| **Record Type** | **Classification #** | **Cut Off Event****(Retention Period begins)** | **Retention Period****(in years unless otherwise noted)** | **End Action****(After Retention Period Expires)** |
| --- | --- | --- | --- | --- |
| College/University Boards, Commissions, and President Documents | SW-U01 | Fiscal Year | 5 | Permanent\*\* |
| Student Education Records: • Academic records (including Narrative evaluations and competency assessments)• Change of grade records• Financial aid transcripts• Class lists (original grade sheets or cards)• Graduation lists• Transcripts• Permanent student cards• Statistical data (enrollment, grades, race/ethnicity, degree)• Commencement programming (1 copy) • Student disciplinary files resulting in expulsion | SW-U02 | Academic Year | 0 | Permanent\*\*  |
| Alumni Development Files/Donor Gifts and Contributions/Endowment and Living Trust Agreements | SW-U03 | Fiscal Year | 5 | Permanent\*\* |
| Student National Collegiate Athletic Association (NCAA), Patient, and Academic Second Opportunity Records  | SW-U04 | One year after student no longer attends institution. | 10 | Destroy |
| Trademark, Copyright, Patient Records, Printed Materials, and Publications | SW-U05 | Fiscal Year | 0 | Permanent\*\* |
| Student Information Records (Records that are not protected as part of the educational record under 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, and athletic department files) | SW-U06 | Academic Year | 5 | Destroy |
| College/University Research Records | SW-U07 | Completion, termination, or suspension of research project. | 10 | Destroy  |
| University Real Property Files | SW-U08 | Upon acquisition of property, termination of lease, completion of contract, or capital agreement. | 10 | Permanent\*\* |
| University Personnel Records | SW-U09 | Separation of Employee | 65 | Destroy |
| Student Admissions Applications - Denied, Cancelled, Admitted Non-Enrolled | SW-U10 | End of Application Term or any appeal process | 1 | Destroy |
| Applications for Student Aid - Not Selected | SW-U11 | End of the award period or any appeal process | 1 | Destroy |
| Applications for Student Aid - Selected | SW-U12 | End of the Award Period | 5 | Destroy |
| Student Medical Records (Documents relating to medical records, Student health forms, immunization history, Meningitis form, Hepatitis form, Allergy injection form, Health disclosure, etc.) | SW-U13 | Academic Year | 10 | Destroy |
| Child Care Facility Records | SW-U14 | Calendar Year | 5 | Destroy |
| College/University Clinic Records | SW-U15 | Calendar year or Fiscal Year | 10 | Destroy |
| College/University Animal Care Records | SW-U16 | Calendar year or Fiscal Year | 5 | Destroy |
| College/University Non-Closeout Capital Project Files | SW-U17 | Completion of project | 10 | Destroy |
| University Accreditation Records | SW-U18 | Accreditation Cycle | 0 | Permanent\*\* |
| University Police Reports | SW-U19 | Upon closure of incident or investigation | 5 | Destroy |
| University Police Case File | SW-U20 | Upon completion of report, adjudication, or transfer of reports to local authority | 10 | Destroy |
| University Police Index Records | SW-U21 | Upon completion of report, adjudication, or transfer of reports to local authority | 0 | Permanent\*\* |
| University Legal Files - Middle Tennessee State | 11295 | Record series is cut off after the case has been fully adjudicated and there can be no further claims or appeals. | 7 | Destroy |
| Pharmacy Patient Records | 11313 | Fiscal Year | 10 | Destroy |
| Accounting Journals Vouchers & Deposit Slips | SW01 | Fiscal Year | 5 | Destroy |
| Accounting Reports | SW02 | Fiscal Year | 5 | Destroy |
| Inactive Human Resources Employee Documentation | SW03 | Cut off when employee terminates. | 5 | Destroy |
| Employee Medical Records | SW04 | Upon employee termination. | 30 | Destroy |
| Retired: Administrative documents | SW05 | Retired | Retired | Retired |
| Board and Commission Documents | SW06 | Fiscal Year | 5 | Permanent\*\* |
| Travel Authorization Files | SW07 | Fiscal Year | 5 | Destroy |
| Agency Executive Subject Files | SW08 | Fiscal Year | 5 | Permanent\*\* |
| Attendance and Leave Record | SW09 | Calendar Year | 5 | Destroy |
| Real Property Lease Files | SW10 | Upon Termination or Expiration of Lease including any Amendments/Extensions or Holdovers. | 5 | Destroy |
| Internal Audit Reports and Working Papers | SW11 | Fiscal Year | 10 | Destroy |
| Contracts | SW12 | Termination or expiration of the contract. | 6 | Destroy |
| Voter Registration Declination Files | SW13 | Calendar Year | 5 | Destroy |
| Discrimination and Harassment Investigation Files | SW14 | Calendar year the investigation is concluded. | 10 | Destroy |
| Annual Report Working Papers | SW15 | Upon Publication of Annual Report | 5 | Destroy |
| Temporary Records (material which can be disposed of in a short period of time as being without value in documenting the functions of an agency) | SW16 | Files are Cut Off immediately | 0 | Destroy |
| Working Papers (record created to serve as input for reporting documents, including electronic records; these documents are typically used in the production of other records) | SW17 | Files are cut off upon completion of the final product. | 1 | Destroy  |
| Budget Papers | SW18 | Fiscal Year | 5 | Destroy |
| Active Employee Files | SW19 | At the time of separation of the employee. | 6 months | Transfer to Electronic Record for HR |
| Fiscal Administrative Documents | SW20 | Calendar Year or Fiscal Year | 5 | Destroy |
| Grants | SW21 | Files are cut off upon closure of grant and submission of final expenditure report. | 5 | Destroy |
| Internal Policies and Procedures | SW22 | Upon expiration of the policy or procedure. | 10 | Destroy |
| Credit Card and Purchasing Card Documents | SW23 | Fiscal Year | 5 | Destroy |
| Hazardous Material Files | SW24 | Fiscal Year | 5 | Destroy |
| Administrative Documents - Internal Policies and Procedures | SW25 | When policy/procedure is superseded/replaced or separation of employee, whichever occurs first. | 5 | Destroy |
| Incident Reports | SW26 | Calendar year unless legal action is initiated, in which case the cut off will be the termination of any legal action. | 10 | Destroy |
| Request For Proposal (RFP) Documents - Not Selected | SW27 | Award of contract or decision not to award contract. | 5 | Destroy |
| Employment Applications - Not Selected Candidates | SW28 | The hiring of a candidate or decision not to fill the open position. | 5 | Destroy |
| Affirmative Action Compliance Records | SW29 | Calendar Year | 5 | Destroy |
| Internal Investigation Files | SW30 | After completion of investigation, case closure, or the conclusion of all court proceedings. | 10 | Destroy |
| Communication Databases | SW31 | Each Calendar Year or when agency no longer utilizes the mailing list, whichever is longer. | 5 | Destroy |
| Accreditation Records | SW32 | Expiration of accreditation granted, or until next accreditation, whichever is later | 10 | Destroy |
| Volunteer Forms and Unpaid Intern Records | SW33 | Calendar Year | 30 | Destroy |
| Recordings from Law Enforcements Mobile Devices - Incident Not Identified | SW34 | After date of recording once identified as No Incident | 3 months | Destroy |
| Open Records Request | SW35 | Upon Completion of Request | 5 | Destroy |
| Original Captured Media | SW36 | Calendar Year | 5 | Permanent\*\* |
| Temporary Captured Media | SW37 | Files are cut off when no longer of administrative value to the division | 0 | Destroy |
| State Publications and Annual Reports | SW38 | Upon Publication | 0 | Permanent\*\* |
| Title VI Annual Report | SW39 | Fiscal Year | 5 | Destroy |
| Rule Promulgation File (Records of voting on policy or rule adoption) | SW40 | Calendar Year | 0 | Permanent\*\* |
| Final Investigation Files | SW41 | At end of investigation/case closure | 10 | Destroy |
| Unsuccessful Grant Applications | SW42 | Calendar year of when grant is denied | 5 | Destroy |
| Agreements and Memoranda of Understanding | SW43 | End of agreement period | 6 | Destroy |
| Certificate of Records Destruction | SW44 | Fiscal Year | 10 | Destroy |
| Tennessee Information Enforcement System Access Logs | SW45 | Calendar Year | 5 | Destroy |
| Employee Payroll History | SW46 | At the time of separation of the employee. | 65 | Destroy |
| Historic Disaster Records | SW47 | Calendar Year | 0 | Permanent\*\* |