



THE UNIVERSITY OF TEXAS AT DALLAS

Environmental Health and Safety
Records Management Office

Records Retention Cheat Sheet for UT Dallas Faculty

Below is a list of records commonly used by UT Dallas faculty with retention periods for each record identified. Example scenarios are also included to illustrate the appropriate length of retention for each record. If you have any questions about a record on the list, or think that a record should be added to the list, please contact the Records Management Office at RecordsManagement@utdallas.edu or 972-883-4111.

Important points to remember:

- Retain your records for the full retention period.
- Once a record reaches its retention period, submit a completed Records Disposal Request to the Records Management Office. Records can only be disposed of once you have received permission from the UT Dallas Records Management Officer (permission is attained by submitting a Records Disposal request).
- Let us know if you have any questions- we are happy to assist!

Record	Retention Period	Example	Example Retention
Forms			
Registration form	1 year	Registration form from 8/21/2018.	Keep form until 8/21/2019.
Grade of Incomplete form	Retain until end of administrative value (NTE 8 weeks from the first day of the subsequent long semester).	Grade of Incomplete form turned into department on 12/1/2018.	Retain form until incomplete grade has been resolved (NTE 3/11/2019).
Copies forms	Department does not need to retain a copy.	Department has an advisor copy of the Change of Major form.	The copy does not need to be retained.
Instruction / Advising Records			
Shared advising record	5 years after student leaves, or graduates from UT Dallas.	Advisor logs student information in a shared database, file, or drive.	The student graduates in Fall 2019, so the shared advising record must be retained until the end of Fall 2024.
Instruction and course organization materials maintained by faculty	<ul style="list-style-type: none"> • Course syllabi - 2 years • Course records (ex: bibliographies, reading lists, course announcements, handout materials, and related documentation) - 2 years after the course was taught 	Personal notes made by faculty member regarding the seating of the course.	At the instructor's discretion.
		Professor has handout materials from a Fall 2018 class.	Professor must keep the handout materials until the end of the Fall 2020 semester.



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Record	Retention Period	Example	Example Retention
Instruction / Advising Records (cont.)			
Tests, Exams, & Term Papers	1 year	Professor has exams that were taken in Fall 2018.	Professor can destroy exams at the end of Fall 2019.
Correspondence & Transitory Records			
Correspondence regarding change to academic record	5 years after student leaves, or graduates from, UT Dallas	Student emails professor about adding class. Professor approves request. Student emails Registrar to add course.	Email was sent to the Registrar for action, so the Registrar is charged with keeping the original record. Department does not need to keep a copy of the record.
Personal notations regarding student	Personal notations are considered <i>transitory records</i> , this means that personal notations must only be retained for the amount of time needed to complete a necessary action (if any).	Professor makes a personal note regarding a student's absence.	Note is kept at instructor's discretion.
Personal communications among faculty and teaching assistants regarding students, or between faculty, teaching assistants, and students.	<ul style="list-style-type: none"> Personal communications are considered <i>transitory records</i>, this means that personal communications must only be retained for the amount of time needed to complete a necessary action (if any) <u>unless</u> the communication impacts a student's record. If a student's record is impacted, communication must be retained for 5 years after the student leaves, or graduates from, UT Dallas. 	Professor emails TA about class work for course.	Email is kept at the instructor's/TA's discretion.
		A student emails their professor on 12/01/2018 and informs them they would like to drop their class. <i>TAs who receive any emails such as these must forward them to the professor in charge of the course. The professor will be responsible for retaining the record.</i>	The student graduates in Spring 2020, so the email must be retained until the end of Spring 2025.