

## Academic Personnel Office Records Retention Schedule

<b>Record Title</b>	<b>Description</b>	<b>Office of Record</b>	<b>Disposition Schedule for the Office of Record</b>	<b>Special Requirements</b>	<b>Notes</b>
Ladder Rank & Lecturer PSOE/SOE academic personnel review files including academic dean/provost administrative files	Appointment, appraisal, merit, promotion, biography and biobibliography	Designated Authority (e.g chair, dean, cp/evc, Chancellor)	Retain ten years past separation/retirement, then shred.  Shred upon death.  APO archives biobibs indefinitely	None	Access and privacy rights do not extend past employee's death.
Other academic personnel review files (non-senate titles)	Appointment, appraisals, merits, promotion, biography, biobibliography	Designated Authority (e.g chair, dean, cp/evc, Chancellor)	Retain five years past separation, then shred entire file.  Shred upon death.		
Review file for who declines offer	Appointment review file	Designated Authority (e.g dean, cp/evc, Chancellor)	Retain three years, then shred		
Ad hoc committee records	Establishment of ad hoc review committee; scheduling of meeting	APO	Shred after one year		

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Recruitment Records	Applications, vitae, letters of recommendation	Designated authority for approval of recruitment process and record (dean, cp/evc)	Shred after three years		
Student Evaluations of Ladder Rank Faculty	Student evaluations of teaching	Department	For promotion to Associate or Full Professor, shred when promoted except those obtained during and subsequent to the year in which the promotion review took place; Retain all professor evaluations until advancement to Step 6. When advanced to Step 6, shred evaluations obtained since promotion to full Professor except those obtained during and subsequent to the year in which the Step 6 review took place; If separated or retired, retain records three years past end date.		
Student Evaluations of temporary teaching titles (e.g., visiting, adjunct) excluding Unit 18	Student evaluations of teaching	Department or College offering course	Same as for Ladder Rank faculty (above).		
Student Evaluations of Student teaching titles	Student evaluations of teaching	Department or College offering course	Retain all evaluations three years after separation from student status.		
Student Evaluations of Unit 18 titles	Student evaluations of teaching	Department or College offering course	Retain evaluations obtained during “pre-six-year status” 3 years past advancement to Continuing Appointment status. Retain evaluations obtained during Continuing Appointment status 3 years after their use in a merit review. At the time of separation or retirement, retain existing evaluations for 3 years.		

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CAPM Policies and other local policies	Campus Academic Personnel Manual; policies and procedures for implementation of campus and University policies.	APO	Indefinite	Important to maintain records in such a manner that it is possible to demonstrate the policy in effect at a given point in time.	Electronic storage where possible
APM policy files	APM policy reviews, includes proposed policy, notice to campus, campus response to OP and final issue of policy.	Office of the President  APO retains for campus history	OP: Indefinite  Campus: 10 years to indefinite	Retain as long as determined to have relevance for historical or other purposes.	Electronic storage where possible
Leave records, including Active Service Modified Duties	Sabbatical leave, leave with pay, leave without pay, Family Medical Leave, Active Service Modified Duties	Designated Authority (e.g chair, dean, cp/evc)	Retain until personnel review files are shredded (see above).  .	Separate medical information from request and retain in a separate and confidential medical record which may be retained in the personnel file	

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Salary Administration Records	Salary Scales	Office of the President  APO	OP – indefinite. Available on-line from 1995  Retain correspondence & notes relating to salary scale issue for 10 years.		
	Range Adjustment	Payroll	APO previous 5-10 years' notes.		
	Salary Studies	Office of the President	APO retain 5 years		
APO Staff personnel File	APO staff	APO	Shred 5 years after separation		
APO Chronological files-correspondence	Office correspondence	APO	Shred after 2 years		
Collective Bargaining Files	Contract interpretation	OP	APO retain indefinitely or until replaced by new MOU.		
	Unit establishment		APO retain indefinitely		
	MOU	OP	Until replaced by new MOU		
Dean/Provost timesheets	Vacation, sick leave accrual/use	APO	Retain 5 years after last submission		

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Grievance/formal complaint Records	Formal Grievances, informal complaints	APO	<p>May shred upon death; otherwise:</p> <p>Senate--Retain 10 years past separation/retirement, then shred.</p> <p>NonSenate-- retain 5 years past separation, then shred entire file.</p>		Retain separately from personnel file. There may be a sanction or summary report that becomes part of a personnel file but only materials specifically designated for placement in a personnel file should be retained there.
Litigation		General Counsel	Maintained permanently.		Copies of records related to litigation should be forwarded to Office of the General Counsel. Duplicate records maybe kept or destroyed as determined in consultation with Office of General Counsel.