

12.F Faculty Record Keeping

The University strongly encourages all faculty and staff to be diligent in creating and maintaining records related to their University functions. Information kept in University files should be as accurate as reasonably possible and directly relevant to a legitimate University purpose. Questions about what to keep in a file and how long to keep it can be directed to the following organizations:

- For faculty and staff records: [University Human Resources, Records and Information Services](#)
- For student records: [Office of the Registrar](#)
- For general legal information: [Office of the Vice President and General Counsel](#).