



THE UNIVERSITY OF TEXAS AT DALLAS

Office of Legal Affairs

Records Retention Cheat Sheet for UT Dallas Faculty

Faculty members create and maintain state records as part of their teaching assignments. These records are subject to state records retention laws and need to be retained in accordance with the UTD Records Retention Schedule (UTDRRS). Following is a list of teaching-related records series from the UTDRRS commonly used by UT Dallas faculty.

Once a record reaches its retention period, submit a [Records Disposal Request](#) to the Office of Legal Affairs for approval [here](#).

When is a Records Disposal Request NOT needed?

- **Orion, eLearning, StudentBook, and Coursebook Records:** Records saved into any of these systems are the Record Copy and are maintained by the department responsible for the software (Registrar, PTG, eLearning) for their retention period.
- **Duplicate copies:** If you have extra copies of records, including duplicate copies of records held in Orion, eLearning, StudentBook, or Coursebook, they can be disposed of at any time without approval from our office.
- **Transitory records:** Records of temporary usefulness that are not an integral part of a records series, that are not regularly filed in a recordkeeping system, and that are required only for a limited period of time for an employee to complete an action are considered transitory. They may be disposed of at any time without approval from Legal Affairs. For more information on transitory records visit our website – legal.utdallas.edu/records-management.
- **Published materials.** Publications that are kept solely for reference are not state records and do not have a required retention period. However, if the publication is part of your work duties (used for course materials, created as part of your job, etc.), it needs to be maintained in accordance with the appropriate series on the UTDRRS, and a



We encourage faculty to take advantage of saving records in Coursebook, eLearning, and Orion to reduce the number of records individual faculty are responsible for maintaining for the retention period.

When is a Records Disposal Request needed, and how do I submit it?

- When you are the owner of state records and want to dispose of the last existing copy.
- Records not saved in eLearning, Orion, StudentBook, or Coursebook are the responsibility of the individual faculty member or department, as appropriate, and must be maintained for the full retention period.
- Once a record reaches its retention period, submit a [Records Disposal Request](#) to the Office of Legal Affairs [here](#). **Records can only be disposed of once you have received permission from the Records Management Officer.** All versions, including electronic versions, should be disposed of at the same time. If any copy (including electronic versions) of a record is kept, it becomes the Record Copy and may be subject to Public Information Act just like the original.



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Records Commonly Held by Faculty and/or Academic Department¹

Record (Agency Item Number)	Retention Period	Example	Example Retention
Forms			
Registration form (STR2012)	1 year	Registration form dated 8/21/2021.	Keep form until 8/21/2022.
Grade of Incomplete form (ACA1004)	Retain until end of the grade appeal period (8 weeks from the first day of the subsequent long semester).	Grade of Incomplete form turned into department on 12/1/2019.	Retain form until incomplete grade has been resolved (NTE 3/9/2020).
Instruction / Advising Records			
Instruction and course organization materials maintained by faculty	Course records (ex: bibliographies, reading lists, course announcements, handout materials, and related documentation) - 2 years after the course was taught (ACA1001)	Personal notes made by faculty member regarding the seating of the course.	Transitory. May be disposed of at the instructor's discretion.
		Professor has handout materials from a Fall 2020 class.	Professor must keep the handout materials until the end of the Fall 2022 semester.
Tests, Exams, & Term Papers (ACA1003)	1 year after the end of the semester	Professor has coursework performed in Fall 2021.	Professor can destroy coursework at the end of Fall 2022.
Gradebook (ACA1004)	After grade appeal period for the semester has passed	Professor has student grade spreadsheet from Spring 2021	Can be destroyed day after grade appeal period for Spring 2021 ends.
Course Syllabi (ACA1002)	Administrative Value (min. 2 years after end of semester)	Professor has syllabus from Spring 2021 course	The Provost's office keeps syllabi in Coursebook. If the Professor does not upload syllabi to Coursebook, the Professor must maintain the Record Copy until the Provost's Office approves disposition. (Disposal must also be approved by Legal Affairs)
Student advising record (STR2004)	3 years after student leaves, or graduates from UT Dallas.	Professor maintains individual files regarding advice given to students.	Student graduates in Fall 2021, so the record must be retained until the end of Fall 2024.

¹ Records saved in OnBase, eLearning, StudentBook or Coursebook are the record copy. Additional copies of those same records held by faculty or a department may be disposed of at any time without approval from Legal Affairs. For more information, see the "When is a Records Disposal Request NOT Needed" box on page 1.



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Record (Agency Item Number)	Retention Period	Example	Example Retention
Correspondence & Transitory Records			
Correspondence regarding change to academic record (STR2007)	5 years after student leaves or graduates from UT Dallas. Communications impacting a student's record must be retained by the person taking the action (ex. professor, advisor) . <i>TAs receiving messages like these must forward them to the professor in charge of the course.</i>	Student emails professor about adding class. Professor approves request. Student emails Registrar to add course.	Email went to the Registrar for action, so Registrar keeps the Record Copy. Department may dispose of their copy.
		A student emails their advisor on 2/1/2021 to drop a class.	The student graduates in Spring 2022, so the email must be retained by the advisor until the end of Spring 2027.
Personal notations regarding student	Personal notations are <i>transitory records</i> . They must only be retained until any necessary action is taken.	Professor makes a personal note regarding a student's absence.	Note may be disposed of at instructor's discretion.
Communications among faculty and TAs regarding students, or between faculty, TAs, & students.	Personal communications not impacting a student record are <i>transitory</i> . They may be disposed of once any necessary is taken.	Professor emails TA about class work for course.	Email may be disposed of at the instructor's/TA's discretion.

If you have any questions about a record or think that a record should be added to the list, please contact the Office of Legal Affairs at RecordsManagement@utdallas.edu or 972-883-2262.