



**Auburn University
at Montgomery**

General Records Schedule

Public Universities of Alabama General Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975, Sections 41-13-5 and 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of Public Universities of Alabama. The RDA lists records created and maintained by Public Universities of Alabama in carrying out their mandated functions and activities. It establishes minimum retention periods and disposition instructions for those records and provides the legal authority for Public Universities of Alabama to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and may be made available to members of the public. Records also must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975, Sections 36-12-2, 36-12-4, and 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the university records manager, the university archivist, or ADAH Government Records Division at (334) 242-4452.

Explanation of Records Requirements

- This RDA supersedes any previous records disposition schedules governing the retention of the records created by the Public Universities of Alabama. Copies of superseded schedules are no longer valid and may not be used for records disposition.
- The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. The retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Certain records and records-related materials need not be retained as records under the disposition requirements in this RDA. Such materials include (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document university activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes, may include, but are not limited to, telephone call-back messages, drafts of ordinary documents not needed for their evidential value, copies of material sent for information purposes but not needed by the receiving office for future business, and internal communications about social activities. They may be disposed of without documentation of destruction.
- Any record created prior to 1900 shall be regarded as permanent unless there is a specific action by the State Records Commission to authorize its destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of Public Universities of Alabama and lists the groups of records created and/or maintained by the university as a result of activities and transactions performed in carrying out these subfunctions. The universities may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings. Permanent records appear in all upper case letters.

■ Admitting/Expelling Students

<p>RECRUITMENT MATERIALS AND RECORDS</p>	<p>Recruitment materials are used to recruit students to attend the university and include videos, publications, posters, correspondence, advertisements, flyers or buttons/pins. Files also may be created for the recruitment of specific students.</p>	<p>REPORTS, STATISTICAL INFORMATION, AND PROCEDURES: PERMANENT.</p> <p>Other Records: Retain 1 year.</p> <p>Prior to disposition, check with the university archives for possible extended retention.</p>
<p>Students' Admission Files</p>	<p>These files consist of application records for admission into the university degree program and are created for undergraduate, graduate, and transfer students. The files may include acceptance letters, placement records, medical records, test scores, test profiles, or reports of prospective university applicants. Statistical information on test score averages (GRE, ACT, SAT, CEEB files) may also be included.</p>	<p>Letters of Recommendation for applicants who enroll: Retain until admitted.</p> <p>Accepted Applicants Who Do Not Enroll: Retain 1 year after application term.</p> <p>Applicants Not Accepted: Retain 1 year after application term.</p> <p>Note: Foreign students may request the return of some of these records.</p>
<p>Student Disciplinary Files</p>	<p>These records document investigations and disciplinary actions taken against students for violations of university rules and regulations.</p>	<p>Retain 5 years after closure of case file or until the student leaves the university, whichever is longer.</p>

Requests for Disclosure/Non-disclosure of Personally Identifiable Information	These records document student requests that their personally identifiable information, which generally consists of name, address and telephone number, be/not be released. Also includes requests to forward student academic transcripts to other agencies, educational institutions or to the student.	Retain 1 year or until no longer applicable, whichever is longer.
STUDENT HANDBOOKS	These handbooks are produced by the university to provide information to students about the university and its operation.	PERMANENT.

■ **Conveying Knowledge**

COURSE AND CURRICULUM RECORDS	These records include programs of instruction approval files, class/course schedules, university catalogs/bulletins, and proposals and justifications for new courses and changes to courses.	RECORDS OF APPROVED CLASSES: PERMANENT. Records of classes not approved: Retain for useful life.
Lesson Plans/Syllabi	These records are created to document what the teacher expects of the students and to outline assignments and due dates.	Retain 2 years.
Internship Records	These records document activities of interns.	Retain 2 years.
Master Copy of Exams	These records are the master copy of every exam given in the conduct of a class in the curriculum of the university.	Retain 2 years.
Documentation of Grades and Attendance (Instructor's Copy)	These records include class rolls, grade books, graded exams, papers, and other student work.	Retain 2 years.
Records of Supplemental Learning Centers	These records document the activities of supplemental learning centers, which some universities establish to assist in the learning process through tutoring in specific subject matter or skills. These records do not include records of libraries/learning centers.	Retain 3 years.

<p>LIBRARY/ARCHIVES RECORDS</p>	<p>These are records created in the management of the library and/or archives.</p>	<p>ACCESSION/DEACCESSION RECORDS, COLLECTION CATALOG INFORMATION, AND CONTROL FILES FOR MANUSCRIPTS AND ARTIFACTS: PERMANENT.</p> <p>Collection Catalog Information, Accession/deaccession Records, and Control Files for Books: Retain for useful life.</p> <p>Registration and Circulation Records, Photocopy Order/Receipts, Interlibrary Loan Files, and Reference Retrieval Files: Retain 3 years after end of the fiscal year in which the records were created or in which disputes were settled, whichever is longer.</p> <p>Control Worksheets/Logs (Archives Manuscripts Control [AMC], Book Cataloging Forms, and Inventory Control Records): Retain 1 year after data verification.</p> <p>Condition Reports of Non-permanent Records, Finding Aides, and Holdings Inventory Records: Retain until superseded or obsolete.</p> <p>Recording Hygrothermograph Charts: Retain 5 years.</p>
<p>Course/Teacher Evaluations</p>	<p>These evaluations are forms that are filled out by students enrolled in the class. The students rate the course and/or teacher. The evaluations are generally summarized in a report, which is used by the university and teacher to improve the course and its presentation.</p>	<p>Filled out evaluations: Retain until completion of summary report or 3 years if no report is created.</p> <p>Summary Reports: Retain 3 years.</p>

■ **Advising and Assisting Students**

Guidance		
Academic Counseling Records	These records document individual students assisted by the university academic counseling service.	Retain for 5 years after termination of enrollment.
Student's Advisor Records	These records document academic advisors' performance of their duties with their assigned students.	Retain for 5 years after termination of enrollment.
Financial Assistance		
Academic Scholarship Awards Records	These records document academic the application for, and award of scholarships to students and include correspondence, applications, recommendations, grade listings, statements of need, accounting records, and approvals or disapprovals.	Retain 3 years after end of the fiscal year in which the records are created.
Athletic Scholarship Award Records	These records document athletic scholarship awards to students and may include correspondence, applications, recommendations, grade listings, accounting records, and approvals or disapprovals.	Records of Awarded Scholarships: Retain 6 years after receipt. Records of Scholarships Not Awarded: Retain 3 years.
Alabama G.I. and Dependent's Educational Benefits Records	These records document the award of Alabama G.I. and Dependent's Educational Benefits Program funds to university students who are the dependents of a disabled or deceased Alabama veteran or an individual who is a disabled veteran.	Retain for 8 years from date of certification of eligibility.
U.S. G.I. and Dependents' Educational Benefit Records	These records document the educational training of students entitled to benefits administered through the U.S. Veterans Administration. Contains certification, discharge papers, course of study information, correspondence, certificates of training, marriage licenses, birth certificates, registration forms, transcripts, and other related records.	Retain for 3 years after termination of enrollment.
Alabama National Guard Educational Assistance Program (ANGEAP) Records	These records document the award of ANGEAP funds to university students who are active members of the Alabama national guard.	Retain for 5 years after date of certification of application.

Federal Student Loan Files	These records are created to establish a student's eligibility for federal loan program awards.	Retain 3 years after termination of enrollment.
Federal Work Study (FWS) and Supplemental Educational Opportunity Grants (SEOG) Records	These records document FWS and SEOG program monies awarded to university students.	Retain 3 years after submission of the Fiscal Operations Report for that award year.
Institutional Loan Records	These records document the award of institutional loans to eligible students.	Retain until final disposition of the loan.
Institutional Scholarship Records	These records document the award of institutional scholarships to eligible students.	Retain for 5 years after expiration of scholarship.
Pell Grant Records	These records document Pell grants awarded to university students and are used to establish and verify a student's eligibility for Title IV financial aid program funds.	Retain for 5 years after the award year.
Student Housing		
Student Housing Records (Dorm Records)	These records document the application for, awarding of, and use of student housing facilities by students. Records may include applications, credit reports, references, sign-up sheets, photographs, and inspection reports.	Retain until student account is closed.
Medical/Psychological Care		
Student Patient Records	These records document medical care provided to students at the institution's student health center.	Retain 10 years after last visit.
Activities		
Fraternities, Sororities, Greek Council, and Student Organizations/Government Files (does not include financial records or routine correspondence that are listed elsewhere)	These records document the university's involvement with fraternities, sororities, intramural sports, scholastic teams, and other student organizations including their creation, discipline, and dissolution.	Retain for useful life. Prior to disposition, check with the university archives for possible extended retention.

STUDENT PUBLICATIONS	University-wide student publications, which may include newspapers, magazines, game programs, and media guides, document the university and its students.	UNIVERSITY-WIDE: PERMANENT. Non-university-wide: Retain for useful life. Prior to disposition, check with the university archives for possible extended retention.
University/Student Newspaper and Magazine Files	These records document the day-to-day operation of the school newspaper and/or magazine, but do not include financial records.	Retain 3 years.
Recordings of University Radio/Television Broadcasts	These records document the programs provided by the university operated stations.	Retain for useful life. Prior to disposition, check with the university archives for possible extended retention.
Radio/Television Station Files and Logs	These records document the administration and activities of university-funded radio and television stations.	Retain 3 years.
Radio Equipment Requisitions and Letters of Insurance Coverage	The United States Department of Commerce requires documentation of requisitions and insurance for radio equipment used in radio wave broadcasts to be kept ten years.	Retain 10 years.
Athletic Activities		
Drug Dispensing Records	These records document the daily dispensing of drugs by athletic department staff.	Retain 6 years.
Game Films	Consists of university produced films of university sporting events.	Retain for useful life. Prior to disposition, check with the university archives for possible extended retention.
Athletic Injury Records	These records document injuries to university athletes and athletics staff as well as to members of intramural teams. The records include accident reports, medical records, x-rays, photographs, affidavits, correspondence, billing information, and other related records.	Medical records: Retain 10 years. Non-medical records: Retain 5 years.
Letters of Intent	These records document student athletes' intentions of attending a specific university.	Retain 6 years or until resolution of all official actions, whichever is longer.

ATHLETICS CASE FILES/INFRACTIONS FILES	These records document the investigation of suspected/confirmed infractions of rules and regulations	FILES OF SUBSTANTIATED ALLEGATIONS: PERMANENT. Files of unsubstantiated allegations: Retain 6 years after closure.
Injury Surveillance Forms	These records provide information on the frequency and types of injuries in each sport.	Retain 1 year after end of the year in which the record was created.
OFFICIAL SQUAD LISTS	These records document the members of each sports squad.	PERMANENT.
Team Scouting Reports	These records document opposing teams' strengths and weaknesses prior to a sporting event.	Retain for useful life.
Drug Test Results	These records document the results of drug tests.	Retain 6 years.

■ **Enforcing Laws**

Records of Driving Violations	These records document driving violations and include records of suspension of driving privileges, warning tickets, violations of use of driver license, and sobriety examination reports.	Retain 3 years.
Alcohol Influence Reports	These records document incidents of driving under the influence of alcohol.	Retain 85 years.
Records of Non-Traffic Arrests and Tickets and Failure to Appear in Court	These records document incidents of non-traffic arrests and tickets and failure to appear in court.	Retain 5 years.
Campus Parking Tickets	These records document citations issued and the administrative enforcement of parking rules and regulations. These tickets are issued by university police officers generally in instances where a court appearance is not required. Information available includes date and time, vehicle information, and violation.	Retain 3 years after final disposition.
Uniform Traffic Ticket and Complaint (UTTC) Records	These records document traffic offenses that occur within the university police's jurisdiction and contain date and time of traffic stop, driver and vehicle information, violation, and court date.	Retain until final disposition of the case.

Uniform Traffic Ticket and Complaint (UTTC) Transmittal Forms and Receipt Books	The transmittal forms document each traffic ticket given and its receipt by the appropriate court. The receipt books document the issuance of UTTC books to each officer.	Retain 5 years.
Daily Assist Tickets	These records document assistance provided by officers.	Retain 5 years.
Uniform Arrest Reports	These records document the date and time of arrest, arrestee's name, personal information, location of arrest, and cause of arrested.	Retain 2 years after disposition of case.
Alabama Uniform Traffic Accident Reports (AUTAR)	These records document all traffic accidents that occur within university police jurisdiction and contain information on time and location of accident, description of the drivers and vehicles involved, victim information, narrative and diagramed description, roadway description, and witness information.	Retain 5 years.
Felony Awareness Patrol Reports	These are reports made by felony awareness patrols.	Retain 5 years.
Accident Logs	These are logs of accidents responded to by university police.	Retain 3 years.
Records of Fatalities, Stolen Vehicles, and Wanted Persons	These are records of police responses to incidents involving fatalities, stolen vehicles, and wanted persons.	Retain 3 years.
Traffic Homicide Records	These are records of traffic accidents resulting in death.	Retain 5 years after disposition of case.
Uniform Incident/Offense Reports, Supplements, and Logs	Document incidents/offenses and accidents that occur on the university campus and surrounding streets that violate university and/or local laws and regulations. Contain case number, type of report, date, time, complainant or victim, address and details of report.	Records of Felonies: Retain 25 years after final disposition of the case. Records of Misdemeanors: Retain 10 years after final disposition of the case.
Violation Tally Reports and Summaries	These records are summary reports of violations.	Retain 3 years.
Daily Accident and Activity Logs and Reports	These records are created to document the daily activities of officers.	Retain 2 years.
Daily/Monthly Assignment Rosters	These records document the daily activities and work schedules of the campus police department. They contain information on the officer, shift, car number, mileage, calls responded to, violations.	Retain 1 year.

Alabama Criminal Justice Information System Printouts	These records are printouts of information from the CJIS system.	Retain 1 month.
Use of Force Reports	These records document use of force by officers.	Retain 5 years.
Vehicle Door Damage Waivers	These records document waiving of damages that may occur when law enforcement officers are asked to open vehicle doors of motorists who have locked their keys inside a vehicle.	Retain 1 year.
Confiscated/Abandoned/Stored Vehicle Records	These records document activities related to the confiscation and removal of abandoned vehicles.	Retain 3 years.
Motorist Assistance Records	These records, which include waivers, document assistance of motorists by officers.	Retain 1 year.
Radar Logs	These records document check-out, use, and/or repair/calibration of radar equipment.	Retain 5 years.
Bomb Threat Records	These records document bomb threats received by the university.	Retain 3 years.
Driving and Criminal History Communication Logs	These records document communications regarding driving and criminal histories.	Retain 3 years.
Recordings of Police Communications and Actions	These records document calls for emergency assistance and/or recordings of radio communications and/or police activities.	Retain recorded information until final disposition of all cases for which it provides evidence.
Investigation Files	These records document investigations by the department.	Records of Felonies: Retain 25 years after final disposition of the case. Records of Misdemeanors: Retain 10 years after final disposition of the case.
Consent to Search Forms	These records document the consent by subject to a police search.	Retain 5 years.
Abandoned Vehicle Stickers	These records are used to track how long a vehicle has been abandoned.	Retain 7 days.
Wrecker Logs	These records document the use of wrecker services.	Retain 3 years.

Owner's Requests For Wrecker	These records document the request by a vehicle's owner for a wrecker.	Retain 3 years.
Wrecker and Wrecker Driver Information Sheets	These records provide information on the wrecker services utilized by the police.	Retain for useful life.
Alcohol Breath-testing Instrument Inspection Sheets	These records document the inspection of alcohol-breathing instruments.	Retain until disposition of alcohol breath-testing instrument.
Cross Reference Records	These records provide a cross reference or summary of the incidents or offenses involving a single individual and contain personal information and date and type of incident/offense.	Retain until no longer useful.
Dispatch Records	These records document the dispatch of campus police officers to investigate disturbances or possible crimes.	Retain 3 years.

■ **Evaluating Performance and Conferring Credentials.**

College/Department Student Academic Files and Grade and Course Credit Records	These records document individual students in individual college and department offices and include grade change documentation, advanced credit posting authorizations, and student teaching program and certification records.	Retain 5 years.
GRADE SHEETS SUBMITTED BY INSTRUCTORS/CLASS LISTS	These records document the grades given by an instructor to the members of a particular class.	PERMANENT.
GRADE STATISTICS	These reports are created to provide statistical information on student grade point or quality point averages.	PERMANENT.
GRADUATION LISTS	These records are lists of individuals who have successfully completed the degree requirements and have been graduated from the university. Note: This list may be part of the Board of Trustees minutes.	PERMANENT.

INDIVIDUAL STUDENT ACADEMIC RECORDS	These records consist of the official student record of an individual student for his/her period of enrollment at a university and include all academic documentation for an individual student, including transcripts, narrative evaluations, competency assessments, and academic action.	Continuing Education Records not required to produce a transcript: Retain for 5 years after date of last attendance. OTHER INDIVIDUAL STUDENT ACADEMIC RECORDS (includes continuing education records that are required to produce a transcript and Individual Student Transfer Evaluations): PERMANENT.
Continuing Education Program Files	These records consist of continuing education program files documenting students enrolled in continuing educational classes.	Retain 5 years.
Changes of Course (Drop/add)	These records document the student's change of courses.	Retain 1 year.
Comprehensive Examination Records	These records document a student's grades on comprehensive exams.	Retain 5 years.
Transfer Equivalent Files (Articulation)	These records document the process for transferring credit from other institutions of higher education accepted by a university.	Individual Student Transfer Evaluations: File with individual student academic records. Other :Retain for useful life.
Graduation Authorizations	These records document graduation authorizations to verify degree requirements.	Retain 5 years after date of student's last attendance.
Graduation Applications	These records document the application for graduation.	Retain 1 year after date of student's last attendance.

■ **Researching**

RESEARCH PROJECT RECORDS	These records are created over the course of a research project and document procedures, steps taken, and results. These records include Lab Notebooks.	<p>FINAL REPORTS AND PUBLICATIONS: PERMANENT</p> <p>Lab Notebooks: Retain until completion of final report. Prior to disposition, check with staff members of the university legal section and archives for possible extended retention. Examples of records requiring a longer retention are those associated with patents.</p> <p>Other records: Retain until completion of final report.</p>
Records of Research Presentations	These records document presentations of research findings.	Retain 3 years, unless desired by archives.
RESEARCH POLICIES	These records document the policies of a university regarding its research at a given time.	PERMANENT.
Research Agreements	These records document agreements regarding research projects.	Retain 6 years after expiration of agreement.
Abstracts of Research Publications	These records document publication abstracts.	Retain 5 years.

■ **Administering Internal Operations**

Managing the University:		
BOARD OF TRUSTEES RECORDS	These records may include meeting agenda, minutes, reports, and proposals, as well as documentation of the award of honorary degrees and citations.	PERMANENT.
RECORDS OF UNIVERSITY-WIDE STANDING AND AD HOC COMMITTEES	These records are created by university-wide standing and ad hoc committees and may include minutes and recommendations.	PERMANENT.
Records of Academic Committees	These records are created by committees other than university-wide standing or ad hoc.	Retain for useful life
Recordings of Meetings of Board of Trustees and Standing and Ad Hoc Committees	These records are created during meetings to assist in the creation of minutes.	Retain until the official minutes are adopted and signed.
Minutes and Recordings of Meetings (Not including Board of Trustees and Standing and Ad Hoc Committees)	These records are created to ensure what was decided at a meeting.	Retain for useful life.
PRESIDENT'S/CHANCELLOR'S /VICE PRESIDENT'S FILES	These records, which do not include routine correspondence, document the policies of the university.	PERMANENT.
POLICIES AND FACULTY HANDBOOKS	Document university guidelines, policies, and procedures.	PERMANENT.

<p>ACCREDITATION RECORDS (Assessment/Self-Study Reports)</p>	<p>These records document accreditation reviews by accrediting agencies.</p>	<p>FINAL ASSESSMENT/SELF-STUDY REPORTS AND RESPONSES: PERMANENT.</p> <p>Other records: Retain until completion of next accreditation review.</p>
<p>ANNUAL REPORTS (Includes university, school/college, and unit reports)</p>	<p>These records document activities by the university and by each unit.</p>	<p>PERMANENT.</p>
<p>PUBLICATIONS AND PUBLICITY MATERIALS</p>	<p>These records include publications concerning the university and its work and are issued for distribution to the public. Publicity materials document university activities and may include newsletters, programs, speeches, photographs, contact prints, negatives, enlargements from negatives, audio and video tapes, and transparencies. Note: for each item there should be an identification that includes subject, the occasion, the place, and the date.</p>	<p>PERMANENT.</p>
<p>Records documenting legal cases</p>	<p>These records document legal cases involving the university.</p>	<p>Retain 6 years after final settlement.</p> <p>Prior to disposition, check with the university archives for possible extended retention.</p>
<p>University Grievance Files</p>	<p>These records document grievances initiated by faculty, staff, and students and may contain grievance committee meeting minutes.</p>	<p>Retain for 3 years after action taken on case and settlement of all claims due.</p>

Records of Non-Academic Committees	These records are created to document meetings and actions of university committees.	Retain 3 years.
Routine Correspondence (includes requests for information)	These records are correspondence regarding routine matters.	Retain 3 years after end of the fiscal year in which the records were created.
Mailing Lists	These records are created to enable distribution of information.	Retain for useful life.
Administrative Reference Files	These records are created to assist in the completion of projects and/or reference and are usually only needed for a short period of time.	Retain for useful life.
Records documenting the implementation of the university's approved RDA	These records include copies of transmittal forms to Archives or the State Records Center, evidence of obsolete records destroyed, and annual reports to the State Records Commission.	Retain 3 years after end of the fiscal year in which the records were created.
Copy of RDA	The agency's copy of the RDA is its legal authority to dispose of its records according to the listed disposition requirements.	Retain 3 years after end of the fiscal year in which the RDA is superseded.
System Documentation	These records include Y2K records, hardware/software manuals and diskettes, and warranties.	Disposition: Temporary Record. Retain documentation of former system 3 years after the end of the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

Managing Finances:		
PERMANENT FINANCIAL DOCUMENTATION	These records are financial documentation that is required by/of the university for permanent retention and include: tuition and fee schedules, annual endowment fund reports, charts of accounts, general ledgers, annual financial statements, and annual payroll earnings records.	PERMANENT.
University Tax Records	These records document the university's compliance with tax filing requirements.	Retain 3 years after end of the year in which the records were created or for period during which assessment and collection may be made under the applicable statute, whichever is longer.
Budget Records	These records document the preparation of a budget request package and reporting of the status of funds, requesting amendments of allotments, and reporting program performance.	UNIVERSITY BUDGET: PERMANENT. Other records: Retain 3 years after end of the fiscal year in which the records were created.
Requisition and Purchase Records	These records document the requisitioning and purchasing of supplies and equipment, receipting and invoicing for goods, and authorizing payment for products.	Retain 3 years after end of the fiscal year in which the records were created.
Accounting Records	These records are records of original entry such as journals, registers, and subsidiary ledgers; and records of funds deposited outside the state treasury. These records document receipts and disbursement of funds by the university.	Retain 3 years after end of the fiscal year in which the records were created.

Travel Records	These records document requests for authorization from supervisors to travel on official business and include requests, approvals/denials, and other related materials, such as travel reimbursement forms and itineraries.	Retain 3 years after end of the fiscal year in which the records were created.
Contractual records established for the purpose of services or personal property	These records document contracts entered into by the university.	Retain 6 years after expiration of the contract.
Records documenting the bid process, including requests for proposals and unsuccessful responses	These records document the bid process, including requests for proposals and unsuccessful responses.	Sealed Bids: Retain in office. (Code of Alabama 1975, Section 41-16-24). Other Bids: Retain for 10 years after the award of the contract, then destroy.
EXTERNAL AND INTERNAL AUDIT RECORDS	These records are created by university, state or independent auditors to document their audits.	FINAL REPORT AND RESPONSES: PERMANENT. Other Records: Retain 3 years after the end of the fiscal year in which the records were created.
GRANTS RECORDS	These records include applications and proposals by faculty and staff for grants, and supporting documentation and reports.	FINAL REPORTS: PERMANENT. Records of funded grants: Retain 6 years after submission of final report. Records of unfunded grant applications: Retain 1 year.

Fiscal Operations Reports	These records document the institution's eligibility to disburse Title IV funds and consists of fiscal operations reports, agreements to participate, and related correspondence.	Retain for 7 years.
Unpaid Accounts Receivable	These records document overdue accounts such as library fines, parking tickets, loan payments, or payments for services rendered and include past due accounts receivable, bad debt actions, and delinquent action reports.	Retain for 3 years after end of the fiscal year of settlement of unpaid account.
Social Security Payment Files	These records document the payments made by the university into the social security fund.	Retain for 50 years after the fiscal year in which the transaction occurred.
Social Security Reports and Deposits	These records document the monthly report of wages and social security contributions paid by the university to each employee.	Retain for 7 years after the fiscal year in which the transaction occurred.
Unemployment Compensation Benefit Files and Reports	These records inform the university that former employees are eligible for unemployment benefits and when these employees receive compensation charged against the university's account. Also included are periodic reports and statements received from the State Department of Industrial Relations (DIR) advising the university of the status of its fund account and of any monies due to DIR and reports documenting the quarterly submission of payroll and statistical information to DIR.	Retain for 5 years after the end of the year in which the records were created.
W-2 Listings	These records document salaries paid and taxes withheld.	Retain for 5 years after the end of the tax year.

Donation Files	These records document the source and amounts of donations.	Reports of individual donors: Retain 5 years after last donation. Financial information: Retain for 3 years after the fiscal year in which the transaction occurred.
Authorization/Allocation Letters	These records document awards of federal financial aid to the university.	Retain 7 years.
Managing Human Resources:		
Job Recruitment Materials	These records document the recruitment of employees by the university.	Retain 3 years after end of the fiscal year in which the records were created.
Affirmative Action/Equal Employment Opportunity Case Files	These records concern charges or complaints made against the university relating to violations of affirmative action or equal employment opportunity regulations.	Compliance Reviews: Retain 25 years. Other Records: Retain for 5 years after resolution of charges and final disposition of the case.
Affirmative Action Position Applicant Files	These records are documentation of actions taken to follow affirmative action procedures for university openings.	Retain 3 years after end of the fiscal year in which the record was created.
Equal Employment Opportunity Commission (EEOC) and Racial/Ethnic Records	These records include annual and other periodic reports and records provided to the federal and/or state government to ensure equal employment opportunities and to provide racial/ethnic statistical information.	Review Records: Retain 10 years. Other records: Retain 5 years.
Notices of Claim and Requests for Separation	These records provide information to the State Department of Industrial Relations relating to unemployment compensation.	Retain 5 years.

Application Materials	These records document applications for employment.	<p>Unsolicited resumes/applications: Retain for useful life.</p> <p>Unqualified applications for open positions: Retain 1 year.</p> <p>Application materials for individuals considered for employment but not hired: Retain 3 years.</p> <p>Application materials for hired individuals: File with personnel file.</p>
Position Classification Records	These records document position classifications.	Retain 3 years after reclassification/elimination of the position.
SEARCH COMMITTEE FILES	These records are search files created during the process of advertising, interviewing, selecting and hiring an individual to fill a faculty vacancy within the university.	<p>PRESIDENT/CHANCELLOR SEARCH COMMITTEE FILES: PERMANENT.</p> <p>Other records: Retain 3 years.</p>
Work-Study/Student Worker Records	These records are maintained in individual departments and offices on work-study students and include time reports.	Retain for 3 years after last date of employment.
Payroll Records	These records document payroll and include pre-payroll reports and payroll check registers.	Retain 3 years after end of the fiscal year in which the records were created.
Payroll Deduction Authorizations	These records document authorization of payroll deductions.	Retain 6 years after separation of employee from the university.

Payroll Deduction Records	These records document payroll deductions for tax purposes and include Form 941.	Retain 3 years after the end of the fiscal year in which the records were created.
Employee Leave Records	These records document employee hours worked, leave earned, leave taken, and leave donation.	Retain 3 years after the end of the fiscal year in which the records were created.
Employee Work History	These records document an employee's work history and is generally maintained as a case file (includes records of final leave status, faculty tenure and promotion letters, and faculty service reports).	<p>Medical Resident's File: Retain 75 years.</p> <p>Records of final leave status and documentation of salary and employment dates: Retain 25 years after separation of employee from the university.</p> <p>Faculty Tenure and Promotion Files (not including letter): Retain until completion of formal action and appeal period.</p> <p>Other (including faculty tenure and promotion letters): Retain 6 years after separation of employee from the university.</p>
Periodic Activity Reports	These records are reports to document activities performed by staff.	Retain for useful life.
Employee Benefits Plan Files (applications and correspondence)	These records document employee enrollment in benefits plans.	Retain 6 years after termination of participation in program.
Employee Administrative Hearing Files	These records document employee administrative hearings.	Retain 6 years after separation of the employee from the university.

Department/Unit Personnel Files	These records are created by supervisors to document employee performance. They may be duplicated in the employee's work history file.	Retain until separation of an employee from the university.
Training and Professional Development Records	These records document university provided of training and professional development.	Retain 3 years.
Managing Properties, Facilities, and Resources:		
Capital Improvements Contracts	These records document contractual agreements for capital improvements.	Retain 6 years after expiration of the contract.
Property Inventory Records	These records document the property inventory of the university.	Retain 3 years after end of the fiscal year in which the records were created.
Receipts of Responsibility for Property	These records document the individual responsible for property not under the university's immediate control.	Retain until return of item to property manager.
Real Property Leasing/Rental Records	These records document the lease and rental of property.	Retain 6 years after expiration of the lease.
Building Plans and Drawings	These records document the physical structure of campus buildings.	Retain for useful life. Prior to disposition, check with the university archives for possible extended retention.
Facility Maintenance and Upkeep Records	These records document facility maintenance and upkeep activities.	Records for expendable items: Retain 3 years. Records for capital items: Retain for life of building or item.

Visitor/Service Personnel Log-In Sheets	These records document visitors.	Retain 6 months.
Identification Records	These records document employee identification information for security personnel and/or facility access.	Retain 1 year.
Weapons Registration Forms (ATF 5 and ATF 10) and Weapon Retirement Forms	These records document custody of weapons.	Retain 3 years after the end of the fiscal year in which the weapon was removed from the property inventory.
Vehicles Records	These records document the use, maintenance, ownership, insurance, and disposition of vehicles, including aircraft, owned by the university.	Retain 3 years after the end of the fiscal year in which the vehicle was removed from the property inventory.
Vehicle Tag Records	These records document application and receipt of tags for vehicles.	Retain 3 years after the end of the fiscal year in which the vehicle was removed from the property inventory.
Fleet Activity Reports	These records document activities of university-owned vehicles.	Retain 2 years.