

Office of Equal Opportunity and Access

Records Retention Schedule and Policy- Equal Opportunity Unit

Effective Date: December 1, 2016

Next Scheduled Review Date: December 1, 2019

Section 1: Equal Opportunity Unit Records

Policy:

The Equal Opportunity unit of the Office of Equal Opportunity and Access is responsible for retention, storage, and access of university records in compliance with the General Schedule as defined by the university. The office is responsible for periodically reviewing the unit-specific schedule in order to determine if changes need to be made to the retention periods. Any changes must be approved by the university archivist.

The Equal Opportunity unit will annually review records during the second full week of July. Records that have not reached their minimum retention period will be moved to the records center managed by the Special Collections and Archives Research Center for the duration of their minimum retention period with the exception of certain Title IX-related records. At the end of the retention period for Complaint Records, the office will recall the records for final review by the Office of General Counsel before destruction.

1.1 Employment Accommodations

Minimum retention: 7 years after the last day of employment

Office records pertaining to an employee's requests for reasonable accommodation for a disability. May include medical release waivers, ADA medical assessments, emails, and correspondence.

1.2 Program Access Accommodations

Minimum retention: 2 years after the settlement of the request

Office records pertaining to a party's requests for a reasonable accommodation for a disability that is not employment-related. May include relevant documents, emails, and correspondence.

1.3 Complaint Records

Minimum retention: 7 years after final disposition of charge or action

Office records relevant to a complaint of discrimination of any legally recognized type brought by employees, students, an external agency, or the public. May include complaint forms, evidence/documents, notification of investigation/outcome, interview notes, and related correspondence.

1.4 Student Conduct Files

Minimum retention: 75 years for incidents that result in expulsion, suspension, degree revocation, or negative notation on transcript; 7 years from date of notice for all other student conduct files

Office records of relevance to reports and investigations of Title IX-related violations. May include incident report forms, police reports/logs, notifications of investigation/outcome, interview notes, and related correspondence.

Disposition Procedure:

Record Category	Record Description	Retention Period	Disposition
Employment Accommodations	Office records pertaining to an employee's requests for reasonable accommodation for a disability	Minimum retention of 7 years after the last day of employment	Records will be transferred to the Records Center when the employment ends for the duration of the retention period.
Program Access Accommodation	Office records pertaining to a party's requests for a reasonable accommodation for a disability, that is not employment related.	Minimum retention of 2 years after the settlement of the request	Records will remain in centralized office storage throughout the duration of their retention period.
Complaint Records	Office records relevant to a complaint of discrimination of any legally recognized type brought by employees, students, an external agency, or the public	Minimum retention of 7 years after final disposition of charge or action in central storage	Records remain in centralized office storage for 3 years, at which time, Records are reviewed. If neither party is affiliated with the University, records are then transferred to the University's record center where they remain throughout the duration of their retention period. Records involving parties who are still affiliated with the University will remain in centralized storage until neither party is affiliated. Upon completion of the minimum retention period, the office will contact the Office of General Counsel for final review.
Student Conduct Files	Office records of relevance to reports and investigations of Title IX-related violations.	Minimum retention of 75 years from the incident date of notice that resulted in expulsion, suspension, degree revocation, negative notation on the transcript; Minimum retention of 7 years from the incident date of notice for all other student conduct files	Records resulting in expulsion, suspension, degree revocation, or negative notation on the transcript will remain in centralized office storage through the duration of their retention period. All other files will be retained in centralized storage for 3 years; records are then transferred to the records center for the remainder of their retention period.