



LIBRARY OF VIRGINIA

Archives, Records, and Collections Services
800 E. Broad St., Richmond VA 23219
(804) 692-3600

RECORDS RETENTION AND DISPOSITION SCHEDULE

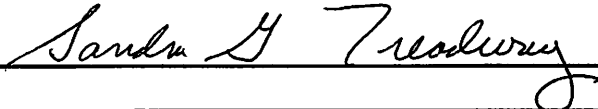
GENERAL SCHEDULE NO. GS-111

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College and University

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

APPROVED:



EFFECTIVE SCHEDULE DATE: 12/12/2013

POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the Code of Virginia for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the Virginia Administrative Code, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the Virginia Public Records Act, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.



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RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Academic Counseling: Group Files and Test Results</u> This series documents the conduct of and participation in group counseling and/or testing by students.	101063	3 Years after end of academic year	Confidential Destruction
<u>Academic Counseling: Student History Files</u> This series documents academic counseling provided to specific students. This series may include, but is not limited to: academic advising, career counseling, evaluation or consultation for advancement to graduate studies and faculty, and guidance counseling records.	101066	3 Years after graduation or withdrawal	Confidential Destruction
<u>Academic Department: Medical Student Records</u> This series documents the student records for School of Medicine students receiving an MD (to practice medicine). This series may include, but is not limited to: application, photograph, transcript, and reviews of clinical performance.	200229	75 Years after graduation or withdrawal	Confidential Destruction
<u>Academic Departments: Honors, Awards, Scholarship, Fellowships - Students - Nomination Records</u> This series documents unsuccessful nominations of students for honors, awards, scholarships, or fellowships. This series may include, but is not limited to: applications, letters of reference, and related materials.	200228	1 Year after end of academic year	Confidential Destruction
<u>Academic Departments: Class Rolls and Grade Sheets</u> This series documents that students registered for specific courses, attendance and grades given. This series may include, but is not limited to: grade reports.	101069	3 Years after end of semester	Confidential Destruction
<u>Academic Departments: Course Syllabi</u> This series documents courses offered by the department. This series may include, but is not limited to: syllabi.	101072	0 Years after superseded, obsolete, or rescinded	Non-confidential Destruction



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<u>Academic Departments: Course/Curricula Approval</u> This series documents the proposed creation of new or revised courses, programs or degrees. This series may include, but is not limited to: requests, contents, and approval or refusal documentation.	101073		Permanent, In Agency
<u>Academic Departments: Department/School Files - Graduate Students</u> This series documents the monitoring of graduate student status, history and grades within the academic department or school. This series may include, but is not limited to: approval of summer course work, transfer credits, leave/withdrawal, veterans status info, international studies visa application, dean/department notes, readmission application, scholarships/awards, and committee/thesis paperwork.	101083	10 Years after graduation or withdrawal	Confidential Destruction
<u>Academic Departments: Department/School Files - Undergraduate Students</u> This series documents the monitoring of undergraduate student status, history and grades within the academic department or school. This series may include, but is not limited to: approval of summer course work, transfer credits, leave/withdrawal, veterans status info, international studies visa application, dean/department notes, readmission application, and scholarships/awards.	101082	5 Years after graduation or withdrawal	Confidential Destruction
<u>Academic Departments: Faculty Activity Reports</u> This series documents reporting of faculty activity within the department. This series may include, but is not limited to: faculty annual reports documenting accomplishments, research conducted, grants approved, and publications.	101074	5 Years after end of academic year	Non-confidential Destruction

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<u>Academic Departments: Honors and Awards - Faculty - Nomination Records</u> This series documents unsuccessful nominations of faculty honors, awards, or related recognitions. This series may include, but is not limited to: applications, letters of reference, and related materials	101079	3 Years after end of academic year	Confidential Destruction
<u>Academic Departments: Student Examination Files</u> This series documents work completed by students for grades in a course. This series may include, but is not limited to: exams, quizzes, tests, and term papers.	101081	1 Year after end of semester	Confidential Destruction
<u>Academic Departments: Student Theses and Dissertations</u> This series documents the completion of work by graduate and doctoral students. This series may include, but is not limited to: theses or dissertations.	101085		Permanent, In Agency
<u>Accreditation Records: Final Accreditation</u> This series document a college, university, school, or program's formal accreditation by a relevant educational accreditation body. This series may include, but is not limited to: self study reports, final report, and questions and responses.	101132		Permanent, In Agency
<u>Accreditation Records: Supporting Documentation</u> This series documents a college, university, school, or program's efforts to prepare for accreditation by a relevant educational accreditation body. This series may include, but is not limited to: faculty credentials and college/program reports.	101133	5 Years after last action	Non-confidential Destruction
<u>Administration: Foundation Agreements and Management Records</u> This series documents agreements between a college or university-related foundation and the university. This series may include, but is not limited to: policy, memorandum of agreement, and annual report.	200230		Permanent, In Agency



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<u>Administration: Postsecondary Education Reports</u> This series documents the submission of required reports to the State Council of Higher Education for Virginia (SCHEV) and/or the Virginia Community College System (VCCS). This series may include, but is not limited to: general statistics/demographics, such as admission, degree completion, enrollment, and residency; federal financial aid information; and list of students enrolled. COV 2.2-609	101091		Permanent, In Agency
<u>Administration: Statistics</u> This series documents the reporting of various registration and enrollment data. This series may include, but is not limited to: admissions, registration, grading, degree, student or alumni statistics.	101160		Permanent, In Agency
<u>Admissions: Applications - Matriculating Students</u> This series documents the receipt of recommendations for admissions and supporting character or academic evaluations. This series may include, but is not limited to: letters of recommendation and evaluations done by admissions to "score" students.	101087	0 Years after last action	Confidential Destruction
<u>Admissions: Applications - Non-Matriculating Students</u> This series documents applications for admission of non-matriculating students. This series may include, but is not limited to: application, standardized test scores, and character or academic evaluations.	101086	1 Year after end of academic year	Confidential Destruction
<u>Admissions: Applications - Non-Matriculating Students - Medical Student</u> This series documents the applications and related documents for the admission to medical school. This series may include, but is not limited to: application, letters of recommendations, transcripts, and admissions committee review/interviews.	200231	3 Years after last action	Confidential Destruction



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<u>Admissions: Student Recruitment Publications</u> This series documents the history of courses and classes available to students. This series may include, but is not limited to: promotional material and description of programs/courses. COV 2.2-609	101089		Permanent, In Agency
<u>Athletics: Conference Required Records</u> This series documents maintenance of membership in athletic organizations by the university . This series may include, but is not limited to: drug testing results.	101095	7 Years after end of academic year	Confidential Destruction
<u>Athletics: Eligibility Records</u> This series documents students eligibility to participate in athletic programs. This series may include, but is not limited to: documentation of age, years in higher education, proof of maintaining grades, school transfer documentation, years of eligibility , and recruiting information for matriculated students.	101094	7 Years after graduation or withdrawal	Confidential Destruction
<u>Athletics: Recruiting Records</u> This series documents the recruiting of student athletes to attend the college/university and/or participate in athletic programs. This series may include, but is not limited to: recruiters notes, letters of reference, verification records, and meeting minutes.	101096	7 Years after last action	Confidential Destruction
<u>Athletics: Sports History and Memorabilia Records</u> This series documents the acquisition and control of sports history memorabilia. This series may include, but is not limited to: donation records and purchase documentation.	101099		Permanent, In Agency
<u>Athletics: Trainer's Treatment Records</u> This series documents the in-department treatment of student athletes and candidates.	101101	7 Years after last action	Confidential Destruction



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<u>Career Center: Placement Files</u> This series documents students applications for placement assistance. This series may include, but is not limited to: job applications, resumes, internship evaluations, test scores, and advisor notes..	101104	1 Year after end of academic year	Confidential Destruction
<u>Career Center: Recruiting Fairs and Visits</u> This series documents employer recruiting/interviewing visits to campus. This series may include, but is not limited to: scheduling location and payment for booths.	101103	0 Years after no longer administratively useful	Non-confidential Destruction
<u>Clinical Trial Projects: Sponsored</u> This series documents clinical trials/programs for a drug or device with an industry sponsor. This series may include, but is not limited to: contract/agreement, protocol, patient information, consent, and test results.	200233	0 Years after terms of contract met	Confidential Destruction
<u>Clinical Trial Projects: Unfunded</u> This series documents proposals submitted to federal and/or other funding agencies that are not sponsored. This series may include, but is not limited to: proposal, budget, working papers, and drafts	200232	1 Year after last action	Confidential Destruction
<u>Course Evaluations: Non-Tenure Track Faculty, Instructors, and Graduate Instructor</u> This series documents evaluations completed by students for non-tenure track faculty, instructors, or graduate instructors/teaching assistants. This series may include, but is not limited to: course, instructor, or material evaluations.	101071	1 Year after end of academic year	Non-confidential Destruction
<u>Course Evaluations: Tenured or Tenure Track Faculty</u> This series documents evaluations completed by students for tenure track or tenured faculty. This series may include, but is not limited to: course, instructor, or material evaluations.	200234	5 Years after end of academic year	Non-confidential Destruction



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<u>Development: Donation of Items</u> This series documents the donation of an item and the conditions, specifications, and prescribed uses attached to the item regarding its use, disposal, or sale. This series may include, but is not limited to: gifts in kind.	101107	5 Years after equipment, facility, or property sold or no longer in use	Non-confidential Destruction
<u>Development: Donor Records - Major Donors</u> This series documents information about major donors used in developing donations and relationships. This series may include, but is not limited to: documentation of donation, research into donors interest/worth, financial data such as tax information, and memorandum of agreement documenting how funds are spent.	200235		Permanent, In Agency
<u>Development: Donor Records - Other Donors</u> This series documents information about donors used in developing donations and relationships. This series may include, but is not limited to: documentation of donation, research into donors interest/worth, financial data such as tax information, and memorandum of agreement documenting how funds are spent.	200236	3 Years after last action	Confidential Destruction
<u>Development: Fundraising Planning and Reporting</u> This series documents the development and creation of fundraising campaigns and reporting of campaign status. This series may include, but is not limited to: financial information, theme and branding information, and master plan.	101110	20 Years after closed	Non-confidential Destruction
<u>Development: Prospective Donor Files</u> This series documents the personal data and history of contacts with fundraising prospects. This series may include, but is not limited to: graduate and parent contact information.	101112	5 Years after last action	Confidential Destruction



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<u>Development: Trust and Endowment Records</u> This series documents trusts or endowments and history of trustees and investments. This series may include, but is not limited to: agreements, stipulations, stock accounts, and end of year reports.	101114		Permanent, In Agency
<u>Financial Aid: Matriculating Student - Perkins Loans</u> This series documents the request for, granting of, acceptance, award, disbursement and repayment of Perkins Loans. 34CFR674.19	101120	3 Years after closed	Confidential Destruction
<u>Financial Aid: Matriculating Students</u> This series documents the request for, granting of, acceptance, award, disbursement, and repayment of financial aid/loans for students who are awarded aid and matriculate. This series may include, but is not limited to: direct loans, Federal Family Education Loans (FEEL), award of Federal Work Study (FWS) grants, Federal Supplemental Education Opportunity Grants (FSEOG), Pell grants, and interactions with Veterans Affairs.	200237	3 Years after graduation or withdrawal	Confidential Destruction
<u>Financial Aid: Matriculating Students - Athletic Scholarships</u> This series documents the selection, awarding and monitoring of scholarships to students recruited to participate in athletic activities. This series may include, but is not limited to: stipends and grant in aid.	101098	7 Years after graduation or withdrawal	Confidential Destruction
<u>Financial Aid: Non-Matriculating or Non-Awarded Students</u> This series documents the request for financial aid by students who are not awarded aid and the granting of, acceptance, and award of financial aid to students who do not matriculate. This series may include, but is not limited to: application, supporting documents, and correspondence.	101116	3 Years after last action	Confidential Destruction



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<u>Housing: Check-In/Out Records</u> This series documents the processing in and out of residents. This series may include, but is not limited to: inventory of equipment/furnishings and room conditions.	101123	1 Year after separation	Non-confidential Destruction
<u>Housing: Contracts or Leases</u> This series documents agreements between the housing office and residents. This series may include, but is not limited to: fees, rules, and restrictions.	101127	3 Years after expiration	Confidential Destruction
<u>Housing: Dorm Damage Records</u> This series documents the finding of damages to room, equipment or furnishings. This series may include, but is not limited to: calculation of charges and repayment documentation.	101124	3 Years after last action	Non-confidential Destruction
<u>Housing: Room Assignments</u> This series documents the status of room and housing assignments. This series may include, but is not limited to: list of occupants, requests for room changes, and tracking of room availability.	101128	1 Year after end of semester	Confidential Destruction
<u>Housing: Room Inspections</u> This series documents the periodic inspection of rooms, dorms or halls. This series may include, but is not limited to: findings and corrections.	101129	1 Year after end of calendar year	Non-confidential Destruction
<u>Housing: Security Records</u> This series documents the recording of incidents or activities by dorm supervisors or monitors. This series may include, but is not limited to: duty logs, summaries, front desk sign in sheets, and shift assignments for resident assistants.	101130	1 Year after end of academic year	Non-confidential Destruction
<u>Housing: Student Roster/Records</u> This series documents the creation of student locators and room assignment records. This series may include, but is not limited to: list of students by building and floor.	101131	1 Year after end of academic year	Confidential Destruction



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<u>Institutional Review Board (IRB): Human Subjects</u> This series documents the internal review and approval of HIPAA-protected sponsored programs and research projects involving human subjects. This series may include, but is not limited to: reviews by IRB and other related committees/board, proposals, protocols, study information, and sponsor information.	200238	6 Years after project completion	Confidential Destruction
<u>Institutional Review Board (IRB): Other Research</u> This series documents the internal review and approval of sponsored programs and research projects not involving human subjects, such as testing on animals. This series may include, but is not limited to: reviews by IRB and other related committees/boards, proposals, protocols, study information, and sponsor information.	200239	3 Years after project completion	Confidential Destruction
<u>Institutional Review Board (IRB): Social Behavior Research</u> This series documents the internal review and approval of sponsored programs and research projects involving social behavioral research. This series may include, but is not limited to: reviews by IRB and other related committees/boards, proposals, protocols, study information, and sponsor information.	200240	3 Years after project completion	Confidential Destruction
<u>Registration: Academic Action Notifications</u> This series documents the notification of students about their academic probation, dismissal or other action or status changes. This series may include, but is not limited to: notification correspondence.	101134	10 Years after graduation or withdrawal	Confidential Destruction
<u>Registration: Application for Virginia In-State Tuition</u> This series documents a student's verification of Virginia residency. This series may include, but is not limited to: copies of driver licenses, utilities bills, and tax filings.	101159	3 Years after graduation or withdrawal	Confidential Destruction



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<u>Registration: Commencement Records</u> This series documents commencement activities. This series may include, but is not limited to: program and schedule of events.	101070		Permanent, In Agency
<u>Registration: Course Action Records</u> This series documents actions associated with undergraduate and graduate student's enrollment in a course. This series may include, but is not limited to: registration, drop/add requests, permission to audit course to take as pass/fail, course transfers, and grade disputes.	200241	1 Year after end of semester	Confidential Destruction
<u>Registration: Disclosure of Information</u> This series documents receipt for requests for personal information on students, such as those made by the military, federal government, and potential employers. This series may include, but is not limited to: request and response.	101143	3 Years after last action	Confidential Destruction
<u>Registration: Holds or Encumbrances</u> This series documents violations that result in a non-financially related hold being placed on a student's grades, transcripts, or graduation. This series may include, but is not limited to: correspondence and hold information.	101152	0 Years after no longer administratively useful	Confidential Destruction
<u>Registration: International Students</u> This series documents the completion of proper visa and immigration records for international student attendance. This series may include, but is not limited to: visa applications, permanent residence card, and asylum documentation.	200242	10 Years after graduation or withdrawal	Confidential Destruction

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<u>Registration: Program Modification</u> This series documents student requests for changes in programs, major, or degrees sought and actions taken in response. This series may include, but is not limited to: advanced placement records, documentation of transfer credits, request for degree audit, and applications for degrees or graduation.	101157	1 Year after graduation or withdrawal	Confidential Destruction
<u>Registration: Schedule of Classes</u> This series documents the classes offered in each semester. This series may include, but is not limited to: course descriptions and faculty course assignments.	101093		Permanent, In Agency
<u>Registration: Student Record</u> This series documents the history of a student's academic life at the college or university. This series may include, but is not limited to: courses taken, grades, transcripts, and degrees (major and minor) received.	101154		Permanent, In Agency
<u>Registration: Transcript Requests</u> This series documents the receipt of and filling of a transcript request. This series may include, but is not limited to: correspondence.	101163	1 Year after last action	Confidential Destruction
<u>Registration: Withdraw or Leave Authorizations</u> This series documents formal withdrawal or temporary leave by students for reasons such as military orders or medical leaves. This series may include, but is not limited to: documentation, approval of the requests, and reimbursement requests..	101167	10 Years after last action	Confidential Destruction
<u>Research: Accounting Records</u> This series documents the fiscal accountability of funds during the contract or grant period. This series may include, but is not limited to: invoices and grant reports.	101168	5 Years after closed	Confidential Destruction



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<u>Research: Contract or Grant Administration</u> This series documents the routine administration by the university of a contract or grant. This series may include, but is not limited to: application, award information, and reports.	101198	5 Years after closed	Confidential Destruction
<u>Research: Final Reports</u> This series documents the completion of research by a college or university employee. This series may include, but is not limited to: final scientific or research report of results.	101169		Permanent, In Agency
<u>Research: Notes, Work Papers, and Technical Data</u> This series documents the data collection for a program/research project conducted by a college or university employee. This series may include, but is not limited to: notes, notebooks, drawings, work papers, technical data, experimental results, statistics, findings, and conclusions. COV 2.2-2822	101170	5 Years after last action	Confidential Destruction
<u>Research: Sponsored Programs: Effort Reports</u> This series documents the time spent on a research project. This series may include, but is not limited to: timesheets.	200243	10 Years after end of state fiscal year	Non-confidential Destruction
<u>Student Affairs: Hearing or Investigation Records</u> This series documents the investigation into student disciplinary matters by college or university staff. This series may include, but is not limited to: charges, findings, and recommendations.	101173	3 Years after end of academic year	Confidential Destruction
<u>Student Affairs: Judicial/ Disciplinary Records</u> This series documents disciplinary actions taken against students for violations of college or university rules, regulations or student codes. This series may include, but is not limited to: charges, findings, and recommendations.	101174	3 Years after end of academic year	Confidential Destruction
<u>Student Affairs: Student Criminal History</u> This series documents self-reported criminal history done by students. This series may include, but is not limited to: reported criminal history or acknowledgement of nothing to report.	200244	3 Years after graduation or withdrawal	Confidential Destruction

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<u>Student Affairs: Student Honor Council - Acquittals</u> This series documents the actions, findings and recommendations of the Student Honor Council when a student is acquitted of charges. This series may include, but is not limited to: charges and court transcripts.	101177	0 Years after closed	Confidential Destruction
<u>Student Affairs: Student Honor Council - Conviction</u> This series documents the actions, findings and recommendations of the Student Honor Council when a student is not acquitted of charges. This series may include, but is not limited to: charges and court transcripts.	101178	3 Years after last action	Confidential Destruction
<u>Student Affairs: Student Organizations</u> This series documents the management and control of student organizations approved or authorized by the college or university. This series may include, but is not limited to: organizational reports, by-laws, meeting minutes, and lists of members.	101179		Permanent, In Agency
<u>Student Finances: Delinquent Accounts</u> This series documents the reporting, receipt and collection of funds to cover bad checks. This series may include, but is not limited to: account information and correspondence.	101172	3 Years after last action	Confidential Destruction
<u>Student Health: Laboratory Operation Records</u> This series documents the operation of and services provided by the campus laboratory. This series may include, but is not limited to: equipment calibration, logs, statistics, summaries, and routine or special reports.	101184	2 Years after last action	Confidential Destruction
<u>Student Health: Patient Medical Records</u> This series documents treatment of students by the college or university health system. This series may include, but is not limited to: lab reports, psychological/psychiatric or mental health counseling records, radiology reports, and treatment of student athletes/candidates.	101189	6 Years after last action	Confidential Destruction



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RECORDS RETENTION AND DISPOSITION SCHEDULE

GENERAL SCHEDULE NO. GS-111

ALL STATE AGENCIES

College and University

EFFECTIVE SCHEDULE DATE: 12/12/2013

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
<u>Student Health: Pharmacy Operation Records</u> This series documents the operation of and services provided by the campus pharmacy. This series may include, but is not limited to: drug accounting cards; drug destruction records; drug inventory records; prescriptions; drug requesting, receiving and dispensing records; statistics; and reports. 21CFR1304.04	101190	2 Years after last action	Confidential Destruction
<u>Student Health: Radiology Operation Records</u> This series documents the operation of and services provided by on campus radiology. This series may include, but is not limited to: statistics, summaries, and routine or special reports.	101200	2 Years after creation	Non-confidential Destruction
