MANAGING FACULTY RECORDS

FAQS

Q. Who owns research records?
A. The University. See RES-002: Laboratory Notebook and Recordkeeping

Q. Does FOIA apply to research?
A. Yes, but exemptions exist. Learn more about FOIA at UVA.

Q. Is approval to destroy records required?
A. Yes, submission of the Certificate of Records Destruction (RM3 Form) is required.

SUBMITTING THE RM3 FORM
1. Locate the form on the RIM Office website.
2. Complete fields 2-10. Signatures are no longer required.
3. Email the form in Word format to records@virginia.edu.
4. The RIM Office will respond with approval and/or instructions.
5. Once approved, destroy the records and complete Line 12.
6. Send the form back in Word format to records@virginia.edu.

RM3 Form, instructions, and video available at: https://recordsmanagement.virginia.edu/records-destruction-rm3

COMMON RECORDS & RETENTION LENGTHS

Class Rolls & Grade Sheets 3 years after reporting
Course Evaluations-Non-Tenure Track 1 year after end of course
Course Evaluations-Tenure Track 5 years after end of course
Financial Records-Research/Grant 5 fiscal years after close of study
Financial Records-State/Local/Gift 3 years after end of fiscal year
Student Work & Exams 1 year after end of course
Course Syllabi When obsolete
Unfunded Proposals 1 year after denial
Research Records See Classification Chart

See Classification Chart

Records & Information Management records@virginia.edu recordsmanagement.virginia.edu