**General Academic Department Schedule**

This is the retention schedule for those academic departments that do not have individualized schedules already.

**Academic Department Files.** Records relating to the academic departments

and programs of the college. Files include surveys, annual reports,

correspondence with department chairs, policy statements, etc. Files may contain

restricted information.

Disposition Instructions: Transfer to College Archives after 3 years or when

reference value of file ceases for appraisal and final disposition.

**Administrative Offices.** Records for each of the administrative areas

supervised by the Vice President for Academic Affairs and correspondence with

other administrative offices. Files contain mission and policy statements, reports,

personnel files, correspondence, and memorandums. Personnel Files may contain

restricted information.

Disposition Instructions: Transfer files, except the Personnel Files, to

College Archives after 3 years or when reference value of information

ceases for appraisal and final disposition. Transfer Personnel Files to

Human Resources Office to be incorporated into official personnel file 3

year after employee terminates service.

**Committees.** Records of faculty, administrative, and appointed committees. Files

include minutes and reports. Files may contain restricted information.

Disposition Instructions: Permanent. Transfer to College Archives after 2

years for permanent retention.

**Course Evaluations and Signature File.** Evaluations: copies of student

evaluations of courses. Signature file: Signature portion of evaluation form -

detached and file separately. Files contain restricted information.

Disposition Instructions: For tenure-track faculty, destroy 3 years after

tenure review completed. For non-tenure track faculty, destroy after 1

year.

**Course Syllabi.** Copies of syllabi for courses offered each semester.

Disposition Instructions: Transfer to College Archives after 1 year for

appraisal and final disposition.

**Faculty Enrollment Statistics.** Statistical reports on faculty course

enrollments and departmental activities.

Disposition Instructions: Permanent. Transfer to College Archives after 5

years for appraisal and final disposition.

**Faculty Files.** Personnel records on faculty members. Files contain copies of

letters of appointment, correspondence, biographical forms, tenure and review

information where appropriate, transcripts, salary increase letters, vitae, faculty

activity reports, and copies of any citations or awards received. Files contain

restricted information.

Disposition Instructions: Transfer to College Human Resources Office to be

incorporated into official personnel file 3 year after faculty terminates

service.

**Foundations.** Records relating to funding of professorships and equipment

through Foundations. Includes copies of agreements and correspondence.

Records may contain restricted information.

Disposition Instructions: Transfer to College Archives 1 year after

agreement/grant completed for appraisal and final disposition.

**General Office Files.** Records concerning the administration of the office. Files

may contain reports, memorandums, correspondence, directives, and other

records.

Disposition Instructions: Transfer to College Archives after 3 years or when

reference value of file ceases for appraisal and final disposition.

**Job Searches.** Records concerning activities of specially formed search

committees charged with recruiting new or replacement faculty members. Files

may contain correspondence, resumes, applications, and other related records.

Files contain restricted information.

Disposition Instructions: Transfer applications and other records for

individuals hired to appropriate personnel file when individual accepts

position. Destroy in office applications for individuals not hired 2 years after

date of receipt if no charge of discrimination has been filed. If charge has

been filed, destroy in office 1 year after resolution of charge.