

RECORD RETENTION AND DESTRUCTION

Indiana University South Bend Schurz Library Archives

Academic Personnel Records – Retention and Destruction Schedules

These record schedules were officially approved by the Academic Officers Committee (AOC) on January 31, 2003. This means IU administrators, faculty and staff can implement these retention schedules and be in total compliance with Indiana University legal guidelines and best practices.

The retention periods for each record series represents the MINIMUM period of time the records must be retained. After that specified time, the records can be destroyed, but they are not required to be. If there are good administrative reasons for retaining these records for a longer period, then by all means, do so. Please remember, however, that maintaining records has a price tag; costs for storing, managing, accessing and preserving records can add up quickly.

The schedules are divided into originals and copies. In most cases the original record will be stored and managed in the Office of Academic Affairs in the Administration Building, and the copies will reside in the individual department, school or administrative office. However, for some types of records, the individual office, department or school will have the original, and no copy will be available in the Office of Academic Affairs.

The prominent pattern for records with short-term retention periods is to retain the original for at least 5 years and the copies for at least 2 years. Exceptions to this general rule exist for some of the promotion and tenure records and for the graduate AI records.

A good many record series are designated as permanent, with the instruction to send the records to the Campus Archives in Schurz Library, Room 204A. However, in some instances the individual office, department or school may retain their original, permanent records – most often these are personal records of personnel and/or of financial nature. In these cases, office personnel should contact the Campus Archivist at telephone extension 4392 regarding the disposition and transfer of this material. Please see the following chart to see which records to keep and which to send onto the Campus Archives.

Finally, some record series may not be included on this schedule. In these cases, please contact the Campus Archivist, who will help create a disposition schedule for those record series.

**Academic Personnel
Records****Disposition Schedule**

Approved by the Academic Officers Committee (AOC) on January 31, 2003

****Faculty Records**

Type of Record	Disposition- Remaining in Office of Origin -Originals	Disposition to Archives – Copies
Vita	Permanent:	No
Disciplinary Letters and E-Mail	Permanent:	No
Faculty Summary Reports	Permanent:	No
Personal and Professional History Form	Permanent:	No
IU News Releases Regarding Faculty Member	Permanent – Transfer to Archives- 2 Years After Separation	Yes
Personnel Action Forms	Permanent:	No
Appointment and Offer Letters	Permanent– Transfer to Archives- 2 Years After Separation	No
Intent to Recommend Appointment Form	Permanent– Transfer to Archives- 2 Years After Separation	No
Notice of Terms of Initial Appointment	Permanent : Transfer to Archives – 2 Years After Separation	No
Appointment - Letters of Recommendation	5 Years After Separation	Yes
Reappointment Notice	5 Years After Separation	Yes
Verification of Receipt of Ph.D. - Transcript	5 Years After Separation	No

Copies of Salary Letters	5 Years After Separation	No
Pre-Tenure Review Letter	5 Years After Separation	Yes: 2 Years After Separation
Sabbatical Leave Letters - Approval letter, Request and Acknowledgement of Report	5 Years After Separation	Yes: 2 Years After Separation
Sabbatical Reports	5 Years After Separation	Yes: 2 Years After Separation
Leave of Absence Requests	5 Years After Separation	Yes: 2 Years After Separation
Research Leave Supplement Letter	5 Years After Separation	Yes: 2 Years After Separation
Grant Approval Letter	5 Years After Separation	Yes: 2 Years After Separation
Supplemental Payroll Vouchers - Copies	5 Years After Separation	No
Retirement Application	5 Years After Separation	No
Notice of Changes to Biographical Information	5 Years After Separation	Yes: 2 Years After Separation
Employment Verifications, I - 9s	5 Years After Separation	No

****Adjunct Faculty Files**

Type of Record	Disposition – Remaining in Office of Origin - Originals	Disposition to Archives – Copies
Vita	Permanent:	No
Disciplinary Letters and E-Mails	Permanent:	No
Faculty Summary Reports	Permanent:	No
Personal and Professional History Form	Permanent:	No
IU News Releases Regarding Faculty Member	Permanent:	Yes: 2 Years After Separation
Personnel Action Forms	Permanent:	No

****Graduate AI Records**

Type of Record	Disposition - Remaining in Office of Origin - Originals	Disposition - to Archives – Copies
Appointment Files	7 Years After Date of Hire	No
Agreement Forms	7 Years After Date of Hire	No
Contracts	7 Years After Date of Hire	No
Employment Verifications, I 9s	3 Years After Date of Hire or 1 Year After Separation, Whichever is Later	No