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Policy Type: Administrative  
Applies to: Employees

## POLICY DATES

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Issued:  
Revised: March 2017  
Edited:  
Reviewed: March 2019

University of Mount Union, in keeping with its ethical workplace standards, prohibits the attention, falsification or destruction of any document with the intent of impeding or obstructing any official proceeding of the institution. This policy provides for the systematic review, retention and destruction of documents received or created by the University of Mount Union in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate University of Mount Union's operations by promoting efficiency and freeing up valuable storage space.

## Policy Details

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- I. Purpose
- II. Document Retention
- III. Electronic document and records
- IV. Emergency Planning
- V. Document Destruction
- VI. Compliance

### I. Document Retention

The University of Mount Union follows the document retention procedures outline in document retention list. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

### II. Electronic Document and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the attached schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

### III. Emergency Planning

University of Mount Union's records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping University of Mount Union operating in an emergency will be duplicated or backed up at least every week and maintained off site.

### IV. Document Destruction

University of Mount Union's Vice President for Business Affairs is responsible for the ongoing process of identifying its records which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding. Document destruction will be suspended immediately upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

### V. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against University of Mount Union and its employees and possible disciplinary action against responsible individuals. The Vice President for Business Affairs and Chairs of the Finance and Audit Committees will periodically review these

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procedures with legal counsel or the organization's auditing firm to ensure that they are in compliance with new or revised regulations.

### Responsibilities

Position or Office	Responsibilities
Controller	Updating document retention list as needed
Registrar	Updating document retention list as needed for academic systems

### Resources

#### Document Retention List

OFFICE	DOCUMENT NAME	PERIOD	DESCRIPTION	LOCATION OF DOCUMENT
Academic Affairs	Academic Grievance Files	Student files discarded at graduation	Files documenting grievances of students against faculty members	Academic Affairs Office
Academic Affairs	Accreditation External Approval reports	Permanent	College or department files (electronic file) documenting accreditation review by accreditation agencies	Department Offices, Academic Affairs or President's Office
Academic Affairs	Awarded Grant Files	Active + 5 years, transfer to archives	proposal, budgets, accounting info on grants received by faculty members from federal & state agencies and private foundations	Advancement office
Academic Affairs	Committee Records	As determined by committees	Agendas, minutes, correspondence, reports for Faculty and College committees	Department Offices, Academic Affairs Office and Attic Storage or President's Office
Academic Affairs	Contracts - Academic program related	active + 5 years	Contracts with outside companies and institutions regarding academic programs	Business Office safe
Academic Affairs	Course Evaluations - Current FT Faculty	Permanent as of 1998	Kept on Course Evaluation Data Base following their standards.	Academic Affairs Attic Storage and electronically on CoursEval system
Academic Affairs	Course Evaluations - Current PT Faculty	Permanent as of 1998	Kept on Course Evaluation Data Base following their standards.	Academic Affairs Attic Storage and electronically on CoursEval system
Academic Affairs	Course Evaluations - Current Teaching Staff	7 years	Kept on Course Evaluation Data Base following their standards.	Academic Affairs Attic Storage and electronically on CoursEval system
Academic Affairs	Course Evaluations - Former Faculty	7 years	Kept on Course Evaluation Data Base following their standards.	Academic Affairs Attic Storage and electronically on CoursEval system
Academic Affairs	Course Evaluations - Former PT Faculty (not to be rehired)	1 years	Kept on Course Evaluation Data Base following their standards.	

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Academic Affairs	Course Evaluations - Retired Faculty	1 year	Kept on Course Evaluation Data Base following their standards.	Paper copies in Academic Affairs Attic storage for 1 year then send to HR for storage or disposal; Electronically in CourseEval system
Academic Affairs	Curriculum - Course Syllabi	current with course (may have up to 3 years of electronic files)	Course Syllabi	Department Office and electronically on Academic Affairs shared space
Academic Affairs	Curriculum - Program Development and Review Records	permanent	Files documenting approval of new programs and degrees	Electronic Files Academic Affairs Office and paper, electronic in Program Office
Academic Affairs	Dean of College - Subject Files	3 years	Files of correspondence, reports, memos, documenting activity of the office	Academic Affairs Main Office, Dean of the College Office, Academic Affairs Attic Storage
Academic Affairs	Faculty - Annual Evaluations	Active Employment Term + 7 years		Academic Affairs Faculty Personnel Files for active + 1 year then to HR for storage or disposal
Academic Affairs	Faculty - Handbooks	until superseded - transfer 1 copy to archives	Official Faculty Handbook copies	College Archives
Academic Affairs	Faculty - Meeting minutes	permanent	College Archives	Academic Affairs Attic Storage Area; Electronically on Academic Affairs shared space
Academic Affairs	Faculty - Personnel files	1 year after termination in AA then 30 years in HR		Academic Affairs Personnel Files are kept in the AA Attic Storage Area for 1 year after termination and then sent to HR for storage for 30 years.
Academic Affairs	Faculty - Position Descriptions	until superseded	Faculty Position Descriptions	Academic Affairs - In Personnel files and electronically in shared space: HR
Academic Affairs	Faculty - Professional Development Travel	Discard previous year at end of current academic year.	Record of conference and professional development travel for faculty members	Academic Affairs Office
Academic Affairs	Faculty - Promotion and Tenure Files	Active Employment Term + 1 year in AA then 30 years in HR	Recommendations, evaluations, materials submitted for promotion or tenure. Approval or denial recommendations and pertinent correspondence maintained in permanent personnel file	Academic Affairs Faculty Personnel Files for active + 1 year then to HR for storage for 30 years.
Academic Affairs	Faculty - Search Committee Records	Active Searches	Resumes, correspondence, travel and interview arrangements for candidates	Department Office of Search, Academic Affairs office until filled then sent to HR for 6 years

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Academic Affairs	Student - Academic Dishonesty database	7 years	Academic dishonesty records for students	Academic Affairs Electronic and paper files
Academic Affairs	Student - Advising	After last date of attendance send to Registrar's Office to be kept 5 years after leaving institution		Registrar's Office
Academic Affairs	Student Files	Upon graduation; for students that leave - 1 year after leaving	Assistant Vice President for Academic Affairs personal notes from meetings with students	
Academic Affairs	Student's Written Consent for Records Disclosure	1 year	Ferpa release regarding academic records	
Academic Affairs	Writing Center	Upon graduation	Information regarding student visits to the Writing Center	
Admissions	Paid student documents (not transcripts)	3 years	dean of students forms, essays, etc.	GWC
Admissions	International Student Transcripts	Permanent	Transcripts	Transcripts will go directly to the Registrar's Office along with the envelope (if arriving via email) directly after receipt and scanning into Slate.
Admissions	Domestic Student Transcripts	Permanent	Transcripts	Transfer transcripts will go directly to the Registrar's Office after receipt and scanning in admission. First-year student transcripts will go to the Registrar's Office once a student has paid their deposit.
Admissions	All Undergraduate Application Documents (all stages including denies, acceptance and denial letters in Slate) except Nursing	Active + 1 year	forms related to admission	GWC
Admissions	Nursing Application Documents	Active + 5 years	Nursing applicants are kept longer for accreditation purposes	GWC/Nursing Department
Admissions	PTCAS Admissions documents (PT)	1 year after last date of attendance (inaugural cohort docs which should be kept through 2019 and CAPTE Accreditation pending	Application, transcripts, forms	GWC
Admissions	CASPA Admission documents (PA)- Applicants	Active + 3 years	Application, transcripts, forms	

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Admissions	CASPA Admission documents (PA)- Admits, Paid, Matriculates, and Graduates	10 years after last date of attendance	Application, transcripts, forms	GWC
Admissions	Enrollment Statistics	Indefinite - Transfer to Archives	record of applications, acceptances, paid by semester	GWC and S Drive
Admissions	Immigration Documents	3 years after last date in the United States	all other international documents follow domestic guidelines	GWC, Director of International Admission Office
Admissions	Electronic Test Scores (Grad and Undergrad)	3 years from date of test	GRE, ACT, SAT, etc.	S Drive
Admissions	MAEL Slate Admission documents	1 year after last date of attendance	Application, transcripts, forms	GWC
Advancement	Acknowledgement Letters	1 year electronically		Advancement files
Advancement	Copies of receipts and donor checks	7 years		Advancement files
Advancement	Donor Master Files	Permanent		Advancement files
Advancement	Donor records	Permanent		Advancement files
Advancement	Fundraising files	5 years		Advancement files
Advancement	Grant Applications and Contracts	5 years		Advancement files
Advancement	Grant awards & Contracts	5 years after expiration of grant		Advancement files
Advancement	Posting journals (batch and GL)	3 years		Advancement files
Advancement	Trust and Annuity Documents	Permanent		Business Office safe
Athletics	NCAA Student Athlete Forms	2 years then archive 7 years		Athletic Department
Athletics	NCAA Student Compliance forms	2 years then archive 7 years		Athletic Department
Athletics	NCAA Postgraduate applications	2 years then archive 7 years		Athletic Department
Board of Trustees	Board & Committee Meeting Minutes	Permanent	All committee and full Board of Trustee meeting minutes	Business Office safe
Board of Trustees	Bylaws	Permanent	Official bylaws of the College	Business Office safe
Bookstore	Book Buy-Back Records	4 years	records of purchases of used books from students	bookstore
Bookstore	Bookstore Cash Balancing Form	4 years	daily balancing of each cash drawer	bookstore software
Bookstore	Sales Records	4 years	daily sales journals	bookstore software
Bookstore	Textbook adoption	4 years	textbooks required and purchased	bookstore
Business Affairs	990 tax return	5 years	Copy of filing of the 990 tax return	Business Office Archives
Business Affairs	Accts Payable vouchers	7 years	Copies of invoices with check stub attached	Business Office Archives
Business Affairs	Accts Receivable Aging	10 years	Files of past a/r	Business Office safe
Business Affairs	Annual Financial Reports	4 years - transfer to Archives	consolidated year-end report of financial situation showing assets & liabilities	Controllers files
Business Affairs	Articles of incorporation	Permanent	Filing of articles with state when incorporated	Business Office safe

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Business Affairs	Audit reports	Permanent	Outside AFS from accounting firm	Controllers files
Business Affairs	Bank deposit slips	7 years	deposit slips with carbon slip attached with descriptions	Business Office Archives
Business Affairs	Bank Reconciliations	3 years	excel sheet with reconciling items	Business Office Archives
Business Affairs	Budget - Institutional	Active + 1 year - transfer to archives	Final, approved yearly budget for institution	Business Office
Business Affairs	Budget - Monthly Summary of Operations	active - year-end report to archives	Various summary reports and narrative analysis	Business Office
Business Affairs	Conflict of interest questionnaires	3 years	Trustee answers to conflict of interest	Business Office
Business Affairs	Construction documents	permanent	all related contracts related to building project	Business Office Archives
Business Affairs	Contracts - general	active + 5 years	contracts for services, purchases & sales	Business Office safe
Business Affairs	Copyright, Trademark, Patents	Active + 6 years	records related to preparation, filing, maintenance and rights	Business Office safe
Business Affairs	Correspondence - legal	Permanent	anything related to legal issues	Business Office Archives
Business Affairs	Deeds, mortgages	Permanent		Business Office Archives
Business Affairs	Depreciation schedules	Permanent		Business Office Archives
Business Affairs	Endowment Fund Reports - Annual	Active + 6 years	annual report of funds collected or expended by endowment accounts	Business Office
Business Affairs	FERPA forms	Active + 3	Student's written consent for records disclosure	Business Office
Business Affairs	General ledger journals	7 years	Journal entry and accompanying explanation	Business Office Archives
Business Affairs	Insurance policies - expired	permanent	policies provided by company	Business Office Archives
Business Affairs	Insurance records other	7 years	related correspondence	Controllers files
Business Affairs	IRS 1099 forms	7 years	Form and back-up	Business Office Archives
Business Affairs	IRS determination letter	Permanent	Letter provided by IRS indicating tax-exempt status	Business Office safe
Business Affairs	Journal Entries	7 years	details of transaction into the accounting system entered into a journal and later posted to ledger - includes brief explanation	Business Office Archives
Business Affairs	Leases	7 years after expiration	Lease agreement	Business Office safe
Business Affairs	Maintenance Contracts	Active + 6 years	includes copies of contracts, service histories and work orders	Purchasing director files
Business Affairs	Monthly Budget Reports	4 years	periodic reports of expenditures	Business Office
Business Affairs	Perkins Promissory notes	until loan is satisfied or documents are needed to enforce obligation	Note signed by students when opening loan	Perkins Files
Business Affairs	Purchase orders & requisitions	Active + 5 years	copy of order to a supplier authorizing purchase of goods	Purchasing delegates
Business Affairs	Purchasing card back and receipts	7 years	Receipts and details with approval	Business Office safe

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Business Affairs	Real Estate Records	Active + 5, transfer to archives	copies of deeds and leases documenting property purchased by the college	Business Office Archives
Business Affairs	Tax returns & Worksheets	Permanent		Business Office Archives
Business Affairs	Travel Expense Reimbursements	7 years	voucher and back-up	Business Office Archives
Business Affairs	Trial Balance	Permanent	Record of all accounts and balances	Business Office Archives
Business Affairs	Tuition and Fee Schedule	Indefinite	listing of fee charges for each term	Business Office Archives
Business Affairs	Uncollectible Account files	7 years	Bad-debt records & correspondence	Business Office safe
Business Affairs	Unclaimed funds	5 years	back up for state report and aggregate names	Business Office safe
Business Affairs	Payroll Change Report	4 years	bi-weekly listings of payroll adjustments	Beeghly Archives
Business Affairs	Payroll check register	10 years		Beeghly Archives
Business Affairs	Payroll Checks	4 years	checks paid to employees for service performed	Beeghly Archives
Business Affairs	Time Cards & Timesheets	5 years	record of time worked by employee	Beeghly Archives
Business Affairs	Timesheets	7 years		Beeghly Archives
Business Affairs	W-2 Forms	6 years	federal form reporting salaries, wages, and tips for each employee to the IRS	Beeghly Archives
Business Affairs	W-4 Forms	Active + 6 years	forms completed by employee to designate federal tax withholding exemptions	Beeghly Archives
Business Affairs	Wage & Fringe Benefit Surveys	3 years	surveys conducted by the college w/area organizations in an effort to acquire comparative data regarding wage and fringe benefit programs	Beeghly Archives
Business Affairs	Withholding tax statements	7 years		Beeghly Archives
Chemical Safety	hazardous material exposure	30 years after accident		Bracy Hall
Counseling Services	Counseling records	7 years after chart closing		Counseling files
Disability Services	Student Files	3 years after graduation		
Disability Services	Student Files - inactive	1 year after last date of attendance		
Financial Aid	Award Disbursement Records	4 years	statement by individual of award amounts disbursed	Powerfaids
Financial Aid	Award letters of enrolled students	Active + 6 years after last date of attendance	student's financial aid summary and confirms acceptance or rejection	Powerfaids
Financial Aid	Award letters of admitted students	Active+ 1 academic year after acceptance year	student's financial aid summary and confirms acceptance or rejection	Powerfaids
Financial Aid	Campus -based aid (Pell,SEOG, Perkins)	Active +3 years	eligibility, statement of educational purpose, correspondence	GWC 014

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Financial Aid	FISAP reports	3 years from end of award year submitted	Federal application to participate in federal aid	GWC 014
Financial Aid	Grants Awarded	Active + 5 years	financial records of grant money awarded for research projects	GWC 014
Financial Aid	Direct Loans	3 years after end of award year in which student last attended		Powerfaids
Financial Aid	Student Employment Files	Active + 6 years	authorization forms, state and federal withholding, etc.	Beeghly and GWC 014
Financial Aid	Student financial aid file	5 years after last date of attendance		GWC 014
Financial Aid	Student Time Reports	3 years after termination	record of hours worked by student employees	Electronic Files in Payroll System
Financial Aid	Surveys	10 years	SFS related university surveys	GWC 014
Financial Aid	Enrollment Statistics	Indefinitely	SFS statistics related to enrollment activities	S Drive
<b>General</b>	<b>Waiver of liability</b>	<b>6 years</b>	<b>release forms for trips, events, etc</b>	<b>various offices</b>
Human Resources	Application File - Classified Staff	3 years	includes application form, resume, test results, referral and interview data	Beeghly Archives
Human Resources	Application File Non-Hires Faculty	3 years	contains application, correspondence, resumes, etc from applicants for positions	Beeghly Archives
Human Resources	Benefit Contributions/Benefits Provided	6 years	related to contributions and participation in institution-sponsored benefit plans	Beeghly Archives
Human Resources	Benefit Plans	until superseded - transfer 1 copy to archives	information related to institution-sponsored benefit plans including insurance, pension, disability, medical, survivor programs, ESOP, PAYSOP	Beeghly Archives
Human Resources	Employment Applications	3 years		Beeghly Archives
Human Resources	FMLA documents	3 years		Beeghly Archives
Human Resources	Handbooks - Employee	until superseded - transfer 1 copy to archives		Beeghly Archives
Human Resources	Immigration & Naturalization I-9 Forms	Active + 3 years	federal employment eligibility verification for faculty/staff/students	Beeghly Archives
Human Resources	injury report	5 years following injury		Beeghly Archives
Human Resources	Job Descriptions	3 years		Beeghly Archives
Human Resources	Organizational Charts	Active +10 years; transfer 1 copy to archives		Beeghly Archives
Human Resources	Performance Evaluations	5 years	includes both supervisor evaluations of employees and employee evaluations of supervisors	Beeghly Archives



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Human Resources	Personnel Files	Active + 7 years	may contain position descriptions, applications, letters of appointment or change, salary rate, copies of birth cert., annual contracts, performance evaluations, PERS forms, copies of Social Security card, etc.	Beeghly Archives
Human Resources	Retirement and pension records	Permanent		Beeghly Archives
Human Resources	Search Committee Files - Faculty & Staff	3 years	may contain position authorization forms, job descriptions, minutes, applicates credentials and cover letters, etc.	Beeghly Archives
Human Resources	Unemployment Compensation Files	Active + 6 years	consolidated files listing all employees to whom an unemployment claim has been paid; includes copies of claim forms, correspondence, costs for the institution and amt of unemployment comp paid	Beeghly Archives
Human Resources	Workers Compensation Files	6 years	records related to on-the job accidents	Beeghly Archives
Human Resources	Workers Compensation Payments	4 years		Beeghly Archives
Institutional research	Enrollment records	Permanent		Beeghly Archives
Institutional research	IPEDS	Indefinite - Transfer to Archives		Beeghly Archives
Institutional research	Surveys	10 years		Office Files
IT	email	30 days after deleted	Treated as paper document and subject to regular document retention policies. Email will be deleted from IT backup systems 30 days after permanently deleted from users email.	
Library	Interlibrary loan requests	1 year	Paper copies 1-year; OCLC maintains electronic form for 3 years	Office Files
Nursing	California Critical Thinking Survey	student records file same retention		
Nursing	Ohio Board of Nursing Accreditation	indefinitely		
Nursing	North Central Association accreditation	indefinitely		
Nursing	AACN accreditation	indefinitely		
Nursing	dept meeting minutes	file 2 years archive 10		
Nursing	course syllabus	file 2 years archive 10		
Nursing	Clinical Affiliate Agreements	10 years		
Nursing	NCLEX-RN results	permanent		
Physical Plant	Asbestos Removal and Testing	Permanent		Physical Plant Storeroom
Physical Plant	Environmental work - removal of tanks	Permanent		Physical Plant Storeroom
Physical Plant	EPA Reports	Permanent		Physical Plant Storeroom

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Physical Plant	Invoices, PO#, Packing Slips	Active + 3 years	Copies of Invoices, Original PO # and original packing slips	Physical Plant Storeroom
Physical Plant	Key Issuance Reports	Until Key is returned	used by departments to request a key for a specific staff member - all pertinent information is verified on card w/authorization signature and building assignment	Physical Plant
Physical Plant	OSHA inspections	Permanent		Physical Plant Storeroom
Physical Plant	Parking Permit Applications	Active current year	Original registration forms for both students and Faculty/Staff	Physical Plant Storeroom
Physical Plant	Safety inspections	Permanent		Physical Plant Storeroom
Physical Plant	Work Orders	Active +6 years	additions or improvements to land, buildings, equipment, furnishings, and motor vehicles	Physical Plant
President's Office	Commencement Programs	Permanent - transfer to archives		Archives
Public Affairs	Advertising/Promotional Materials	5 years - transfer to archives		Office Files
Registrar	Advance Placement Records for Applicants who do matriculate	Active + 5 years or forever in electronic storage system	If student matriculates to Mount Union, whether credit is given or not, score sheet is placed in student folder in Registrar's Office	Registrar
Registrar	Advance Placement Records for Applicants who do not matriculate	If accepted, then for 1 year; If not accepted then shredded.	All score sheets are kept together in AP Score file in the Registrar's vault	Registrar
Registrar	Applications for Graduation	Active + 5 years		Registrar
Registrar	Catalogs	Permanent	Official Catalog Copies	Academic Affairs Attic Storage Area, Library Archives, Registrar
Registrar	Change of Course Schedule (Drop/Add)	1 year		Registrar's Vault
Registrar	Change of Grade Forms	Retained at least 1 year, then shredded - most are electronic	Submitted by departmental offices to the Registrar indicating the final grade to be posted to the student's official academic record or indicating change from what was entered electronically by faculty	Registrar's Office
Registrar	Class Schedules (Students)	Electronic - always available	List of classes student took a given term	Stored on Network in PowerCampus
Registrar	Faculty Grade Report	Electronic - always available	copy of grade reports as submitted to Registrar by faculty	Stored on Network in PowerCampus
Registrar	Schedule of Classes (Institutional)	Electronic - always available	Schedule of classes offered each term by the institution	Stored on Network in PowerCampus
Registrar	Student - Academic Records	Active + 5 years after they leave the institutions	Transfer work, transient work, academic discipline letters - probation and suspension name, name and address changes, declarations of major and minor and degree clearance	Registrar's Office

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Registrar	Transcript Requests	1 year		Registrar's Office
Registrar	Transcripts for current and former traditional, transfer, and international students.	Permanent	This would include official transcripts received for high school, testing, CCP, and any post-secondary work completed. This also includes international transcripts (original, certified copies, and evaluations.)	Registrar's Vault prior to 1990. From 1990 to present, stored on Network in PowerCampus
Registrar	Transcripts for current and former traditional, transfer, and international students who have not matriculated.	Permanent	This would include official transcripts received for high school, testing, CCP, and any post-secondary work completed from students who do not matriculate. This also includes international transcripts (original, certified copies, and evaluations.)	Registrar's Vault prior to 1990. From 1990 to present, stored on Network in PowerCampus
Registrar	Veterans Files	5 years after last date of attendance		Registrar's Office
Residence Life	Fire Marshall inspections	7 years	Inspection of fraternity houses	Office Files
Residence Life	Student Residence files	3 years after expiration of contract		
Security	Accident Reports	3 years	Reports created by security for accidents that occur on campus	Security Files
Security	Parking ticket appeals	3 years	Appeal to parking fine	Security Files
Security	Parking tickets	3 years	Ticket documentation	Security Files
Security	Security logs	3 years	Listing of any incidents noted in log	Security Files
Student Affairs	Disability Support Services	Student files discarded at graduation	Information related to student disabilities	DSS Office
Student Affairs	Campus crime reports	indefinitely	Compilation of crime statistics for annual report	Student Affairs Files
Student Affairs	Campus crime reports documentation	7 years after last date of attendance	Back up for date in crime report	Student Affairs Files
Student Affairs	Student Disciplinary files	5 years after date of last attendance		Student Affairs Files
Student Affairs	Student Health Records	6 years after date of last treatment or graduation - whichever is greater	Records of health care received by student while attending Mount Union College	Health Center Files
Student Affairs	Students written consent for records disclosure	Matches record retention for document referenced	Release of certain records submitted by student	Individual Office Student Files
Student Success Center	Academic Planning Center	Student files discarded at graduation	Information regarding student visits to the Academic Planning Center	APC Office
Student Success Center	Academic Support Center	Student files discarded at graduation	Information regarding student visits to the Academic Support Center	ASC Office

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Admissions	MAEL Slate Admission documents	1 year after last date of attendance	Application, transcripts, forms	GWC

### Contacts

Subject	Office	Telephone	E-mail/URL
Records Retention & Document Destruction	Office of Business Affairs	330-823-6572	<a href="mailto:businessoffice@mountunion.edu">businessoffice@mountunion.edu</a>
Records Retention & Document Destruction	Office of the Registrar	330-823-6596	<a href="mailto:registrar@mountunion.edu">registrar@mountunion.edu</a>

### History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued:

Revised: March 2017

Edited:

Reviewed: March 2019