

# RECORDKEEPING

Institutional Research Records (activities of institutional research projects including the review and approval process by institutional councils and boards).

Retention: Minutes and final research reports: permanent; Funding summaries and funded applications: 5 years. Records relating to research: Retain 3 years after completion of research. All other records: Retain 3 years. See the [USG Records Management and Archives](#) for complete details (Number 0472-09-002).

Recruiting Pool and Search Records.

Retention: Academic and classified search records: 4 years after search completed; Not hired applications: 3 years after position is filled or recruitment canceled; Unsolicited applications: 3 months ([USG Records Management and Archives](#)) (Number 0472-04-030).

Employee Personnel Records.

Retention: Personnel File Closeout Form: 50 years; Supervisor's Copy: 3 years after separation of employee; Employment Eligibility Verification Forms: 3 years; All other records: 7 years following separation of employee from institution ([USG Records Management and Archives](#)) (Number 0472-04-016).

Student Evaluations of Faculty.

Retention: 7 years ([USG Records Management and Archives](#)) (Number 0472-04-014).

Students enrolled under the auspices of some state or federal programs may be required to submit class attendance documentation signed by their instructors. In those cases, faculty will need to maintain records that would support an audit by the governmental agencies involved.