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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.

*Title* Accreditation Records: Final Report

*Description* This series documents the accreditation of Emory University or Healthcare. This series may include, but is not limited to: preliminary reports prepared by schools/divisions, final reports, evaluation/findings report, and correspondence.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Accreditation Records: Supporting Documents

*Description* This series documents the preparation for accreditation of Emory University or Healthcare. This series may include, but is not limited to: self-evaluation reports, statistical data and related correspondence.

*Retention* Retain 6 years after accreditation reaffirmed.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Annual, Internal, and Self-Study Reports

*Description* This series documents the examination of a school, division, department, or office's objectives, programs, services, or accomplishments. This series may include, but is not limited to: annual reports, institutional effectiveness reports, and self-study records.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Awards Records

*Description* This series documents the process of selecting faculty, staff, students, and alumni to receive University/Healthcare or school/division given honors, such as an honorary degree, Thomas Jefferson Award, Scholar/Teacher Award, and Emory Williams Teaching Award. This series may include, but is not limited to: nomination letters; eligibility terms and selection criteria; recommendations; letters of award notification, letters accepting or declining awards; biographies; press releases; and information on funding sources.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Correspondence: Executive

*Description* This series documents the correspondence of executive employees. This series may include, but is not limited to: sent and received email and letters, directives, memoranda, and faxes.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Correspondence: Non-Executive

*Description* This series documents the correspondence of non-executive employees. This series may include, but is not limited to: sent and received email and letters, directives, memoranda, and faxes.

*Retention* Retain as long as administratively necessary

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Event Records

*Description* This series documents University/Healthcare, school/division, or department/office-sponsored lectures, workshops, training programs, excursions, and events. This series may include but is not limited to: promotional and publicity materials; press releases and news clippings; photographs; audio/video recordings; and schedules of speakers and activities.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Event Records: Planning Records

*Description* This series documents the planning and contracting of University/Healthcare, school/division, or department/office-sponsored lectures, workshops, training programs, excursions, and events. This series may include but is not limited to: contracts and agreements; registration and attendance lists; presentation materials and handouts; and participant evaluations.

*Retention* Retain 3 years from end of academic year.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Governance: Board of Trustees

*Description* This series documents the activities of the Board of Trustees and its committees. This series may include, but is not limited to: minutes, agendas, reports, and supporting documentation.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Governance: Other Committees

*Description* This series documents the activities of internal standing and ad hoc committees and councils established by a school/division or department/office, including administrative, steering, activities committees, standards, planning, academic, and awards committees. This series may include, but is not limited to: minutes, agendas, reports, working papers, and supporting documentation.

*Retention* Retain 5 years from end of academic year.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Governance: Standing Committees

*Description* This series documents the activities of standing committees and councils charged with formulating and recommending policies and procedures, establishing standards and requirements, or reviewing petitions, appeals, and deviations from policy, such as the University Senate, Employee Council, Faculty Council, Graduate Student Government Association, and Student Government Association as well as subcommittees of those groups. This series may include, but is not limited to: minutes, agendas, reports, and supporting documentation.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Grant Records

*Description* This series documents non-research grants awarded to and/or administered by the University. This series may include, but is not limited to: application, budget records, and quarterly and final reports.

*Retention* Retain 3 years from the date of submission of the final expenditure report.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Legal Matters and Cases

*Description* This series documents litigation initiated by or brought against the University/Healthcare and non-litigious matters brought to General Counsel for consultation. This series may include, but is not limited to: court documents, pleadings, final decisions, reports, and research.

*Retention* Retain as long as administratively necessary.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Meeting Records

*Description* This series documents meetings of faculty/staff of a department/office which address development, planning, administrative, and assessments of future needs. This series may include, but is not limited to: agenda, minutes, and supporting documentation.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Operational Records

*Description* This series documents the operating procedures of a school/division. This series may include, but is not limited to: procedures, forms, and operation manuals.

*Retention* Retain as long as administratively necessary.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Policy Records

*Description* This series documents and development and execution of University/Healthcare or school/division-level policies. This series may include, but is not limited to: policies, emergency procedures, office guides, and handbooks.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Project Planning Records

*Description* This series documents planning, development, and implementation of department/office-level non-capital projects. This series may include, but is not limited to: correspondence, minutes, agendas, reports, proposals, expenditures, statistics, and final reports.

*Retention* Retain 5 years from end of academic year.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Schedule of Activities

*Description* This series documents the scheduling of activities, events, and meetings. This series may include, but is not limited to: calendars, appointment books, schedules, and logs.

*Retention* Retain 3 years from end of calendar year.

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Strategic Planning Records

*Description* This series document the planning, development, and execution of long-term University/Healthcare or school/division-level plans and priorities. This series may include, but is not limited to: instructions from the president, provosts, and/or vice provosts; internal planning committee materials; statements of objectives and goals; proposals; strategic planning reports; surveys; activity reports; informational materials; and correspondence.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Trademarks Licensing Records

*Description* This series documents the protection and control of Emory University's name, logos, symbols, and registered trademarks. This series may include, but is not limited to: approved licensees; annual gross dollar sales of Emory trademarked items; invoices showing royalties paid use of the trademarks; licensing agreements; and samples of requesting licensees' art work.

*Retention* Retain 7 years after expiration of contract.

*Disposition* Records an ineligible for transfer to University Archives.

*Citations* O.C.G.A. 9-3-24;

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