
Records Management

This retention schedule is authorized under Policy 5.21 Records Management.

1. This policy applies to all employees of Emory University and Emory Healthcare, as well as contractors who conduct business for or on behalf of Emory, and those who create, receive, or retain University or Healthcare records. Any recorded information, regardless of media, characteristics, physical form, storage location, or means of transmission, is considered a record when it is relevant to Emory's legal obligations or business.
2. Each department or office will maintain and dispose of records in compliance with Emory's retention schedule. This schedule supersedes previously approved applicable schedules.
3. Records should not be maintained past the end of their stated retention unless involved in current litigation, investigation, or audit. All known audits, investigations, or court cases involving the listed records must be resolved before the records can be destroyed.
4. The retention schedule applies to all records, regardless of format. Records must be accessible throughout their retention period in analog or digital format.
5. Departments and offices will destroy records that have not been deemed permanent in the manner identified by the retention schedule. Confidential paper must be appropriately shredded; electronic records must be made unreadable by being overwritten or the storage media being physically destroyed. Record-keeping systems must be capable of the complete deletion of records; it is not sufficient to take information off-line.
6. Departments and offices will routinely transfer records with continuing and enduring value, as identified on the retention schedule, to the University Archives.
7. The heads of departments or offices are responsible for ensuring that procedures within their area of responsibility meet the requirements of Emory's records management program relative to record identification, control, maintenance, storage, and disposition. All employees are responsible for managing the records in their possession and in compliance with this schedule.

Title

Description This series documents the accreditation of Emory University or Healthcare. This series may include, but is not limited to preliminary reports prepared by schools/divisions, final reports, evaluation/findings report, and correspondence.

Retention Permanent

Disposition Not eligible for destruction; Transfer to the University Archives.

Citations

Title Accreditation Records: Supporting Documents

Description This series documents the preparation for accreditation of Emory University or Healthcare. This series may include, but is not limited to self-evaluation reports, statistical data and related correspondence.

Retention Retain 6 years after accreditation reaffirmed.

Disposition Confidential destruction required

Citations

Title Annual, Internal, and Self-Study Reports

Description This series documents the examination of a school, division, department, or office's objectives, programs, services, or accomplishments. This series may include, but is not limited to annual reports, institutional effectiveness reports, and self-study records.

Retention Permanent

Disposition Not eligible for destruction; Transfer to the University Archives.

Citations

Title Awards Records

Description This series documents the process of selecting faculty, staff, students, and alumni to receive University/Healthcare or school/division given honors, such as an honorary degree, Thomas Jefferson Award, Scholar/Teacher Award, and Emory Williams Teaching Award. This series may include, but is not limited to: nomination letters; eligibility terms and selection criteria; recommendations; letters of award notification, letters accepting or declining awards; biographies; press releases; and information on funding sources.

Retention Permanent

Disposition Transfer to the University Archives.

Citations

Title Correspondence: Executive

Description This series documents the correspondence of executive employees. This series may include, but is not limited to: sent and received email and letters, directives, memorandum, and faxes.

Retention Permanent

Disposition Not eligible for destruction; Transfer to the University Archives.

Citations

Title Correspondence: Non-Executive

Description This series documents the correspondence of non-executive employees. This series may include, but is not limited to: sent and received email and letters, directives, memorandum, and faxes.

Retention Retain as long as administratively necessary.

Disposition Confidential destruction required

Citations

Title Event Records

Description This series documents University/Healthcare, school/division, or department/office-sponsored lectures, workshops, training programs, excursions, and events. This series may include but is not limited to promotional and publicity materials; press releases and news clippings; photographs; audio/video recordings; and schedules of speakers and activities.

Retention Permanent

Disposition Not eligible for destruction; Transfer to the University Archives.

Citations

Title Event Records: Planning Records

Description This series documents the planning and contracting of University/Healthcare, school/division, or department/office-sponsored lectures, workshops, training programs, excursions, and events. This series may include, but is not limited to contracts and agreements; registration and attendance lists; presentation materials and handouts; and participant evaluations.

Retention Retain 3 years from end of academic year.

Disposition Confidential destruction required

Citations

Title Governance: Board of Trustees

Description This series documents the activities of the Board of Trustees and its committees. This series may include, but is not limited to minutes, agendas, reports, and supporting documentation.

Retention Permanent

Disposition Not eligible for destruction; Transfer to the University Archives.

Citations

Title Governance: Other Committees

Description This series documents the activities of internal standing and ad hoc committees and councils established by a school/division or department/office, including administrative, steering, activities committees, standards, planning, academic, and awards committees. This series may include, but is not limited to: minutes, agendas, reports, working papers, and supporting documentation.

Retention Retain 5 years from end of academic year.

Disposition Confidential destruction is required.

Citations

Title Governance: Standing Committees

Description This series documents the activities of standing committees and councils charged with formulating and recommending policies and procedures, establishing standards and requirements, or reviewing petitions, appeals, and deviations from policy, such as the University Senate, Employee Council, Faculty Council, Graduate Student Government Association, and Student Government Association as well as subcommittees of those groups. This series may include, but is not limited to minutes, agendas, reports, and supporting documentation.

Retention Permanent

Disposition Not eligible for destruction; Transfer to the University Archives.

Citations

Title Grant Records

Description This series documents non-research grants awarded to and/or administered by the University. This series may include, but is not limited to: application, budget records, and quarterly and final reports.

Retention Retain 3 years from the date of submission of the final expenditure report.

Disposition Confidential destruction required

Citations

Title Legal Matters and Cases

Description This series documents litigation initiated by or brought against the University/Healthcare and non-litigious matters brought to General Counsel for consultation. This series may include, but is not limited to court documents, pleadings, final decisions, reports, and research.

Retention Retain as long as administratively necessary.

Disposition Confidential destruction required

Citations

Title Meeting Records

Description This series documents meetings of faculty/staff of a department/office which address development, planning, administrative, and assessments of future needs. This series may include, but is not limited to agenda, minutes, and supporting documentation.

Retention Permanent

Disposition Not eligible for destruction; Transfer to the University Archives.

Citations

Title Operational Records

Description This series documents the operating procedures of a school/division. This series may include, but is not limited to procedures, forms, and operation manuals.

Retention Retain as long as administratively necessary.

Disposition Confidential destruction required

Citations

Title Policy Records

Description This series documents and development and execution of University/Healthcare or school/division-level policies. This series may include, but is not limited to policies, emergency procedures, office guides, and handbooks.

Retention Permanent

Disposition Not eligible for destruction; Transfer to the University Archives.

Citations

Title Project Planning Records

Description This series documents planning, development, and implementation of department/office-level non-capital projects. This series may include, but is not limited to correspondence, minutes, agendas, reports, proposals, expenditures, statistics, and final reports.

Retention Retain 5 years from end of academic year.

Disposition Confidential destruction required

Citations

Title Schedule of Activities

Description This series documents the scheduling of activities, events, and meetings. This series may include, but is not limited to: calendars, appointment books, schedules, and logs.

Retention Retain 3 years from end of calendar year.

Disposition Confidential destruction not required

Citations

Title Strategic Planning Records

Description This series document the planning, development, and execution of long-term University/Healthcare or school/division-level plans and priorities. This series may include, but is not limited to: instructions from the president, provosts, and/or vice provosts; internal planning committee materials; statements of objectives and goals; proposals; strategic planning reports; surveys; activity reports; informational materials; and correspondence.

Retention Permanent

Disposition Not eligible for destruction; Transfer to the University Archives.

Citations

Title Trademarks Licensing Records

Description This series documents the protection and control of Emory University's name, logos, symbols, and registered trademarks. This series may include, but is not limited to: approved licensees; annual gross dollar sales of Emory trademarked items; invoices showing royalties paid use of the trademarks; licensing agreements; and samples of requesting licensees' art work.

Retention Retain 7 years after expiration of contract.

Disposition Confidential destruction required

Citations O.C.G.A. 9-3-24
