

SW-U#	Title	Description	Retention	End Action	Date of Last Action
SW-U01	College/University Boards, Commissions, and University/System Chief Executive Documents	Records include but not limited to: documents or records related to meetings of Boards, Commissions, Councils, and Committees. Documents relating to the University/System Chief Executive in the transaction of the official business. Examples: Official correspondence, memorandums, final reports, official policies, current & obsolete directives, minutes/accounts of proceedings, agenda, copies of reports, and announcements.	5	Permanent	Sep-17
SW-U02	Student Education Record	These files contain the official academic record of students attending State institutions. They include, but are not limited to Academic Records (includes Narrative Evaluations, Competency Assessments), Change of Grade Records; Financial Aid Transcripts (if applicable), Class Lists (original grade sheets or cards), Graduation Lists, transcripts Permanent Student Cards, Statistical Data (enrollment, grades, racial/ethnic), degree), Commencement Program (1 copy), Student Disciplinary Files resulting in expulsion.	0	Permanent	Mar-17
SW-U03	Alumni Development Files/ Donor Gifts and Contributions/Endowment and Living Trust Agreements.	Current and Historical Data Including (1) Alumni Development Files: alumni information. solicitation, pledge and contributions data, and all related documents. (2) Donor Gifts and Contributions: Donor Recognition Committee, Donor Director of Private Giving, Fund Raising Report, Philanthropy Awards, and all related documents. (3) Endowment and Living Trust Agreements, and all related documents.	5	Permanent	Mar-17
SW-U04	Student National Collegiate Athletic Association (NCAA), Patient, and Academic Second Opportunity Records	These records include, but is not limited to Athletic files including NCAA eligibility and related files, student patient files, and Academic second opportunity applications.	10	Destroy	Mar-17
SW-U05	Trademark, Copyright, Patent Records, Printed Materials and Publications	These records include, but are not limited to Trademark, Copyright and Patent records, including correspondence, forms, documents and materials relating to application for and granting of same. Printed Materials and Publications which have permanent administrative, physical, historical or legal value, such as; class schedules (institutional), institutions catalogs, brochures, etc.	0	Permanent	Mar-17
SW-U06	Student Information Records (College/University Statewide)	Records that are not protected as part of the Student Education Record (Statewide RDA SW-U02). These records include, but are not limited to individual office or department files, graduation authorizations, accepted applications for admission or readmission, credit by exam forms, placement records, student ledger cards/registration system receipts, tuition and fee charges, athletic department files, campus health clinic records	5	Destroy	Apr-18
SW-U07	College/University Research Records (College/University Statewide)	This RDA governs records pertaining to research conducted at an academic institution including records created over the course of a research project , steps taken, and results. This series includes but is not limited to: correspondence, project descriptions, final reports or deliverables, data, and related documentation and correspondence	10	Destroy	Apr-18
SW-U08	University Real Property Files	Facility files that include: deeds, leases, capital agreements, and other historical property documents.	10	Permanent	Sep-17
SW-U09	University Personnel Records	Personnel Records of university employees. Files are comprised of official personnel files for each employee of the university. At a minimum, these files contain documentation of the employee's payroll history with the department.	65	Destroy	Sep-17
SW-U10	Student Admissions Applications – Denied, Cancelled, Admitted Non- Enrolled	This records series consists of application records for admission into the University/College undergraduate or graduate degree program. Records include but not limited to: documents or records related to student application for admission. Examples: application, standardized test scores, letters of recommendation, personal statements, medical records, high school and college transcripts, appeals, and other supporting documentation. Applications for students who do enroll should be kept permanently as part of SW-U06 Student Information Records	1	Destroy	Apr-18
SW-U11	Applications for Scholarship Files – Not Selected	This record series governs non-selected applications by students for academic or merit based scholarships. Record series includes but is not limited to: application and supporting documentation, notification letter, type of scholarship awarded, amount, appeals, and other specific requirements determined by the scholarship funding agent. This RDA covers non-selected applications only. Selected applications should be kept under SW-U12 Applications for Scholarship Files –Selected.	1	Destroy	Apr-18
SW-U12	Applications for Scholarship Files - Selected	This record series governs selected applications by students for academic and/or merit based scholarships. Record series includes but is not limited to: application and supporting documentation, notification letter, type of scholarship awarded, amount, appeals, and other specific requirements determined by the scholarship funding agent. This RDA covers selected applications only. Non-selected applications should be kept under SW-U11 Applications for Scholarship Files – Non-Selected	5	Destroy	Apr-18

SW-U#	Title	Description	Retention	End Action	Date of Last Action
SW-U13	Student Medical Records (College/University Statewide)	Documents relating to Student medical records, Student health form, Immunization History, Meningitis form, Hepatitis form, Allergy Injection form, Health disclosure, etc.	10	Destroy	Oct-18
SW-U14	Child Care Facility Records (College/University Statewide)	Records documenting the child care facility. Records include but not limited to: Visit reports, license renewal documents, license certificates, inspection reports, immunization inspection reports, fire safety reports, immunization inspection reports, fire safety reports, meal reports, program improvement plans, playground and meal supervisory plans, observation reports, etc.	5	Destroy	May-19
SW-U15	College/University Clinic Records	Records documenting Clinic Records including but not limited to: Patient records, patient billing information, clinic notes, medical history, evaluation, immunization records.	10	Destroy	Nov-19
SW-U16	College/University Animal Care Records	Records documenting Animal Care including but not limited to: Animal procurement, vaccination records, health records, livestock request form.	5	Destroy	Nov-19
SW-U17	College/University Non-Closeout Capital Project Files	Records documenting non-Closeout Capital Projects files. Record series includes but is not limited to: Amendments, Supplements, Change Orders, Addendum, Bid Documents, Certificates of Substantial Completion, Certificate of Insurance, Schedules, Pay Applications, Job Order Contract Projects, Consent of Surety, Requests for Proposals, Notice to Proceed Letters, Field/Observation Reports, Photographs, Construction Progress Report, Designer Cost Estimates, Meeting Notes, Letters, and Transmittal. Capital Project Closeout files should be maintained permanently under SW-U08 University Real Property Files.	10	Destroy	Nov-19