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**Records Management**

This retention schedule is authorized under Policy 5.21 Records Management.

1. This policy applies to all employees of Emory University and Emory Healthcare, as well as contractors who conduct business for or on behalf of Emory, who create, receive, or retain University records. Any recorded information, regardless of media, characteristics, physical form, storage location, or means of transmission, is considered a record when it is relevant to Emory's legal obligations or business.
2. Each department or office will maintain and dispose of records in compliance with Emory's retention schedule. This schedule supersedes previously approved applicable schedules.
3. Records should not be maintained past the end of their stated retention unless involved in current litigation, investigation, or audit. All known audits, investigations, or court cases involving the listed records must be resolved before the records can be destroyed.
4. The retention schedule applies to all records, regardless of format. Records must be accessible throughout their retention period in analog or digital format.
5. Departments and offices will destroy records that have not been deemed permanent in the manner identified by the retention schedule. Confidential paper must be shredded; electronic records must be made unreadable by being overwritten or the storage media being physically destroyed. Recordkeeping systems must be capable of the complete deletion of records; it is not sufficient to take information off-line.
6. Departments and offices will routinely transfer records with continuing and enduring value, as identified on the retention schedule, to the University Archives.
7. The heads of departments or offices are responsible for ensuring that procedures within their area of responsibility meet the requirements of Emory's records management program relative to record identification, control, maintenance, storage, and disposition. All employees are responsible for managing the records in their possession in compliance with this schedule.

<i>Title</i>	Adjunct Faculty Files
<i>Description</i>	Records that document an agreement among institutions to exchange teaching duties and to assume residence on campus for an academic year or a shorter duration. File may include applicant data, arrangements and schedules, publicity and news clippings, presentations, correspondence, contracts, and other related records.
<i>Retention</i>	Retain records for seven years after termination of agreement then dispose of.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	O.C.G.A. 9-3-24;

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<i>Title</i>	Book Order Records
<i>Description</i>	Records that document books ordered for courses taught at Emory. File may include the textbook request, correspondence, and other related records.
<i>Retention</i>	Retain for one year then dispose of.
<i>Disposition</i>	Confidential destruction not required.
<i>Citations</i>	

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<i>Title</i>	Catalogs and Bulletins
<i>Description</i>	Records that document the Emory policies and procedures, program requirements, and course offerings.
<i>Retention</i>	Permanent. Offer two copies to the Emory Archives for appraisal and final disposition.
<i>Disposition</i>	Transfer to the University Archives.
<i>Citations</i>	

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<i>Title</i>	Classroom Scheduling Files
<i>Description</i>	Records that documents the formulation of class schedules by academic units for inclusion in the published schedule of classes. File may include the final edition of the schedule of classes booklet, requests from departments for class offerings, deviation from schedule records, copies of course schedule maintenance records, requests for class changes, correspondence, and other related records.

*Retention* Retain final class schedule permanently; all other records retain for one year then dispose of.

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Course and Faculty Evaluation Files

*Description* Records that documents written and statistical evaluation of faculty and courses by students.

*Retention* Retain tenured tracked faculty evaluations for three years after full professor tenure decision then dispose of. Retain contractual faculty evaluations for three years after contractual obligations are completed then dispose of. Give course information to the curriculum committee for planning purposes.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Course Lab Manuals and Syllabus

*Description* Records that document the internal publication of an instructional lab manual and syllabus for teaching of a course. File may include mock-ups, and other related records.

*Retention* Retain final manual and syllabus permanently; dispose of other records.

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Course Records

*Description* Records that document course offerings and individual course contents. File may include syllabi, course descriptions, course outlines, course summaries, course requests and proposals, curriculum approval lists, lists of classes by term, bibliographies, reading lists, course announcements, handout materials, correspondence, and other related records.

*Retention* Retain for current year plus three years then dispose of.

*Disposition* Confidential destruction not required.

*Citations*

<i>Title</i>	Course Schedule Maintenance Records
<i>Description</i>	Records that document requests for changes to be made to the university catalog and schedule of classes. The information may include: course numbers, course titles, locations, course descriptions, credit hours, and other related records.
<i>Retention</i>	Retain for current year plus one year then dispose of.
<i>Disposition</i>	Confidential destruction not required.
<i>Citations</i>	

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<i>Title</i>	Faculty Activity Reports
<i>Description</i>	Records that document a faculty member accomplishments for a year. Report may contain courses taught, articles written, extra curricular activities, projects, and other related information. Report should be filed in faculty personnel file.
<i>Retention</i>	Retain for seven years after termination of employment then dispose of.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

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<i>Title</i>	Faculty and Student Handbooks
<i>Description</i>	Records that document the requirements, policies and offerings of specific instructional units for use by current or potential faculty or students. File may include policies on: fields of study, faculty, academic requirements, the evaluation process, and the research process.
<i>Retention</i>	Permanent. Offer two copies to the Emory Archives.
<i>Disposition</i>	Transfer to the University Archives.
<i>Citations</i>	

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<i>Title</i>	Faculty Annual Review
<i>Description</i>	Records that document a faculty member's work performance. File may include correspondence, letters of commendation, written reports, and other related records.

*Retention* Place review in faculty personnel file and retain for seven years after termination of employment then dispose of.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Faculty Council Records

*Description* Records that document the proceedings and actions of faculty council. File may include minutes; studies; recommendations; resolutions and enactments; reports; correspondence; and other related records.

*Retention* Permanent. Transfer to Emory Archives for final appraisal and disposition.

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Faculty Exchange and Visiting Scholars Records

*Description* Records that document a program which allows one or more faculty exchange and or visiting scholars to assume residence on campus for an academic year or a shorter duration. File may include advertisements, applicant data, arrangements and schedules, publicity and news clippings, presentation audio recordings, correspondence, and other related records.

*Retention* Sponsors shall retain all records related to their exchange visitor program and exchange visitors for a minimum of three years after termination of agreement then dispose of.

*Disposition* Confidential destruction is required.

*Citations* 22 CFR 62.10 (h);

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*Title* Faculty Summaries Backup files

*Description* Records that document changes made to the Faculty Time Report Summary. File may include correspondence, journal entries, accounting reports, and other related records.

*Retention* Except as otherwise provided in the following sentence, every person required by the regulations in this part to keep records in respect of a tax (whether or not such person incurs liability for such tax) shall maintain such records for at least four years after the due date of such tax for the return period to which

*Disposition* Confidential destruction is required.

*Citations* 26 CFR 31.6001-1 (a),(e); 26 CFR 31.6001-1 (b),(e); 26 CFR 31.6001-1 (c),(e); 26 CFR 31.6001-1 (e)(2)(S1); 26 CFR 31.6001-1 (e)(2)(S2); O.C.G.A. 48-7-111 (b)(s1a); O.C.G.A. 48-7-111 (b)(s1b);

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*Title* International Scholar Records

*Description* Records that document the process of relocating an international scholar from his or her country to the United States. File may include IAP-6, visa, salary information, recommendations, social security number, and other related records.

*Retention* Sponsors shall retain all records related to their exchange visitor program and exchange visitors for a minimum of three years after termination of agreement then dispose of.

*Disposition* Confidential destruction is required.

*Citations* 22 CFR 62.10 (h);

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*Title* New Degree Program and Course Proposal Records

*Description* Records that documents the curriculum committee decision on development of new departmental and interdepartmental degree programs; courses and related curricula that are currently under consideration for adoption; requests to drop courses from the curriculum and/or to change the names of courses, the number of credits, or the prerequisite courses. File may include minutes, proposals, correspondence, and other related records.

*Retention* Permanent for minutes; Retain all other records for current year plus five years then dispose of.

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Post-Doctorate Records

*Description* Records that document a student post-doctorate progress in a particular program. File may include visa, accomplishments, work history and other related records.

*Retention* Retain for seven years after termination of employment then dispose of.

*Disposition* Confidential destruction is required.

*Citations*

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<i>Title</i>	Program Development and Review Records
<i>Description</i>	Records that document the planning and discussions relating to the implementation of new undergraduate and advanced degree programs and any major reorganization or changes to established programs; courses and related curricula that are currently under consideration for adoption; requests to drop courses from the curriculum and/or to change the names of courses, the number of credits, or the prerequisite courses. File may include final reports; working papers; letters of support; review agendas; faculty status reports; reviews of individual degree programs by campus and off-campus sources; correspondence; curriculum committee meeting minutes; curriculum proposals; correspondence; and other related records.
<i>Retention</i>	Permanent for agendas, minutes, and final reports. Retain all other records for ten years after initial review then dispose of.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

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<i>Title</i>	Promotion, Tenure, and Salary Increase Records
<i>Description</i>	Records that document the periodic consideration of faculty who are eligible for changes in rank, tenure status, and/or pay. Records may include promotion and tenure dossiers compiled and presented by the faculty member as per instructions from Provost Office as well as other materials which are compiled and maintained for inclusion, analysis, and summarization into the dossier folders. The dossiers may include candidate dossier cover checklist; prior service agreement; Confidential Waiver for letters of evaluation; current position description; letters of evaluation; current curriculum vitae or resume; activity summary and evaluations of teaching, curriculum development and advising from students, participants/clients, and peers; candidate acknowledgment of dossier review; student evaluations of faculty summary reports; committee signature sheets; committee findings; recommendations of administrative superiors; correspondence; and other related records.
<i>Retention</i>	Place in personnel file and retain for seven years after termination of employment then dispose of.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

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<i>Title</i>	Recruitment Records
<i>Description</i>	Records that document visits to other institutions. File may include contact lists, correspondence, trip planning files, histories of past trips, and other related records.
<i>Retention</i>	Retain for current year plus two years then dispose of. Records should be purged every year to remove outdated information and to keep records current.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

<i>Title</i>	Room Scheduling Records
<i>Description</i>	Records that documents room assignments for classes offered during regular terms or during the summer session. File may include room assignment lists and other related records.
<i>Retention</i>	Retain for current year then dispose of.
<i>Disposition</i>	Confidential destruction not required.
<i>Citations</i>	

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<i>Title</i>	Special Academic Program Records
<i>Description</i>	Records that documents the administrative activities of special academic programs serving and aiding university students. Programs may include international student program; National Student Exchange (NSE) program; English language programs; honors programs; minority scholars programs; minority student recruitment programs; disabled student programs; non-traditional student programs; educational opportunities programs; older than average student programs; study abroad programs; and other special academic programs. File may include policy and program planning and development documentation; explanatory materials on the program; duplication of evaluations of courses, support services, and instructors; duplication of program course outlines; program participation and aid selection records; correspondence, and other related records.
<i>Retention</i>	Retain final reports permanently; Retain all other records for five years after creation then dispose of.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

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