| **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\*\* |