

University of Virginia School of Medicine
Retention and Destruction of Public Records
Adapted from: Virginia General Schedules 101, 102, 103, 110, and 111
(http://www.lva.lib.va.us/whatwedo/records/sched_local/index.htm)

Note: records that are relevant to pending or anticipated litigation, or that pertain to a claim, audit, agency charge, investigation or enforcement action, shall be retained at least until final resolution of the action.

Category of records	Series	Scheduled Retention and Disposition
Deans'/Chairs' records		
Accreditation - documentation thereof	101132	Retain permanently.
Accreditation - supporting files	101133	Retain 5 years after accreditation completed, then destroy.
Correspondence (historically significant)	100314	Retain permanently in University archives.
Correspondence (other)	012019	Retain as long as administratively necessary, then destroy.
Minutes of boards, committees, or other bodies.	100339	Retain 3 years, then destroy.
Routine administrative records	012019	Retain as long as administratively necessary, then destroy.
Education - course-associated records		
Class rolls and grade sheets	101069	Retain 3 years after end of semester, then shred/wipe clean the electronic storage medium.
Evaluations of courses and instructors	101071	Retain 1 year, then destroy.
Syllabi	101072	Retain until superseded or obsolete, then destroy.
Faculty course assignments	101075	Retain 3 years after end of semester, then destroy.
Faculty counseling of students	101076	Retain the greater of 1 year after graduation or last attendance, then shred/wipe clean the electronic storage medium.
Grade appeal documents	101078	Retain the greater of 1 year after end of semester or last action on appeal, then shred/wipe clean electronic the storage medium.
Student examinations	101081	Retain the greater of 1 year after the end of semester, then shred/wipe clean the electronic storage medium.
Education - miscellaneous		
Requests and approval for new/revised courses, programs, and degrees.	101073	Retain 10 years after superseded, revised, or obsolete, then destroy.
University faculty activity reports	101074	Retain 3 years after end of semester, then shred/wipe clean the electronic storage medium.
Faculty work papers (non-research)	101077	Offer to University archives, library, or special collections; otherwise, retain until no longer administratively useful, then destroy.
Honors, awards, scholarships, fellowships (nomination records)	101079	Retain 2 years after receipt, then shred/wipe clean the electronic storage medium.
Honors, awards, scholarships, fellowships (selection and presentation records)	n/a	Transfer to related student or faculty records.
Student employee personnel records	101080	Retain 5 years after last employment, then shred/wipe clean the electronic storage medium.
Graduate student records	101083	Retain 10 years after graduation, then shred/wipe clean the electronic storage medium.
Administrative documents on students participating in graduate assistance, work study, and other outside credit/field experiences.	101084	Transfer to related student's permanent record.
Student theses and dissertations	101085	Retain 50 years. Offer to archives, special collections, or library, which may selectively retain all or part of the records for their collections. Destroy balance of records.

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Category of records	Series	Scheduled Retention and Disposition
Education - student financial aid		
Grant/scholarship rosters	101115	Retain 3 years after the end of the school year, then shred/wipe clean the electronic storage medium.
Students who did not receive aid	101116	Retain 3 years after last action, then shred/wipe clean the electronic storage medium.
Student aid reports (state/federal)	101117	State: retain 3 years after filing and then destroy. Federal: retain 3 years after end of award then destroy.
Fiscal records		
Credit card documents and receipts	012100	Retain in accordance with the terms of credit card agreement, or until completion of audit or 3 years, whichever is longer, then shred.
Payroll - leave records (original)	012131	Retain 4 years or until audit, whichever is longer, then shred.
Payroll - leave records (supervisor's copy)	012132	Retain as long as administratively necessary, then shred.
Payroll - time sheets	012137	Retain 4 years or until audit, whichever is longer, then shred.
Purchase orders	012147	Copies can be destroyed when no longer needed administratively.
Purchasing receipts (e.g., pay voucher)	012149	Retain 3 years or until audit, whichever is longer, then destroy.
Reimbursement records	012151	Retain 3 years or until audit, whichever is longer, then shred.
Personnel records		
Employee personnel records (duplicate copies)	100487	Retain 6 months after separation, then shred/wipe clean the electronic storage medium.
Promotion/demotion, layoff, termination, tenure records	100499	Retain 5 years, then shred/wipe clean the electronic storage medium. See also 29CFR1602.31.
Recruitment, hiring, interview, and selection records	012185	Retain 3 years from the date position is filled, then shred/wipe clean the electronic storage medium.
Stipend records		
Non-grant funded stipends	012082	Retain 3 years or until audit, whichever is longer, then destroy.
Grant-funded (federal and state) stipends	012108	Retain 3 years after submission of final financial report, completion of agency level audit, or per terms of the award, then shred/wipe clean the electronic storage medium.

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Research records		
Records of grants that were not awarded	000183	Includes letters of intent, applications, budgets, and notifications of denial. Retain 1 year after notification of denial; then destroy.
Accounting records	101168	Retain 5 years or in accordance with contract or grant terms, whichever is greater, then destroy. <i>For federal awards, retain 5 years after filing final financial report. *</i>
Administration records	101198	Retain 5 years after end of research or in accordance with contract/grant terms, whichever is greater. Offer to archives, special collections, or library, which may selectively retain all or part of the records for their collections. Destroy balance of records. <i>For federal awards, retain 5 years after filing final financial report. *</i>
Final Reports	101169	Retain 5 years after end of research or in accordance with contract/grant terms, whichever is greater. Offer to archives, special collections, or library, which may selectively retain all or part of the records for their collections. Destroy balance of records.
Technical data - externally-sponsored (see below)	101170	
Externally-sponsored technical data	"	Retain 5 years after end of research unless: - the records support intellectual property previously disclosed to the University or that may form the basis for future intellectual property (retain indefinitely) - the general research project will continue beyond the state destruction date (investigator discretion) - longer retention is required by contract/grant terms - if under audit or involved with litigation or claims, retain until approval by OSP Before destruction, offer to archives, special collections, or library, which may selectively retain all or part of the records for collections. Destroy balance of records.
Externally-sponsored clinical research records	"	Retain records the greatest of the following: FDA: retain at least 2 years after last application for licensure or discontinuance of product development HIPAA: retain consent forms for 6 years from the end of the study Contractual obligations: if applicable
NIH-funded equipment	"	Retain records 3 years after final disposition of the equipment (usually the end of the award)
Technical data - university-sponsored (see below)	101171	
University-sponsored technical data	"	Retain 3 years after end of research unless: - the records support intellectual property previously disclosed to the University or that may form the basis for future intellectual property (retain indefinitely) - the general research project will continue beyond the state destruction date (investigator discretion) - longer retention is required by contract/grant terms - if under audit or involved with litigation or claims, retain until approval by OSP Before destruction, offer to archives, special collections, or library, which may selectively retain all or part of the records for collections.
University-sponsored clinical research records	"	Retain records the greatest of the following: FDA: retain at least 2 years after last application for licensure or discontinuance of product development HIPAA: retain consent forms for 6 years from the end of the study

*** For NIH SNAP awards, the unit for retention is the competitive award. Documents associated with a 4-year R01 must be retained for 5 years after filing of the FSR. Renewal resets the clock on retention of documents.**