
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>	Annual Fund Drive Records
<i>Description</i>	Records that document the plan, arrangements, and results of annual athletic fund drives. File may include brochures, prize lists, pledge cards, mailing arrangements, reports, fiscal summaries, and other related records.
<i>Retention</i>	Retain for current year plus three years then dispose of.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

<i>Title</i>	Athletic Insurance Records
<i>Description</i>	Records that document medical treatment services rendered off campus for practice or playing related injuries or illnesses which are eligible for partial payment by intercollegiate athletic insurance. File may include copies of policies, accident reports, notes, claim records, correspondence, payment of insurance records, 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;

<i>Title</i>	Athletic Scholarship and Grant-In-Aid Award Records
<i>Description</i>	Records that document player eligibility and receipt of financial aid. Records may include squad lists, conference eligibility reports, team roster updates, scholarship count, applications, nominee lists, eligibility questionnaires, eligibility reports, correspondence, and other related records.
<i>Retention</i>	Retain for ten years for NCAA records; five years for all other records.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

Title Athletics Eligibility Records

Description Records that document verification by intercollegiate athletics of student athletics' academic progress to the NCAA or NAIA.

Retention Retain for current year plus ten years then dispose of.

Disposition Confidential destruction is required.

Citations

Title Claims Payment Records

Description Records that document the verification and payment of secondary coverage insurance claims of injured student athletics. File may include lists or requests for claims payment; transmittal letters for reimbursement of the university; proof of loss records; intercollegiate athletic reports; payment amounts; and other related records.

Retention Retain for four years after the claim is settled.

Disposition Confidential destruction is required.

Citations O.C.G.A. 9-3-31; O.C.G.A. 9-3-32; O.C.G.A. 9-3-33 (s1a); O.C.G.A. 9-3-33 (s1b); O.C.G.A. 9-3-33 (s1c);

Title Competition Reports

Description Records that document a summary record of individual games and competitions and is used to comply with NCAA and NAIA reporting requirements for both revenue and non-revenue producing sports. Information may include sport name; opponent name; date; event location; final score; player names and positions; time played per athlete; signature of the head coach or athletic director; and other related information.

Retention Retain for current year plus ten years then dispose of.

Disposition Confidential destruction not required.

Citations

<i>Title</i>	Game Arrangement Records
<i>Description</i>	Records that document arrangements made for and the schedules of past games. File may include team practice schedules; team position assignments/depth charts; itineraries; bus lists; notes; and other related records.
<i>Retention</i>	Retain for current year plus three years then dispose of.
<i>Disposition</i>	Confidential destruction not required.
<i>Citations</i>	
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<i>Title</i>	Game Officials' Evaluation Reports
<i>Description</i>	Records that document the head coach's evaluation of judging officials' performance at individual athletic games. Information may include team names, site, game date, judging officials' names, evaluative scores, comments, and other related information.
<i>Retention</i>	Retain for one year then dispose of.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	
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<i>Title</i>	Game Statistics
<i>Description</i>	Records that document the practice, playing, and attendance statistics about each game and the season for each sport by playing year. File may include player academic statistics, attendance figures, player training charts, season and game player statistics, recruitment records, rankings, awards information, NAIA and NCAA game statistics, and other related statistics.
<i>Retention</i>	Permanent
<i>Disposition</i>	Records an ineligible for transfer to University Archives.
<i>Citations</i>	
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Title Individual Athletes Records

Description Records that document the athletic history of each athlete who has competed at Emory University. Records may include academic major information including performance reports, admissions verification reports, academic transcripts, and financial aide information; recruitment information; media articles; photographs; release of information; personal data questionnaires; records of awards; and other related records.

Retention Retain for five years after separation from Emory then dispose of.

Disposition Confidential destruction is required.

Citations

Title Intramural Sports Waivers

Description Records that document the legally and medically informed status of students, faculty, and staff participating in intramural sport activities. The waiver affirms that participants have been informed that they are not covered by the university for injury or other medical situations and have been advised to seek private insurance.

Retention Retain for three years after the conclusion of the intramural sports season.

Disposition Confidential destruction is required.

Citations

Title Photographs and Film

Description Records that document photographs and films taken during games, tournaments, and practice sessions.

Retention Permanent. Transfer to University Archives for appraisal and final disposition.

Disposition Transfer to the University Archives.

Citations

<i>Title</i>	Play Books
<i>Description</i>	Records that document strategies, practice time and game plays for each game and season. Information may include practice plans, game plans, game results, and other related information.
<i>Retention</i>	Retain for current year plus five years then dispose of.
<i>Disposition</i>	Confidential destruction not required.
<i>Citations</i>	

<i>Title</i>	Positive Drug Test Records
<i>Description</i>	Records that document student athletics positive results of drug testing done. File may include lab reports; interpretations; and other related records.
<i>Retention</i>	Retain for five years or end of eligibility, whichever is later then dispose of.
<i>Disposition</i>	Confidential destruction is required.
<i>Citations</i>	

<i>Title</i>	Practice Schedule Records
<i>Description</i>	Records that document practice time for athletic teams and assist in complying with NCAA, NAIA, and conference rules and regulations. File may include team rosters indicating time spent in practices, meetings, training and conditioning, competition, and other related records.
<i>Retention</i>	Retain for current year plus five years then dispose of.
<i>Disposition</i>	Confidential destruction not required.
<i>Citations</i>	

Title Recruiting Records

Description Records that document the recruitment of athletes into the university's intercollegiate athletics program. File may include questionnaire that contains personal, scholastic, general, and transcript release information, information for Certification of NCAA Freshman Athletics Eligibility Compliance, letters of intent, copies of admissions records, performance reports, notes, and other related records.

Retention Retain for five years or end of eligibility, whichever is later then dispose of.

Disposition Confidential destruction is required.

Citations

Title Scheduling Records

Description Records that document competition schedules set up with other institutions by coaches and the athletic director. File may include correspondence, notes, contracts, final schedules, and other related records.

Retention Retain for six years after expiration of contract then dispose of.

Disposition Confidential destruction not required.

Citations

Title Sports Merchandising Records

Description Records that document the sale of university and NCAA or NAIA - licensed merchandise at sporting events. File may include sales reports; merchandise comment sheets; and other related records.

Retention Retain for four years then dispose of.

Disposition Confidential destruction not required.

Citations

Title Student Athletes Academic Advising Records

Description Records that document academic advising of prospective and current student athletes, provides records of academic progress while students are involved in athletic programs at the institution, and complies with NCAA, NAIA and conference reporting requirements. Records may include letters of intent, renewals of letters of intent, transcripts, grade reports, petitions, academic evaluations, advanced standing reports, advisors' report sheets showing progress towards academic degree, program planning sheets, NCAA Progress Reports, students' requests for release from athletic programs, correspondence, and other related records.

Retention Retain for five years after graduation or date of last attendance then dispose of.

Disposition Confidential destruction is required.

Citations

Title Student Athletes Dining Rosters

Description Records that document meals consumed by student athletes as part of training.

Retention Retain for two years then dispose of.

Disposition Confidential destruction not required.

Citations
