
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, and those who create, receive, or retain Emory's 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. Record-keeping 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 and in compliance with this schedule.

Title Academic Record: Academic Departments

Description This series documents the monitoring of students status, history, and grades within the academic department or school. This series may include, but is not limited to: advising records; grade reports, disputes, and change records; records documenting participation in special academic programs; requests to change major or minor; application and placement in joint degree programs; request for, and approval of, independent study and study abroad courses; transfer credit evaluations; requests to change colleges; academic action authorizations for dismissal or suspension; and graduation checklist.

Retention Retain 3 years after last attendance.

Disposition Confidential destruction required

Citations

Title Academic Record: Official

Description This series documents the final academic status of students who are no longer enrolled. This series may include, but is not limited to: final transcript; requests for release of personally identifiable information; records of disclosures made to third parties; academic dismissals; and academic integrity code violations with sanctions.

Retention Permanent

Disposition Records are ineligible for destruction, but eligible for transfer to the University Archives.

Citations

Title Academic Record: Registrar and School Liaisons

Description This series documents the academic and enrollment status of students by the registrar, undergraduate, graduate, or professional school liaisons. This series may include, but is not limited to: withdrawal, leave of absence, parental accommodation, and readmission requests; name or gender change requests; and veterans eligibility, enrollment, and qualifications records.

Retention Retain 5 years after last attendance.

Disposition Confidential destruction required

Citations

Title Admission Records: Matriculated

Description This series documents applications for admission by students who enroll. This series may include, but is not limited to: application, transcripts, essays, standardized test scores, letters of recommendation, and student waivers.

Retention Retain 3 years after end of academic year.

Disposition Confidential destruction required

Citations

Title Admission Records: Not Matriculated

Description This series documents applications for admission by students who are not accepted or do not enroll. This series may include, but is not limited to: application, transcripts, essays, standardized test scores, letters of recommendation, and student waivers.

Retention Retain 1 year after end of academic year.

Disposition Confidential destruction required

Citations

Title Career Center: Recruiter Files

Description This series documents recruiter visits to the campus to conduct job and internship interviews. This series may include, but is not limited to: scheduling calendars, affirmative action statements, recruiter information forms, lists of interviewees, and feedback forms from recruiters.

Retention Retain 5 years after end of academic year.

Disposition Confidential destruction required

Citations

Title Career Center: Student Advising Files

Description This series documents services provided to students in the form of counseling, workshops, mock interviews, panels, employer recruiting and development, pre-professional advising, alumni relations, internships, self-assessment, and career research. This series may include, but is not limited to: credentials, release consent, reference letters, student teaching reports, professional program certificates, and resumes.

Retention Retain 6 years after last attendance.

Disposition Confidential destruction required

Citations

Title Course Action Records

Description This series documents actions associated with student's registration and enrollment in courses. This series may include, but is not limited to: registration, drop/add requests, permission to audit course to take as pass/fail, and course transfers.

Retention Retain 2 years after end of academic year.

Disposition Confidential destruction required

Citations

Title Course Catalog

Description This series documents courses offered each semester. This series may include, but is not limited to: catalogs and published schedule of classes.

Retention Permanent

Disposition Records are ineligible for destruction, but eligible for transfer to the University Archives.

Citations

Title Demographic Reports

Description This series documents reporting of enrollment, demographic, and geographic information about students who are attending or have attended Emory. This series may include, but is not limited to: original data sets, submission syntax, and reports.

Retention Permanent

Disposition Records are ineligible for destruction, but eligible for transfer to the University Archives.

Citations

Title Family Educational Rights and Privacy Act (FERPA) Records

Description This series documents student requests and consent authorizations or denials in accordance with the Family Educational Rights and Privacy Act (FERPA). This series may include, but is not limited to: requests for hearings, student statements regarding hearing panel decisions, written decisions of the hearing panel, written consent of the student to disclose records, non-disclosure of directory information requests, and waivers for rights of access.

Retention Permanent

Disposition Records are ineligible for destruction, but eligible for transfer to the University Archives.

Citations

Title Fellowship Award Records

Description This series documents the administration of student fellowships. This series may include, but is not limited to: agreements/contracts with departments, postings/notices, applications, and student resumes.

Retention Retain 4 years after end of academic year.

Disposition Confidential destruction required

Citations

Title First Destination Surveys

Description This series documents the surveying of recent graduates. This series may include, but is not limited to: questionnaires that provide the following information on individual alumni: career status or job title, continuing education, geographic location, source of finding employment, relationship of employment to major, and salary.

Retention Retain results 10 years after last attendance; retain individual questionnaires 6 years after end of academic year.

Disposition Confidential destruction is required.

Citations

Title Grade Change Reports

Description This series documents grade changes submitted by instructors. This series may include, but is not limited to: withdrawal requests, supplemental grade reports, and removal of incomplete records.

Retention Permanent

Disposition Records are ineligible for destruction, and ineligible for transfer to the University Archives.

Citations

Title Hold or Encumbrance Authorizations

Description This series documents holds that restrict the release of transcripts. This series may include, but is not limited to: documentation on reason for hold and specific action needed to release hold.

Retention Retain until release of hold or as long as administratively necessary.

Disposition Confidential destruction required

Citations

<i>Title</i>	International Student Records
<i>Description</i>	This series documents interaction with and assistance to enrolled international students. This series may include, but is not limited to: Certificate of Eligibility for Exchange Visitor (J-1) Status (Form DS-2019) for Emory-sponsored students, Certificate of Eligibility for Nonimmigrant Student Status (Form I-20) for Emory-sponsored students, and Arrival-Departure Record (I-94) if provided by student.
<i>Retention</i>	Retain 3 years after last attendance.
<i>Disposition</i>	Confidential destruction required
<i>Citations</i>	

<i>Title</i>	Internship Placement Records
<i>Description</i>	This series documents the administration of student internship, practicum, and cooperative education programs. This series may include, but is not limited to: agreements/contracts with departments, postings/notices, applications, and student resumes.
<i>Retention</i>	Retain 3 years after end of academic year.
<i>Disposition</i>	Confidential destruction required
<i>Citations</i>	34 CFR 668.24 (e)(1),(2); 34 CFR 668.24 (e)(3); 34 CFR 674.19 (e)(3)(ii),(4)(ii); 34 CFR 674.19 (e)(4);

<i>Title</i>	Loan Records: All Other Programs
<i>Description</i>	This series documents participation in the Federal Work Study (FWS), Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent (SMART) Grant, or Teacher Education Assistance for College and Higher Education (TEACH) Grant Program. This series may include, but is not limited to: repayment schedules, and statements of rights and responsibilities.
<i>Retention</i>	Retain 3 years after end of award year.
<i>Disposition</i>	Confidential destruction required
<i>Citations</i>	34 CFR 668.24 (e)(1),(2); 34 CFR 668.24 (e)(3);

Title Loan Records: Federal Family Education Loan Program (FFELP) and Direct Loan Records

Description This series documents participation in the Federal Family Education Loan Program (FFELP) and Direct Loan Programs. This series may include, but is not limited to: eligibility (student and/or parent), application, and disbursement records.

Retention Retain 3 years after last attendance.

Disposition Confidential destruction required

Citations 34 CFR 668.24 (e)(1),(2); 34 CFR 668.24 (e)(3);

Title Loan Records: Perkins Loan

Description This series documents participation in the Perkins Loan program. This series may include, but is not limited to: repayment schedules, and statements of rights and responsibilities.

Retention Retain 3 years after the loan is assigned to the Department, canceled, or repaid.

Disposition Confidential destruction required

Citations 34 CFR 674.19 (e)(3)(ii),(4)(ii); 34 CFR 674.19 (e)(4);

Title Loan Records: Student Loan Management

Description This series documents the disbursement and repayment of student loans. This series may include, but is not limited to: eligibility documentation, loan agreement, promissory notes, distribution reports, and payment coupons.

Retention Retain 5 years after loan is repaid.

Disposition Confidential destruction required

Citations 34 CFR 668.24 (e)(1),(2); 34 CFR 668.24 (e)(3); 34 CFR 674.19 (e)(3)(ii),(4)(ii); 34 CFR 674.19 (e)(4);

Title Prospective Student Files

Description This series documents contact with prospective students. This series may include, but is not limited to: prospects lists, interview and conversation notes;, photographs, personal information forms and resumes, test scores, and academic transcripts.

Retention Retain 1 years after end of academic year.

Disposition Confidential destruction required

Citations

Title Scholar Program Records

Description This series documents the application, selection, and progress of students who apply for scholarships. This series may include, but is not limited to: applications, nominee lists, eligibility questionnaires, and reports.

Retention Retain 3 years after end of award year.

Disposition Confidential destruction required

Citations 34 CFR 668.24 (e)(1),(2); 34 CFR 668.24 (e)(3); 34 CFR 674.19 (e)(3)(ii),(4)(ii); 34 CFR 674.19 (e)(4);

Title Student Work Product

Description This series documents the completion of required course work by students. This series may include, but is not limited to: examinations, quizzes, homework, term papers, and essays.

Retention Retain 1 year after course completion.

Disposition Confidential destruction required

Citations

Title Theses and Dissertations

Description This series documents the completion of requirements for graduate degrees. This series may include, but is not limited to: theses, dissertations, and research data.

Retention Permanent

Disposition Records are ineligible for destruction; Transfer to Electronic Theses and Dissertations (ETD) repository.

Citations
