

RECORDS RETENTION AND DISPOSAL SCHEDULE

YOWSON STATE UNIVERSITY/DIVISION OF ACADEMIC AFFAIRS/COLLEGE OF LIBERAL ARTS
/DEPARTMENT OF SOCIOLOGY AND ANTHROPOLOGY

Item No.	Description	Retention
1	FACULTY File includes records relating to promotion and tenure, including students' evaluations, contracts, vita, salary, recruiting, sick leave, letters of recommendation, statements of expectations	Retain records relating to promotion and tenure, vita, salary, contracts, letters of recommendation, statements of expectations until five (5) years after resignation or retirement of faculty member; retain records relating to sick leave for five (5) years; then destroy
2	COMMUNICATIONS File contains records relating to correspondence with University officers, faculty, external agencies and individuals	Retain for ten (10) years; screen and destroy routine items; transfer to University Archives for permanent retention
3	CURRICULUM File contains records relating to curricular proposals and syllabi	Retain curricular proposals until course or program is removed from curriculum; retain syllabi three (3) years; then destroy
4	STUDENTS File contains records relating to majors, grades, practica and internships	Retain records relating to majors and practica and internships until two (2) years after student's graduation or withdrawal; retain grade sheets for two (2) years; then destroy
5	BUDGET File contains all records relating to department budget	Retain for three (3) years; then destroy
6	MEETINGS File contains agendas, agenda material, minutes of meetings of department and its committees	Retain for five (5) years; transfer to University Archives for permanent retention

Schedule Approved by Department,
Agency, or Division Representative

4/17/90 *[Signature]* University Archivist

Date Signature Title

Schedule Authorized by
Hall of Records Commission

8/12/91 *[Signature]* State Archivist

Date Signature