



University Records Management

UNIVERSITY RECORDS MANAGEMENT

SAMPLE – STUDENT RECORDS - ALL DEPARTMENTS*

RECORD EXAMPLE	RECORD SERIES NAME	DISPOSITION
General student emails that simply request or provide information	Temporary Record	Delete as soon as a reply is given or received
Emails from/to students related to appeals, disciplinary actions, complaints, grades, etc.	Student Information Records	5 years
Student applications and forms unrelated to employment or enrollment	Student Information Records	5 years
Classroom rolls	Student Information Records	Maintained in Banner - Registrar
Student advising	Student Information Records	5 years
Student exams (non-accreditation files)**	Student Information Records	See Below
Student exams (accreditation files)	Accreditation	Permanent- New Requirement
Student department files	Student Information Records	5 years

*A comprehensive list of all records is contained on the [Records Disposition Authorization Schedule](#).

**Student exams (non-accreditation) should be kept for one full academic year to respond to any grade appeals. The grade is the actual record. For academic integrity issues, the exams or paper should be submitted to the Office of Student Accountability to maintain.

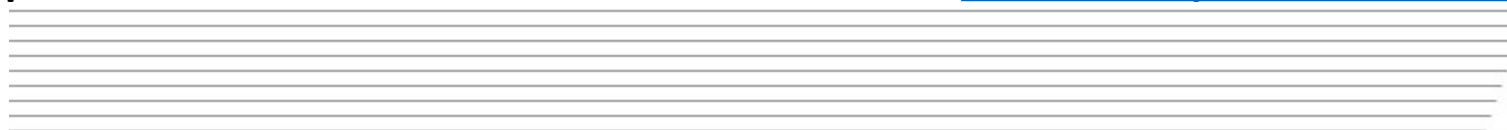


UNIVERSITY RECORDS MANAGEMENT

SAMPLE – FACULTY, GRANTS, RESEARCH, & HR*

OFFICE RECORD EXAMPLE	RECORD SERIES NAME	DISPOSITION
Search Committee files	Employment Applications – Not Selected Candidates	5 years – All holders of those documents
Grant files	Grants	Departments should maintain grants records for the following document types, purchasing card statements; program reports; interim reports; and final reports 5 years from the date the final financial report is submitted to the sponsor and/or any other mandates of the grant.
Grant applications – unsuccessful	Unsuccessful Grant Applications	5 years and destroy – Office of Research Support
Research	Research Records	10 years and destroy and/or other mandate
Accreditation files	Accreditation Records	Permanent

*A comprehensive list of all records is contained on the [Records Disposition Authorization Schedule](#).



UNIVERSITY RECORDS MANAGEMENT INITIATIVE

SAMPLE – ALL DEPARTMENTS*

OFFICE RECORD EXAMPLE	RECORD SERIES NAME	DISPOSITION
Applications or forms– not related to enrollment nor employment	Administrative Documents - Internal Policies and Procedures	5 years
Copies of invoices, budget revisions, payroll forms, and transfer vouchers	Working Papers	1 year and destroy
Handwritten messages, non-critical emails (informational/promotional)	Temporary Records	Destroy when no longer useful

*A comprehensive list of all records is contained on the [Records Disposition Authorization Schedule](#).



UNIVERSITY RECORDS MANAGEMENT RESOURCES

For additional questions, please see the [Records Management Program](#) website or contact Ladonnal Curry at lc Curry@memphis.edu or 901-678-0410.

[Record Retention & Disposition Schedule](#)

[Records Inventory Form](#)

[Annual Records Holding Report](#)

Records Management Training: Register in [Learning Curve](#)

