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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* Alumni Association Records

*Description* Records that document the activities of the alumni association. The Association is responsible for promoting the interests and ideals of the university; stimulating and encouraging school pride in students, graduates, and former students; and developing a sense of responsibility for continued progress in educational programs for the university. File may include agendas; minutes; reports; notes; working papers; correspondence; and other related records.

*Retention* Permanent for agendas, minutes, reports, and policy/historical correspondence; Retain all other records for five years then dispose of.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Alumni Mailing List Records

*Description* Records that document the whereabouts of alumni for information request and mailing purposes. File may include mailing lists, correspondence, and other related records.

*Retention* Retain until superseded then dispose of.

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Alumni Records

*Description* Records that document information on alumni. Records are maintain in a database which contains images. Information may include names, addresses, employer names and addresses, positions, degrees, and other related information.

*Retention* Permanent

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

*Citations*

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*Title* Alumni Rosters  
*Description* Records that document graduated classes by date of graduation.

*Retention* Permanent

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

*Citations*

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*Title* Biographical Records

*Description* Records that document biographical data on various person(s) with connections with Emory. The records are used for public information releases and reference to provide responses to inquiries. File may include biographical sketches developed by the office of employment, the individuals concerned, or other sources; vitae; photographs; personal history data sheets; newspaper clippings; retirement notices; funeral programs; obituaries; and other related records.

*Retention* Retain until administrative usefulness is completed then dispose of.

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Class Gift Records

*Description* Records that document a record of gifts given to the university by senior classes. File may include gift lists, gift histories, a record of gift placement arrangements, correspondence, and other related records.

*Retention* Permanent

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

*Citations*

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<i>Title</i>	Colleges/Schools/University History Records
<i>Description</i>	Records that document record of the historical development of the university; units within the university; and organizations associated with the university, such as honor societies, fraternities and sororities, and student/faculty/staff clubs. File may include newspaper clippings; photographs; published and unpublished historical sketches; publications; statistics; ephemera; correspondence; and other related records.
<i>Retention</i>	Permanent
<i>Disposition</i>	Transfer to the University Archives.
<i>Citations</i>	

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<i>Title</i>	Development Records
<i>Description</i>	Records that document Emory operations relating to fundraising, donor identification and solicitation, corporate campaigns, gift planning and external promotions. File may include correspondence, reports, special events records, donor records, contribution lists, grant proposals, publication, newsletters, and other related records.
<i>Retention</i>	Retain for current year plus seven years 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>	Donor and Development Records
<i>Description</i>	Records that document the efforts of Development Office to establish relationships with alumni, the community groups, individuals, and businesses, to gain their assistance with the development and coordination of institutional programs. File may include reports, brochures, newsletters or publications, agendas, minutes, correspondence, and other related records.
<i>Retention</i>	Retain agendas, minutes, publications, newsletters, brochures permanently. Retain all other records for current year plus seven years then
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

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*Title* Donor Visitation Records

*Description* Records that document visits paid to donors and prospective donors. File may include travel plans, copies of receipts, accommodations, and other related records.

*Retention* Retain for current year then dispose of.

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Emory Alumnus

*Description* A publication that provide information to alumni regarding University events, research, alumni, and other related issues.

*Retention* Permanent. Offer two copies to the University Archives.

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Endowed Account Reports

*Description* Records that document the responses to inquiries for evidence of employment from offices within the university, banks, and credit agencies, government agencies, businesses, and current and former personnel. Records may include copies of written requests; release of information authorization records; telephone request records, office control documents; statistical summaries; correspondence; and other related records.

*Retention* Retain for current year then dispose of.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Endowed Scholarship Records

*Description* Records that document endowed scholarship to eligible students. File may include scholarship requirements, recipient application, financial information and other related records.

*Retention* None listed

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Endowed Scholarship Reports

*Description* Records that document expenditures of an endowed scholarship. Information may include account number, to date account balance, date, and other related information.

*Retention* Retain for current year then dispose of.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Endowment and Trust Fund Agreements

*Description* Records that document how monies are to be used in accordance to the endowment or trust fund. File may include the agreements, correspondence, and other related records.

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

*Disposition* Confidential destruction is required.

*Citations*

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<i>Title</i>	Film, Videotapes, and Sound Records
<i>Description</i>	Records that document visual and/or aural documentation of Emory activities and events including intercollegiate athletics, students, faculty, and staff with significant relevance to either to Emory or individual unit's function and mission. These productions may have been created for recruitment and orientation, fund-raising, publicity, research, or teaching. File may include identified and unidentified videotapes; motion picture films; phonographic recordings (16, 33, 45, and 78 RPM formats); audio tapes (all formats); compact audio discs; and transcriptions when available. NOTE: Contingencies should be made for transferring information to a more stable medium or migration strategies.
<i>Retention</i>	Retain permanently if it contains historical documentation; Retain all other records until administrative usefulness is completed then dispose of.
<i>Disposition</i>	Confidential destruction not required.
<i>Citations</i>	

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<i>Title</i>	Fund Raising Records
<i>Description</i>	Records that document Emory efforts to raise funds to support program functions and facilities. File may include requests for fund-raising; individual benefactors and prospective donors files; public relations records; event planning and arrangement records; gift history reports; background on previous donations; pledges; correspondence; and other related records.
<i>Retention</i>	Retain for current year plus seven years then dispose of.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

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<i>Title</i>	Gift Records
<i>Description</i>	Records that document potential or realized private, or corporate, funding to the institution, including endowments and trusts. This series may include award guidelines, letters and agreements of gifts, copies of bequest instruments and wills from individuals or estates, financial statements and reports, correspondence; and other related records.
<i>Retention</i>	Permanent for letters and agreements of gift, copies of bequest instruments and wills from individuals or estates, correspondence; Retain all
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

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*Title* Giving Reports

*Description* Records that document the amount of money an individual has donated to Emory. Information may include name, monies, identification number, fund, date and other related information.

*Retention* Retain for seven years after report is created then dispose of.

*Disposition* Confidential destruction is required.

*Citations*

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*Title* Ordering Records

*Description* Records that document continuing requests for publications produced by an unit. File may include lists indicating the name and address of the requester, book titles, transaction date, invoice number, correspondence, and other related records.

*Retention* Retain one year after the request becomes inactive then dispose of.

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Oxford Clubs

*Description* Records that document clubs that have been established in various counties for Oxford alumnus. File may include correspondence, rosters, event information, and other related records.

*Retention* Retain rosters and event information permanently. Retain all other records for current year plus two then dispose of.

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Public Relations Records

*Description* Records that document events, people, and other activities at Emory. File may include newspaper clippings, photographs, working papers, correspondence, scrapbooks, and other related records.

*Retention* Permanent. Copies of news articles and photos maintained as a historical record of activities. Older scrapbooks are in the Oxford Archives.

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Publications

*Description* Records that document publications produced by units. It may be used to document the activities of the unit, for educational purposes and/or for informational purposes. Types of publications may include catalogs, books, magazines, newsletters, handbooks, yearbooks, directories, brochures, pamphlets, media guides, guidebooks, proceedings, programs, and flyers. File may include working papers, mock-ups, drafts, and final publications.

*Retention* Permanent for final publications; Retain all other records for current year then dispose of.

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Publications Inventory Records

*Description* Records that document publications in stock in an unit. Information publication title, date, volume, retail cost, and other related information.

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

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Radio and Television Advertisements

*Description* Records that document advertisements used in the media fields of radio and television for the promotion of Emory Healthcare system.

*Retention* Retain in office for ten years then transfer records to the Archives for appraisal and final disposition.

*Disposition* Transfer to the University Archives.

*Citations*

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*Title* Sample Publications and John Specification Records

*Description* Records that document record of specifications used in setting up publications for printing by the university's publications office. File may include job cards indicating description, specifications, and dollar cost of production; art work including drawings, maps, and blueprints; samples of changes made to publications; completed publications; correspondence; and other related records.

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

*Disposition* Confidential destruction not required.

*Citations*

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*Title* Scholarship Reports

*Description* Records that document the recipients of scholarships at Emory. Records may include information regarding the names of recipients; when they received the scholarships; names of scholarships; dollar value of scholarships; years recipients entered and graduated; and other related records.

*Retention* Permanent

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

*Citations*

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*Title* Yearbooks

*Description* Records that document the activities and events of Emory during the school year.

*Retention* Permanent

*Disposition* Transfer to the University Archives.

*Citations*

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