

Department of Social Work Records Retention Schedule

In an effort to comply with state law, efficiently manage office documents and files, and effectively reduce the amount of required office storage the following procedures will be adhered to regarding paper/hard copy as well as electronic versions of department files.

Regarding Students working toward the BSW Degree

Documents	Retention Period	Schedule Citation
Application to the BSW Program and required attachments (admitted)	5 years following the last semester of attendance	UWSTU018
Application to the BSW Program and required attachments (not admitted)	2 years following application date.	UWSTU019
Advising notes and correspondence related to student progress	8 years following the last semester of attendance	UWADV003
Application and Enrollment in the BSW Field Internship, including Criminal Background reports	8 years following the last semester of attendance	Local Policy – Combined schedules See as basis: UWSTU042 UWSTU056
Assessment of student competency in the Field Internship and Field Logs	8 years following the last semester of attendance	Local Policy: To be scheduled See as basis: UWSTU062
Letters of Recommendation	2 years following graduation	Local Policy: To be scheduled
Faculty Assessment of Competency	3 years following the last semester of attendance	Local Policy: To be scheduled See for basis: UWSTU047

No other documents will be retained in student files within the Department of Social Work. Files will be maintained in the locked file room, which has limited access (Social Work Advisors, Department Chair and permanent department support staff).

Regarding Students working toward the MSW Degree

Documents	Retention Period	Schedule Citation
Application to the MSW Program and required attachments	10 years from date of receipt of degree or date of last attendance	UWSTU049
Advising Notes and correspondence	8 years following the last	UWADV003

Documents	Retention Period	Schedule Citation
related to student progress	semester of attendance	
Application and enrollment in the MSW Field Internship, including Criminal Background reports	8 years following the last semester of attendance	Local Policy – Combined schedules See as basis: UWSTU042 UWSTU056
Assessment of student competency in the Field Internship and Field Logs	8 years following the last semester of attendance	UWSTU062
Letters of Recommendation	2 years following graduation	Local Policy: To be scheduled
Faculty Assessment of Competency	3 years following the last semester of attendance	Local Policy: To be scheduled See for basis: UWSTU047
Field Research Report and IRB approval	5 years following the last semester of attendance	Local Policy - To be scheduled
Application to Candidacy	8 years following the last semester of attendance	UWADV002

No other documents will be retained in student files within the Department of Social Work. Files will be maintained in the locked file room, which has limited access (Social Work Advisors, Department Chair and permanent department support staff).

Regarding CSWE Accreditation

Documents	Retention Period	Schedule Citation
Notice of CSWE Accreditation	10 years	Local policy: To be scheduled
Current Self-Study	10 years and 1 copy sent to archives	Local policy: To be scheduled
Assessment Data	10 years	Local policy: To be scheduled
Course Syllabi	10 years	Local policy: To be scheduled
Annual CSWE program data	5 years	Local policy: To be scheduled

Three copies of these documents will be retained: 1) by the Department Chair, 2) by the Academic Department Associate and 3) in the Department library. Additional electronic copies may be retained. These files are not sensitive, therefore, they are not required to be secured in a locked filing space.

Regarding Faculty/Academic Staff/ Department support staff/Student employees

Documents	Retention Period	Schedule Citation
Departmental Personnel Files: (Faculty/Academic Staff. Includes Curriculum Vitae, contract renewal recommendations, peer teaching reviews, contracts and contract decisions, SOS reports, merit reviews, tenure application review and recommendations, post-tenure review report, letters of recommendation, educational transcripts, letters of application, awards, correspondence, resignation letter, and emergency contact information	Copies of official personnel files housed at HR Tenured faculty: 10 years following the last day of employment Non-tenured/Academic Staff: 7 years following the last day of employment	Local Policy: In excess of requirements of UWPER001
Departmental Personnel Files: Departmental Associates. Includes resume, periodic evaluations, awards, corrective action plans, correspondence, job description, resignation letter and emergency contact information	Copies of official personnel files housed at HR 7 years following the last day of employment	Local Policy: In excess of requirements of PERS124
Departmental Personnel Files: Student employees. resume, job application, clerical test results, periodic evaluations, awards, corrective action plans, correspondence, job description, and emergency contact information	Copies of official personnel files housed at HR 7 years following the last day of employment	Local Policy: In excess of requirements of PERS124

These files will be retained in the Department Chair's office in a locked filing cabinet.

Regarding Financial Records

Documents	Retention Period	Schedule Citation
Departmental Budgets and reports	Original: Destroy when no longer needed.	UWFA102
Expense documentation	Original: Fiscal year of creation + additional 6 years, and thereafter destroy. Duplicates: Destroy when no longer needed. Do not retain duplicates longer than the original record.	UWFA300
Grants	7 years following the end of the grant	285F/088A

The Academic Department Associate and the Department Chair will each retain one copy of these files.

Disposal of Records

At the end of the retention period all paper documents will be shredded in a shredding machine. Folders will be stripped of identifying information and recycled/reused as appropriate. This procedure will primarily be carried out during the summer term.