

## Records Retention



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## UBC Archives - Records Management



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### Records Retention Schedule and Disposal Authorities (RRSDAs)

**Note:** These are *draft* records retention guidelines, and have yet to be officially approved by the University. They are presented here for the information of record-keeping staff in UBC offices and departments. If you have any questions or comments, please contact us.

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## University Records Retention Guidelines

- [Administrative and Management Records](#) Effective January 11, 2005
- [Development and Alumni Affairs](#) (Draft)
- [Duke University Press](#) Effective January 20, 2005
- [Facilities Management](#) (Draft)
- [General Accounting Records](#) (GAP #200.240) Effective December 1987; revised November 2003
- [Public Affairs, News, and Communications Records](#) Effective June 22, 2005
- [Recommended Retention and Disposition Guidelines for Medical Center Records](#)
- [Research with human subjects](#) Effective May 5, 1994 (Office of Research Support Data Retention Policy)
- [Student Affairs](#) Effective May 4, 2005
- [Student Records](#) Effective July 21, 2004


Links
<ul style="list-style-type: none"><li>• <a href="#">Destruction of Accounting Records</a> (GAP #200.250)</li><li>• <a href="#">University Registrar Records Policy</a></li><li>• <a href="#">Destruction of non-permanent records</a></li><li>• <a href="#">Documenting the disposal of unscheduled records</a></li></ul>

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## Records Management

University System of Georgia

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## Records Retention Guidelines

The intent of the Records Retention Guidelines is to establish consistent record retention practices by member institutions of the University System of Georgia, in order to allow ongoing compliance with federal and state law, including the Georgia Records Act (O.C.G.A. 50-18-90 et seq.), and to meet requirements of external entities, such as accrediting bodies. The Guidelines consisting of a list of more than 400 different types of records organized into 19 categories, have been developed from inventories submitted by the 34 institutions and should be consulted to determine the minimum retention time for a particular type of record.

The Guidelines are not intended to be exhaustive in scope nor will each institution necessarily generate all of the records listed. Certain types of records may also appear under two or more categories. The retention period for each listed record in the Guidelines is the minimum period of time that an institution must maintain that particular record to meet legal and/or fiscal governmental directives, if available. If no such retention criterion exists for a particular record, the retention period is the Georgia statute of limitations for legal claims, plus one year, applicable to that type of record. Maintenance of a record in excess of the retention period, the physical location of records during the retention period, and the media selected to maintain records are institutional decisions to be influenced by the resources and needs of each institution, although an internally consistent retention practice is encouraged within each institution.

The Board of Regents Office Resources administers the Records Retention Guidelines and is the source for information and /or answers to questions concerning implementation of the Guidelines. The Coordinator of Office Resources shall approve all additions to, deletions from, and revisions of the Records Retention Guidelines.

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## Retention Requirements

As a state institution, Georgia Tech is required to adhere to the guidelines set forth in the [Georgia Records Act](#) and the [Georgia Open Records Act](#). Retention schedules, or guidelines, are created as a means to organize and classify records so that they can be maintained in accordance with legal requirements.

The Board of Regents of the University System of Georgia have created records retention guidelines for university system schools. These guidelines indicate the minimum amount of time institute records should be retained. Campus departments transferring records to the Records Center are asked to adhere to the Board of Regents' guidelines. These guidelines are available at:

► [Board of Regents Retention Guidelines](#)

If you have questions about organizing your records material, please consult Archives and Records Management staff.

### Georgia Open Records Act

As a public institution, Georgia Tech is subject to the Georgia Open Records Act. This law requires that all documents or records created and maintained by Georgia Tech, as well as those created by employees in the course of their work, be made available for public inspection upon request.

The law does exempt some personal and confidential information, such as Social Security numbers and proprietary information, from disclosure.

If your department receives an Open Records request, notify the Georgia Tech Office of Legal Affairs immediately. The Office of Legal Affairs' guidelines for handling an Open Records request are available at:

► [Open Records Act Procedures](#)

► [BOR Retention](#)

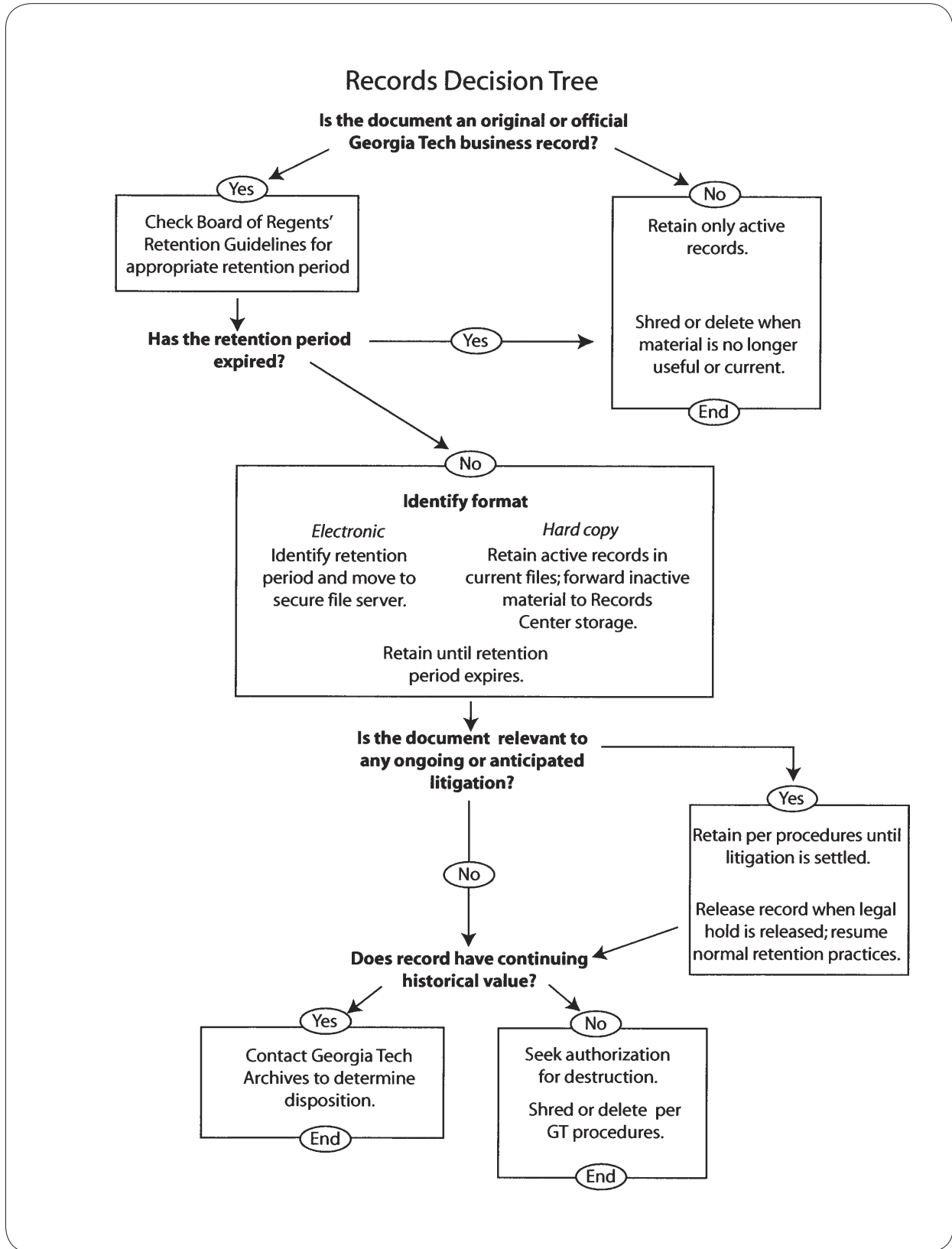
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# Special Collections and University Archives

## UIC Records Management - Approved Records Schedules

A record schedule is a listing of types of records maintained by a campus unit. The record schedule establishes how long records must be retained, and how these records may be disposed of at the end of the retention period. According to Illinois state law, each campus unit must have an approved records schedule.

Record schedules that have been approved by the Illinois State Records Commission are available below in pdf format. If your unit has an approved records schedule and you would like to dispose of inactive records, you will need to submit a Certificate of Disposal form to the Illinois State Archives. This form is available for download here: [Certificate of Disposal form](#)

If your unit has historical records to send to the University Archives, please contact the Archives at 312-996-2742 or at [ASK a Librarian](#)

If you do not see a record schedule below for your unit, please contact the University Archives at 312-996-2742 or [Ask A Librarian](#), and we will prepare one with you.

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### UNIVERSITY RECORDS RETENTION SCHEDULE

To assist in the transfer of permanent records to the university archives:

[General Records Retention Schedule](#) (revised January 2005)

These schedules were specifically developed for offices needing additional information about the permanent records coming to the University Archives:

[Accounts Receivable Retention Schedule](#) (created December 12, 2003)

[Controller's Office](#) (currently being revised)

[Office of the Provost Retention Schedule](#) (currently being revised)

[Student Records Retention Schedule](#) (created November 12, 2001)

For additional [guidelines on the transfer of permanent records](#) to the University Archives.

**Background:**

The university retention schedule was created in 1991, by the Iowa State University Records Management Committee. The members were Ronald J. Ackerman; Jean W. Adams; Charles J. Deutsch; Larry H. Ebbers; Judy A. Hankins; James A. Hopson; Toni M. Johnson; Rabindra Mukerjea; W. Dean Nelson; Wayne O. Ostendorf; Dorothy A. Pimlott; Alan M. Russell; Ralph R. Sudbeck; Victor Tamashunas; Doyle E. Wilson; Stanley M. Yates; and Joyce Van Pilsum.

In 1997, the Committee, with the concurrence of the Provost, determined that the University Library would have responsibility for the transfer of permanent records to the University Archives and revise the Retention Schedule as necessary. In 2000, the University Library created the position of the University Records Analyst. The Analyst, in conjunction with the Head of the University Archives, works with university offices to ensure the transfer of permanent records documenting Iowa State.

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EXCELLENCE in Action

▼ Policy Register ▼ Record Retention Schedule ▼ Hold Harmless Data Sheet

**Main Topics:**  
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Compliance Updates  
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Vendor Code of Conduct and Supplier Diversity

University Counsel

## Welcome to the Records Retention reference site

### How to Navigate this Site:

- In the GOLD BAR above, click on the "Record Retention Schedule" link to open an additional five links.
- "Welcome" is the page you are on now.
- "Index by Area" directs you to a list of areas and the records retained by each area (along with the retention schedule).
- "Index by Record" is an entire listing of the records.
- "General Schedule" is a .PDF of the base records retention schedule.
- "Download Record Destruction Form" is the form to be used when a record reaches the end of its schedule and must be destroyed.
- Use the "Records Retention Schedule" to search the records database.

### Records Retention Introduction:

Pursuant to University Policy [3342-5-15](#), the Office of University Counsel has created this site to assist campus personnel in managing University records for which they are responsible.

The University has adopted the records retention schedules recommended by the Inter University Council (IUC) which are contained in this site. You will also find "General Schedules" adopted by the University for routine types of records.

Records listed in the General Schedules may be disposed of without approval of the Office of University Counsel. All other records for which you seek destruction require the approval of the Office of University Counsel and the University Archivist. Both of these officers are available to assist you.

Contact:  
James R. Watson  
Associate University Counsel  
E-mail: [jwatson1@kent.edu](mailto:jwatson1@kent.edu)  
Phone: (330) 672-2982  
Fax: (330) 672-7821

Contact:  
Stephen H. Paschen  
University Archives  
Email: [spaschen@kent.edu](mailto:spaschen@kent.edu)  
Phone: (330) 672-1639  
Fax: (330) 672-9318

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## Records Retention Schedules

Find the pertinent records schedules in the list below or search by keyword:

### University Retention Schedule (under construction)

#### General Schedule

- [General Records - Fiscal](#)
- [General Records - Miscellaneous](#)
- [General Records - Personnel](#)
- [General Records - Student/Course Records](#)

#### Individual Office Schedules

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- [Student Affairs Financial Aid](#)
- [Technology Records](#)

### U of L Internal Schedule - Records Not on Kentucky Model University Schedule

Questions about these procedures and schedules should be directed to the University Archives and Records Center at 6674 or by [e-mail](#) (this address is for use by university personnel only.)

[Go to Records Management page](#)

University Archives and Records Center | University of Louisville | Louisville, KY 40292 | Phone: 502-852-6674 | Fax: 502-852-6673  
[Site Index](#) | [Comment Form](#) | [Staff Intranet](#)

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# Records Management Program at MIT

Institute Archives and Special Collections

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## Records Retention Schedules

[Financial Data Retention Schedules](#)

[Technology Licensing Office Records Retention Schedule](#)

A **records retention schedule** is a document created to

- describe the records and indicate how they should be handled after they are no longer actively used.
- establish official retention periods and ensure timely disposition of the records according to their legal, financial, and historical value.
- ensure compliance with legal, financial, and other regulatory requirements of the organization.

The Institute records retention schedules remain in the custody of the Records Management Program, administered by the Institute Archives and Special Collections.

The first records retention schedules at MIT were established in the late 1970s and early 1980s. In 2002, the Financial Data Retention Project, initiated by the Institute Auditor to improve financial record-keeping practices at MIT, led to a comprehensive survey of the financial records created or received by the Controller's Accounting Office. A new set of financial data retention schedules was established and approved by the MIT administration (coming soon). Efforts are currently under way to update and/or create retention schedules for other types of Institute records (personnel, student, academic).

Please [contact us](#) for advice on how to create or update record retention schedules for your office or department.

Last modified 8/11/06

Departments, Laboratories, and Centers: [How Long to Keep Financial Records](#)



[Institute Archives and Special Collections](#)  
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Massachusetts Institute of Technology  
77 Massachusetts Avenue, Cambridge, MA 02139-4397 USA



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### The Ohio State University Archives

**RECORDS RETENTION SCHEDULES**

REC MGMT EMAIL ERECS DEFINITIONS DISPOSITION TRANSIENT RIM LINKS LAWS & RECS

The OSU Archives has recently updated and expanded our offering of General Records Retention Schedules and are now making it available in a more user friendly consolidated searchable PDF format. This schedule governs the minimum retention and final disposition of records (created and/or received at OSU) in compliance with policies of The Ohio State University and *The Ohio Revised Code*. For more information please review our **Statement of Authority web page...**

➤ **General Records Retention Schedule [356KB PDF - including Accounting & Financial, General Administrative, Information Technology, Legal, Personnel (Faculty/Staff/Student), and Student & Course Records - updated February 25, 2008]**

➤ **Searching Instructions**

➤ In addition to these general schedules a variety of departments/units have unique records which have been scheduled for retention and disposition with the approval of the University Archivist. Follow the **Units with Unique Schedules** link to view the a list of these schedules...

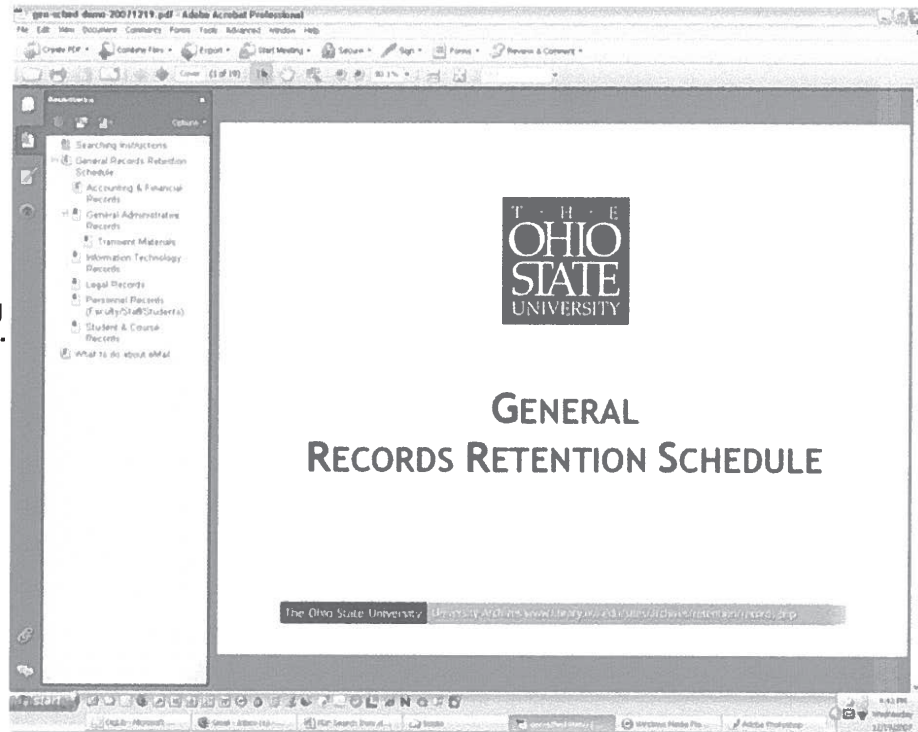
*If you are unable to find the a records retention schedule that fits your need, please submit a query on our **Ask an Archivist page**.*

SEARCH INSTRUCTIONS



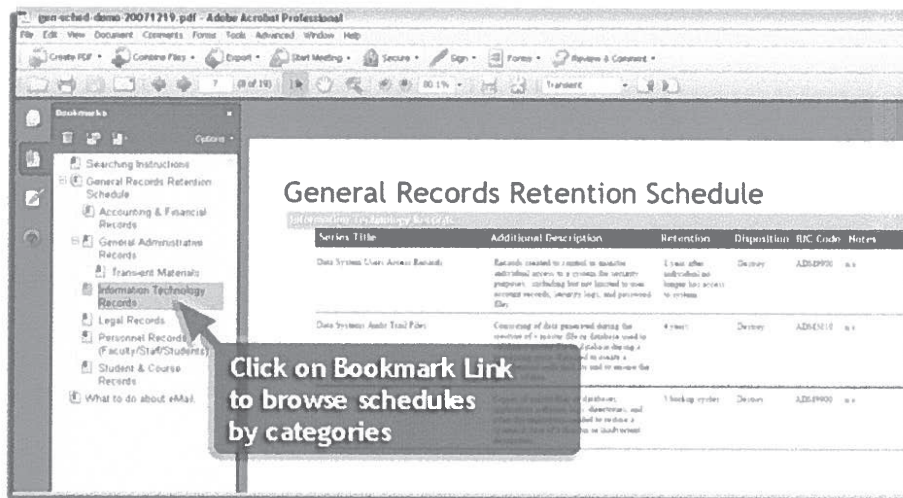
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## UO Records Retention Schedule

The site is intended to serve the needs of campus users. If you are having any difficulty searching, using, or understanding the Records Retention Schedule or the site, please contact the Electronic Records Archivist, [Erin O'Meara](#).

- For basic access to the records retention schedule, please use the links to record series based on [functional sections](#).

### Notice of Revision

The records retention schedule is now updated with the revisions from the 2003 review.

### What's a Records Retention Schedule?

A Records Retention Schedule is an important element in a system to identify and manage the records that document the activities and history of an organization. A Records Retention Schedule sorts out the important kinds of documents and specifies how long they have to be retained, for legal and for historical purposes. Most organizations create vast numbers of records, and can't afford to manage and perpetually maintain all of them; a good Schedule specifies which records need attention so unimportant items can be routinely discarded. Other elements in the records management system include a good tracking mechanism; strict methods of maintaining confidentiality; and active, effective communication between record creators, users and the Records Manager.

A Records Manager is a highly specialized information professional who is trained to analyze, inventory and describe records series to facilitate management and preserve organizational history. The University Records Manager is responsible for creating and implementing the Records Retention Schedule, overseeing the timely and confidential destruction of outdated records, and working with record creators and users to ensure the system operates effectively and usefully. In addition to the University Records Manager's responsibilities, the University Historian/Archivist curates and preserves the rich historical trove of the permanent collections, and helps make them broadly accessible to students and researchers through presentations, exhibits, reference service, and active community involvement. In a single day, the University Archives may work with a historical document from the 1860s, photographs from the Rose Bowl, last year's e-mail about curriculum revisions, a poster from the Elvis concert at Mac Court, a microfilmed dissertation from 1980, and 500 linear feet of admissions records that have outlived their prescribed lifespan.

### Navigating this Site

If you don't know the name of a record series, you can probably find it by consulting the [Functional Sections](#), which are organized by the purpose of the record. For example, if you have a question about admission documents, you can look at the Functional Sections and figure out that admissions records will be part of the Student Records section, and follow the links to the precise series you want. If you do know the series name, you can use the alphabetical index (below) to find the page you want.

## UNIVERSITY OF OREGON: UO Records Retention Schedule

<http://libweb.uoregon.edu/records/schedule/>

### **A-B C-D E-G H-M N-P Q-W**

#### **Understanding and Using the Schedule**

The Oregon University System Records Retention Schedule was developed as a joint project between the archivists of the University of Oregon, Oregon State University, and the Chancellor's Office of the Oregon University System. This electronic version replaces the paper Records Manual last issued in 1996. This schedule has been customized for the University of Oregon to include information regarding the holder of the record copy of each series at the UO. In keeping with the commitment of University Archives to improve distribution of information to the campus community and in order to assist in the reduction of paper use, we are making the schedule available only on the Internet. The University Archivist will retain one paper copy; University Archives will print no additional copies. *Please remember that if you choose to rely on a printout from the Schedule, you cannot be assured that the printed information is still valid.*

The Records Schedule is an Oregon Administrative Rule (OAR 166-475) and subject to all applicable laws and regulations. It is also a "minimum/maximum" schedule, which means that records are to be kept by University offices for as long as the retention period and no longer. **To meet legal and fiscal obligations, it is very important to destroy records in a timely, regular, and appropriate fashion.** Please consult our [Procedure for Confidential Document Destruction](#) for information on how to properly destroy confidential information.

This Schedule is a descriptive, not a prescriptive, document. This means that the records series described were developed by inventorying, analyzing, and describing the records of representative offices of the University. The series describe records as they are kept by many units; the series do not prescribe how offices and departments should or must keep their records. Offices that don't have records as described in the schedule need not be concerned that they are in violation of state law and rules.

**Minimum-Maximum Rule:** The retention periods listed in the University Records Retention and Disposition Schedule are both "minimum" and "maximum" retention periods as established in state administrative rules. Minimum and maximum retention periods mean that a record series must be kept as long as the retention period listed in the schedule, but no longer. It must be kept for the length of the retention period and then promptly disposed of as directed by the schedule.

**Exceptions to the Maximum Rule:** There are exceptions to the maximum retention period rule. Records may be kept for a period of time exceeding the established retention period if they are involved in litigation, criminal or civil investigation, audit, or continuing administrative use. Under no circumstances, however, is a record to be kept for a shorter time period than the schedule requires.

Some of the series in the schedule may seem outdated or irrelevant to current practices. For a variety of reasons, it is still important to have these series in the schedule: some of the records in an outdated series may not be past their retention period, and some of the institutions in the University System may still be using those types of records. The existence of a records series in the schedule does not mandate its creation or use by the University of Oregon.

#### **Format**

Quick and easy use of the following schedule is dependent upon understanding the meaning of each component of a record series disposition.

<b>Number within the section of the Administrative Rule. Title of the record series</b>
---



The University of Western Ontario

**RECORDS RETENTION AND DISPOSAL SCHEDULES**

Introducing Western's Records Retention and Disposal Schedules

Using Western's Records Retention and Disposal Schedules

Glossary of Retention and Disposal Terms

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