

Common UW-Eau Claire Records

Personnel

Classified Personnel General Records Schedule

Unclassified Personnel General Records Schedule

Worker's Compensation and Related Records

Payroll and Benefit General Records Schedule

RDA #	Record Series Name	Official Copy Holder	Length of Retention
HR000190	Personnel Files - Classified Staff	Human Resources	8 years after termination
UWPER001	Personnel Files - Unclassified Staff	Chancellor's Office	Permanent
UWSFA024	Personnel Files - Students	Human Resources	7 years after termination
HR000022	Unsolicited Resumes and General Express of Interest in Employment	Office of Origin	1 year after receipt
HR000017	Criminal Background Checks	Human Resources	7 years after hiring transaction
UWPHY0034	Timesheets	Human Resources	5 years after pay period
WIS GS	Recruitment Files	Office of Origin	7 years after hiring transaction

Student Records

Academic Advising General Records Schedule

Residential Programs General Records Schedule

Student Records Schedule

RDA #	Record Series Name	Official Copy Holder	Length of Retention
UWADV001	Academic Advising Records: Undergraduate & Graduate	Academic Departments/Advising Offices	3 years beyond final semester of attendance
UWADV003	Academic Advising Records: Certificate, License, Professional	Academic Departments/Advising Offices	8 years beyond final semester of attendance
UWSTU083	Catalog	Provost/Vice Chancellor & University Archives	Permanent
UWSTU064	Syllabi and/or individual course calendars	Academic Offices	10 years after term then transfer to archives
UWSTU087	Enrollment and Class Lists	Records & Registration	Permanent

UWSTU088	Enrollment Verifications and Certifications	Records & Registration	1 year after verification or certification
UWSTU047	Grade Books, original	Academic Departments	2 years after end of semester
UWSTU090	Honors Lists	Office of Origin	Permanent
UWSTU054	Instructional Materials - Exams, assignments, etc.	Academic Departments	1 year after end of semester
UWSTU069- UWSTU082	International Student Records	Center for International Education	5 years beyond final semester of attendance
UWRES005	Student Housing Contracts	Housing and Residence Life	6 years after end of contract

Fiscal Records

Budget and Related Records General Schedule

Financial Aid General Records Schedule

Fiscal and Accounting General Records Schedule

RDA #	Record Series Name	Official Copy Holder	Length of Retention
UWFA104	Annual Financial Report	Office of Original	Permanent
UWFA107	Audits	Assistant Chancellor for Budget and Finance	Next audit cycle or 10 years
BUD00031	Budget Allocations & Adjustments	Business Services	Fiscal Year + 5
BUD00006	Budget Documents/Developments	Office of Origin	Fiscal Year + 6
UWFA300	Expenditures - Vouchers, Travel Expense Reports, Credit Card Receipts, Purchase Orders, etc.	Business Services	Fiscal Year + 6
UWFA900- UWFA902	Grant Folders	Office of Research and Sponsored Programs	Close of grant + 3 or 6 years (Discretionary)
UWFA600	Journal Entries - Chargebacks, Payment Transfers, etc.	Business Services	Fiscal Year + 6
UWPY0037	Payroll Register and Vouchers	Human Resources	Fiscal Year + 6
UWSFA015	Perkins Loan Files	Loan Services	EVT + 7 years
UWFA301	Receipts - Deposits: Student Payments, Departmental Receipts, etc.	Business Services	Fiscal Year + 6

Administrative Records

Administrative Records General Records Schedule
Business Communication General Records Schedule
Legal Affairs General Records Schedule

RDA #	Record Series Name	Official Copy Holder	Length of Retention
UWADM018	Agendas/Minutes	Office of Origin	Approval of the Minutes + 3 years
UWADM024	Accreditation Files	Office of Origin	Final Report + 11 years
UWBC001	Business Communication: Routine	Office of Origin	Activity/Project Completion + 6 months
UWADM012	Public Records Requests	Affirmative Action	Request + 3 years

Miscellaneous Records

Facilities Management General Records Schedule
Health Services General Records Schedule
Information Technology General Records Schedule
Library and Archival Records General Schedule
Wisconsin Intercollegiate Athletic Conference General Records Schedule

RDA #	Record Series Name	Official Copy Holder	Length of Retention
WIAC116	Sports Releases	Athletic Department	CR+ 6 years
FAC00051	Work Logs	Facilities Management	Fiscal Year + 3
UWIT007	Voicemail Call Detail	Learning and Technology Services	Date of Call + 4 years