University Archives cannot accept photos of which others claim copyright or ownership.