



OFFICE OF RIGHTS,
COMPLIANCE AND ACCOUNTABILITY

University of Alaska Fairbanks

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UNIVERSITY PROCEDURES – ORCA RECORD RETENTION POLICY

Date: June 11, 2025

Signed by:
Kaydee Van Flein
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1. Purpose

These procedures provide for consistent and compliant retention of data within the Office of Rights, Compliance and Accountability (ORCA). These procedures are subject to University of Alaska Board of Regents’ Policy and University Regulations as well as Chancellor’s Policies. In the event of any conflict, the policies and regulations supersede these procedures.

2. Retention Schedule

<u>Case Type</u>	<u>Retention Period</u>
"Sexual Misconduct Allegation (Sanctioned or Not)"	Forever
"Discrimination Allegation (Sanctioned or Not)"	
"Accommodation Requests (Pregnancy, Disability, Religious)"	
"Conduct - Major Allegation (Sanctioned or Not)"	
"Conduct - Academic Misconduct Allegation (Sanctioned or Not)"	
Grade or academic decision appeals	

"Conduct - Minor Allegation (No Sanction)"	7yrs from hearing
"Conduct - Minor Allegation (Sanction)"	7yrs from sanction completion
"CARE (ECLs, Wellbeing, concern)"	7yrs from last attendance
"Student Assistance (ALW, RFE, emergency funds, etc.)"	7yrs from request
Trespasses	7yrs from end
Accessibility Concerns	7yrs from report
Clery Incident (not including TIX)	7yrs from report
Complaint about employee (HR issue)	7yrs from referral

3. Physical Document Destruction

Only the Executive Director may approve of shredding physical files containing complaint or case information.

4. Shared Drive Document Deletion

Only the Executive Director may approve of deleting shared drive files containing complaint or case information. With the exception of deletion of duplicate files – after confirmation of full retention inside another shared location.

5. Maxient Case Deletion

Only pre-approved Maxient users may delete cases. (Access is controlled within Maxient.) Deletion of Maxient cases must follow the above retention schedule with the exception of deletion of duplicate files – after confirmation of full retention inside another case, removal of a previously “unknown” party after addition of a file for the now-known individual, and removal of accidentally added parties (i.e., a witness who is neither a respondent or complainant).

UAF Office of Rights, Compliance and Accountability (ORCA)

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